



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

Tuesday, May 18, 2021

MINUTES

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

Committee Vice Chairperson Price called the meeting to order on Tuesday, May 18, 2021, at 9:02 a.m. at the **Arizona Fire & Medical Authority Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona 85375. The meeting was held virtually and in person.**

Members Present: Committee Vice Chairperson Diane Price and Committee Member Richard Bookie

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, Management Analyst Deborah Musselman, and Administrative Director Dawn Miller

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Public Comment: None

Media Present: None

Guests Present: North County Fire & Medical District Board Members Tony Sambol, David Wilson, and James Young; South County Fire & Medical District Board Members Jack Arend, Bill Becker, John Crawford, and Karen Gueltzow.

2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of April 20, 2021.

Committee Member Bookie moved that the Budget and Finance Committee Meeting Minutes of April 20, 2021, be approved. Committee Vice Chairperson Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, 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 April 2021.

Coaleen Poland, Acting Finance Manager presented the April 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.

Committee Vice Chairperson Price 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 April 2021. Committee Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price
NAYS: None
ABSENT: None

C. Discussion and Possible Action Regarding Maricopa County-Community Development Block Grant.

Management Analyst Musselman explained that this is a request for the Budget and Finance Committee to recommend the Arizona Fire & Medical Authority Governing Board approve the Program Year 2021-2022 Urban County CDBG Funding Award awarded by the Community Development Advisory Committee and the Maricopa County Board of Supervisors in the amount of \$107,374 for the Tonopah Fire Station (FS341) Back-Up Generator Purchase and Installation Project. Management Analyst Musselman also noted that this amount is projected to cover 100% cost of the project with no matching requirements.

Management Analyst Musselman mentioned that the Authority applied for funding through Maricopa County's Community Development Block Grant (CDBG) program offered in the county's urban areas. The Authority requested the purchase of one emergency back-up generator for Fire Station 341 in Tonopah and one for Fire Station 106 in Wittmann for a total of \$214,748 (\$107,374 each). Although the funding was not awarded for Fire Station 106 in Wittmann, the County has indicated funding may be granted if funds are available in their 2020-2021 carryover. If so, AFMA is at the top of the priority list for an additional award of \$107,374 for Fire Station 106 in Wittmann.

Committee Member Bookie moved that the Budget and Finance Committee recommend the Arizona Fire & Medical Authority Governing Board accept the 2021-2022 Urban County CDBG Funding Award. Committee Vice Chairperson Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price
NAYS: None
ABSENT: None

D. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Fire Station 106 Awnings/Gate Opener

Division Chief Puckett explained this is a request for the Budget and Finance Committee to recommend the Arizona Fire & Medical Authority Governing Board approve the use of Capital Improvement Plan (CIP) funds to make specific improvements to Station 106. These improvements include the addition of a patio cover for the back patio, a shade structure on the west side of the station to protect apparatus, an automatic gate for the water tenders and brush trucks, lighting and associated electrical. This item is included in the Authority's CIP for Fiscal Year 2020/21.

Division Chief Puckett further explained that the patio on the back side of the station utilized as an outside sitting area and BBQ is currently uncovered. This proposal would cover the area with a 16' x 20' sloping steel structure to provide shade and weather protection. The back door to the facility will be shaded by the structure as well. The area where the water tenders and brush truck are parked on the west side of the station is not covered, exposing the apparatus to sun causing deterioration of equipment and the apparatus. This proposal would cover the area with a 105' x 20' commercial 95 fabric shade structure. Response exiting for the water tenders and brush truck is currently through a manually operated gate. This proposal would also install an electric gate in its place that would match the gate on the east side of the station, with a comparable electronic gate mechanism. Lighting, receptacles and gate power would be installed on the west side of the structure as well. There was a total of seven vendors who submitted bids for this project. Staff is recommending Shade Masters to complete all three sections of the project. Shade masters is the only bidder who could complete all three sections providing a substantial savings for the entire project.

Division Chief Puckett answered all questions from Board Members.

Committee Member Bookie moved that the Budget & 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 the installation of a patio cover, shade structure, electronic gate and associated electrical work at Fire Station 106. Committee Vice Chairperson Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price
NAYS: None
ABSENT: None

E. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure-Firefighting Foam Disposal.

Division Chief Puckett explained that this is a request for the Budget and Finance Committee to recommend the Arizona Fire & Medical Authority Governing Board approve the use of Capital Improvement Plan (CIP) funds to dispose of Aqueous Film Forming Foam (AFFF) and other expired foam products.

Division Chief Puckett further explained that Class B firefighting foam products are utilized in certain situations to mitigate fires that respond poorly to water alone. Recent scientific analysis has determined that the chemical agents utilized for AFFF to be an effective extinguishing agent, Polyfluoroalkyl Substances (PFAS), are harmful to the environment and are linked to many forms of cancer in humans. All AFFF's containing PFAS must now be eliminated from use as a firefighting agent. AFMA currently has 250 gallons of AFFF with PFAS and other expired foam products that need to be mitigated by a licensed contractor who specializes in this type of chemical disposal. Several contractors were contacted to give bids on removal and documented disposal, while only a single contractor submitted a bid.

Division Chief Puckett answered all questions from Board Members.

Committee Vice Chairperson Price moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$5,000 for the removal and disposal of all AFFF with PFAS and expired foam products. Committee Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price
NAYS: None
ABSENT: None

F. Discussion and Possible Action Regarding Certificates of Participation (COP) Relating to Potential Refinancing of the Public Safety Personnel Retirement System (PSPRS) Pension Liability Debt.

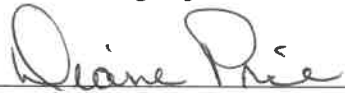
There was no discussion on this item at this time as discussion would take place at the Joint Budget Workshop which immediately follows the Budget and Finance Meeting.

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

A new Committee Member will be appointed for the Budget and Finance Committee at the next Arizona Fire & Medical Authority Governing Board Meeting.

ADJOURNMENT

The meeting adjourned at 9:29 a.m.



Diane Price, Committee Vice Chairperson

APPROVED