



# ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, October 24, 2023

## MINUTES

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

Board Chairman Bookie called the AFMA Governing Board meeting to order on Tuesday, October 24, 2023, at 11:02 a.m. The meeting was held both in person and virtually.

Members Present: Board Chairman Richard Bookie (NCFMD), Board Clerk Karen Gueltzow (SCFMD), Board Members Bill Becker (SCFMD), Gary Benson (BVFD), Paul Hunter (BVFD), Diane Price (SCFMD), Tony Sambol (NCFMD)

Members Absent: None

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

Chairman Bookie led the Pledge of Allegiance.

### 3. CALL TO THE PUBLIC

There was no response to the Call to the Public.

### 4. CEREMONIAL PRESENTATIONS

#### A. Recognize the Nominees of the Exceptional Performance Exceptional Contribution (EPEC) Awards.

Assistant Chief Kriwer recognized Engineer/Paramedic Don Fine, Firefighter/Paramedic Eric Chambers, EMS/Paramedic Patrick McKenna, EMS/EMT Tyler Cudmore, Deputy Chief John McBride, and Captain/BSO/Paramedic Chuck Bouton, Captain/Paramedic Jacob Hamblin, Firefighter/EMT Garrett Tramp, Captain/BSO/Paramedic Andy Skinner, Engineer/EMT Josh Pechtel, Firefighter/Paramedic Jacob Tuerschmann, and Firefighter/Paramedic Josh Martindale with an EPEC Award for their life saving response and treatment on a bee assignment involving a golf course grounds crew member being aggressively attacked by swarms of bees. Assistant Chief Kriwer noted that the crews are being awarded the Sun City Elks Lodge #2559 Fire/Law & Order Award and Recognition Program for 2023.

- B. Recognize Firefighter Shane Mackelprang, the first Veterans Affairs On-the-Job Training (VA-OJT) Program graduate.

Shauna Fisher, Human Resource Director introduced Yvonne Lopez, Human Resource Specialist, a Retired Military Veteran, who obtained the Department of Veterans Affairs On-the-Job Training Program approval through an application process.

Ms. Lopez explained that the VA-OJT Program allows qualified veterans to start their training as a firefighter recruit by using their GI benefits to help supplement the cost of the training course. Ms. Lopez recognized Firefighter Shane Mackelprang as the Authority's first Veteran to complete the on-the-job training as a firefighter recruit.

**5. FINANCIAL SUMMARIES AND AUDIT REPORTS**

- A. Arizona Fire & Medical Authority Financial Reports for August 2023.

Assistant Chief Dalton reviewed the August 2023 financial reports for the Arizona Fire & Medical Authority and noted that all financial reports are presented to the Budget & Finance Committee and all questions from board members are answered.

**6. CONSENT AGENDA**

- A. Approve the Monthly Financial Reports for August 2023.
- B. Approve the Meeting Minutes of September 26, 2023.
- C. Accept the Current Event Summaries and Reports on Activities of the Divisions of the Authority.
  - 1) Operations/Community Risk Management Division
  - 2) Logistics Division
  - 3) Liaison Division
  - 4) Financial Services/Planning Division
  - 5) Correspondence Review
- D. Approve the following Board Policy Manual Updates.
  - 1) Policy Manual Policy No. 8.02 – Purchasing Policy
  - 2) Policy Manual Policy No. 8.16 – Competitive Bidding Process
- E. Approve Capital Improvement Plan (CIP) Expenditure – Station 103 Mattress Replacements.
- F. Approve Capital Improvement Plan (CIP) Expenditure – Station 103 IT Room AC Unit Replacement.
- G. Approve Capital Improvement Plan (CIP) Expenditure – Station 231 AC Unit Replacement.

