



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

**Tuesday, October 10, 2023**

**MINUTES**

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

Committee Chairman Sambol called the meeting to order on Tuesday, October 10, 2023, at 10:02 a.m. at the **Arizona Fire & Medical Authority Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona 85375**. The meeting was held in person and virtually.

Members Present: Committee Chairman Tony Sambol and Alternate Member Richard Bookie

Members Absent: Committee Members Gary Benson and 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 September 12, 2023.

**Alternate Committee Member Bookie moved that the Budget & Finance Committee Meeting Minutes of September 12, 2023, be approved. Committee Chairman Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Sambol

NAYS: None

ABSENT: Benson, 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 August 2023.

Finance Director Rebecca Chitwood reviewed the financial reports for the Buckeye Valley Fire District, the South County Fire & Medical District, the North County Fire & Medical District and the Arizona Fire & Medical Authority for August 2023 and

answered all questions from Board Members.

**Alternate Committee Member Bookie 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 August 2023. Committee Chairman Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

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

Senior Management Analyst Deborah Musselman provided an update of new, existing and planned grant applications. Two new grants were awarded from the Arizona Department of Homeland Security for a cybersecurity project and a regional grant from the Federal Emergency Management Agency (FEMA) for firefighter cancer screenings. Bids for the Maricopa County Community Development Block Grant (CDBG) award of approximately \$215,000 for Station 341 emergency backup generator, fencing, and well water exceeded the grant amount due to construction costs, labor, and equipment. The county was able to increase the Authority’s funding to the amount required to complete all three projects, totaling more than \$800,000.

Alternate Committee Member Bookie expressed appreciation to Maricopa County for approving additional funding to complete the improvements at Station 341 and upon completion of the project, requested a public “Thank You” to the County for their additional assistance. Chief Mark Burdick indicated a “Thank You” letter will also be sent from the Arizona Fire & Medical Authority Governing Board.

D. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Station 103 Mattress Replacements.

Assistant Chief Joe Hester presented the request to the Budget & Finance Committee noting that funds were approved in the CIP to replace furniture in the amount of \$14,000 for Fire Station 103. The mattresses currently in use at Fire Station 103 were last replaced in 2015, making them eight years old and in need of replacement.

Three competitive bids were received with the lowest bid at just over \$5,000. Staff requested an amount not to exceed \$5,600.

In response to an inquiry, Assistant Chief Hester clarified that each crew member provides their own bedding and that mattress pads are laundered routinely by the crews at each station.

**Alternate Committee Member Bookie moved that the Budget & Finance Committee recommend approval of the use of CIP funds in an amount not to exceed \$5,600 to replace eight mattresses at Station 103. Committee Chairman Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

E. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Station 103 IT Room AC Unit Replacement.

Assistant Chief Hester informed the Committee of the need to replace the IT Room AC Unit at Fire Station 103, as it is currently inoperable. Three competitive bids were received with the lowest bid at just over \$5,600. Staff is requesting approval for an amount not to exceed \$7,200 to allow for possible additional electrical costs. IT indicated that the airflow in the room is not ideally where it should be; however, it is not currently considered an emergency procurement.

**Alternate Committee Member Bookie moved that the Budget & Finance Committee recommend approval of the use of CIP funds in an amount not to exceed \$7,200 to replace the Station 103 IT room AC unit. Committee Chairman Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

F. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Station 231 AC Unit Replacement.

Assistant Chief Hester presented a request to replace the AC Unit on the west side of Fire Station 231, which is currently inoperable. Three replacement bids were received with the lowest bid at \$10,897. Staff is requesting an amount not to exceed \$13,500. A total of \$166,480 was budgeted for AC replacements throughout the Authority, this request represents the second replacement for the current fiscal year.

In response to an inquiry, Assistant Chief Hester explained the requested additional funds are to cover any unforeseen problems which may arise during the replacement.

**Alternate Committee Member Bookie moved that the Budget & Finance Committee recommend approval of the use of CIP funds in an amount not to exceed \$13,500 to replace the Station 231 AC unit. Committee Chairman Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

G. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Station 231 Roof Repairs.

