



ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, October 26, 2021

MINUTES

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

Board Chairman Wilson called the meeting to order on Tuesday, October 26, 2021, at 11:02 a.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, Captain Johnny Padilla, Battalion Chief Shawn Holcomb, Captain Scott Dial, Finance Director Rebecca Chitwood, Management Analyst Deborah Musselman, Human Resources Director Shauna Fisher, and Administrative Director Dawn Miller.

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller.

Media Present: None.

Guests Present: North County Fire & Medical District Board Member James Young.

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. **CEREMONIAL PRESENTATIONS**

A. Assistant Chief DeChant presented two personnel who received promotions. Battalion

Chief Shawn Holcomb and Captain Scott Dial read the oath of office.

5. **FINANCIAL SUMMARIES**

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

Rebecca Chitwood, Finance Director presented the Arizona Fire & Medical Authority Financial Reports for September 2021 and answered any questions from Board Members. Ms. Chitwood discussed the ambulance revenue report that was discussed in detail at the Budget & Finance Committee Meeting on October 19, 2021.

B. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Award for Fiscal Year 2019/20.

Rebecca Chitwood, Finance Director announced that the finance section had been awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2019/20. The Arizona Fire & Medical Authority finance section has achieved this award every year since Fiscal Year 2009/10.

6. **CONSENT AGENDA**

A. Approve Monthly Financial Report- September 2021.

B. Approve Regular Board Meeting Minutes - September 28, 2021.

C. Approve Joint Board Meeting and Executive Session Minutes – September 28, 2021.

D. Approve Changes to Policy No. 6.08.

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

Vote conducted. **MOTION CARRIED.**

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

7. **CURRENT EVENTS SUMMARIES AND REPORTS**

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

Chris DeChant, Assistant Chief presented the Operations Division Monthly Report for September 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 September 2021.

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

Division Chief/Fire Marshal Kriwer noted that there had been three fire incidents 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 September 2021.

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

Assistant Chief Dalton reported that orientation has been completed for three EMTs. Recruiting efforts have been ongoing for these positions, and that it has been difficult to get candidates. Assistant Chief Dalton stated that an American Rescue Plan Act (ARPA) request for funding letter had been sent out to Maricopa County.

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

Captain Johnny Padilla, Local 3573 representative stated that there were no new updates for this month.

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.

8. **REGULAR BUSINESS**

A. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure-Fire Hose Replacements.

Division Chief Puckett stated that this is a request for the Arizona Fire & Medical Authority Governing Board to approve the use of Capital Improvement Plan (CIP) funds to purchase firefighting hose. Division Chief Puckett noted that bi-annually the Authority makes a large hose purchase to ensure that appropriate levels of all hose sizes are available for use by suppression personnel. This includes hose for front line apparatus, reserve apparatus and ready-to-use hose assigned to specific locations throughout the Authority.

The Budget & Finance Committee recommended approval of this item on October 19,

2021. All Board Member questions were answered.

Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$30,000 for the purchase of fire attack and supply hose. 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 Capital Improvement Plan (CIP) Expenditure-Fire Station Mattresses.

Division Chief Puckett indicated this is a request for the Arizona Fire & Medical Authority Governing Board to approve the use of Capital Improvement Plan (CIP) funds to purchase 10 mattresses for Fire Station 101. Division Chief Puckett stated that the mattresses at Fire Station 101 are 8 years old and due to their current condition, are recommended for replacement.

The Budget & Finance Committee recommended approval of this item on October 19, 2021. All Board Member questions were answered.

Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$5,200 for the replacement of mattresses at Station 101. 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 Regarding Capital Improvement Plan (CIP) Expenditure-Self Contained Breathing Apparatus (SCBA) Compressor Replacement.

Division Chief Puckett indicated this is a request for the Arizona Fire & Medical Authority Governing Board to approve the use of Capital Improvement Plan (CIP) funds to purchase a replacement SCBA compressor for Fire Station 103. The SCBA compressor at Fire Station 103 is not functional due to a critical failure of the compressor block. Division Chief Puckett noted that it was cost prohibitive to repair the unit, so the request is to purchase a replacement.

