



ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, February 28, 2023

MINUTES

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

Board Chairman Bookie called the meeting to order on Tuesday, February 28, 2023, at 11:05 a.m. The meeting was held in person and virtually.

Members Present: Board Chairman Richard Bookie (NCFMD), Board Clerk Karen Gueltzow (SCFMD), Board Members Bill Becker (SCFMD), Gary Benson (BVFD), and Diane Price (SCFMD)

Members Absent: Board Members Paul Hunter (BVFD) and Tony Sambol (NCFMD)

2. CALL TO THE PUBLIC

North County Fire & Medical District Board Clerk James Young requested an update on the Buckeye Valley Fire District meeting schedule.

3. FINANCIAL SUMMARIES AND AUDIT REPORTS

A. Arizona Fire & Medical Authority Financial Reports for January 2023.

Finance Director Rebecca Chitwood presented the Arizona Fire & Medical Authority Financial Reports for January 2023 and answered all questions from Board Members.

4. CONSENT AGENDA

A. Approve Monthly Financial Report for January 2023.

B. Approve the Joint Governing Board Meeting Minutes of January 24, 2023.

C. Approve the Regular Governing Board Meeting Minutes of January 24, 2023.

D. Accept the South County Fire & Medical District's property annexations approved at their Governing Board meeting on February 28, 2023.

E. Receive informational report relating to the use of Buckeye Valley Fire District bond funds to purchase Self-Contained Breathing Apparatus (SCBA's) and associated support equipment during Fiscal Year 2022/23.

- F. Receive informational report relating to the use of Buckeye Valley Fire District bond funds to purchase UCapIt Medical Distribution Machines during Fiscal Year 2022/23.

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

Vote conducted. **MOTION CARRIED.**

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

Board Member Hunter arrived at 11:16 a.m.

5. REGULAR BUSINESS

- A. Discussion and Possible Action relating to adoption of proclamation recognizing the month of March 2023 as American Red Cross Month.

Assistant Fire Chief O’Donohue presented that proclamation recognizing the month of March 2023 as American Red Cross Month, the time when Americans honor and celebrate the everyday heroes who help fulfill the mission of the Red Cross.

Board Clerk Gueltzow moved that the Arizona Fire & Medical Authority Governing Board adopt the proclamation recognizing the month of March 2023 as American Red Cross Month. Board Member Benson seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

- B. Discussion and Possible Action to approve a request to rename the Sandridge Conference Room to the Station B Conference Room in honor of former Fire Chief Robert Biscoe.

Chairman Bookie introduced the item in Board Member Sambol’s absence noting his request for the Governing Board to rename the Sandridge Conference Room to the Station B Conference Room to honor former Fire Chief Robert Biscoe.

In response to an inquiry, Fire Chief Burdick noted that the Staff is working with Mr. Biscoe to identify a date that he is available for a formal retirement ceremony.

Board Member Price noted that she is not supportive of this request, as Mr. Biscoe’s name has been included in the plaques affixed to most buildings across the Authority.

Board Chairman Bookie moved to table the item to a date uncertain so that Staff can inquire about Mr. Biscoe’s desire on the request. Board Member Benson seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

C. Receive Fiscal Year 2022/23 Mid-Year Budget Review, including budget-to-actual reports for June 2022.

Finance Director Chitwood reported on the status of the Fiscal Year 2022/23 operating budget including revenues, operating expenses, unanticipated costs covered by the contingency fund, and the impact of those unanticipated costs on the Capital Improvement Plan (CIP) fund. Director Chitwood reviewed the budget-to-actual reports for June 2022, reflecting the adjustments made through the auditing process.

D. Review the updated financial report structure.

Finance Director Chitwood presented the proposed updated structure of the monthly financial reports, noting this new format will increase staff productivity and lessen the rate of human error. The Buckeye Valley Fire District Board will begin to receive these financial reports beginning July 2023. Director Chitwood answered all questions from Board Members.

E. Discussion and Possible Action relating to adoption of Resolution No. AF23-0228-1 adopting the revised Joint Powers Authority Agreement with the Buckeye Valley Fire District.

Legal & Intergovernmental Affairs Director Lee Miller presented the Resolution and revised Joint Powers Authority Agreement approving the addition of the partnership with the Buckeye Valley Fire District. Director Miller noted that this revision was requested by the Authority’s auditing firm, to clarify and confirm that the Buckeye Valley Fire District and AFMA will not merge finances until July 1, 2023, as discussed in the Transition Plan. No other revisions to the document were made.

Board Member Becker moved that the Arizona Fire & Medical Authority adopt Resolution No. AF23-0228-1 approving the Amended Restated Intergovernmental Agreement for the Establishment of a Joint Powers Authority Agreement adding the Buckeye Valley Fire District as a partner agency to the Arizona Fire & Medical Authority; and approval of the related Transition Plan. Board Member Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

F. Discussion and Possible Action relating to approving the Fiscal Year 2023/24 Budget Development Schedule.

Director Chitwood presented the proposed Fiscal Year 2023/24 Budget Development Schedule.