Assistant Chief Hester informed the Committee that the tile portion of the roof at Fire Station 231, which encircles three sides of the facility, needs to have the underlayment replaced as part of the normal maintenance cycle for this type of roof system. Three competitive bids were received with the lowest bid coming in at \$23,526. Staff is requesting approval to use an amount not to exceed \$27,000 of CIP funds for this work.

**Alternate Committee Member Bookie moved that the Budget & Finance Committee recommend approval of the use of CIP funds in an amount not to exceed \$27,000 to repair the roof at Fire Station 231. Committee Chairman Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

H. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Station 326 Roof Repairs.

Assistant Chief Hester informed the Committee that the roof at Fire Station 326 needs to be recoated as part of the normal maintenance cycle for the roofing material that is used on the flat roof of that facility. Damage to a small section where the swamp coolers are currently located on the roof may require additional work in order to replace the roofing substrate in that section, in addition to the recoating work. Three competitive bids were received for the roof repair work with the lowest bid coming in at \$17,880. Staff is requesting approval to use an amount not to exceed \$24,000 of CIP funds for this work.

**Alternate Committee Member Bookie moved that the Budget & Finance Committee recommend approval of the use of CIP funds in an amount not to exceed \$24,000 to repair the roof at Fire Station 326. Committee Chairman Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

I. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Type I Pumper Apparatus.

Assistant Chief Hester noted that the CIP outlines the criterion used to evaluate front line suppression apparatus for replacement including years of service greater than ten years or mileage more than 125,000 miles. Currently two apparatus are scheduled to be removed from front line service and be placed into the reserve fleet. These include Engine 321 and Engine 328, both Pierce pumpers. Each apparatus is at the end of its lifetime as a front-line suppression apparatus but may continue to serve the Authority in a reserve capacity.

Staff is requesting approval of the use of CIP funds in an amount not to exceed \$2,500,000 for the purchase of two Rosenbauer Type 1 Pumpers and associated equipment. Funds in the amount of \$1,800,000 were approved in the CIP for the purchase of two Type 1 Pumpers, additional CIP funds were approved for the purchase of one Water Tender at \$329,000 and two Brush Trucks at \$440,000. Staff is recommending forgoing the purchase of the Water Tender and the two Brush Trucks and utilize those appropriated funds for this purchase of two Type 1 Pumpers.

In response to an inquiry Assistant Chief Hester explained that all necessary equipment will be included in this new purchase so that the equipment currently on the trucks, can be moved to the reserve apparatus, lessening the amount of time and resources needed when a truck is rotated out of service for any period of time.

In response to inquiries, Assistant Chief Hester stated that the approximate time to delivery is 17 months and that all proceeds of auctions from any apparatus goes into the general fund, which is ultimately moved into the CIP at the end of each year.

**Alternate Committee Member Bookie moved that the Budget & Finance Committee recommend approval of the use of CIP funds in an amount not to exceed \$2,500,000 for the purchase of two Rosenbauer Type I Pumpers and associated equipment. Committee Chairman Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

J. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – AZDC Consulting Proposal.

Chief Burdick presented the proposal from AZDC Consulting on their offer to assist the Authority with obtaining any available federal funds to help support the CIP. The proposed includes a 2-year agreement for services, however there is no guarantee that federal dollars will be received.

Lobbyist consulting services was not a service considered during the development of the Fiscal Year 2023/24 Operating Budget, therefore any approved consulting service fees paid during this fiscal year will need to be paid out of the contingency fund. Fees for future year services would be budgeted as part of future operating budget processes.

**Alternate Committee Member Bookie moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the AZDC Consulting proposal for federal lobbyist services to support efforts to gain outside funding for future capital needs. Committee Chairman Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

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

There were no suggested items.

**5. ADJOURNMENT**

The meeting adjourned at 10:55 a.m.

*Merrel a. Sambol*  
Merrel a. Sambol (Nov 21, 2023 18:17 MST)

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Tony Sambol, Committee Chairman







# 10.10.23 Budget & Finance Committee Meeting Minutes - Final

Final Audit Report

2023-11-22

Created:	2023-11-21
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