The Budget & Finance Committee recommended approval of this item on October 19, 2021. All Board Member questions were answered.

Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$45,000 for the purchase and installation of a new SCBA compressor at Fire Station 103. Board Member Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

D. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure-Emergency Vehicle Traffic Signal Control Equipment.

Division Chief Puckett 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 purchase emergency vehicle traffic control system equipment for the new traffic signals within the Authority. Division Chief Puckett noted the necessary equipment would be purchased through Tomar which is a sole source provider.

The Budget & Finance Committee recommended approval of this item on October 19, 2021. All Board Member questions were answered.

Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$5,000 for the purchase of traffic control system equipment. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

E. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure-Fire Station 232 Renovation Guaranteed Maximum Price (GMP) for Construction.

Assistant Chief DeChant stated that this is a request for the Arizona Fire & Medical Authority Governing Board to approve the final Guaranteed Maximum Price (GMP) with CORE Construction to proceed with the construction phase of the Fire Station 232 remodel project. He further noted the GMP with CORE Construction is not to exceed \$1,762,443. In addition, staff is requesting \$112,557 for owner related costs associated with the project.

The Budget & Finance Committee recommended approval of this item on October 19, 2021. All Board Member questions were answered.

Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board approve the use of Capital Improvement Project funds for the final GMP with

CORE Construction in an amount not to exceed \$1,762,443, and the owner’s costs of \$112,557, for a total not to exceed cost of \$1,875,000 for the Station 232 renovation project. He further moved that after final legal review, the Fire Chief be authorized to execute the GMP contracts. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

F. Discussion and Possible Action Relating to Acceptance of the Arizona Governor’s Office of Highway Safety (GOHS) Grant for Supplemental Extrication Lifting and Stabilization Equipment.

Administrative Director Miller provided an update related to acceptance of the Arizona Governor’s Office of Highway Safety (GOHS) grant for supplemental extrication lifting and stabilization equipment. Ms. Miller noted that AFMA has been awarded \$18,654 in funding for the purchase of equipment and training costs with no associated matching requirements for the Authority.

The Budget & Finance Committee recommended approval of this item on October 19, 2021. All Board Member questions were answered.

Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve acceptance of the award for funding from the Arizona Governor’s Office of Highway Safety (GOHS) for the purchase of supplemental extrication lifting and stabilization equipment at Fire Station 341. Board Clerk Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

G. Discussion and Possible Action Relating to Update on 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. Further discussion and an update will be given at a future meeting.

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

Emergency Manager Campbell gave an update on COVID-19 protocols, vaccinations, incentives, and expenses. It is being recommended that a vaccination incentive program be

offered for Authority personnel. A letter requesting funding from Maricopa County through the American Rescue Plan Act (ARPA) was sent. If the funding was received this would allow the Authority to fund the incentive program. This agenda item will be discussed again at the next AFMA Governing Board meeting.

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

Future agenda items were reviewed.

10. **ADJOURNMENT**

The meeting adjourned at 1:12 p.m.

John E Crawford

[John E Crawford \(Nov 17, 2021 10:05 MST\)](#)

John Crawford, Board Clerk

Approved

AFMA Final Minutes October 26,2021

Final Audit Report

2021-11-17

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| Created: | 2021-11-17 |
| By: | Dawn Miller (dmiller@afma.az.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAAUsmZdInvHpf8v8gTL_Tlg-N0_kZzsfI |

"AFMA Final Minutes October 26,2021" History

-  Document created by Dawn Miller (dmiller@afma.az.gov)
2021-11-17 - 4:45:18 PM GMT- IP address: 66.210.247.226
-  Document emailed to John E Crawford (jcrawford@afma.az.gov) for signature
2021-11-17 - 4:58:23 PM GMT
-  Email viewed by John E Crawford (jcrawford@afma.az.gov)
2021-11-17 - 5:02:47 PM GMT- IP address: 184.4.63.76
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Signature Date: 2021-11-17 - 5:05:15 PM GMT - Time Source: server- IP address: 184.4.63.76
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2021-11-17 - 5:05:15 PM GMT