



ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, September 27, 2022

MINUTES

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

Board Clerk Crawford called the meeting to order on Tuesday, September 27, 2022, at 11:06 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, Captain Johnny Padilla, Human Resources Manager Shauna Fisher, Finance Director Rebecca Chitwood, Legal & Intergovernmental Affairs Director Lee Miller, Management Analyst Deborah Musselman, and 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 August 2022.

Finance Director Rebecca Chitwood presented the Arizona Fire & Medical Authority Financial Reports for August 2022 and answered all questions from Board Members.

4. CONSENT AGENDA

A. Approve Monthly Financial Report for August 2022.

B. Approve Joint Governing Board Meeting Minutes for August 23, 2022.

C. Approve Regular Board Meeting Minutes for August 23, 2022.

- D. Accept the South County Fire & Medical District’s property annexations approved at their Governing Board meeting on September 27, 2022.

Board Chairman Wilson requested item 4E be removed from the Consent Agenda.

Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board approve items 4A-4D on the Consent agenda. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

- E. Adopt the following Policy Manual policies to reflect administrative changes.
 - a. Policy No. 6.01 – Vacation Leave
 - b. Policy No. 6.02 – Sick Leave
 - c. Policy No. 6.03 – Earned Sick Leave

Human Resources Manager Shauna Fischer stated that the policy changes requested are strictly administrative and are being updated to remove procedural processes from the policies and placing them in the Operations Manual. There are no changes to employee benefits being made with these revisions.

Board Chairman Wilson moved that the Arizona Fire & Medical Authority Governing Board approve item 4E. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

5. CURRENT EVENTS SUMMARIES AND REPORTS

- A. Emergency Operations Division (Including Operations/Deployment and Emergency Medical Services/Training) – Current Event Summary for August 2022.

Assistant Chief DeChant presented the Operations Division Monthly Report for August 2022. All Board Member questions were answered.

- B. Community Risk Management Division – Current Event Summary for August 2022.

Deputy Chief/Fire Marshal Eric Kriwer presented the Community Risk Management Division Monthly Report for August 2022, including the development updates. Deputy Chief Kriwer answered Board Member questions relating to fire inspections and the

process for gaining a business's compliance with those inspections.

Board Members thanked Deputy Chief Kriwer and the Staff for the well written article in the Independent answering questions about the structure of AFMA and its affiliated fire districts.

C. Business Division (including Planning/Tech Services/Emergency Management/Support Services, Financial Services, Administration, and Human Resources) – Current Event Summary for July 2022.

Assistant Chief Dalton presented the Business Services Division Report for August 2022, including updates on the Feasibility Study with Buckeye Valley Fire District, Proposition 310 legislative activities, Planning/Tech Services/Emergency Management/Support Services, Financial Services, Administrative Services, and Human Resources Sections.

The United Sun Cities Firefighters Association President Scott Dial updated the Governing Board on the labor unions legislative activities relating to Proposition 310 including upcoming table events and newspaper and social media efforts.

Discussion ensued among Board Members about Proposition 310 and called for a special Joint Governing Board meeting on Tuesday, October 4, 2022, at 11:00 a.m. to consider adopting a Resolution in support of Proposition 310.

D. Arizona Fire & Medical Authority Chapter of the United Sun Cities Firefighters Association – International Association of Firefighters Local 3573 Updates.

Captain Johnny Padilla, Local 3573 Representative and Paramedic Doug Costal, AFMA Charities Representative provided updates on the activities and events of Local 3573 for the month of August 2022 and the coming months. Captain Padilla noted that labor is supportive of the items before the Governing Board. All Board Member questions were answered.

E. Correspondence received or sent by the Governing Boards/Fire Chief which would be of interest to the Governing Boards will be reviewed by the AFMA Board Clerk.

There was no correspondence to review for the month of September 2022.

6. REGULAR BUSINESS

A. Discussion and Possible Action Relating to Adoption of Fire Prevention Week Proclamation.

Deputy Chief/Fire Marshal Kriwer presented the Proclamation highlighting Fire Prevention Week and noted that the week of October 9-15, 2022 has been identified as a time to emphasize the importance of reducing fire dangers and hazards in their homes, businesses, schools, and communities.

Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board adopt a Proclamation declaring October 9-15, 2022 as Fire Prevention Week throughout the Authority. Board Member Sambol 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 Structure and Presentation of the Monthly Financial Reports.

Finance Director Chitwood reported that the full bank statements and check registers can be viewed by all Governing Board Members in the BoardPaq Library. Chairman Wilson requested the pending payments be placed in the BoardPaq Library as well for Governing Board Members to review and approve. The Budget & Finance Committee will review this process after 90 days.

