



ARIZONA FIRE & MEDICAL AUTHORITY BUDGET AND FINANCE COMMITTEE MEETING MINUTES

Tuesday, February 16, 2021

MINUTES

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

Committee Chairperson Miller called the meeting to order on Tuesday, February 16, 2021, at 2:05 p.m. at the **Arizona Fire & Medical Authority Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona 85375. The meeting was held virtually.**

Members Present: Committee Chairperson Dawn Miller and Committee Members Richard Bookie and Diane Price

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Division Chief Brad Puckett, Acting Finance Manager Coaleen Poland, Administrative Manager Deborah Musselman, and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Public Comment: None

Media Present: None

Guests Present: North County Fire & Medical District Board Member James Young; South County Fire & Medical District Board Members Bill Becker and John Crawford

2. REGULAR BUSINESS

A. Elect Chairman and Vice Chairman of the Budget and Finance Committee.

Committee Member Bookie nominated Dawn Miller to serve as the Budget and Finance Committee Chairman.

Committee Member Miller accepted the nomination.

There were no other nominations.

Committee Member Bookie moved that the Budget and Finance Committee Meeting elect Dawn Miller to serve as Committee Chairman. Committee Member Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Miller, Price
NAYS: None
ABSENT: None

Committee Member Price nominated Richard Bookie to serve as the Budget and Finance Committee Vice Chairman.

Committee Member Bookie declined the nomination.

Committee Member Bookie nominated Diane Price to serve as the Budget and Finance Committee Vice Chairman.

Committee Member Price accepted the nomination.

There were no other nominations.

Committee Member Bookie moved that the Budget and Finance Committee Meeting elect Diane Price to serve as Committee Vice Chairman. Committee Chairman Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Miller, Price
NAYS: None
ABSENT: None

B. Approve Budget and Finance Committee Meeting Minutes of January 19, 2021.

Committee Vice Chairman Price moved that the Budget and Finance Committee Meeting Minutes of January 19, 2021 be approved. Committee Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Miller, Price
NAYS: None
ABSENT: None

C. Review South County Fire & Medical District, North County Fire & Medical District, and Arizona Fire & Medical Authority Financial Reports for January 2021.

Coaleen Poland, Acting Finance Manager presented the January 2021 financial reports for the South County Fire & Medical District, the North County Fire & Medical District and the Arizona Fire & Medical Authority and answered any questions from Board Members.

Rob Biscoe, Fire Chief provided the Governing Board with an update on the recruitment for a permanent Finance Manager.

Committee Member Bookie moved that the Budget and Finance Committee recommend that the South County Fire & Medical District Governing Board, the North County Fire & Medical District Governing Board and the Arizona Fire & Medical Authority Governing Board approve the Financial Reports for January 2021. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Miller, Price
NAYS: None
ABSENT: None

D. Review Fiscal Year 2021/22 Budget Development Schedule.

Mary Dalton, Assistant Fire Chief, provided the Budget and Finance Committee with an update on the activities to develop the Fiscal Year 2021/22 budget, noting that the Levy Limit Worksheets from Maricopa County were received on February 10, 2021 and show an increase in total net assessed property valuation for the North County Fire & Medical District of 6% and the South County Fire & Medical District of 7.3%. Ambulance Revenue projections are still forthcoming.

In response to an inquiry, Chief Biscoe explained that with the Fiscal Year 2021/22 budget the plan is for all former Tonopah Valley Fire District employees be brought up to AFMA salary schedule standards, this would impact approximately 8 employees.

E. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Station 231 Turnout Lockers.

Brad Puckett, Division Chief – Support Services, presented the Governing Board with a presentation on the Station 231 Turnout Locker purchase request explaining that prior to the turnout storage room renovation at Fire Station 231, turnouts were stored in the apparatus bay, which is no longer acceptable under National Fire Protection Association (NFPA) guidelines relating to carcinogen contamination from vehicular exhaust. The lockers were small and no longer met the needs for Personal Protective Equipment (PPE) storage for today’s modern firefighters.

Following the bid process staff is recommending the purchase be made from Greer Locker in an amount not to exceed \$14,000.

Committee Member Bookie moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds to purchase (23) turnout lockers from Greer Locker in a total project amount not to exceed \$14,000. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Miller, Price
NAYS: None
ABSENT: None

F. Discuss Station 232 Remodel Project Construction Manager-At Risk Contractor Recommendation.

Brad Puckett, Division Chief – Support Services, presented the Governing Board with a presentation on the Station 232 Remodel Project Request for Qualifications bidding, interview and evaluation process and stated that the Staff Committee is recommending CORE Construction to serve as the Construction Manager-At Risk for this remodel project.

In response to an inquiry, Division Chief Puckett stated that the list of approved subcontractors and the large staff available to prioritize this project was what made the difference in recommending CORE Construction. CORE Construction has done a lot of work across the Valley with a lot of other Fire Department and Fire Districts and has a good reputation in the industry.

Committee Vice Chairman Price moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve a Construction Manager at Risk (CMAR) contract with CORE Construction for the Fire Station 232 Remodel project. Committee Chairman Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Miller, Price
NAYS: None
ABSENT: None

G. Receive update on existing and planned grant applications.

Deborah Musselman, Administrative Manager provided an update to the Governing Board on the existing and planned grant applications and answered any questions from Board Members.

3. **SUGGESTED ITEMS FOR FUTURE BUDGET AND FINANCE COMMITTEE MEETING AGENDAS**

Committee Member Bookie requested an update on the Worker’s Compensation Pool.

4. **ADJOURNMENT**

The meeting adjourned at 2:56 p.m.

Dawn Miller

[Dawn Miller \(Apr 8, 2021 18:01 PDT\)](#)

Dawn Miller, Committee Chairperson

Approved

February 16 2021 Minutes - Budget and Finance Committee Meeting

Final Audit Report


2021-04-09

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