



**ARIZONA FIRE & MEDICAL AUTHORITY
GOVERNING BOARD REGULAR MEETING
MINUTES**

Tuesday, December 19, 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, December 19, 2023, at 12:12 p.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

The Pledge of Allegiance was recited at the beginning of the North County Fire & Medical District board meeting.

3. CALL TO THE PUBLIC

There was no response to the Call to the Public.

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

6. REGULAR BUSINESS

A. Accept presentation from AZDC Consulting on efforts to obtain federal funding to support Authority capital needs.

Chuck Levinus, AZDC Consulting discussed how the lobbyist process works at the federal and state levels, the importance of relationship building and noted that generally the entire lobbying process can take up to 18 months before any funding can be anticipated.

The Governing Board requested periodic updates from AZDC Consulting on their efforts and results over the next year.

4. FINANCIAL SUMMARIES AND AUDIT REPORTS

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

Rebecca Chitwood, Finance Director reviewed the November 2023 financial reports for the Arizona Fire & Medical Authority and answered all questions from Board Members. Director Chitwood noted a correction to the Capital Improvement Plan fund table reflecting the removal of painting and rebranding of the new BVFD ambulances.

5. CONSENT AGENDA

- A. Approve the Monthly Financial Reports.
- B. Approve the Meeting Minutes of November 2, November 3, November 7, November 10, and November 28, 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. Accept the property annexations of the South County Fire & Medical District and the Buckeye Valley Fire District approved at their meetings on December 19, 2023.
- E. Approve the State of Arizona Mutual Aid Compact.

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

Vote conducted. **MOTION CARRIED.**

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

6. REGULAR BUSINESS - CONTINUED

- B. Accept presentation from the Liaison Division on the Authority’s Health & Wellness programs.

Wellness Specialist Matt Licardi reviewed health and wellness programs offered to employees of the Authority including peer contacts, referral services, station visits, education to members on services available through outside resources, the Peer Support Team, and the

volunteer grant funded Vitanya Program. Wellness Specialist Licardi discussed the efforts to bring more resources and programs to retirees of AFMA in the future.

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 Benson 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 Price 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 1:09 p.m., and reconvened into open session at 1:37 p.m.

6. **REGULAR BUSINESS - CONTINUED**

- C. Accept presentation from the Logistics Division on the Microsoft Copilot Technology.

IT Manager Chris Arrington and Assistant Chief Joe Hester provided a presentation and live demonstrations on the recent Microsoft Copilot Technology release describing how this new technology can further the goal of greater efficiencies in the Administration of the Authority. Assistant Chief Hester noted that future proposals to implement this new technology may include requests to increase the software licensing budget.

The Governing Board took a recess at 2:24 p.m. and returned at 2:30 p.m. with Board Member Benson absent.

- D. Discussion and Possible Action relating to establishment of a Personnel Appeals Board.

Human Resources Director Shauna Fisher provided an update on the recommendations to form a Personnel Appeals Board to enhance and streamline the disciplinary appeals process within the Authority. The creation of this board aims to ensure fairness, transparency, and accountability in handling employee disciplinary matters. The proposed Personnel Appeals Board will serve as an independent body responsible for reviewing and adjudicating appeals related to punitive disciplinary actions taken against employees. The recommended compensation of the Personnel Appeals Board is to consist of three members who will be asked to serve five-year terms.

Following Board Member discussion, on Board consensus the Personnel Appeals Board members will be asked to serve three-year terms. The updated Bylaws and Policy will come before the Governing Board in January 2024 for a formal vote.

8. FIRE CHIEF UPDATES

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

Mr. Licardi reported on the successful December events including the annual Toy Drive where the Firefighter Charities supplemented the needs of the community in the amount of \$15,000. Mr. Licardi discussed the upcoming events both in Sun City West and Sun Lakes.

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

Chief Burdick reported that Firefighter Michael Hutchens won the Hometown Hero Award where a prize was winning a new car, and much of this effort is thanks to Chief Ashley Losch for using social media platforms to further this effort. Chief Burdick reported that the Authority has begun engaging with the City of Goodyear on a regional training facility effort with other neighboring jurisdictions and announced the resignation of Legal & Intergovernmental Affairs Director Lee Miller.

9. SUGGESTED ITEMS FOR FUTURE GOVERNING BOARD MEETING AGENDAS

There were no suggested items.

10. ADJOURNMENT

The meeting was adjourned at 3:02 p.m.

Karen Gueltzow
Karen Gueltzow, Board Clerk

Signature: *Karen Gueltzow*
Karen Gueltzow (Jan 30, 2024 12:05 MST)

Email: kgueltzow@afma.az.gov






AFMA Minutes - 12/19/23

Final Audit Report

2024-01-30

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