



**ARIZONA FIRE & MEDICAL AUTHORITY
BUDGET AND FINANCE COMMITTEE
MEETING MINUTES**

Tuesday, March 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, March 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, 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 Merrell “Tony” Sambol and David Wilson; South County Fire & Medical District Board Members Bill Becker and Karen Gueltzow

2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of February 16, 2021.

Committee Vice Chairman Price moved that the Budget and Finance Committee Meeting Minutes of February 16, 2021 be approved. Committee Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Miller, Price

NAYS: None

ABSENT: None

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

Coaleen Poland, Acting Finance Manager presented the February 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.

In response to an inquiry, Ms. Poland stated that there has not been any delays in receiving ambulance billing payments from Medicare and that the net 30 or net 60 is holding.

Committee Member Bookie moved that the Budget and Finance Committee recommend 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 February 2021. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Miller, Price

NAYS: None

ABSENT: None

C. Receive Fiscal Year (FY) 2021/22 budget development updates.

Ms. Poland provided updates to the Committee on the FY 21/22 budget development process and noted that updated health insurance rates have been received and Staff is reviewing the proposals. Due to the COVID pandemic, Staff is anticipating a \$400,000 drop in revenue from ambulance transports for the coming fiscal year. Staff is working to address the shortfall and will present options to the AFMA Governing Board at the upcoming Budget Workshop meeting.

D. Receive update on Worker's Compensation Pool.

Mary Dalton, Assistant Chief, provided the Committee with a report on activities of the Securis Workers Compensation Pool noting that as of December 31, 2020 the pool is anticipating finishing the year with a small positive fund balance, realizing a loss ratio of 75.3%, including an administrative fee of 12.5%, which is less than the 15% quoted originally and anticipated for next year. To date, there have been 151 claims totaling \$972,000. The highest claims have been COVID related followed by lifting injuries.

Moving forward, pool administrators are concerned about cancer related claims and are exploring options for covering cancer screenings more proactively in an effort to increase early detection and ultimately lessen claims, however this possibility won't be explored for another year or two, and instead administrators will make a push to bring more agencies into the pool. Currently there are about 56 Arizona agencies not in the pool that would be eligible to join if interested.

Assistant Chief Dalton noted that the Securis Board voted to approve a 5% rate increase for Fiscal Year 2021/22. The next Securis Board meeting is set for June 22, 2021.

E. Discussion relating to the Federal Emergency Management Agency (FEMA) 2020 Staffing for Adequate Fire & Emergency Response (SAFER) Grant.

Assistant Chief Dalton reported that Staff has submitted the FEMA SAFER Grant application for the 2020 grant year and have requested funding for three full-time firefighter positions. These positions will be roving positions and can be used in all areas of the Authority but will have a focus in the Tonopah area. If awarded, the SAFER Grant will provide funding to cover 100% of the employment expenses for three years. FEMA is anticipating less applicants this year because of other grant opportunities through the CARES Act. Staff has requested support and sponsorship from AFMA legislators and representatives in support of the application.

If awarded, the AFMA Governing Board will have the opportunity to vote on acceptance of the grant funds.

Committee Vice Chairman Price moved that the Budget and Finance Committee recommend the Arizona Fire & Medical Authority Governing Board ratify submission of the 2020 FEMA SAFER Grant application to support the addition of three firefighter positions. Committee Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

F. Discuss Capital Improvement Plan (CIP) Expenditure – Facility Back-Up Generator Load Testing.

Brad Puckett, Division Chief – Support Services stated that the National Fire Protection Agency (NFPA) Standards require emergency stand-by generators be load tested at least annually to ensure proper operation. AFMA generators are programmed to auto start and run weekly for 30 minutes. Crews then perform an additional weekly check to ensure that fluids are at proper levels and no leaks are present.

Staff is requesting funds to conduct additional load testing with Valleywide Generator Service and to allow Valleywide to provide any maintenance needed on the generators. Formal testing on the station generators has not been performed in the past but will be

performed on an annual basis moving forward.