Board Clerk Gueltzow moved that the Arizona Fire & Medical Authority approve the Fiscal Year 2023/24 Budget Development Schedule. Board Member Benson seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

G. Discussion and Possible Action relating to ratification of Fiscal Year 2022/23 grant funding applications submitted which require more than \$25,000 in matching funds.

Administrative Director Christopherson reported on the recent grant applications submitted which require more than \$25,000 in matching funds. These grants represent the second phase of the Regional Comprehensive Cancer Screening Grant, the Regional Leadership Training Grant, and the Regional Portable Radio Replacement Grant. Per Policy Manual Policy No. 8.34, the Authority Governing Board must ratify the submission of these grants.

Board Member Benson noted his support for grant applications relating to firefighter safety, such as the Regional Comprehensive Cancer Screening Grant and the Regional Portable Radio Replacement Grant.

Board Member Benson moved that the Arizona Fire & Medical Authority Governing Board ratify the submission of grant applications requiring more than \$25,000 in matching funds for the Fiscal Year 2022/23 grant funding cycle. Board Member Hunter seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

H. Discussion and Possible Action relating to Contingency Expenditure – Wi-Fi System Replacement.

Deputy Chief Kane Nixon reported that Staff is requesting the use of Contingency Funds in an amount not to exceed \$7,500 for the purchase of 21 new Wi-Fi access points for the Authority’s Wi-Fi system. To maintain technology continuity, accessory interchangeability, and service standards, Staff is recommending to use Sunstate Technology as a sole-source provider for this system upgrade. As part of the sole source provider purchasing policy the IT Division has determined the price quoted by Sunstate Technology is fair and reasonable.

Board Member Becker moved that the Arizona Fire & Medical Authority Governing Board approve the use of Contingency funds in an amount not to exceed \$7,500 for the purchase of 21 new Wi-Fi access points. Board Member Benson seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

I. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Computer Replacement Project.

Deputy Chief Nixon reported that Staff is requesting the use of CIP funds to purchase 27 new all-in-one computers, three new desktop computers, and one new laptop computer as part of the biennial computer replacement project. For the security of the Authority and to limit cyber-security threats, it is critical to maintain the Authority’s information technology infrastructure. As part of the CIP, the Authority IT Division plans to replace approximately one-third of the total computer workstations every two years. This is done to ensure that the Authority does not have any computer workstations beyond six years old at any given point in time. The IT Division received four quotes from four separate vendors and is recommending moving forward with Dell Technologies in the quoted amount of \$40,941.50 (plus a 7% contingency). Dell Technologies offers the lowest price and proposes the preferred equipment brand and models.

In response to inquiries, Deputy Chief Nixon noted that Dell Technologies offers the best warranty of the vendors quoted, and that this project is scheduled to be completed by the end of Fiscal Year 2022/23.

Board Member Becker moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$43,807.41 to replace 31 computers as part of the biennial computer replacement project. Board Member Benson seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

J. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Rapid Extrication Module Support (REMS) Vehicle.

Division Chief Brad Puckett reported that Staff is requesting the use of CIP funds to purchase one REMS vehicle. During wildland deployments, the REMS team will utilize this vehicle as a pre-staged rescue apparatus assigned to a wildland fire to provide a safe, effective and efficient method of egress off of the fire line in the event of injury or illness occurring during firefighting operations. This request for funds includes the cost of the vehicle and other required accessories such as the radio package, Code 3 lighting package, branding graphics, and camper shell.

Division Chief Puckett noted that due to continued supply chain challenges the delivery of this vehicle and the associated UTV already on order will not arrive by the beginning of wildland season in May.

Board Member Benson stated that he is in support of this equipment purchase, as expenditures for wildland equipment have revenue generating potential, unlike other equipment purchases for the department.

Board Member Becker stated his concern for equipment purchases due to increasing costs and noted he would rather see investments in people over equipment.

Board Member Benson requested a list of the wildland equipment available for deployment and an associated cost/benefit analysis of the Authority's participation.

Captain Padilla, Local 3573 Representative, stated that labor is in support of wildland deployment participation as a potential revenue source to help support other programs.

Board Member Hunter moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$92,000 for the purchase of the Rapid Extrication Module Support (REMS) vehicle. Board Member Benson seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

6. **SUGGESTED ITEMS FOR FUTURE GOVERNING BOARD MEETING AGENDAS**

There were no additional items suggested.

7. **ADJOURNMENT**

The meeting was adjourned at 12:06 p.m.

Karen Gueltzow

Karen Gueltzow (Mar 29, 2023 17:09 PDT)

Karen Gueltzow, Board Clerk







February 28 2023 Minutes AFMA

Final Audit Report

2023-03-30

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