



ARIZONA FIRE & MEDICAL AUTHORITY

GOVERNANCE AND LEGISLATIVE COMMITTEE AGENDA

TUESDAY, AUGUST 10, 2023

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Arizona Fire & Medical Authority (AFMA) Governance & Legislative Committee and the general public that the Governance & Legislative Committee will hold a meeting on Tuesday, August 10, 2023, at 10:00 a.m. A quorum of members of the North County Fire & Medical District, the South County Fire & Medical District, and the Buckeye Valley Fire District may be in attendance where business will be discussed. **The meeting will be held both in person and virtually. The meeting will be held at the Arizona Fire & Medical Authority Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona 85375.** The Committee may vote to go into Executive Session on any agenda item, pursuant to ARS 38-431.03(A)(3) for discussion and consultation for legal advice from the Authority's Attorney on matters as set forth in the agenda item. The following topics and any variables thereto will be subject to Committee consideration, discussion, approval, or other action. All items are set for possible action.

To attend the meeting virtually click [here](#), to attend via telephone please dial 669-900-6833, and enter webinar ID 88922010825. For technical assistance please call, 623-544-5400.

1. CALL TO ORDER / ROLL CALL OF COMMITTEE MEMBERS / AFFIRMATION OF QUORUM
2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES
3. REGULAR BUSINESS

Public Comment: Public comment/input is welcomed after each agenda item of Regular Business. Individual comments are limited to three minutes per individual and must pertain to the specific agenda item.

 - A. Approve Committee Meeting Minutes of December 14, 2021.
 - B. Approve Committee regular meeting schedule through Fiscal Year 2023-2024.
 - C. Discussion on Arizona Legislative spring and summer session topics relating to fire districts.
 - D. Discussion relating to Member District annexations, de-annexations and its financial impacts to the Authority.
 - E. Discussion and Possible Action relating to Policy Manual Policy No. 8.02 – Purchasing Policy.
4. SUGGESTED ITEMS FOR FUTURE GOVERNANCE AND LEGISLATIVE COMMITTEE MEETING AGENDAS

This agenda item is to discuss items of interest and to rank-order interested items for future agendas.

 - A. Governance
 - i. The AFMA Nonprofit Foundation
 - ii. Board Members participation in Budget Development for 2024-25?
 - iii. The Proposed Bond Election for 2024 or 2025
 - iv. Member District “Meetings of the Whole” twice a year?
 - v. AFMA Board *Bylaws and Rules of Procedure* Updates

- B. Legislation
 - i. Board Members involvement in our communities and with local and state officials?
 - ii. Lobbyist Resources – Should AFMA hire a lobbyist to seek state and federal funds?
- C. Long Range Projects
 - i. Future Member District Planning – Procedures for bringing in additional member districts
 - ii. Liaison to State Legislature - Succession Assistance?

5. ADJOURNMENT

A copy of the supplemental agenda materials provided to the Committee Members (with exception of materials relating to executive sessions) is available for public inspection at the Authority Administrative Office at least 24 hours prior to the meeting.

The AFMA Governance and Legislative Committee meeting locations are accessible to the handicapped. In compliance with the Americans with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations may request those through the Arizona Fire & Medical Authority Administrative Offices at (623) 544-5400 at least 24 hours before the meeting.



Arizona Fire & Medical Authority
AGENDA STAFF REPORT

Date: August 10, 2023
To: AFMA Governance & Legislative Committee
From: Bill Becker, Chairperson, AFMA Governance & Legislative Committee
Subject: Call to Order/Roll Call of Committee Members

Purpose:

The purpose of this item is to establish that a quorum of the AFMA Governance & Legislative Committee is present to conduct the meeting.

Background:

Per Arizona Revised Statute (ARS) §38-431, a quorum of the Board must be present to conduct an official meeting.

Fiscal Implications:

Not applicable.

Previous Board/Committee Action:

Not applicable.

Sample Motion:

Not applicable.

Attachments:

None.



Arizona Fire & Medical Authority
AGENDA STAFF REPORT

Date: August 10, 2023
To: AFMA Governance & Legislative Committee
From: Bill Becker, Chairman, AFMA Governance & Legislative Committee
Subject: Pledge of Allegiance

Purpose:

The purpose of this item is to recite the Pledge of Allegiance to the flag of the United States of America.

Background:

The Committee has determined that a Pledge of Allegiance should be done at the outset of every public meeting.

Fiscal Implications:

Not applicable.

Previous Board/Committee Action:

Not applicable.

Sample Motion:

Not applicable.

Attachments:

None.



Arizona Fire & Medical Authority
AGENDA STAFF REPORT

Date: August 10, 2023
To: AFMA Governance & Legislative Committee
From: Dusty Christopherson, Administrative Director
Subject: Meeting Minutes – December 14, 2021

Purpose:

This request is to approve the AFMA Governance & Legislative Committee Meeting Minutes of December 14, 2021.

Background:

Per Arizona Revised Statute (ARS) §38-431.03, written minutes must be taken for each Board meeting and draft minutes, or audio recordings made available to the public within three working days following the meeting.