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

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Hunter, Price, Sambol  
NAYS: None  
ABSENT: None

**7. REGULAR BUSINESS**

**A. Discussion and Possible Action relating to Maintenance Agreement with Stryker Medical to service the LifePak15 and Lucas Devices.**

Division Chief Nick Ells reported that the Authority currently has 36- Lifepak15 heart monitors and 8- Lucas chest compression devices across all Authority ambulances, that require the 3-year service contract to be renewed. The Medical Services Division was aware of this renewal in Fiscal Year (FY) 2023/24 and built the cost into the operating budget with a negotiated discount of 5%. Stryker is the company who owns and operates LifePak15 heart monitors and Lucas devices, making them the sole source vendor for both purchase and service contracts. The recommendation is to move forward with the renewal of the 3-year service contract with both the LifePak15's and Lucas devices. This allows for consistency of required maintenance and service to be done annually and on an as needed basis.

**Board Member Benson moved that the Arizona Fire & Medical Authority Governing Board approve the use of Medical Services Division operating funds in an amount not to exceed \$80,492.01 per year for the next three years for the renewal of a service contract with Stryker for LifePak15's and Lucas Devices. Board Member Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Hunter, Price, Sambol  
NAYS: None  
ABSENT: None

**B. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Station 231 Roof Repairs.**

Deputy Chief Brad Puckett informed the Governing Board that the tile portion of the roof at Fire Station 231, which encircles three sides of the facility, needs to have the underlayment replaced as part of the normal maintenance cycle for this type of roof system. Three competitive bids were received with the lowest bid coming in at \$23,526. Staff is requesting approval to use an amount not to exceed \$27,000 of CIP funds for this work.

**Board Member Sambol moved that the Arizona Fire & Medical Authority approve the use of CIP funds in an amount not to exceed \$27,000 to repair the roof at Fire Station 231. Board Member Benson seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Hunter, Price, Sambol  
NAYS: None  
ABSENT: None

C. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Station 326 Roof Repairs.

Division Chief Puckett informed the Committee that the roof at Fire Station 326 needs to be recoated as part of the normal maintenance cycle for the roofing material that is used on the flat roof of that facility. Damage to a small section where the swamp coolers are currently located may require additional work in order to replace the roofing substrate in that section, in addition to the recoating work. Three competitive bids were received for the roof repair work with the lowest bid coming in at \$17,880. Staff is requesting approval to use an amount not to exceed \$24,000 of CIP funds for this work.

**Board Member Sambol moved that the Arizona Fire & Medical Authority approve the use of CIP funds in an amount not to exceed \$24,000 to repair the roof at Fire Station 326. Board Member Becker seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Hunter, Price, Sambol  
NAYS: None  
ABSENT: None

D. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Type 1 Pumper Apparatus.

Division Chief Puckett noted that the CIP outlines the criterion used to evaluate front line suppression apparatus for replacement including years of service greater than ten years or mileage more than 125,000 miles. Currently two apparatus are scheduled to be removed from front line service and be placed into the reserve fleet. These include Engine 321 and Engine 328, both Pierce pumpers. Each apparatus is at the end of its lifetime as a front-line suppression apparatus but may continue to serve the Authority in a reserve capacity.

Staff is requesting approval of the use of CIP funds in an amount not to exceed \$2,500,000 for the purchase of two Rosenbauer Type 1 Pumpers and associated equipment. Funds in the amount of \$1,800,000 were approved in the CIP for the purchase of two Type 1 Pumpers, additional CIP funds were approved for the purchase of one Water Tender at \$329,000 and two Brush Trucks at \$440,000. Staff is recommending forgoing the purchase of the Water Tender and the two Brush Trucks and utilize those appropriated funds for this purchase of two Type 1 Pumpers.

In response to inquiries, Division Chief Puckett explained that all necessary equipment will be included in this new purchase so that the equipment currently on the trucks, can be moved to the reserve apparatus, lessening the amount of time and resources needed when a truck is rotated out of service for any period of time.

