



ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, November 28, 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, November 28, 2023, at 11:03 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), Diane Price (SCFMD), Tony Sambol (NCFMD)

Members Absent: Board Member Paul Hunter (BVFD)

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. FINANCIAL SUMMARIES AND AUDIT REPORTS

A. Arizona Fire & Medical Authority Financial Reports for September and October 2023.

Finance Director Chitwood reviewed the September and October 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.

In response to inquiries, Director Chitwood noted that the financials for the month of October are reflecting the American Rescue Plan Act (ARPA) funds which have been received so far.

Chief Burdick noted that the overtime budget line item is declining as a result of increased oversight and controls and discussed recent updates to the light-duty policy currently in place.

In response to inquiries, Deputy Chief Brad Puckett noted that the Capital Improvement Fund expenditures reflect two separate apparatus purchases, one order will be delivered by the end of 2023 and one delivered next year.

Discussion ensued relating to cost increases for apparatus over the last 20 months.

5. CONSENT AGENDA

- A. Approve the Monthly Financial Reports for September and October 2023.
- B. Approve the Meeting Minutes of October 3, and October 24, 2023.
- C. Accept the Current Event Summaries and Reports on Activities of the Divisions of the Authority.
 - 1) Operations/Community Risk Management Division (including Wildland Season Report)
 - 2) Logistics Division
 - 3) Liaison Division
 - 4) Financial Services/Planning Division
 - 5) Correspondence Review
- D. Ratify Capital Improvement Plan (CIP) Expenditure – FEMA Assistance to Firefighters Grant Award for Digital Signage at Fire Station 106 and 341.
- E. Approve the Arizona Fire & Medical Authority 2024 Meeting Schedule.
- F. Announce the names of those forming the Arizona Fire & Medical Authority Non-Profit Board.

Board Member Becker moved that the Arizona Fire & Medical Authority Governing Board approve all items on the Consent agenda, with the exception of item 5C(3) which will be considered separately. Board Member Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Price, Sambol

NAYS: None

ABSENT: Hunter

C. 3) Liaison Division Report

Assistant Chief Mary Dalton reviewed the Liaison Division Monthly Report noting that budget reductions are being looked at by every Division across the Authority in preparation for the coming fiscal year budget development.

Deputy Chief Kane Nixon explained that Command Performance is a cooperative with the State's First Responder Grant program which focuses on brain activity to address root causes of brain performance, there is zero cost to the Authority and it is voluntary for Staff to

participate. Deputy Chief Nixon noted that the career development initiatives noted in the report focuses on career development between the Battalion Chief and Fire Chief ranks where traditional development programs have been lacking and discussed his recent attendance at the Science to Station 2023 Conference in Tucson where firefighter focused initiatives with science backings are highlighted.

Deputy Chief Nixon explained that the Policy Committee is an internal Staff Committee made of up labor and management representatives who review policy manual updates prior to Fire Chief and Board approval. The accreditation process requires the Policy Manual and Operations Manual to be fully reviewed every 5 years.

Human Resources Director Shauna Fisher discussed the cultural audit proposal process noting that this audit is designed to survey employees on their thoughts about the organization and areas for improvement. This type of audit is generally done on an as needed basis when large issues or changes occur.

Board Member Becker moved that the Arizona Fire & Medical Authority Governing Board approve item 5C(3). Board Member Benson seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

6. REGULAR BUSINESS

A. Discussion and Possible Action relating to clerical updates to the Board Policy Manual.

Assistant Chief Dalton noted that when the Arizona Fire & Medical Authority was originally formed in 2017, the Governing Board granted permission to the Administration to make administrative (clerical) updates to the Board Policy Manual when no substantive changes are made to the policies.

As part of the Fiscal Year 2023/24 budget development process and recent growth of the Authority, a revision to the Authority’s organizational chart was made, as a result, many of the policies in the adopted Board Policy Manual require administrative updates to correct names, titles, and ranks to reflect the new organizational chart. Therefore, staff is requesting to confirm the Governing Boards approval for the Administration to make the necessary clerical updates to the Board Policy Manual.

Chairman Bookie requested Staff provide redlined versions of all policies in the BoardPaq Library to review as they are being made, as approving the Board Policy Manual is a main responsibility of the Governing Board.

Board Member Price moved that the Arizona Fire & Medical Authority Governing Board confirm approval for the Administration to make clerical updates to the Board Policy Manual. Board Member Gueltzow seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

B. Discussion and Possible Action relating to formation of, and appointments to, a Contract Personnel Review Subcommittee.

Chairman Bookie stated that the Authority Governing Board has two contracted personnel under their supervision, the Fire Chief and the Legal & Intergovernmental Affairs Director. The contracts for these personnel are set to be reviewed in 2024. In order to effectively review current employee performance, set goals, and negotiate any potential contract renewals, it is appropriate for the AFMA Governing Board to establish a Contract Personnel Review Subcommittee. The chairperson of each member district will serve on this Contract Personnel Review Subcommittee. These individuals will be charged with gathering feedback from their respective member district elected officials and in term keeping those members informed of the progress. The goal is to wrap up this work by the end of Spring 2024.