Fiscal Implications:

Not applicable.

Previous Board/Committee Action:

Not applicable.

Sample Motion:

I move that the Governance & Legislative Committee approve the meeting minutes of December 14, 2021.

Attachments:

- AFMA Governance & Legislative Committee Meeting Minutes – December 14, 2021



ARIZONA FIRE & MEDICAL AUTHORITY GOVERNANCE AND LEGISLATIVE COMMITTEE MEETING MINUTES

Tuesday, December 14, 2021

MINUTES

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

Committee Chairman Becker called the meeting to order on Tuesday, December 14, 2021, at 2:45 p.m. The meeting was held both virtually and in person due to social distancing requirements related to the COVID-19 pandemic.

Members Present: Committee Chairman Bill Becker, Committee Vice Chairman Tony Sambol and Committee Member John Crawford

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Deputy Chief/Fire Marshal Eric Kriwer, Division Chief Kane Nixon, Finance Director Rebecca Chitwood, Human Resources Director Shauna Fisher, and Administrative Director Dawn Miller

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Public Comment: None

Media Present: None

Guests Present: North County Fire & Medical District Board Members Richard Bookie, David Wilson, and James Young; South County Fire & Medical District Board Members Karen Gueltzow and Diane Price; Captain Scott Dial and Paramedic Doug Costal,

2. REGULAR BUSINESS

A. Approve Governance & Legislative Committee Meeting Minutes—February 16, 2021.

Committee Member Crawford moved that the February 16, 2021 meeting minutes be approved. Committee Vice Chairman Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Crawford, Sambol

NAYS: None
ABSTAIN: None

B. Discussion and Possible Action Relating to Fire District Safety Act Ballot Proposition.

Assistant Chief Dalton gave an update regarding the Fire District Safety Act Ballot 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. Assistant Chief Dalton noted that this is the highest legislative priority for fire districts for this legislative season. All Board Member questions were answered.

C. Discussion and Possible Action Relating to Smart and Safe Fund (Recreational Marijuana) Distributions.

Mary Dalton, Assistant Chief, provided the Committee with an update on the distribution related issues regarding the Smart and Safe Fund. Legal & Intergovernmental Affairs Director Lee Miller noted that work is being done at the legislative level to clarify the distributions from the Smart and Safe Fund language for Joint Powers Authorities. All Board Member questions were answered.

D. Discussion and Possible Action Relating to American Rescue Plan Act (ARPA) Fire District Assistance Request.

Committee Chairman Becker read a prepared statement regarding funding for a vaccine incentive program. Assistant Chief Dalton gave an update regarding the American Rescue Plan Act (ARPA) fire district assistance requests. Assistant Chief Dalton noted that several letters have been sent to the Board of Supervisors requesting funding for a vaccine incentive program and for premium pay. A discussion ensued about various options. The Committee Members recommended that the AFMA Board approve funding for a vaccine incentive program. All Board Member questions were answered.

E. Discussion and Possible Action Relating to the Authority's Electric Utility Owned Land Analysis.

Division Chief Kane Nixon gave an overview regarding the results of the Authority's recent electric utility owned land analysis. Potential strategies to address the impact that the listed properties have on the Authority were discussed. Legal & Intergovernmental Affairs Director Lee Miller discussed the option of hiring a consultant to assist the Authority.. Further discussion regarding this item will occur at a future AFMA Board meeting. All Board Member questions were answered.

F. Discuss and Possible Action Relating to the Preliminary 2022 Legislative Session.

Assistant Chief Dalton gave an update regarding the 2022 Legislative Session. Assistant

Chief Dalton stated that the highest legislative priority for the Arizona Fire District Association is the Fire District Safety Act. Other priorities for the Association include: an amendment to the Certificates of Participation (COP) language, changes to clarify the Joint Powers Authorities process in receiving Smart and Safe Fund Distributions, changes with fire district bonds to address mergers and consolidations and assisting with the worker’s comp pool funding. All Board Member questions were answered.

3. SUGGESTED ITEMS FOR FUTURE GOVERNANCE AND LEGISLATIVE COMMITTEE MEETING AGENDAS

Future agenda items were reviewed.

4. ADJOURNMENT

The meeting adjourned at 4:15 p.m.

Bill Becker, Chairman
AFMA Governance and Legislative Committee



Arizona Fire & Medical Authority
AGENDA STAFF REPORT

Date: August 10, 2023
To: AFMA Governance & Legislative Committee
From: Dusty Christopherson, Administrative Director
Subject: Calendar Year Fiscal Year 2023-2024 Meeting Schedule

Purpose:

The purpose of this item is to seek approval of the meeting schedule for the Governance & Legislative Committee for Fiscal Year 2023-2024.

Background:

Per the Bylaws and Rules of Procedure for the Arizona Fire & Medical Authority, the Standing Committees establish their own regular meeting schedules and notice appropriately per the Open Meeting Law.

Governance & Legislative Committee Meeting Schedule, start time 10:00 a.m.

