



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

Tuesday, September 12, 2023

MINUTES

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

Committee Chairman Sambol called the meeting to order on Tuesday, September 12, 2023, at 10:01 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 and Member Gary Benson

Members Absent: Committee Member John Crawford

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 August 8, 2023.

Committee Member Benson moved that the Budget & Finance Committee Meeting Minutes of August 8, 2023, be approved. Committee Chairman Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Sambol

NAYS: None

ABSENT: Crawford

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

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

Director Chitwood noted that the ambulance revenue for the Buckeye Valley Fire District will begin to be reported with the August 2023 financial reports.

Committee Members requested Buckeye Valley Fire District previous year account balances be included in the financial reports provided for comparison purposes.

Committee Member Benson moved that the Budget & Finance Committee recommend the Buckeye Valley Fire District, 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 July 2023. Committee Chairman Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Sambol
NAYS: None
ABSENT: Crawford

C. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Ambulance Outfitting.

Division Chief Brad Puckett explained that the Buckeye Valley Fire District (BVFD) in three separate actions approved the use of Capital funds for the purchase of five ambulances. A separate BVFD action was approved for the purchase of Motorola rig radios and portable charging units both with associated hardware. Two separate change orders were required during construction; one to install radio antennas and the second to modify the space inside the patient compartment to accommodate the drug box refrigerator specifications. At that time, there were no allowances made for the use tax that is required by the State of Arizona at 5.6% and additional upfitting that includes Mobile Digital Terminals (MDT's) and graphics. Additionally, these ambulances were painted with the BVFD paint scheme since the painting was completed prior to BVFD joining the Authority. The Authority has rebranded all vehicles that have become assets of the Authority and staff recommends that these new ambulances be branded now to save the cost of rebranding when the remainder of the BVFD fleet is done.

The legacy costs associated with these expenditures were not included in the Fiscal Year 2023-24 CIP. To make these units ready for service staff must complete the upfitting work. Staff is proposing that the CIP funds earmarked for replacement of Tender 326 (\$329,000) be reallocated to upfit these five ambulances. The total estimated additional cost per ambulance is \$58,471. The total estimated additional costs to complete the upfitting of all five ambulances is \$292,355.

In response to an inquiry, Division Chief Puckett stated that the replacement of Tender 326 would be pushed back in the CIP to fiscal year 2024/25.

Committee Member Benson 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 \$293,000 to complete the upfitting and

pay the use tax liability for the five new ambulances. Committee Chairman Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Sambol
NAYS: None
ABSENT: Crawford

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

Administrative Director Dusty Christopherson provided an update to the Governing Board on the existing and planned grant applications and reported that the project at Fire Station 341, which will address the generator, fencing, and well water needs of that facility, was included in a grant application for Community Development Block Grant (CDBG) funds. The initial grant funding request was for \$215,000, however more recent bids for this project places the total cost closer to \$800,000. Maricopa County recently informed AFMA of their intention to request the Housing and Urban Development (HUD) Department to fully fund the identified project. AFMA should receive final word on this grant funding in the coming months.

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

Committee Members requested an update on the formation of the AFMA non-profit foundation.

5. **ADJOURNMENT**

The meeting adjourned at 10:29 a.m.

Tony Sambol
Tony Sambol (Oct 11, 2023 09:12 PDT)

Tony Sambol, Committee Chairman






09.12.23 Budget & Finance Committee Meeting Minutes - Final

Final Audit Report

2023-10-11

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