



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

Tuesday, October 19, 2021

MINUTES

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

Committee Chairman Bookie called the meeting to order on Tuesday, October 19, 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, Management Analyst Deborah Musselman, Administrative Director Dawn Miller.

Legal Counsel: None.

Public Comment: None.

Media Present: None.

Guests Present: Michael Sherry, Mediclaim Data Services; North County Fire & Medical District Board Member David Wilson; South County Fire & Medical District Board Members Bill Becker and Karen Gueltzow; Captain Matt Burry.

2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of September 21, 2021

Committee Member Young moved that the Budget and Finance Committee Meeting Minutes of September 21, 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 September 2021

Rebecca Chitwood, Finance Director presented the September 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.

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 September 2021. Committee Member Young seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

C. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Award for Fiscal Year 2019/20

Finance Director Rebecca Chitwood announced that the finance section had been awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2019/20. The Arizona Fire & Medical Authority finance section has achieved this award every year since Fiscal Year 2009/10.

D. Discussion Regarding Ambulance Service Revenues

Michael Sherry with Mediclaim Data Services gave an in-depth report on ambulance revenues. He discussed the ambulance subscription service and provided detailed information on the program. In addition, Mr. Sherry reviewed the ambulance debt collection process. A lengthy discussion ensued, and all Board Member questions were answered.

E. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure-Fire Hose Replacements

Division Chief Puckett stated that this is a request for the Budget & Finance Committee to recommend approval of the use of Capital Improvement Plan (CIP) funds to purchase firefighting hose. Division Chief Puckett noted that bi-annually the Authority makes a large hose purchase to ensure that appropriate levels of all hose sizes are available for use

by suppression personnel. This includes hose for front line apparatus, reserve apparatus and ready-to-use hose assigned to specific locations throughout the Authority. All Board Member questions were answered.

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 \$30,000 for the purchase of fire attack and supply hose. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

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

Division Chief Puckett indicated this is a request for the Budget & Finance Committee to recommend approval of the use of Capital Improvement Plan (CIP) funds to purchase 10 mattresses for Fire Station 101. Division Chief Puckett stated that the mattresses at Fire Station 101 are 8 years old and due to their current condition, are recommended for replacement. All Board Member questions were answered.

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 \$5,200 for the replacement of mattresses at Station 101 . 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-Self Contained Breathing Apparatus (SCBA) Compressor Replacement

Division Chief Puckett indicated this is a request for the Budget & Finance Committee to recommend approval of the use of Capital Improvement Plan (CIP) funds to purchase a replacement SCBA compressor for Fire Station 103. The SCBA compressor at Fire Station 103 is not functional due to a critical failure of the compressor block. Division Chief Puckett noted that it was cost prohibitive to repair the unit, so the request is to purchase a replacement. All Board Member questions were answered.

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 \$45,000 for the purchase and

installation of a new SCBA compressor at Fire Station 103. Committee Member Young seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

H. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure-Emergency Vehicle Traffic Signal Control Equipment

Division Chief Puckett indicated that this is a request for the Budget & Finance Committee to recommend the approval of Capital Improvement Plan (CIP) funds to purchase emergency vehicle traffic control system equipment for the new traffic signals within the Authority. Division Chief Puckett noted the necessary equipment would be purchased through Tomar which is a sole source provider. All Board Member questions were answered.

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 \$5,000 for the purchase of traffic control system equipment. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

I. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure-Fire Station 232 Renovation Guaranteed Maximum Price (GMP) for Construction

Assistant Chief DeChant stated that this is a request for the AFMA Budget and Finance Committee to recommend approval for the final Guaranteed Maximum Price (GMP) with CORE Construction to proceed with the construction phase of the Fire Station 232 remodel project. He further noted the final GMP with CORE Construction is not to exceed \$1,762,443. In addition, staff is requesting \$112,557 for owner related costs associated with the project. Assistant Chief DeChant answered all Board Member questions.

Committee Vice Chairman Price moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the use of Capital Improvement Project funds for the final GMP with CORE Construction in an amount not to exceed \$1,762,443, and the owner's costs of \$112,557, for a total not to exceed cost of \$1,875,000 for the Station 232 renovation project. She further moved that after final legal review, the Fire Chief be authorized to execute the GMP contracts. Committee Member Young seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

J. Discussion and Possible Action Relating to Acceptance of the Arizona Governor’s Office of Highway Safety (GOHS) Grant for Supplemental Extrication Lifting and Stabilization Equipment

Management Analyst Deborah Musselman provided an update related to acceptance of the Arizona Governor’s Office of Highway Safety (GOHS) grant for supplemental extrication lifting and stabilization equipment. Ms. Musselman noted that AFMA has been awarded \$18,654 in funding for the purchase of equipment and training costs with no matching requirement for the Authority. All Board Member questions were answered.

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 Arizona Governor’s Office of Highway Safety (GOHS) for the purchase of supplemental extrication lifting and stabilization equipment at Fire Station 341. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

K. Review 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.

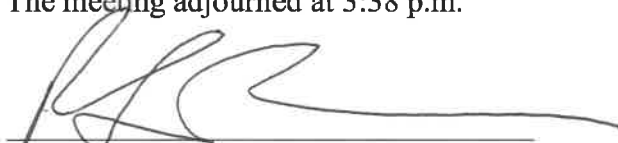
3. **SUGGESTED ITEMS FOR FUTURE BUDGET & FINANCE COMMITTEE AGENDAS**

Future agenda items were reviewed.

4. **ADJOURNMENT**

Committee Member Young had to leave the meeting at 3:31 p.m.

The meeting adjourned at 3:38 p.m.



Richard Bookie, Committee Chairman