- August 10, 2023
- September 14, 2023
- November 9, 2023
- January 11, 2024
- March 14, 2024
- May 9, 2024

Fiscal Implications:

Not applicable.

Previous Board/Committee Action:

Not applicable.

Sample Motion:

I move that the Governance & Legislative Committee approve the regular meeting schedule as presented for Fiscal Year 2023-2024.

Attachments:

None



Arizona Fire & Medical Authority
AGENDA STAFF REPORT

Date: August 10, 2023
To: AFMA Governance & Legislative Committee
From: Mary Dalton, Assistant Chief – Liaison Division
Subject: Overview of Legislative Spring & Summer Sessions 2023

Purpose:

The purpose of this item is to provide the Governance & Legislative Committee with an update on the Arizona Legislative 2023 Spring and Summer Sessions.

Background:

Assistant Chief Dalton currently serves on the Arizona Fire District Association Legislative Committee and assists the Authority with legislative issues. Assistant Chief Dalton will provide the Governance & Legislative Committee with a verbal update on the 2022/23 Legislative Session.

Fiscal Implications:

Not applicable.

Previous Board/Committee Action:

Not applicable.

Sample Motion:

Not applicable.

Attachments:

None.



Arizona Fire & Medical Authority AGENDA STAFF REPORT

Date: August 10, 2023
To: Governance & Legislative Committee
From: Mary Dalton, Assistant Chief, Liaison Division
Subject: AFMA Boundary Change Update

Purpose:

The purpose of this item is to discuss providing the Governance & Legislative Committee with a regular update on various boundary changes which have occurred within the past reporting period.

Background:

Traditionally, staff has presented all annexations to the AFMA Board. We would like to get the Governance & Legislative Committee's thoughts on a regular presentation which would summarize new annexations as well as boundary change losses through neighboring city annexations. Summarizing annexations and de-annexations offers several benefits, primarily aimed at providing a clear understanding of the complex processes and implications involved in altering the boundaries and jurisdictions of the Authority. Some key advantages are:

Clarity and Accessibility: Special district annexations and de-annexations can involve intricate legal, administrative, and geographical details. Summaries distill this information into a concise and easily understandable format, making it accessible to a wider audience, including policymakers, residents, researchers, and the general public.

Informed Decision-Making: Summarized information equips our elected officials and decision-makers with a comprehensive overview of the potential impacts of special district changes. New annexations can provide additional revenue as well as staff time commitments and additional emergency response workload. The loss of existing jurisdictional property may result in a decrease in service demand, and it will certainly result in decreased assessed valuation and property tax revenue.

Transparency: Transparent governance is crucial for maintaining public trust and participation. Summarizing the Authority boundary changes ensures that relevant information is accessible to all

stakeholders, promoting transparency in decision-making processes and reducing the likelihood of misunderstandings or misinformation.

Resource Management: Authority boundary changes can impact resource allocation, including taxes, services, infrastructure, and public facilities. The summaries help stakeholders understand how these changes might affect their community's resources and assist in efficient resource planning and allocation.

Historical Reference: The Boundary Change Summaries will serve as a concise historical record of Authority changes, documenting the evolution over time. These records can be valuable for future analysis, comparisons, and understanding of the development of communities.

Conflict Resolution: In cases where there might be disagreements or conflicts regarding annexation, de-annexation, or municipal annexation proposals, well-structured summaries can help facilitate discussions, negotiations, and resolution by providing a neutral and clear reference point.

We have attached a draft Boundary Change Scorecard for your review and suggestions.

Fiscal Implications:

Not applicable.

Previous Board/Committee Action:

Not applicable.

Sample Motion:

Not applicable.

Attachments:

- Draft Boundary Change Scorecard

Parcel number	Sq Ft	Acres	Class	NAV LPV	FD Tax Year 1 (2023)	FD Tax Year 2 (2024)	FD Tax Year 3 (2025)	FD Tax Year 4 (2026)	FD Tax Year 5 (2027)	FD Tax Year 6 (2028)	FD Tax Year 7 (2029)	FD Tax Year 8 (2030)	FD Tax Year 9 (2031)	FD Tax Year 10 (2032)	Total 10-Year FD Tax Loss
504-18-010E	422,358	9.70	RU-43	\$388.00	\$1.36	\$1.41	\$1.45	\$1.51	\$1.56	\$1.61	\$1.67	\$1.73	\$1.79	\$1.85	\$15.93
504-18-010Z	559,221	12.84	RU-43	\$150,481.00	\$526.68	\$545.12	\$564.20	\$583.94	\$604.38	\$625.53	\$647.43	\$670.09	\$693.54	\$717.82	\$6,178.73
504-18-931	595,300	13.67	RU-43	\$157,460.00	\$551.11	\$570.40	\$590.36	\$611.03	\$632.41	\$654.55	\$677.45	\$701.17	\$725.71	\$751.11	\$6,465.29
														Total De-annexation Loss	\$12,659.95

SAMPLE



Arizona Fire & Medical Authority
AGENDA STAFF REPORT

Date: August 10, 2023
To: AFMA Governance & Legislative Committee
From: Rebecca Chitwood, Finance Director
Subject: Proposed Purchase Policy No. 8.02 Updates

Purpose:

The purpose of this item is to present the Governance & Legislative Committee with the proposal of the updated purchasing policy.

