



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

Tuesday, April 11, 2023

MINUTES

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

Committee Chairman Sambol called the meeting to order on Tuesday, April 11, 2023, at 10:00 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 Chairman Tony Sambol, Committee Member John Crawford

Members Absent: Committee Member Gary Benson

2. REGULAR BUSINESS

A. Approve Budget & Finance Committee Meeting Minutes of March 21, 2023.

Committee Member Crawford moved that the Budget & Finance Committee Meeting Minutes of March 21, 2023, be approved. Committee Chairman Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Sambol

NAYS: None

ABSENT: Benson

B. Receive status update on Financial Report reconciliations and reporting schedule.

Finance Director Rebecca Chitwood reminded the Committee that due to the change in meeting schedule for the Committee, the March 2023 financial reports won't be available for review until the May 2023 meeting.

C. Receive status update on grants awarded, grant applications submitted and current grant opportunities.

Management Analyst Deborah Musselman provided an update to the Governing Board on the existing and planned grant applications and answered all questions from Board Members.

In response to an inquiry, Division Chief Brad Puckett explained that the grant funding provided by the Arizona Department of Environmental Quality (ADEQ) will be for the collection, transportation and disposal of the current AFFF firefighting foam that has been linked to cancer and replace it with F-500 Encapsulator Agent, a safer firefighting foam.

D. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditures – Roof Replacement and Repair Projects at multiple facilities.

Division Chief Puckett stated that as part of the CIP for Fiscal Year 2022/23, Fire Station 101 and 102 were identified as needing roof repairs or replacements. Fire Station 101 has been recoated multiple times and now needs a replacement. Fire Station 102 is recommended for a recoating. The Wittmann Annex building is primarily utilized as a storage facility and is in need of a roof replacement.

The Fiscal Year 2022/23 CIP originally budgeted \$12,000 for roof recoating at Stations 101 and 102, however it is now being recommended to replace the roof at Station 101 at a cost not to exceed \$30,000, and due to increase costs in materials bids for the roof recoating at Station 102, at an amount not to exceed \$10,000. Staff requests to utilize funding in the CIP originally planned for facility interior updates at Station 106 to cover these additional expenses. The interior updates at Station 106 are not needed at this time and the project is being removed from the CIP.

In response to inquiries, Finance Director Chitwood noted that all member district assets are owned by the Authority as part of the Joint Powers Agreement. All assets are included in the CIP and all are included on a depreciation schedule. Each member district pays into the CIP fund as part of the annual budgeting process.

Committee Member Crawford moved that the Budget & Finance Committee recommend approval of the use of CIP funds in an amount not to exceed \$56,000 for roof repairs or replacements at multiple facilities. Committee Chairman Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Sambol
NAYS: None
ABSENT: Benson

E. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditures – Parking Lot Recoating and Striping Projects at multiple facilities.

Division Chief Puckett noted that as part of the CIP for Fiscal Year 2022/23, Stations 101, 104, 106, and the Administration building were identified as needing parking lot recoating and restriping. The Fiscal Year 2022/23 CIP did not include funding for parking lot needs. Staff requests to utilize funding in the CIP originally planned for a Station 103 parking lot replacement. The parking lot replacement project at Station 103 will not be completed during the Fiscal Year 2022/23. Staff is proposing to move this

project to a future year CIP to cover the project needs this year.

Committee Member Crawford moved that the Budget & Finance Committee recommend approval of the use of CIP funds in an amount not to exceed \$13,400 for parking lot resurfacing and striping at multiple facilities. Committee Chairman Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Sambol
NAYS: None
ABSENT: Benson

F. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditures – Fencing and Security Gate Project at Fire Station 102.

Division Chief Puckett explained that Fire Station 102 currently does not have security fencing, however this project was identified as a need as part of the approved Fiscal Year 2022/23 CIP. This project includes installation of perimeter fencing and an automated slide gate entrance with electric keypad. Staff is requesting to utilize CIP funds in an amount not to exceed \$30,000. Funds from the canceled Fire Station 103 Parking Lot Replacement Project will be repurposed for this project.

In response to inquiries, Division Chief Puckett noted that this project is one step in the work to harden many of the facilities as an overall increased security effort, which is not uncommon at many governmental facilities in recent years. Division Chief Puckett noted that there may be additional electric work required for this project which will be completed by a subcontractor, and there is a back-up generator at this facility should the power go out. This security gate will no impede any emergency response vehicles or access to the public entrance of the facility.

Committee Member Crawford moved that the Budget & Finance Committee recommend approval of the use of CIP funds in an amount not to exceed \$30,000 for the fencing and security gate at Fire Station 102. Committee Chairman Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Sambol
NAYS: None
ABSENT: Benson

G. Receive update on Fiscal Year 2023/24 budget development process.

Finance Director Chitwood and Gabe Buldra, James Vincent Group, LLC, presented an update on the Fiscal Year 2023/24 budget development process and noted that preliminary work currently indicates a deficit in district funding by approximately \$1.8 million.

Director Chitwood reported that there was another correction issued by Maricopa County to the Net Assessed Valuations for each member district. This correction sees revenues increasing by approximately \$105,000. Both James Vincent Group and the Finance Division will be providing complete budget information at the upcoming Joint Governing Board Budget Workshop on April 18, 2023.

3. SUGGESTED ITEMS FOR FUTURE BUDGET & FINANCE COMMITTEE AGENDAS

There were no requested agenda items.

4. ADJOURNMENT

The meeting adjourned at 10:38 a.m.

Tony Sambol

Tony Sambol (May 17, 2023 09:25 PDT)

Tony Sambol, Committee Chairman

04.11.23 Budget & Finance Committee Meeting Minutes

Final Audit Report


2023-05-17

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