



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

**Tuesday, September 21, 2021**

**MINUTES**

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

Committee Chairman Bookie called the meeting to order on Tuesday, September 21, 2021, at 2:00 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:** Chairman Richard Bookie, Vice Chairman Diane Price and Committee Member James Young.

**Members Absent:** None.

**Staff Present:** Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Finance Director Rebecca Chitwood, Division Chief Brad Puckett, Division Chief Kane Nixon, Battalion Chief Shawn Holcomb, Management Analyst Deborah Musselman, Administrative Director Dawn Miller.

**Legal Counsel:** None.

**Public Comment:** None.

**Media Present:** None.

**Guests Present:** North County Fire & Medical District Board Members David Wilson, Tony Sambol; South County Fire & Medical District Board Member Karen Gueltzow; Captain Matt Burry.

**2. REGULAR BUSINESS**

A. **Approve Budget and Finance Committee Meeting Minutes of August 17, 2021**

**Committee Member Young moved that the Budget and Finance Committee Meeting Minutes of August 17, 2021, be approved. Committee Vice Chairman Price**

**seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young

NAYS: None

ABSENT: None

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

Rebecca Chitwood, Finance Director presented the August 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 collections. Finance Director Chitwood indicated there would be an additional agenda item to discuss this in more detail at the next Budget & Finance Meeting on October 19, 2021.

**Committee Vice Chairman 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 August 2021. Committee Member Young seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young

NAYS: None

ABSENT: None

C. Discussion and Possible Action Relating to Acceptance of Federal Emergency Management Agency (FEMA) 2020 Regional Assistance to Firefighters Grant (AFG) Award for Portable Radio Equipment

Management Analyst Deborah Musselman provided an update relating to acceptance of Federal Emergency Management Agency (FEMA) 2020 Regional Assistance to Firefighters Grant (AFG) Award for Portable Radio Equipment.

Ms. Musselman indicated that AFMA partnered with the Sun City Fire District (SCFD) to request replacement of 100 portable radios for frontline apparatus. The request was made for 100 radios at \$9,154.88 each for a total of \$915,488. AFMA requested 54 portable radios and SCFD requested 46 portable radios. However, the grant was only awarded for a unit cost of \$5,000 each for a total award of \$500,000.

The portable radio the Authority and SCFD uses is a standard with the Phoenix Fire Department Communications Center and the Regional Automatic Aid System that both agencies participate in. As the host agency for this regional grant award, the Authority

has submitted an amendment to FEMA altering the scope of work from 100 radios to approximately 64 radios (34 for AFMA and 30 for SCFD).

Ms Musselman also noted that the Authority may apply for the remaining radios during FEMA’s 2021 AFG Grant Cycle. Ms. Musselman indicated that the AFMA cost share for the Authority is \$8,406.14. All Board Member questions were answered.

**Committee Vice Chairman Price moved that the Budget and Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve acceptance of the award for funding from the FEMA AFG Grant to support the replacement of 34 portable radios and approve the use of CIP funds in an amount not to exceed \$8,500 for the required matching funds and the increase in cost of each radio. Committee Member Young seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

D. Discussion and Possible Action Relating to Acceptance of the Federal Emergency Management Agency (FEMA) 2020 Fire Prevention & Safety Grant (FPS) Award for Digital Signage

Management Analyst Deborah Musselman provided an update relating to acceptance of Federal Emergency Management Agency (FEMA) 2020 Fire Prevention & Safety Grant (FPS) Award for Digital Signage.

Ms. Musselman indicated that AFMA has been awarded \$46,848.59 in Federal funding. As a condition of this grant, AFMA is required to contribute non-Federal funds equal to or greater than 5.0% of the Federal funds awarded, or \$2,342.43 for a total approved budget of \$49,191.02. Final bids for the projects are being requested with the expectation that the projects can be completed with an AFMA cost not to exceed \$5,000. Ms. Musselman answered all questions from Board Members.

**Committee Member Young moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve acceptance of the award for funding from the FEMA FPS Grant to support the purchase and installation of two digital signs and approve the use of CIP funds in an amount not to exceed \$5,000. Committee Vice Chairman Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

E. 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 and answered all questions from Board Members.

F. Discussion and Possible Action Relating to the Check Run Process

Finance Director Rebecca Chitwood discussed the current and proposed check signing schedule. Ms. Chitwood indicated that Board Members currently review and approve checks every other week. When the check run review was done physically in the office it was cumbersome for Board Members to come in each week, so the check run process was moved to every other week. With the new electronic payment review process, it allows for easier access to the Board Members to review. The request is to move check signing to a weekly process to assist with more timely processing of payments and to increase the efficiency of the Finance Department. Policy No. 8.07 would be updated to reflect these changes. Ms. Chitwood answered all questions from Board Members.

**Committee Vice Chairman Price moved that the Budget and Finance Committee recommend that the Arizona Fire & Medical Authority Governing Board approve the changes to Policy No. 8.07. Committee Member Young seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

G. Discussion and Possible Action Relating to COVID-19 Technology/Audio Visual Purchases

Division Chief Nixon indicated that this is a request for the Budget & Finance Committee to approve the use of Capital Improvement Plan (CIP) funds to make specific improvements to the large conference room/emergency operations center at the Authority administration building.

Division Chief Nixon stated that the current equipment in the administration large conference room/emergency operations center does not support the needs of the Authority. With the COVID-19 pandemic event, this space was used as the Authority's emergency operations center and now functions as the primary space for virtual Fire Board meetings, virtual community education, and virtual internal Authority training and communication. Given the uniquely vulnerable communities the Authority serves and the emergency service functions of the Authority, it is critical to accommodate remote and virtual gatherings to protect our staff, our elected officials, and the citizens served by the Authority. This proposal would consist of new audio equipment to include microphones, speakers, and the necessary audio integration system for the room. This proposal consists of visual equipment to include cameras and viewing monitors to support the space being used for virtual Fire Board meetings, community education, and internal Authority training and communication. Three vendors responded to the request for bids for this

project and evaluated the space; two of those vendors submitted a proposal, one did not. Because of the time that has passed since the original invitation for bid was requested and the current issues with the United States economic supply chain, staff has requested updated quotes from the vendor group, which will be presented at the AFMA meeting on September 28, 2021. It is currently estimated that the cost should not exceed \$75,000, but the final quotes are still being obtained.

**Committee Vice Chairman Price moved that the Budget and Finance Committee recommend that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$75,000 for the purchase and installation of audio-visual technology equipment at the Arizona Fire & Medical Authority administration building Conference Room/Emergency Operations Center as a result of the COVID-19 pandemic. Committee Member Young seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

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

Future agenda items were reviewed.

**4. ADJOURNMENT**

The meeting adjourned at 3:13 p.m.



Richard Bookie, Committee Chairman