Background:

Finance Director Chitwood will review a proposed update to Purchasing Policy, No. 8.02. The Purchasing Policy is being updated to match current practices in purchasing, updates to authorized approvers with the new organizational chart structure, and to allow for an increase of approval limits and purchase order thresholds, due to inflationary costs, to reduce administrative work for smaller purchases.

Fiscal Implications:

Not applicable.

Previous Board/Committee Action:

Not applicable.

Sample Motion:

I move that the Governance & Legislative Committee recommend the Arizona Fire & Medical Authority Governing Board approve Policy Manual Policy No. 8.02 relating to procurement.

Attachments:

- Policy No. 8.02 – Clean Version
- Policy No. 8.02 – Redline Version

ARIZONA FIRE & MEDICAL AUTHORITY POLICY MANUAL	Review Date:	Number: 8.02
Section: Administrative	Effective Date: 03/27/2018	Revision Date:
Subject: PURCHASING POLICY	Page 1 of 4	Board Chair:

I. PURPOSE

The purpose of this policy is to ensure ethical, efficient, fair and transparent practices are used for procuring materials, goods or services.

II. SCOPE

This policy applies to all Authority personnel.

III. POLICY

It is the Authority's intent to fulfill its fiduciary obligations through responsible purchasing practices. Except as otherwise directed by the Authority Board, purchase of materials or contract for services or construction shall be made for the Authority in accordance with the adopted budget and this policy.

IV. DEFINITIONS

- A. **Purchase** - Any purchase transaction for materials, goods or services in support of Authority operations.
- B. **Credit Card Transactions** - Any purchase transactions using an Authority issued credit card.
- C. **Requisition/Purchase Order** - Purchase transactions using pre-authorization documents generated prior to initiating orders with vendors for purchase of goods or services. Requisitions (REQ's) are generated using the Authority's accounting software system and the Authority's pre-approval process. All related supporting documentation should be annotated with the REQ number and immediately submitted to the Financial Services Section. Once fully approved, requisitions shall be transitioned into Purchase Orders (PO's) by the Financial Services Section.
- D. **Support Documentation** - Includes all documentation supporting a purchase transaction, including quotes, comparative bids, invoices, receipts, contracts, warranty information and packing slips. Packing slips must also contain the date and confirmation of receipt. The documentation submitted to Finance must include payment authorization from the authorized personnel per policy.
- E. **Specialized Purchase Authorization Exemptions/Modifications** - Transactions for certain materials, goods or services, provided through a single-source vendor may be exempted from the pre-authorization process, or may have modified authorization limits with the approval of the Fire Chief or his designee. Expenditures that fall under these pre-authorization exemptions or limit modifications must be described and justified in detail in the Authority's annual budget. Such transactions may include but are not limited to the following:
 - 1. Utilities: (i.e.: electricity, water & sewer, gas, refuse collections, security alarm monitoring, etc.)

ARIZONA FIRE & MEDICAL AUTHORITY POLICY MANUAL		Review Date:	Number: 8.02
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2. Communications Services: (telephone, cellular, data connections, etc.)
3. Fuel Purchases: (for an individual apparatus or bulk purchases)
4. Specialized or unique materials, goods or services: (i.e.: tum-outs, medical supplies, pharmaceutical supplies billed through the hospital, dispatching & insurance services, etc.)

F. **Sole Source Provider** - A product or service which can only be obtained from one vendor. Such purchases may be made without comparative bidding after determining the price is fair and reasonable. By way of example, a sole-source procurement process may also be used to maintain continuity, i.e., portable radios or rescue tools for the purpose of battery or accessory interchangeability, or to standardize training needs, or service requirements.

G. **Comparative/Competitive Bid Requirements & Requests for Proposals** - When comparative and/or competitive bids are sought, solicitation of at least three (3) documented bids shall be obtained, when reasonably possible. Comparative bids must be for like items but may include various manufacturers if products are comparable or equivalent in performance and/or construction material. A Request for Proposal (RFP) bid process with detailed bid qualifications provided to all bidders, a published submission deadline and bid opening date and time may be used where appropriate. From time to time, these bid processes may require a public bid opening and/or Authority Board action. In instances where the lowest bid is not selected, the rationale for that determination shall be documented.

V. Approval Limits for Purchase Requisitions, Contracts and Direct Payments

Recommended Authorized Approver	\$0 to \$4,999.99	\$5,000 to \$24,999.99	\$25,000 to \$49,999.99	\$50,000 or Greater
Budget Liaison authorized by Division Manager/Deputy Chief	X			
Division Manager or Deputy Chief	X	X	X	X
Fire Chief or Assistant Chief			X	X
Authority Board				X

A. Approval Positions:

1. Budget Liaison - An employee who assists the Division Manager/Deputy Chief and shares responsibility for a section / portion of the Authority budget, generally limited to a specific division(s). A list of approved Budget Liaisons will be maintained in the Financial Services Software.
2. Division Manager/Deputy Chief - A supervisory employee, responsible for one or more sections of the Authority budget. Division Managers and Deputy Chiefs will be shown on the Organizational Chart and their authority by division will be maintained in the Financial Services Software.
3. No transaction will be able to be approved by the individual entering their own requisition or by their direct purchase.