Board Clerk Crawford left the meeting at 12:40 p.m.

C. Discussion and Possible Action Relating to Pension Reserve Liability Fund (PRLF) Investment Options.

Assistant Chief Mary Dalton presented the Pension Reserve Liability Fund (PRLF) investment options to the Committee noting that the Governing Board has three options to consider, 1) continue to maintain the PRLF with the Arizona State Treasurer in the Local Government Investment Pool, 2) establish a Section 115 Trust, or 3) invest the fund with Stifel in a U.S. Government Security.

Staff is recommending option 3 and to reevaluate annually thereafter. Assistant Chief Dalton noted that Stifel would have the authority to transfer the fund into cash should it be necessary to protect against significant losses. Assistant Chief Dalton reported that in recent months, other fire districts who have established a Section 115 Trust or maintained funds with the Arizona State Treasurer have experienced significant losses.

Assistant Chief Dalton reported that the associated costs for utilizing the services of Stifel, Inc. is .15%.

Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board approve the investment of Pension Reserve Liability Funds with Stifel, Inc. in a U.S. Government Security. Committee Chairman Wilson seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

D. Discussion and Possible Action Relating to Allowing Purchases of Under \$25,000 to be Approved on the Consent Agenda.

Assistant Chief Dalton presented the request to allow purchases of under \$25,000 to be approved by the Governing Board on the Consent Agenda, with the review and recommendation of the Budget & Finance Committee. Assistant Chief Dalton noted this request is a measure to improve efficiency during the Governing Board meetings and noted the impact inflation has had on the current Staff spending authority limits.

Budget & Finance Committee Chairman Bookie noted that the Budget & Finance Committee recommended approval by a split vote of 2 to 1.

Board Member Gueltzow moved that the Arizona Fire & Medical Authority Governing Board approve the allowance of purchases of less than \$25,000 to be approved on the consent agenda. Board Chairman Wilson seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

E. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Chief Vehicle Purchases.

Division Chief Brad Puckett reported that as part of the adopted CIP, six vehicles were approved for purchase, two for scheduled replacement of existing older vehicles and four that are designated for new service. The two vehicles in this agenda item are to be designated as replacements for existing senior staff vehicles which generally see a higher mileage usage. The two existing vehicles will then be reallocated in the fleet, which will trickle down to new administrative/support staff positions in the organization.

Board Member Gueltzow moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$146,000 for the purchase of two staff vehicles. Board Member Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

F. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Administration and Fire Station Furniture Purchase.

Division Chief Puckett reported that several fire stations have furniture that need to be replaced due to high usage, age and wear. It has been over 15 years since much of the furniture has been replaced. While funds were approved in the CIP to replace furniture in the amount of \$15,000 for Fire Station 101 and 231, additional furniture purchase needs have been identified. Staff is requesting approval of the use of CIP funds in an amount not to exceed \$36,500 for the purchase of replacement furniture for various Authority locations.

Board Chairman Wilson moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$36,500 for the purchase of replacement furniture for various AFMA facilities. Board Member Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

G. Discussion and Possible Action Regarding Contingency Expenditure – Engine 341 Repair.

Division Chief Puckett presented the request to approve the use of contingency funds for a vehicle engine repair for AFMA’s front line Engine 341 a 2012 E-One pumper with a Cummins ISL-9 engine. Division Chief Puckett noted that Staff is requesting the use of contingency funds at this time rather than another line item in the budget so as not to impact other already budgeted items during the Fiscal Year. It is anticipated that all of the outside fleet maintenance budgeted funds will be used throughout the year. Division Chief Puckett noted that this front-line Engine has been out of service since June 2022.

Board Member Gueltzow moved that the Arizona Fire & Medical Authority Governing Board approve the use of contingency funds in an amount not to exceed \$15,000 for engine repair work on the front line Engine 341. Board Member Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

H. Receive an Update on the Status and Tentative Timeline of the Feasibility Study with Buckeye Valley Fire District.

Assistant Chief Dalton reported that the draft Feasibility Study will be ready for Governing


Board review at a joint governing board meeting between AFMA and Buckeye Valley Fire District on October 18, 2022, likely in the evening.

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

There were no suggested items.

8. **ADJOURNMENT**

The meeting was adjourned at 1:18 p.m.


John E Crawford (Nov 16, 2022 15:36 MST)

John Crawford, Board Clerk



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Final Audit Report

2022-11-16

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