



ARIZONA FIRE & MEDICAL AUTHORITY

GOVERNANCE AND LEGISLATIVE COMMITTEE AGENDA

THURSDAY, SEPTEMBER 14, 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 Thursday, September 14, 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 August 10, 2023.
 - B. Update on establishment of the AFMA non-profit foundation.
 - C. Update on proposed 2024 bond election and community outreach efforts, including a review of the draft slide presentations.
 - D. Presentation of AZDC Consulting proposal for federal lobbyist services to support capital funding needs.
4. SUGGESTED ITEMS FOR FUTURE GOVERNANCE AND LEGISLATIVE COMMITTEE MEETING AGENDAS
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: September 14, 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: September 14, 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: September 14, 2023
To: AFMA Governance & Legislative Committee
From: Dusty Christopherson, Administrative Director
Subject: Meeting Minutes – August 10, 2023

Purpose:

This request is to approve the AFMA Governance & Legislative Committee Meeting Minutes of August 10, 2023.

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 August 10, 2023.

Attachments:

- AFMA Governance & Legislative Committee Meeting Minutes – August 10, 2023



ARIZONA FIRE & MEDICAL AUTHORITY GOVERNANCE AND LEGISLATIVE COMMITTEE MEETING MINUTES

Tuesday, August 10, 2023

MINUTES

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

Committee Chairman Becker called the meeting to order on Tuesday, August 10, 2023, at 10:07 a.m. at the Arizona Fire & Medical Authority Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona 85375. The meeting was held in person and virtually.

Members Present: Committee Members Bill Becker, Melanie Hardy, and James Young

Members Absent: None

2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

Committee Chairman Becker led the Pledge of Allegiance.

3. REGULAR BUSINESS

A. Approve Governance & Legislative Committee Meeting Minutes of December 14, 2021.

Committee Member Young moved that the December 14, 2021 meeting minutes be approved. Committee Member Hardy seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Hardy, Young

NAYS: None

ABSTAIN: None

B. Approve Committee regular meeting schedule through Fiscal Year 2023-2024.

Administrative Director Dusty Christopherson presented the Governance & Legislative Committee regular meeting schedule through Fiscal Year 2023-2024 and noted that 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~~ January 18, 2024
- March 14, 2024
- May 9, 2024

Committee Member Young moved that the Governance & Legislative Committee approve the regular meeting schedule as amended to accommodate the Arizona Fire District Association Conference in January 2024. Committee Member Hardy seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Hardy, Young
NAYS: None
ABSTAIN: None

C. Discussion on Arizona Legislative spring and summer session topics relating to fire districts.

Mary Dalton, Assistant Chief, provided the Committee with an overview of fire districts across the state, fire district property tax revenues, limitations placed on fire district funding, and an update on the spring and summer sessions of the Arizona Legislature noting bills impacting fire districts and their funding pathways.

Discussion ensued relating to the dynamics between the Arizona Fire District Association (AFDA), the Arizona Fire Chief's Association (AFCA), and the Professional Fire Fighters Association (PFFA) and their efforts to lobby the State Legislature for additional funding resources for fire districts.

D. Discussion relating to Member District annexations, de-annexations and their financial impacts to the Authority.

Assistant Chief Dalton presented a sample summary of the annexations and de-annexations (losses to neighboring jurisdictions) and how they impact district finances over a period of time.

On Committee consensus, Board Members requested this information be provided to each Member District as needed moving forward and requested the spreadsheet include profit/loss information for 2-4 years and be linked to a map of where the parcel is located within the jurisdiction as a way to help identify trends.

E. Discussion and Possible Action relating to Policy Manual Policy No. 8.02 – Purchasing Policy.

Director Chitwood reviewed updated Policy Manual Policy No. 8.02 noting the changes related to approval processes, updated Board approval requirements from \$15,000 to \$50,000 and increasing the purchase order requirement limits from \$500 to \$2,500. In response to inquiries, Director Chitwood noted that these updates are needed in response to increases in pricing seen over the last few years and the need to streamline administrative processes. Director Chitwood clarified that all requests to utilize contingency funds must be approved by the AFMA Governing Board.

Committee Member Young moved that the Governance & Legislative Committee recommend the Arizona Fire & Medical Authority Governing Board approve Policy Manual Policy No. 8.02 relating to purchasing. Committee Chairman Becker seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Hardy, Young
NAYS: None
ABSENT: None

4. **SUGGESTED ITEMS FOR FUTURE GOVERNANCE AND LEGISLATIVE COMMITTEE MEETING AGENDAS**

Committee Chairman Becker reviewed the items of interest:

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

On Committee consensus, the Committee prioritized working on the AFMA nonprofit foundation and the potential bond measure for 2024.

5. **ADJOURNMENT**

The meeting adjourned at 12:15 p.m.

Bill Becker, Chairman
AFMA Governance & Legislative Committee

DRAFT



Arizona Fire & Medical Authority
AGENDA STAFF REPORT

Date: September 14, 2023
To: AFMA Governance & Legislative Committee
From: Mary Dalton, Assistant Chief – Liaison Division
Subject: Update on AFMA Non-Profit Foundation

Purpose:

The purpose of this item is to provide the Governance & Legislative Committee with an update on the formation of an AFMA Non-Profit Foundation.

Background:

Assistant Chief Mary Dalton and Intergovernmental Affairs/Legal Director Lee Miller will provide a verbal update on the formation of an AFMA non-profit foundation.

Fiscal Implications:

Not applicable.

Previous Board/Committee Action:

The AFMA Governing Board approved the formation of an AFMA non-profit foundation at their meeting on July 25, 2023.

Sample Motion:

Not applicable.

Attachments:

None.



Arizona Fire & Medical Authority
AGENDA STAFF REPORT

Date: September 14, 2023
To: AFMA Governance & Legislative Committee
From: Lee Miller, Legal & Intergovernmental Affairs Director
Subject: Update on the Proposed 2024 Bond Election and Community Outreach Efforts

Purpose:

The purpose of this item is to provide the Governance & Legislative Committee with an update on the Proposed 2024 Bond Election and Community Outreach Efforts.

Background:

Legal & Intergovernmental Affairs Director Miller will provide a verbal update on the proposed 2024 Bond Election and Community Outreach Efforts.

Fiscal Implications:

Not applicable.

Previous Board/Committee Action:

Not applicable.

Sample Motion:

Not applicable.

Attachments:

None.



Arizona Fire & Medical Authority
AGENDA STAFF REPORT

Date: September 14, 2023
To: AFMA Governance & Legislative Committee
From: Mark Burdick, Fire Chief
Subject: Presentation on AZDC Consulting Proposal

Purpose:

The purpose of this item is to provide the Governance & Legislative Committee with a presentation of the AZDC Consulting proposal for federal lobbyist services to support capital funding needs.

Background:

Fire Chief Mark Burdick will provide a presentation of the AZDC Consulting proposal for federal lobbyist services to support capital funding needs.

Fiscal Implications:

The fiscal implications associated with engaging lobbyist services will be presented at the meeting.

Previous Board/Committee Action:

Not applicable.

Sample Motion:

To be determined.

Attachments:

None.



Arizona Fire & Medical Authority
AGENDA STAFF REPORT

Date: September 14, 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 NCFMD Special Board Meeting – 9:00 a.m. – SCW Admin
AFMA Board Meeting – 11:00 a.m.
SCFMD Special Board Meeting – 2:00 p.m. – SL Admin
BVFD Board Meeting – 6:00 p.m. – BVFD Admin. Office