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VI. GUIDELINES

- A. When generating a purchase requisition for the acquisition of materials, goods, the contracting for services or construction, a good faith effort will be made to estimate the complete and final cost including, but not limited to, shipping, handling, taxes, delivery, and installation fees.
- B. Unless a different process is approved by the Board, all purchase transactions must be pre-authorized and approved in accordance with the guidelines in this policy. Transactions falling outside of the adopted budget or exceeding the adopted budget amount must be pre-approved by the Fire Chief and may require Authority Board action. Except as otherwise provided, any contract for the purchase of materials, goods or services in excess of \$49,999.99 shall require Board approval.
- C. Requisitions, if applicable, must be submitted prior to initiating an order with the vendor or service provider. Vendors shall be provided with the purchase order number and should be instructed to reference the PO number on all supporting documentation. Purchases of similar materials, goods, or services from the same vendor may not be split amongst two or more requisitions if done with the intent to reduce expenditure totals below pre-authorization levels so as to avoid application of the limits of this Policy.
- D. Award of bids, requisitions or purchase orders may be conditioned upon the approval and execution of contracts or contract terms required by the Authority, or small contract addenda developed by the Authority, from time to time.
- E. Non-emergency pre-authorization limits and associated requirements are detailed as follows:
1. **Transactions less than \$2,499.99:** Do *not* require a purchase order, so long as within the expenditure authority of the employee and the purchase is part of the adopted annual operating budget.
 2. **Unless specifically excluded by this policy, transactions of \$2,500 and above:** Require a purchase order.
 3. **Purchases of \$2,500 but not in excess of \$4,999.99:** Requires solicitation of at least three (3) verbally obtained, documented comparative quotes or bids, when reasonably possible. Once obtained, a pre-authorization requisition must be generated by the Budget Liaison or above.
 4. **Purchases of \$5,000 and above:** Requires solicitation of at least three (3) written comparative quotes or bids, unless excluded within this policy. Once obtained, a pre-authorization requisition must be generated by the Budget Liaison, or above. The requisition must also be approved by the responsible approver(s) as defined by authorization limits in this policy.
- F. **Professional/ Legal Services** - Notwithstanding the above, comparative bidding and other requirements of this policy shall not apply to professional services, unless directed by the Authority Board. Such services include, but are not limited to, attorneys, auditors, specialized consultants, architects, physicians, engineers, etc.
- G. **Emergency Purchases** - When an emergency requires immediate purchase of materials, goods or

ARIZONA FIRE & MEDICAL AUTHORITY POLICY MANUAL	Review Date:	Number: 8.02
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services, this section supersedes all other provisions of this policy. An emergency exists where there is a threat to public health, welfare, safety, or when compliance with the other provisions of this policy is impractical, or contrary to the public interest. The Fire Chief, and/or Incident Commander shall be empowered to authorize emergency purchases on or for an emergency incident. All emergency expenditures shall require the approval of at least one Board member. All applicable forms (i.e.: Requisitions/Purchase Orders), accompanied by a written explanation of the circumstances, shall be completed within two working days of the emergency by the officer authorizing the purchase. The Fire Chief will thereafter notify the Chairman of the Authority Board of any emergency purchases within 48 hours.

ARIZONA FIRE & MEDICAL AUTHORITY POLICY MANUAL	Review Date: 09/24/2019	Number: 8.02
Section: Administrative	Effective Date: 03/27/2018	Revision Date: 09/24/2019
Subject: PURCHASING POLICY	Page 1 of 4	Board Chair:

I. PURPOSE

The purpose of this policy is to ensure ethical, efficient, fair and transparent practices are used for procuring materials, goods or services.

II. SCOPE

This policy applies to all Authority personnel.

III. POLICY

It is the Authority's intent to fulfill its fiduciary obligations through responsible purchasing practices. Except as otherwise directed by the Authority Board, purchase of materials or contract for services or construction shall be made for the Authority in accordance with the adopted budget and this policy.