In response to an inquiry, Division Chief Puckett noted that Valleywide will charge an hourly rate for any maintenance required (in addition to the bid provided for the load testing) and any parts required will be additional.

Staff is requesting a total project amount not to exceed \$10,000 for all testing, repairs, and parts.

Committee Member Bookie moved that the Budget and Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$10,000 for the annual stand-by generator load tests and any necessary maintenance. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

G. Discuss Capital Improvement Plan (CIP) Expenditure – Station 341 Interior Improvements.

Division Chief Puckett provided the Governing Board with a presentation on the Station 341 interior renovation project and stated that phases 1-4 of the improvements, which included renovation of the bunkrooms, public access areas, laundry room, workout room, and turnout room, have all been completed within the previous allocated budget. Phase 5 of the improvements will include completion of the kitchen and day room upgrades and will encompass new appliances, stainless steel countertops, and cabinetry. To complete Phase 5 of the Station 341 improvements, additional funding is being requested. Additional funding is necessary beyond the previously approved \$122,000 due to the increased costs in lumber and construction primarily a result of the pandemic related manufacturing and shipping challenges and the increase in construction activity because of low interest rates.

The lowest bid received for the cabinetry alone was \$18,000, a significant increase over what was estimated pre-COVID pandemic. Phoenix Dispatch charged more than \$14,000 to install the CAD package in all of the bunkrooms, which was required to bring Station 341 up to regional standards.

Staff is requesting an additional \$50,000 in CIP funds to complete this project.

In response to inquiries, Division Chief Puckett stated that the millwork is estimated to be completed in 6-8 weeks following delivery of the materials.

Chief Biscoe stated that with the additional \$50,000 in CIP funding the Authority will realize a fully renovated Station for a total project cost of \$175,000, which is a tremendous accomplishment for Brad and his team of support personnel and contractors.

Committee Vice Chairman Price moved that the Budget and Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$50,000 for completion of the Station 341 improvements. Committee Chairman Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

H. Receive update on existing and planned grant applications.

Assistant Chief Dalton provided an update to the Governing Board on the existing and planned grant applications and answered any questions from Board Members. Assistant Chief Dalton noted that Department of Emergency and Military Affairs (DEMA) Representatives indicated that additional reimbursements allowed for personal protective equipment (PPE) have been placed on hold so that the agency could focus their efforts on vaccine distributions. Staff is contacting local, state, and federal representatives seeking assistance in obtaining those PPE reimbursements.

Chief Biscoe stated that in the newest stimulus package passed, revenue replacement was identified as reimbursable (which wasn't allowed in previous packages) so Staff is working to gather data, gathering other regional districts, and contacting local, state, and federal representatives inquiring about how to withdraw on those approved funds. Staff is currently projecting an ambulance revenue shortfall of \$1.5 million for a two-year time frame.

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

There were no items suggested.

4. **ADJOURNMENT**

The meeting adjourned at 2:57 p.m.

Dawn Miller

Dawn Miller (Apr 22, 2021 19:26 PDT)

Dawn Miller, Committee Chairperson

March 16, 2021 Draft Minutes - Budget and Finance Committee Meeting

Final Audit Report


2021-04-23

Created:	2021-04-22
By:	Deborah Musselman (dmusselman@afma.az.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuoyTwY1fO796aER0HQItCABNVBQRp2dp

"March 16, 2021 Draft Minutes - Budget and Finance Committee Meeting" History

 Document created by Deborah Musselman (dmusselman@afma.az.gov)

2021-04-22 - 11:20:49 PM GMT- IP address: 66.210.247.226

 Document emailed to Dawn Miller (dmiller@afma.az.gov) for signature

2021-04-22 - 11:23:54 PM GMT

 Email viewed by Dawn Miller (dmiller@afma.az.gov)

2021-04-23 - 2:21:10 AM GMT- IP address: 68.228.200.191

 Document e-signed by Dawn Miller (dmiller@afma.az.gov)

Signature Date: 2021-04-23 - 2:26:38 AM GMT - Time Source: server- IP address: 68.228.200.191

 Agreement completed.

2021-04-23 - 2:26:38 AM GMT