



# ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, September 28, 2021

## MINUTES

### 1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Board Chairman Wilson called the meeting to order on Tuesday, September 28, 2021, at 1:22 p.m. The meeting was held telephonically and in person due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Board Chairman David Wilson, Board Clerk John Crawford, and Board Members Richard Bookie, Karen Gueltzow, Tony Sambol.

Members Absent: None.

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Deputy Chief/Fire Marshal Eric Kriwer, Division Chief Kane Nixon, Emergency Manager Kim Campbell, Division Chief Brad Puckett, Battalion Chief Shawn Holcomb, Captain Scott Dial, Finance Director Rebecca Chitwood, and Administrative Director Dawn Miller.

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller.

Media Present: None.

Guests Present: North County Fire & Medical District Board Members Russell Smith, James Young; South County Fire & Medical District Board Member Diane Price, Bill Becker, and Jack Arend.

### 2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

Board Chairman Wilson led the Pledge of Allegiance.

### 3. CALL TO THE PUBLIC

There was no response to the Call to the Public.

### 4. FINANCIAL SUMMARIES

A. Arizona Fire & Medical Authority Financial Reports for August 2021.

Rebecca Chitwood, Finance Director presented the Arizona Fire & Medical Authority Financial Reports for August 2021 and answered any questions from Board Members.

**5. CONSENT AGENDA**

- A. Approve Monthly Financial Report- August 2021.
- B. Approve Regular Board Meeting Minutes - August 24, 2021.

**Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board approve all items on the Consent agenda. Board Member Gueltzow seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson  
NAYS: None  
ABSENT: None

**6. CURRENT EVENTS SUMMARIES AND REPORTS**

- A. Emergency Operations Division (Including Operations/Deployment, Support Services, and Emergency Medical Services/Training) – Current Event Summary for August 2021.

Chris DeChant, Assistant Chief presented the Operations Division Monthly Report for August 2021 and answered any questions from Board Members.

Assistant Chief DeChant noted that the Operations Division has seen a slight increase in overall call volume.

- B. Community Risk Management Division – Current Event Summary for August 2021.

Eric Kriwer, Division Chief/Fire Marshal presented the Community Risk Management Division Monthly Report for August 2021 and answered any questions from Board Members.

Division Chief/Fire Marshal Kriwer noted that there had been one fire incident in the Authority. Division Chief/Fire Marshal Kriwer also reviewed the development updates.

- C. Business Division (including Planning/Tech Services/Emergency Management, Financial Services, Administration, and Human Resources) – Current Event Summary for August 2021.

Mary Dalton, Assistant Chief – Business Division presented the Business Services Division Report for August 2021 and answered any questions from Board Members.

Assistant Chief Dalton reported that four conditional offers have been given to EMT

candidates. Assistant Chief Dalton also noted that recruiting efforts have been ongoing for these positions, and that it has been difficult to get candidates.

- D. Arizona Fire & Medical Authority Chapter of the United Sun Cities Firefighters Association – International Association of Firefighters Local 3573 Updates.

Captain Scott Dial, Local 3573 representative provided the Governing Board with an update on the AFMA Firefighters Charities and answered any questions from Board Members. Captain Dial stated that there will be an election in October for the Vice President and Trustee positions. He reviewed the upcoming charity events.

- E. Correspondence received or sent by the Arizona Fire & Medical Authority which would be of interest to the Governing Board will be reviewed by the Board Clerk.

There was no correspondence for the month.

## 7. REGULAR BUSINESS

- A. Discussion and Possible Action Relating to Adoption of Proclamation Declaring the Week of October 3-9, 2021, as Fire Prevention Week.

Deputy Chief/Fire Marshal Kriwer reviewed the background of Fire Prevention Week. Deputy Chief/Fire Marshal Kriwer read the proclamation to the Board.

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board adopt a proclamation declaring October 3-9, 2021, as Fire Prevention Week throughout the Authority. Board Member Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson  
NAYS: None  
ABSENT: None

- B. Discussion and Possible Action Regarding Approval of the 2022 Governing Board Meeting Schedule

Administrative Director Miller presented the 2022 Governing Board meeting schedule and answered any questions from Board Members.

**Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board approve the 2022 Governing Board meeting schedule. Board Clerk Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson  
NAYS: None

ABSENT: None

C. Discussion and Possible Action Related to Revisions to Policy No. 8.07.

Finance Director Chitwood discussed the current and proposed check signing schedule. The request is to move check signing to a weekly process to assist with more timely processing of payments and to increase the efficiency of the Finance Department. Policy No. 8.07 would be updated to reflect these changes. Ms. Chitwood answered all questions from Board Members.

**Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board approve the changes to Policy No. 8.07. Board Member Bookie seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson

NAYS: None

ABSENT: None

D. Discussion and Possible Action Relating to Acceptance of Federal Emergency Management Agency (FEMA) 2020 Regional Assistance to Firefighters Grant (AFG) Award for Portable Radio Equipment.

Division Chief Puckett provided an update relating to acceptance of Federal Emergency Management Agency (FEMA) 2020 Regional Assistance to Firefighters Grant (AFG) Award for Portable Radio Equipment. This item was also discussed at length at the Budget & Finance Committee Meeting on September 21, 2021 and was recommended for approval. Division Chief Puckett answered all Board Member questions.

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve acceptance of the award for funding from the FEMA AFG Grant to support the replacement of 34 portable radios and approve the use of CIP funds in an amount not to exceed \$8,500 for the required matching funds and the increase in cost of each radio. Board Member Gueltzow seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson

NAYS: None

ABSENT: None

E. Discussion and Possible Action Relating to Acceptance of the Federal Emergency Management Agency (FEMA) 2020 Fire Prevention & Safety Grant (FPS) Award for Digital Fire Station Signage.

Assistant Chief Dalton provided an update relating to acceptance of Federal Emergency Management Agency (FEMA) 2020 Fire Prevention & Safety Grant (FPS) Award for

Digital Signage. This item was also discussed at length at the Budget & Finance Committee Meeting on September 21, 2021, and was recommended for approval. Assistant Chief Dalton answered all Board Member questions.

**Board Chairman Wilson moved that the Arizona Fire & Medical Authority Governing Board approve acceptance of the award for funding from the FEMA FPS Grant to support the purchase and installation of two digital signs and approve the use of CIP funds in an amount not to exceed \$5,000. Board Clerk Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson  
NAYS: None  
ABSENT: None

F. Discussion and Possible Action Relating to COVID-19 Technology/Audio Visual Equipment Purchases.

This item was discussed at length at the Budget & Finance Committee meeting on September 21, 2021, and was recommended for approval. Division Chief Nixon indicated that this is a request for the Arizona Fire & Medical Authority Governing Board to approve the use of Capital Improvement Plan (CIP) funds to make specific improvements to the large conference room/emergency operations center at the Authority administration building.

Division Chief Nixon indicated that the current equipment in the administration large conference room/emergency operations center does not support the needs of the Authority. With the COVID-19 pandemic event, this space was used as the Authority's emergency operations center and now functions as the primary space for virtual Fire Board meetings, virtual community education, and virtual internal Authority training and communication. Given the uniquely vulnerable communities the Authority serves and the emergency service functions of the Authority, it is critical to accommodate remote and virtual gatherings to protect our staff, our elected officials, and the citizens served by the Authority. Division Chief Nixon answered all Board Member questions.

**Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$77,000 for the purchase and installation of audio-visual technology equipment at the Arizona Fire & Medical Authority Administration Building Conference Room/Emergency Operations Center as a result of the COVID-19 pandemic. Board Member Bookie seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson  
NAYS: None  
ABSENT: None

G. Discussion and Possible Action Relating to Authority Responses into the Whispering Ranch Area Near Wittmann, Arizona.

Assistant Chief DeChant provided an update to the Board on the Authority responses into the Whispering Ranch Area. A discussion regarding various challenges with responding into this area was held. The discussion will continue at a future meeting.

H. Discussion and Possible Action Relating to Employee COVID-19 Protocols, Vaccinations, Incentives and Expenses.

This agenda item was discussed in detail at the Joint Board meeting on September 28, 2021. There were no further questions at this time. Board Chairman Wilson asked that a follow up to this agenda item be given at the AFMA Board meeting in October.

**8. SUGGESTED ITEMS FOR FUTURE BOARD MEETING AGENDAS**

Future agenda items were reviewed.

**9. ADJOURNMENT**

The meeting adjourned at 2:25 p.m.

  
John Crawford, Board Clerk