IV. DEFINITIONS

- A. **Purchase** - Any purchase transaction for materials, goods or services in support of Authority operations.
- B. **Credit Card Transactions** - Any purchase transactions using an Authority issued credit card.
- C. **Requisition/Purchase Order** - Purchase transactions using pre-authorization documents generated prior to initiating orders with vendors for purchase of goods or services. Requisitions (REQ's) are ~~normally~~ generated using the Authority's accounting software system and the Authority's pre-approval process. All ~~purchase orders and~~ related supporting documentation should be annotated with the REQ number and immediately submitted to the Financial Services Section. Once fully approved, requisitions shall be transitioned into Purchase Orders (PO's) by the Financial Services Section. ~~and printed and attached to the original documentation.~~
- D. **Support Documentation** - Includes all documentation supporting a purchase transaction, including quotes, comparative bids, invoices, receipts, contracts, warranty information and packing slips. Packing slips must also contain the date and confirmation of receipt. The documentation submitted to Finance must include payment authorization from the authorized personnel per policy and initials provided by the Program Manager.
- E. **Specialized Purchase Authorization Exemptions/Modifications** - Transactions for certain materials, goods or services, provided through a single-source vendor may be exempted from the pre-authorization process, or may have modified authorization limits with the approval of the Fire Chief or his designee. Expenditures that fall under these pre-authorization exemptions or limit modifications must be described and justified in detail in the Authority's annual budget. Such transactions may include but are not limited to the following:
 - 1. Utilities: (i.e.: electricity, water & sewer, gas, refuse collections, security alarm monitoring, etc.)

ARIZONA FIRE & MEDICAL AUTHORITY POLICY MANUAL		Review Date: 09/24/2019	Number: 8.02
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2. Communications Services: (telephone, cellular, data connections, etc.)
3. Fuel Purchases: (for an individual apparatus or bulk purchases)
4. Specialized or unique materials, goods or services: (i.e.: tum-outs, medical supplies, pharmaceutical supplies billed through the hospital, dispatching & insurance services, etc.)

F. **Sole Source Provider** - A product or service which can only be obtained from one vendor. Such purchases may be made without comparative bidding after determining the price is fair and reasonable. By way of example, a sole-source procurement process may also be used to maintain continuity, i.e., portable radios or rescue tools for the purpose of battery or accessory interchangeability, or to standardize training needs, or service requirements.

G. **Comparative/Competitive Bid Requirements & Requests for Proposals** - When comparative and/or competitive bids are sought, solicitation of at least three (3) documented bids shall be obtained, when reasonably possible. Comparative bids must be for like items but may include various manufacturers if products are comparable or equivalent in performance and/or construction material. A Request for Proposal (RFP) bid process with detailed bid qualifications provided to all bidders, a published submission deadline and bid opening date and time may be used where appropriate. From time to time, these bid processes may require a public bid opening and/or Authority Board action. In instances where the lowest bid is not selected, the rationale for that determination shall be documented.

~~Recurring Purchases—Items that are routinely purchased and are not subject to sole source or other purchasing policies, including supplies, and services (such as office supplies, landscaping materials, etc.), will, when reasonably available, be procured by way of solicitation of at least three (3) comparative bids on a bi-annual basis.~~

~~Pre Authorization Approval:~~

V. **Approval Limits for Purchase Requisitions, Contracts and Direct Payments**

	\$0 to \$4,999.99	\$5,000 to \$24,999.99	\$25,000 to \$49,999.99	\$50,000 or Greater
Recommended Authorized Approver	X			
Budget Liaison authorized by Division Manager/Deputy Chief	X			
Division Manager or Deputy Chief	X	X	X	X
Fire Chief or Assistant Chief			X	X
Authority Board				X

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A. **Approval Positions:**

1. ~~Program Manager~~**Budget Liaison** - An employee who assists the ~~Section Head~~**Division Manager/Deputy Chief** and shares responsibility for a section / portion of the Authority budget, generally limited to ~~only a few budgetary accounts a specific to a particular program/division(s).~~ A list of approved ~~Program Managers~~**Budget Liaisons** will be maintained in the Financial Services ~~Section~~**Software**.

ARIZONA FIRE & MEDICAL AUTHORITY POLICY MANUAL		Review Date: <u>09/24/2019</u>	Number: 8.02
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2. ~~Section Head~~Division Manager/Deputy Chief - A supervisory employee, responsible for one or more sections ~~portions~~ of the Authority budget, ~~which generally oversees several Program Managers and their budgets.~~ A list of approved Section Heads~~Division Managers and Deputy Chiefs will be shown on the Organizational Chart and will be their authority by division will be maintained in the Financial Services Section~~Software.
3. ~~Division Manager~~ - ~~An employee who is responsible for the overall divisional expenditure budget which may include various sections and/or programs.~~
3. No transaction will be able to be approved by the individual entering their own requisition or by their direct purchase.

