



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

Tuesday, June 15, 2021

MINUTES

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

Committee Vice Chairman Price called the meeting to order on Tuesday, June 15, 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 and in person.

Members Present: Committee Vice Chairman Diane Price, Committee Member Richard Bookie, and Committee Member James Young.

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, Engineer David Ahlling, Administrative Director Dawn Miller

Legal Counsel: None

Public Comment: None

Media Present: None

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

2. REGULAR BUSINESS

A. Elect Chairman of the Budget & Finance Committee.

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

Committee Member Bookie accepted the nomination.

There were no further nominations.

Vote conducted: **Motion Carried.**

AYES: Price, Young
NAYS: None
ABSENT: None
ABSTAIN: Bookie

B. Approve Budget and Finance Committee Meeting Minutes of May 18, 2021.

Committee Vice Chairman Price moved that the Budget and Finance Committee Meeting Minutes of May 18, 2021, be approved. Committee Chairman Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price
NAYS: None
ABSENT: None
ABSTAIN: Young

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

Coaleen Poland, Acting Finance Manager presented the May 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.

A discussion ensued about Ambulance Revenues and the Ambulance Membership Program. All Board Member questions were answered.

Committee Member Young 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 May 2021. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

D. Receive Update on Fiscal Year 2021-22 Budget & Operational Plan.

Assistant Chief Dalton gave an update on the Fiscal Year 2021-22 Budget & Operational Plan. Assistant Chief Dalton noted that there were no changes in the dollar amount of the

budget since the May Board Meetings. There were some minor title changes and clerical changes. Assistant Chief Dalton noted that there would be Public Hearings for the FY 2021-22 Budget Adoption at all three Board Meetings on June 22, 2021.

Committee Member Young moved that the Budget & Finance Committee recommend that the South County Fire & Medical District, North County Fire & Medical District, and Arizona Fire & Medical Authority Governing Boards approve the Fiscal Year 2021-22 Budget & Operational Plan. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

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

Fire Chief Biscoe provided an update on the status of the Certificates of Participation (COP) process. Fire Chief Biscoe noted that it is looking likely that there may be some finalization of a package in July for the Governing Boards to review. Fire Chief Biscoe mentioned that there may be the need for a private rating. In getting a better rating the interest rate would also be better. Details will continue to be worked on and finalized.

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

Division Chief Puckett stated 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 purchase furniture for Fire Stations 102, 103, and 231. Division Chief Puckett explained that several stations have furniture that needs to be replaced due to high usage, age, and wear. A minimum of three quotes were received for each type of furniture. While funds were approved in the Capital Improvement Plan to replace furniture in the amount of \$7500 for Station 103, the Authority would be better served to spread the expenditure across the various Stations in the following manner.

Station 102 4 Desk Chairs, 10 Bunkroom Chairs, 2 Captains Office Chairs
Station 103 3 Bar Stools
Station 231 7 Recliners

Division Chief Puckett answered all questions from Board Members.

Committee Vice Chairman 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 \$8,000 for the replacement of furniture at various AFMA facilities. Committee Member Young seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

G. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure-Apparatus Key Secure Systems.

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 purchase Apparatus Key Secure Systems to replace the Knox Box systems, which are becoming outdated, throughout the Authority Fleet.

Division Chief Puckett further explained that the Apparatus Key Secure Systems will replace the Knox systems in Authority apparatus that secure lock box keys for residential and commercial buildings in the Authority and surrounding partner agencies. This system allows secure storage of keys in each responding apparatus, providing Authority personnel to have immediate access to residential homes with Authority sponsored lock boxes as well as commercial structures. The Apparatus Key Secure Systems integrate with existing Authority software eliminating the need for additional software. The proposed system: is custom assembled by AFMA, utilizes sole source components from CompX Corporation, and was developed after an extensive search for a viable commercial replacement for a Knox system was not found.

Division Chief Puckett answered all questions from Board Members.

Committee Member Young 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 \$45,000 for the purchase of 32 Apparatus Key Secure Systems. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

H. Receive Update on Existing and Planned Grant Applications.

Management Analyst Deborah Musselman provided an update to the Governing Board on the existing and planned grant applications.

Ms. Musselman stated that the Maricopa County Block Grant is moving forward. She also indicated that it is looking hopeful that AFMA may receive the Assistance to

Firefighters Grant and should be hearing soon.

Ms. Musselman answered all questions from Board Members.

3. **SUGGESTED ITEMS FOR FUTURE BUDGET & FINANCE COMMITTEE AGENDAS**

Future agenda items were reviewed.

Committee Vice Chairman Price had to leave the meeting at 3:41 p.m.

4. **ADJOURNMENT**

The meeting adjourned at 3:51 p.m.


Richard Bookie, Committee Chairman