



ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, August 23, 2022

MINUTES

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

Board Clerk Crawford called the meeting to order on Tuesday, August 23, 2022, at 11:31 a.m. The meeting was held in person and virtually.

Members Present: Board Chairman David Wilson (virtually), Board Clerk John Crawford, Board Members Richard Bookie, Karen Gueltzow, and Tony Sambol

Members Absent: None

Staff Present: Fire Chief Mark Burdick, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Fire Marshal Eric Kriwer, Deputy Chief Kane Nixon, Captain Johnny Padilla, Human Resources Manager Shauna Fisher, Finance Director Rebecca Chitwood, Legal & Intergovernmental Affairs Director Lee Miller, Management Analyst Deborah Musselman, Administrative Director Dusty Christopherson

2. CALL TO THE PUBLIC

There was no response to Call to the Public.

3. FINANCIAL SUMMARIES AND AUDIT REPORTS

A. Arizona Fire & Medical Authority Financial Reports for July 2022.

Rebecca Chitwood, Finance Director presented the Arizona Fire & Medical Authority Financial Reports for July 2022 and noted that the final year end financials are still in process and should be ready for report out at the October 2022 meeting.

4. CONSENT AGENDA

A. Approve Monthly Financial Report for July 2022.

B. Approve Regular Board Meeting Minutes for July 26, 2022.

C. Accept the South County Fire & Medical District's property annexations approved at their Governing Board meeting on August 23, 2022.

- D. Adopt the following Policy Manual policies to reflect administrative changes in accordance with the Fiscal Year 2022/23 Budget and Operational Plan and Memorandum of Understanding with the Arizona Fire & Medical Authority Chapter of the United Sun Cities Firefighters Association – International Association of Firefighters Local 3573.
- a. Policy No. 6.08 – Military Leave
 - b. Policy No. 7.09 – Holiday Pay

Board Chairman Wilson 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: Bookie, Crawford, Gueltzow, Sambol, Wilson
NAYS: None
ABSENT: None

5. REGULAR BUSINESS

- A. Discussion and Possible Action Relating to Adoption of National Preparedness Month Proclamation.

Fire Marshal Eric Kriwer presented the Proclamation highlighting National Preparedness Month and noted that the month of September has been identified as a time to acknowledge national preparedness and to spread the message about how important it is for everyone to be prepared for an emergency or natural disaster.

Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board adopt a Proclamation declaring September 2022 as National Preparedness Month throughout the Authority. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

- B. Discussion and Possible Action Relating to the Current State of the Public Safety Personnel Retirement System (PSPRS) and Consider a Transfer of Funds from the Pension Reserve Fund to the General Fund.

Assistant Chief Mary Dalton stated that Staff is recommending the Governing Board authorize a transfer of funds from the Pension Reserve Fund to the General Fund to cover the employer contributions in accordance with the latest PSPRS Actuarial Report. The Governing Board has two other options to consider, this payment can be deferred until next fiscal year, but there will be an increased interest cost, or the Governing Board can take these funds from the contingency fund. However, Staff is not recommending either of these two options.

Board Member Bookie moved that the Arizona Fire & Medical Authority approve a transfer of funds in the amount of \$239,000 from the Pension Liability Reserve Fund to the General Fund to cover the unfunded actuarial liability (UAL) contribution for Fiscal Year 2022/23. Board Member Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

C. Discussion and Possible Action Regarding Public Safety Personnel Retirement System (PSPRS) Deferred Retirement Option Plan (DROP) Participation Extension From 5 to 7 Years.

Assistant Chief Dalton stated that the Legislature passed the measure allowing for an extension to the DROP program in July following the adoption of this year’s operating budget. Should the Governing Board allow this DROP extension it would result in a \$140,000 budget shortfall (not including any applicable overtime costs). Staff is recommending the Governing Board not adopt this extension at this time, and instead allow the labor/management team to consider this option as part of the negotiation process and to allow the costs and other impacts to be properly analyzed. Board Member Bookie noted that the Budget & Finance Committee considered this item at their meeting on August 16, 2022 and recommends the AFMA Board not approve the extension at this time and reconsider it during the budget process next fiscal year.

Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board opt out of the DROP Extension for Fiscal Year 2022/23 and to revisit the options during the Fiscal Year 2023/24 budget process as part of the labor/management negotiations. Board Member Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

D. Receive Presentation on the Upcoming Capital Improvement Plan (CIP) Projects for Fiscal Year 2022/23.

Deputy Chief Kane Nixon reviewed the upcoming CIP Projects including the front-line apparatus projects, operational equipment purchases, and the facilities, fixtures, and appurtenance projects noting that most projects will come before the Governing Board for formal approval during quarters 2 and 3.

E. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Lucas Chest Compression Device.

Assistant Chief Chris DeChant presented the Staff recommendation to purchase one Lucas Chest Compression Device in an amount not to exceed \$18,000. Stryker, Inc., is a sole source provider for this equipment. The Governing Board originally allotted \$20,000 for this purchase during the approval of the Fiscal Year 2022/23 CIP.

Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$18,000 for the purchase of one Lucas Chest Compression Device from Stryker, Inc. Board Member Gueltzow seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

F. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Ambulance Gurney Replacement.

Assistant Chief DeChant presented the Staff recommendation to purchase one ambulance gurney in an amount not to exceed \$25,000. Stryker, Inc., is a sole source provider for this equipment. The Governing Board originally allotted \$30,000 for the purchase of a training mannequin during the approval of the Fiscal Year 2022/23 CIP, however the need to replace an ambulance gurney has been made a higher priority. Therefore, Staff is requesting to hold the purchase of the training mannequin until Fiscal Year 2023/24 and utilize the funds for this ambulance gurney purchase.

Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$25,000 for the purchase of one replacement ambulance gurney from Stryker, Inc. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

G. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – EMS Equipment Locker Purchase.

Assistant Chief DeChant presented the Staff recommendation to purchase one EMS equipment locker in an amount not to exceed \$7,000. Staff is requesting to utilize CIP funding with the \$5,000 in savings from the purchase of the ambulance replacement gurney

and \$2,000 in savings from the purchase of the Lucas Chest Compression Device.

Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$7,000 for the purchase of one EMS equipment locker from Henry Schein, Inc. Board Member Gueltzow seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

H. Discussion and Possible Action Relating to Approval of the Subrecipient Agreement with Maricopa County Department of Emergency Management for the Fiscal Year 2023 Securing the Cities Cooperative Agreement award in the amount of \$38,400 and authorizing the Fire Chief to execute all necessary agreements or amendments.

Assistant Chief DeChant presented the Staff recommendation to approve the Fiscal Year 2023 Securing the Cities Implementation Sub-Recipient Agreement with Maricopa County to receive \$38,400 in grant funding. Securing the Cities’ mission is to prevent the successful possession, movement, and deployment of a nuclear or radiological weapon and component materials by an adversary within Maricopa County by enhancing the nuclear detection capabilities of the county and local agencies. This mission is deployed through distributing radiological detection and identification equipment, first responder training, and developing a common operating picture through regional planning and coordination.

Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board approve the Fiscal Year 2023 Securing the Cities Implementation Sub-Recipient Agreement with Maricopa County to receive \$38,400 in grant funding and authorize the Fire Chief to execute all necessary agreements or amendments. Board Member Gueltzow seconded the motion.

Vote conducted. **MOTION CARRIED.**


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

6. SUGGESTED ITEMS FOR FUTURE GOVERNING BOARD MEETING AGENDAS

There were no suggested items.

7. **ADJOURNMENT**

The meeting was adjourned at 12:27 p.m.


John E Crawford (Oct 4, 2022 07:32 PDT)

John Crawford, Board Clerk

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Final Audit Report

2022-10-04

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