ARIZONA FIRE & MEDICAL AUTHORITY POLICY MANUAL	Review Date: 09/24/2019	Number: 8.02
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Typical Approval Path:

Program Manager -> Section Head -> Division Manager -> Fire Chief -> Authority Board

VI. GUIDELINES

- A. When generating a purchase requisition for the acquisition of materials, goods, the contracting for services or construction, a good faith effort will be made to estimate the complete and final cost including, but not limited to, shipping, handling, taxes, delivery, and installation fees.
- B. Unless a different process is approved by the Board, all purchase transactions must be pre-authorized and approved in accordance with the guidelines in this policy. Transactions falling outside of the adopted budget or exceeding the adopted budget amount must be pre-approved by the Fire Chief and may require Authority Board action. Except as otherwise provided, any contract for the purchase of materials, goods or services in excess of \$49,999.9915,000 shall require Board approval.
- C. Requisitions, if applicable, must be submitted prior to initiating an order with the vendor or service provider. Vendors shall be provided with ~~requisition/the~~ purchase order number and should be instructed to reference the PO number on all supporting documentation. Purchases of similar materials, goods, or services from the same vendor may not be split amongst two or more requisitions if done with the intent to reduce expenditure totals below pre-authorization levels so as to avoid application of the limits of this Policy.
- D. Award of bids, requisitions or purchase orders may be conditioned upon the approval and execution of contracts or contract terms required by the Authority, or small contract addenda developed by the Authority, from time to time.
- E. Non-emergency pre-authorization limits and associated requirements are detailed as follows:
 - 1. **Transactions less than \$2,499.99500:** Do *not* require a ~~pre-authorization requisition/~~ purchase order, so long as within the expenditure authority of the employee ~~submitting the same, and the purchase is part of the adopted annual operating budget.~~
 - 2. ~~Unless specifically waived excluded by this policy by the Fire Chief or the Authority Board, transactions in excess of \$2,500 and above but not in excess of \$2,500:~~ Require a ~~pre-authorization requisition/~~ purchase order, ~~generated by a Program Manager, or above~~
 - 3. **Purchases in excess of \$2,500 but not in excess of \$4,999.995,000:** Requires solicitation of at least three (3) ~~verbally obtained,~~ documented comparative quotes or bids, when reasonably possible. Once obtained, a pre-authorization requisition must be generated by the ~~Program Manager~~ Budget Liaison or above.
 - 4. ~~Purchases in excess of \$5,000 and above but not in excess of \$15,000:~~ Requires solicitation of at least three (3) ~~written documented~~ comparative quotes or bids, ~~when reasonably possible unless excluded within this policy.~~ Once obtained, a _____

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ARIZONA FIRE & MEDICAL AUTHORITY ARIZONA FIRE & MEDICAL AUTHORITY POLICY MANUAL	Review Date: Review Date: 09/24/2019 09/24/2018	Number: Number: 8.02 8.02
Section: Administrative	Effective Date: 09/27/2018	Revision Date: 09/24/2019
Subject: PURCHASING POLICY	Page 4 of 14	Board Chair: _____ Board Chair: _____

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—pre-authorization requisition must be generated by the ~~Program Manager~~Budget Liaison, or above. The requisition must also be approved by the ~~responsible approver(s) as defined by authorization limits in this policy~~Section Head, the Fire Chief and one Authority Board member.

12.4. The requisition must also be approved by the Section Head and the Fire Chief.

13. ~~Purchases of \$15,000 or greater: Requires solicitation of at least three (3) documented comparative bids when possible. Such proposals will be presented to the Authority Board with recommendations; the Authority Board shall make the final decision. Further, any contract for the purchase of materials, goods or services in excess of \$15,000 shall require Board approval.~~

F. ~~Professional~~—/ **Legal Services** - Notwithstanding the above, comparative bidding and other requirements of this policy shall not apply to professional services, unless directed by the Authority Board. Such services include, but are not limited to, attorneys, auditors, specialized consultants, architects, physicians, engineers, etc.

G. **Emergency Purchases** - When an emergency requires immediate purchase of materials, goods or services, this section supersedes all other provisions of this policy. An emergency exists where there is a threat to public health, welfare, safety, or when compliance with the other provisions of this policy is impractical, or contrary to the public interest. The Fire Chief, and/or Incident Commander shall be empowered to authorize emergency purchases on or for an emergency incident. All emergency expenditures shall require the approval of at least one Board member. All applicable forms (i.e.: Requisitions/Purchase Orders), accompanied by a written explanation of the circumstances, shall be completed within two working days of the emergency by the officer authorizing the purchase. The Fire Chief will thereafter notify the Chairman of the Authority Board of any emergency purchases within 48 hours.

~~**Fiscal Year End Purchases** - All non recurring, fiscal year end purchase transactions must be entered into the accounting software system, via requisitions, prior to May 31 of each fiscal year. All purchase transactions processed between June 1st and June 30th must be pre authorized by the Fire Chief.~~

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Arizona Fire & Medical Authority
AGENDA STAFF REPORT

Date: August 10, 2023
To: AFMA Governance & Legislative Committee
From: Dusty Christopherson, Administrative Director
Subject: Future Agenda Items

Purpose:

The purpose of this item is to provide the Governance & Legislative Committee with an opportunity to inform Staff of any items to be included on a future agenda.

Background:

Per Arizona Revised Statute (ARS) §38-431.01, a public body shall not discuss or take legal action on matters that are not properly noticed for discussion and legal action.

Fiscal Implications:

Not applicable.

Previous Board/Committee Action:

Not applicable.

Sample Motion:

Not applicable.

