



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

Tuesday, August 8, 2023

MINUTES

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

Committee Chairman Sambol called the meeting to order on Tuesday, August 8, 2023, at 10:05 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 Members Gary Benson, John Crawford, and Tony Sambol

Members Absent: None

2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

Committee Chairman Sambol led the Pledge of Allegiance.

3. REGULAR BUSINESS

A. Approve Budget & Finance Committee Meeting Minutes of July 11, 2023.

Committee Member Benson moved that the Budget & Finance Committee Meeting Minutes of July 11, 2023, be approved. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Crawford, Sambol

NAYS: None

ABSENT: None

B. Review South County Fire & Medical District, North County Fire & Medical District, and the Arizona Fire & Medical Authority Financial Reports for June 2023.

Finance Director Rebecca Chitwood reviewed the financial reports for the South County Fire & Medical District, the North County Fire & Medical District and the Arizona Fire & Medical Authority for June 2023 and answered all questions from Board Members.

Committee Member Benson moved that the Budget & Finance Committee recommend the South County Fire & Medical District, the North County Fire & Medical District, and the Arizona Fire & Medical Authority Governing Boards approve the Financial Reports for June 2023. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Crawford, Sambol
NAYS: None
ABSENT: None

C. Discussion and Possible Action relating to Policy Manual Policy No. 8.02 – Purchasing Policy.

Director Chitwood reviewed updated Policy Manual Policy No. 8.02 noting the changes related to approval processes, updated Board approval requirements from \$15,000 to \$50,000 and increasing the purchase order requirement limits from \$500 to \$2,500. In response to inquiries, Director Chitwood noted that these updates are needed in response to increases in pricing seen over the last few years and the need to streamline administrative processes. The Finance Division is responsible for the procurement process and all records relating to the bidding process are housed in the Tyler Financial Software utilized by the Division.

Committee Member Benson moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the Policy Manual Policy No. 8.02 relating to purchasing. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Crawford, Sambol
NAYS: None
ABSENT: None

D. Discussion and Possible Action relating to financial consultant services with the James Vincent Group.

Fire Chief Mark Burdick presented the proposed financial consultant services agreement with the James Vincent Group noting that the use of these financial consultant services will be limited to special projects and to assisting with the 2023 annual financial audit at the end of the year.

Board Member Benson noted his support for continuing to utilize the services of the James Vincent Group at least through the end of the 2023 annual audit and stated that he found their services and advise helpful during the transition into AFMA.

Finance Director Chitwood stated her support for continuing to contract with the James Vincent Group to maintain continuity of the knowledge base through the end of the 2023 annual audit process.

Committee Member Benson moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the Financial Consultant Services Agreement with the James Vincent Group. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Crawford, Sambol
NAYS: None
ABSENT: None

E. Discussion and Possible Action relating to the acceptance of a FEMA Regional Fire Officer I Leadership Grant.

Deborah Musselman, Senior Management Analyst, reported that the Authority has been awarded a FEMA Regional Fire Officer I Leadership Grant. This leadership grant is round 2 of the previous grant funding which provided leadership training to chief officers, this second round of grant funding was requested for all move up company officers. The grant will cover training and backfill expenses for approximately 43 AFMA personnel. The 10% cost share (\$28,354.51) will be absorbed by the Authority's Contingency Fund. The value of this award is approximately \$7,250 per participant.

Policy Manual Policy No. 8.34 relating to grants requires Governing Board approval for all grants with a cost share exceeding \$25,000.

Board Member Benson expressed appreciation to Staff for the many thousands of dollars awarded in grant funding this year, especially this leadership type of opportunity, noting its need across the Authority.

Committee Member Benson moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the cost share of \$28,354.51 for the FEMA 2022 Assistance to Firefighters Grant (AFG) Regional Award for Fire Officer I Leadership Training. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Crawford, Sambol
NAYS: None
ABSENT: None

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

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

Discussion ensued relating to the Threat Liaison Officer (TLO) Program and possible future funding opportunities for it.

4. SUGGESTED ITEMS FOR FUTURE BUDGET & FINANCE COMMITTEE AGENDAS

Assistant Chief Mary Dalton noted the upcoming team meeting for the community tax presentations.

5. ADJOURNMENT

The meeting adjourned at 11:03 a.m.

Tony Sambol
Tony Sambol (Sep 12, 2023 15:04 PDT)

Tony Sambol, Committee Chairman







08.08.23 Budget & Finance Committee Meeting Minutes - Final

Final Audit Report

2023-09-12

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