Division Chief Puckett explained Sourcewell contracting processes and noted that this process guarantees a price 15% below MSRP, and guarantees all public agencies are receiving the same lowest available prices. Throughout the last couple of years, the price for apparatus has seen an unprecedented 37% inflation rate, and more is expected in the coming months.

Board Member Becker expressed concerns relating to the current CIP given the excessive price increases over the past few years.

Local 3573 Representative Scott Dial stated labors support for the apparatus purchase and noted how important it is for firefighter safety to stay consistent with the replacement schedule citing the oldest reserve vehicles age as 29 years.

**Board Member Price moved that the Arizona Fire & Medical Authority approve the use of CIP funds in an amount not to exceed \$2,500,000 for the purchase of two Rosenbauer Type 1 Pumpers and associated equipment. Board Member Gueltzow seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Hunter, Price, Sambol  
NAYS: None  
ABSENT: None

*On order of the Chairperson, the agenda was taken out of order.*

**8. EXECUTIVE SESSION**

- B. Discussion on matters pursuant to ARS 38-431.03(A)(4) relating to contract negotiations. (If authorized, adjourn to Executive Session)

**Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board convene into Executive Session to discuss issues relating to ARS 38-431.03(A)(4) relating to contract negotiations. Board Member Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Hunter, Price, Sambol  
NAYS: None  
ABSENT: None

*The AFMA Governing Board convened into Executive Session at 12:10 p.m., and reconvened into open session at 2:05 p.m., with all members present.*

**7. REGULAR BUSINESS – CONTINUED**

- E. Discussion and Possible Action relating to Contingency Expenditure – AZDC Consulting Proposal.

**Board Member Becker moved that the Arizona Fire & Medical Authority approve the use of AZDC Consulting for federal lobbyist services to support efforts to gain outside funding for future capital needs. Board Member Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Hunter, Price, Sambol  
NAYS: None  
ABSENT: None

**9. FIRE CHIEF UPDATES**

- A. AFMA Chapter of the United Sun Cities Firefighters Association – IAFF Local 3573.

Local 3573 Representative Scott Dial stated labor’s acknowledgement and support during these difficult budgetary times and noted that the Labor/Management Team is working together to present solutions to the Governing Board.

Mr. Dial reported that the Local will be holding elections for Secretary and Chapter Vice Presidents in the coming month and will share the results as soon as they are available.

Mr. Dial reported the activities of the Firefighters Charities upcoming events.

- B. Receive verbal update from the Fire Chief on current activities of the Authority.

Chief Burdick provided the Governing Board with updates on recent efforts to address light duty and overtime challenges, and a potential Battalion 231 Memorandum of Understanding with the City of Chandler to support a combined Battalion Chief response model. Chief Burdick reported on the progress made to bridge cultural gaps between battalions since the recent Buckeye Valley Fire District merger.

**8. EXECUTIVE SESSION**

- A. Discussion on matters pursuant to ARS 38-431.03(A)(1) relating to personnel. (If authorized, adjourn to Executive Session)

**Board Member Price moved that the Arizona Fire & Medical Authority Governing Board convene into Executive Session to discuss issues relating to ARS 38-431.03(A)(1) relating to personnel. Board Member Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Hunter, Price, Sambol  
NAYS: None  
ABSENT: None

*The AFMA Governing Board convened into Executive Session at 2:22 p.m., and reconvened into open session at 3:49 p.m., with Board Member Benson absent.*

**10. SUGGESTED ITEMS FOR FUTURE GOVERNING BOARD MEETING AGENDAS**

The Governing Board requested a report on a potential cultural audit.

**11. ADJOURNMENT**

The meeting was adjourned at 3:55 p.m.

*Karen Gueltzow*  
Karen Gueltzow (Dec 4, 2023 14:22 MST)

Karen Gueltzow, Board Clerk

# 10.24.23 AFMA Board Meeting Minutes - Final

Final Audit Report

2023-12-04

Created:	2023-12-04
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