Attachments:

- 2023 Meeting Schedule

ARIZONA FIRE & MEDICAL AUTHORITY AND MEMBER FIRE DISTRICTS 2023 MEETING SCHEDULE



The Governing Boards hold their public meetings in person and by video conference. Members of the public may attend either in person or by telephone/video conference. Public comment will be taken both in person and through several technological solutions. Public Meetings are held at the AFMA Administrative Office unless otherwise noted.

JANUARY 2023

- 11-13 AFDA Winter Conference – Laughlin, NV
- 17 AFMA Budget & Finance Committee Mtg.- 10:00 a.m.
- 23 BVFD Special Board Meeting – 6:00 p.m. – BVFD Admin. Office
- 24 Joint SCFMD/NCFMD/AFMA Meeting – 9:00 a.m.
 - SCFMD Special Board Meeting
 - NCFMD Special Board Meeting
 - AFMA Board Meeting
 - BVFD Board Meeting – 6:00 p.m. – BVFD Admin. Office

FEBRUARY 2023

- 21 AFMA Budget & Finance Committee Mtg. – 10:00 a.m.
- 25 Joint SCFMD/NCFMD/BVFD/AFMA Board Member Retreat – 9:00 a.m.
- 27 BVFD Board Meeting – 6:00 p.m. – BVFD Admin. Office
- 28 Joint SCFMD/NCFMD/AFMA Meeting – 9:00 a.m.
 - SCFMD Special Board Meeting
 - NCFMD Special Board Meeting
 - AFMA Board Meeting

MARCH 2023

- 21 NCFMD Special Board Meeting – 9:00 a.m.
 - AFMA Budget & Finance Committee Mtg. – 10:00 a.m.
 - BVFD Board Meeting – 6:00 p.m. – BVFD Admin Office
- 28 Joint SCFMD/NCFMD/AFMA Meeting – 9:00 a.m.
 - SCFMD Special Board Meeting
 - NCFMD Special Board Meeting
 - AFMA Board Meeting

APRIL 2023

- 11 Budget & Finance Committee Mtg. – 10:00 a.m.
- 18 Joint Governing Board Budget Workshop – 10:30 a.m.
- 18 BVFD Board Meeting – 6:00 p.m. – BVFD Admin. Office
- 25 Joint Governing Board Meeting – 9:00 a.m.
 - NCFMD Board Meeting – 10:00 a.m.
 - SCFMD Board Meeting – 10:30 a.m.
 - AFMA Board Meeting – 11:00 a.m.

MAY 2023

- 9 Budget & Finance Committee Mtg. – 10:00 a.m.
- 16 BVFD Board Meeting – 6:00 p.m. – BVFD Admin. Office
- 23 Joint Governing Board Meeting – 9:00 a.m.
~~NCFMD Special Board Meeting – 10:00 a.m.~~
~~SCFMD Special Board Meeting – 10:30 a.m.~~
AFMA Board Meeting – 11:00 a.m.

JUNE 2023

- 13 Budget & Finance Committee Mtg. – 10:00 a.m.
- 20 BVFD Board Meeting – 6:00 p.m. – BVFD Admin. Office
- 27 Joint Governing Board Meeting – 9:00 a.m.
NCFMD Board Meeting – 10:00 a.m.
SCFMD Board Meeting – 10:30 a.m.
AFMA Board Meeting – 11:00 a.m.

JULY 2023

- 11-13 2023 AFCA/AFDA Summer Conference, Glendale, AZ
- 11 Budget & Finance Committee Mtg. – 9:00 a.m.
Special Joint Governing Board Meeting - 10:00 a.m.
Special AFMA Governing Board Meeting – 11:00 a.m.
- 25 AFMA Board Meeting – 11:00 a.m.

AUGUST 2023

- 8 Budget & Finance Committee Mtg. – 10:00 a.m.
Financial Report Training – 10:30 a.m.
- 10 Governance & Legislative Committee Mtg. – 10:00 a.m.
- 22 AFMA Board Meeting – 11:00 a.m.

SEPTEMBER 2023

- 12 Budget & Finance Committee Mtg. – 10:00 a.m.
- 14 Governance & Legislative Committee Mtg. – 10:00 a.m.
- 19 NCFMD Board Meeting – 9:00 a.m. – SCW Admin
SCFMD Board Meeting – 2:00 p.m. – SL Admin
BVFD Board Meeting – 6:00 p.m. – BVFD Admin
- 26 AFMA Board Meeting – 11:00 a.m.

OCTOBER 2023

- 10 Budget & Finance Committee Mtg. – 10:00 a.m.
- 24 AFMA Board Meeting – 11:00 a.m.

NOVEMBER 2023

- 9 Governance & Legislative Committee Mtg. – 10:00 a.m.
- 14 Budget & Finance Committee Mtg. – 10:00 a.m.
- 28 AFMA Board Meeting – 11:00 a.m.

DECEMBER 2023

- 12 Budget & Finance Committee Mtg. – 10:00 a.m.
- 19 SCFMD Special Board Meeting
NCFMD Special Board Meeting
BVFD Board Meeting – 6:00 p.m. – BVFD Admin. Office
AFMA Board Meeting – 11:00 a.m.