



# ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, November 16, 2021

## MINUTES

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

Board Member Bookie called the meeting to order on Tuesday, November 16, 2021, at 11:04 a.m. The meeting was held telephonically and in person due to social distancing requirements relating to the COVID-19 pandemic.

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

Members Absent: Board Chairman David Wilson (arrived at 11:16 a.m.).

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 Matt Burry, 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; South County Fire & Medical District Board Members Diane Price, Jack Arend, and Bill Becker; Captain Johnny Padilla, Captain Scott Dial.

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

Board Member Bookie 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 October 2021.

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

5. **CONSENT AGENDA**

A. Approve Monthly Financial Report- October 2021.

B. Approve Regular Board Meeting Minutes - October 26, 2021.

C. Accept the South County Fire & Medical District's property annexations approved at their Special Governing Board meeting on November 16, 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,

NAYS: None

ABSENT: Wilson (not present for this vote)

Chairman Wilson joined the meeting at 11:16 a.m.

6. **CURRENT EVENTS SUMMARIES AND REPORTS**

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

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

Assistant Chief DeChant noted that the Operations Division continues to see an increase in overall call volume.

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

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

Division Chief/Fire Marshal Kriwer noted that there had been four 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 October 2021.

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

Assistant Chief Dalton reported that there were 18 applications for EMTs, and that 15 candidates would be moving on to the Oral Board process. Assistant Chief Dalton stated that efforts are ongoing to obtain funding from Maricopa County through the American Rescue Plan Act (ARPA).

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

Captain Matt Burry, Local 3573 representative stated that there is an election being held from November 10, 2021 through November 21, 2021 for the Vice President position. All Board Member questions were answered.

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. Fire Station 341 Renovation Project Completion Presentation.

Division Chief Nixon gave a presentation on the Fire Station 341 renovation project completion. A video of Fire Station 341 was presented. Division Chief Nixon answered all Board Member questions.

B. Arizona Fire & Medical Authority Annual Report for Fiscal Year 2020/21 Overview.

Assistant Chief Dalton gave an overview of the Arizona Fire & Medical Authority Annual Report for Fiscal Year 2020/21. Assistant Chief Dalton indicated that the Annual Report provides insight into the Authority's activities, accomplishments, and statistics for the fiscal year. All Board Member questions were answered.

C. Fire District Safety Act Proposition Overview.

Assistant Chief Dalton provided an update related to the Fire District Safety Act Proposition. Assistant Chief Dalton stated that the Professional Firefighters of Arizona are working in conjunction with the Arizona Fire District Association and the Arizona Fire Chief's Association to prepare a ballot initiative which would provide Arizona's fire districts with vital funding for essential emergency services. Additional updates will be provided at future meetings.

D. Discussion and Possible Action Regarding Changes to the Original Requested Authority Funding Amount for Portable Radio Equipment Related to the Federal Emergency Management Agency (FEMA) 2020 Regional Assistance to Firefighters Grant.

Management Analyst Musselman stated that on behalf of the Arizona Fire & Medical Authority (host agency) and the Sun City Fire District, the Authority submitted an amendment to FEMA altering the scope of work from 100 radios to approximately 64 radios (34 for AFMA and 30 for SCFD) as discussed during the Budget and Finance Committee meeting on September 21, 2021, and with the Authority Board during their September 28, 2021 meeting. The amendment was approved by FEMA; however, it was discovered that the trade-in allowances were deducted on the quotes from the vendor and then duplicated on the internal cost share calculations. This error resulted in an inaccurate cost share allocation for the Authority and Sun City.

Ms. Musselman further noted that due to the miscalculation, the quotes for the radios have exceeded the total amount award by FEMA and the matching portions approved by the Authority Board. To account for the duplication of the trade-in allowance, an additional \$20,400.86 is now necessary to complete the radio purchases, bringing the Authority's total requested funding to \$28,807.

The Budget & Finance Committee recommended approval of this item on November 9, 2021. All Board Member questions were answered.

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve the allocation of additional funding for the replacement of 34 portable radios using Capital Improvement Project funds in an additional amount of \$20,400.86, resulting in an Authority's total project cost not to exceed \$28,807. Board Member Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson

NAYS: None

ABSENT: None

E. Discussion Relating to Authority Responses into the Whispering Ranch Area Near Wittman, 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. Various options were given to address the challenges. All Board Member questions were answered.

F. 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. Efforts are ongoing to obtain funding from Maricopa County through the American Rescue Plan Act (ARPA). This agenda item will be discussed again at the next AFMA Governing Board meeting.

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

Future agenda items were reviewed.

9. **ADJOURNMENT**

The meeting adjourned at 1:27 p.m.

  
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John Crawford, Board Clerk

Approved