



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

Tuesday, November 9, 2021

MINUTES

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

Committee Chairman Bookie called the meeting to order on Tuesday, November 9, 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, 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 and Tony Sambol; South County Fire & Medical District Board Member Karen Gueltzow; Captain Scott Dial.

2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of October 19, 2021

Committee Member Young moved that the Budget and Finance Committee Meeting Minutes of October 19, 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 October 2021

Rebecca Chitwood, Finance Director presented the October 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 October 2021. Committee Member Young seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

C. Discussion and Possible Action Regarding Changes to the Original Requested Authority Funding Amount for Portable Radio Equipment Related to the Federal Emergency Management Agency (FEMA) 2020 Regional Assistance to Firefighters Grant

Management Analyst Musselman stated that on behalf of the Arizona Fire & Medical Authority (host agency) and the Sun City Fire District, the Authority submitted an amendment to FEMA altering the scope of work from 100 radios to approximately 64 radios (34 for AFMA and 30 for SCFD) as discussed during the Budget and Finance Committee meeting on September 21, 2021, and with the Authority Board during their September 28, 2021 meeting. The amendment was approved by FEMA; however, it was discovered that the trade-in allowances were deducted on the quotes from the vendor and then duplicated on the internal cost share calculations. This error resulted in an inaccurate cost share allocation for the Authority and Sun City.

Ms. Musselman further noted that due to the miscalculation, the quotes for the radios have exceeded the total amount award by FEMA and the matching portions approved by the Authority Board. To account for the duplication of the trade-in allowance, an additional \$20,400.86 is now necessary to complete the radio purchases, bringing the Authority's total requested funding to \$28,807. 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 allocation of additional funding for the replacement of 34 portable radios using Capital Improvement Project funds in an additional amount of \$20,400.86, resulting

in an Authority’s total project cost not to exceed \$28,807. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

D. Discussion Regarding the American Rescue Plan Act (ARPA) Vaccine Incentive and Premium Pay Update.

Assistant Chief Dalton gave an update related to the American Rescue Plan Act vaccine and premium pay. Assistant Chief Dalton stated that a letter was sent on October 25, 2021, to a Maricopa County Assistant County Manager and the Board of Supervisors requesting funding for Arizona Fire & Medical Authority personnel to cover the costs of a vaccine incentive and premium pay programs per the ARPA guidance document. All Board Member questions were answered.

E. 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**

The meeting adjourned at 2:39 p.m.

Richard L. Bookie

Richard L. Bookie (Dec 21, 2021 18:18 MST)

Richard Bookie, Committee Chairman






November 9, 2021 Budget & Finance Final Minutes

Final Audit Report

2021-12-22

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