C. Discussion and Possible Action relating to Contingency Expenditure – Maricopa County Community Development Block Grant (CDBG) for Fire Station 341 Projects.

Senior Management Analyst Deborah Musselman explained to the Committee that the Authority was awarded \$214,748 in 2021 for three projects at Fire Station 341 (Backup Generator, Perimeter Fencing, Well Water Improvements). These projects have been delayed for a substantial amount of time due to the strict federal grant requirements for contractors and the increases in construction costs. Bids received totaled three times the amount of the funding originally granted. Ultimately, the Maricopa County Community Development Advisory Committee presented the bids to the Maricopa County Board of Supervisors (BOS) and on September 13, 2023, the BOS approved a substantial increase in grant funding from \$214,748 to \$766,648, primarily using the Counties American Rescue Plan Act (ARPA) funds. Additionally, the County approved an extension to complete the project to April 30, 2024.

However, given the increase in project costs (\$811,099) and subsequent increase in grant funding (\$766,648), the updated cost share to the Authority is \$44,451, which if approved by the Governing Board, would be funded using contingency funds.

Board Member Gueltzow moved that the Arizona Fire & Medical Authority approve the use of Contingency Funds in an amount not to exceed \$44,451 for the increased cost-share of the Maricopa County CDBG grant for the improvement projects at Fire Station 341. Board Member Becker seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

D. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Facility Master Plan Consulting Services.

Assistant Chief Hester presented the request for the Governing Board to approve the use of CIP funds for the Facility Master Plan (FMP). The FMP is a pivotal element for our organization, reflecting the complexity and scale of our operational needs. As a key component of the FIRE-UP goals, it's designed to strategically advance our infrastructure. The process to select the right consultant began with a comprehensive Request for Proposal (RFP) process. The RFP was distributed to 10 reputable companies specializing in such planning. Two bids were received. Each proposal was reviewed by a dedicated committee, assessing factors such as understanding of the project, technical capabilities, cost-effectiveness, and alignment with the Authority's long-term goals.

After a detailed evaluation, BWS Architects was selected for their expertise and willingness to work closely with Staff to meet the Authority's specific needs. Their initial bid of \$155,000 was negotiated down to \$77,777 in discussions that included the Fire Chief, reflecting a significant reduction and a commitment to value while maintaining the quality and scope required for the FMP.

The current CIP earmarks \$75,000 for the FMP. The first bids received ranged from \$155,000-\$370,000 and was significantly reduced to \$77,777 after negotiations and a best and final offer process. This revised amount is a balance between fulfilling the Authority's comprehensive planning needs and maintaining budgetary constraints within the CIP.

Board Member Becker moved that the Arizona Fire & Medical Authority approve the use of CIP funds in an amount not to exceed \$77,777 for the Facility Master Plan Consulting Services. Board Member Benson seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

7. **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, Price, Sambol
NAYS: None
ABSENT: Hunter

The AFMA Governing Board convened into Executive Session at 12:24 p.m., and reconvened into open session at 1:48 p.m.

8. FIRE CHIEF UPDATES

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

Local 3573 Representative Johnny Padilla spoke of his personal and labor’s support for continued cancer screenings for firefighters and other staff, like fleet workers who are exposed to the same carcinogen’s. Mr. Padilla spoke of labor’s continued partnership with management to address the need for overtime reductions, the cultural audit, and continued labor/management committee work.

Mr. Padilla announced the upcoming Firefighter Charities Toy Drive events on December 4th at Arlington Elementary, December 8 at Winter Well Elementary, and December 14th at Nadaburg Elementary.

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

Chief Burdick provided the Governing Board with updates on a Notice to Vacate received from the City of Buckeye relating to ambulances staged at City of Buckeye facilities; mediation efforts with the City of Buckeye about Certificate of Necessity concerns within the City of Buckeye’s jurisdiction; and, staffing of utility and brush trucks in the Buckeye Valley Fire District area to reduce overtime needs.

Board Clerk Gueltzow and Board Member Price left the meeting at 2:17 p.m.

9. SUGGESTED ITEMS FOR FUTURE GOVERNING BOARD MEETING AGENDAS

The Governing Board requested a presentation from the Liaison Division on wellness and mental health programs offered by the Authority and a presentation from AZDC Consulting on lobbying efforts to obtain funding from the federal government to support the Authority’s capital needs.

10. ADJOURNMENT

The meeting was adjourned at 2:20 p.m.

Karen Gueltzow
Karen Gueltzow (Dec 24, 2023 23:46 MST)
Karen Gueltzow, Board Clerk

11.28.23 AFMA Board Meeting Minutes - Final

Final Audit Report

2023-12-25

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