



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

**Tuesday, November 21, 2023**

**MINUTES**

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

Committee Chairman Sambol called the meeting to order on Tuesday, November 21, 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 Committee 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 October 10, 2023.

**Committee Member Benson moved that the Budget & Finance Committee Meeting Minutes of October 10, 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 September and October 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 September and October 2023 and noted that due to the transition of medical billing services to Medi-Claim Data

Services the ambulance receivables for the Buckeye Valley Fire District are not included. Director Chitwood reported that the Authority has received the American Rescue Plan Act (ARPA) funding in the amounts of \$1.4 million for South County Fire & Medical District and North County Fire & Medical District and \$300,000 for the Buckeye Valley Fire District. In order for the Authority to spend any of the ARPA monies received, the Governing Board will need to amend the adopted budget. Staff is planning to bring forward this budget amendment process and mid-year budget review in February 2024.

Chief Burdick explained that providing ambulance services to the community is not a large money generating venture as medical billing represents just 7% of the Authority's overall budget, however it does allow for control of services provided to the community.

**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 September and October 2023. Committee Chairman Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Sambol  
NAYS: None  
ABSENT: 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 and noted that 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. This increase in funding from the County will result in an increased cost share to the Authority of \$2,325 which the Fire Chief approved on an emergency basis to keep the project moving forward. Ratification of this emergency funding will come before the AFMA Governing Board on November 28, 2023.

D. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Facility Master Plan Consulting Services.

Assistant Chief Joe Hester stated the Facility Master Plan (FMP) is a pivotal element for the Authority, reflecting the complexity and scale of our operational needs. As a key component of the FIRE-UP goals, it's designed to strategically advance our infrastructure. A Request for Proposal (RFP) was distributed to 10 reputable companies specializing in such planning. Two bids were received, each proposal was reviewed and BWS Architects was selected for their expertise and willingness to work closely with Staff to meet the

Authority’s specific needs. Their initial bid of \$155,000 was negotiated down to \$77,777 after a review and reduction in the scope of work required for the FMP.

**Committee Member Benson moved that the Budget & Finance Committee recommend approval of the use of CIP funds in an amount not to exceed \$77,777 for the Facility Master Plan Consulting Services.**

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Sambol  
NAYS: None  
ABSENT: Crawford

E. Discussion and Possible Action relating to the Budget & Finance Committee meeting schedule.

**Committee Member Benson moved that the Budget & Finance Committee cancel the meeting for December 2023 and adopt the regular meeting schedule for calendar year 2024 with meetings beginning at 10:00 a.m. Committee Chairman Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Sambol  
NAYS: None  
ABSENT: Crawford

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

There were no suggested items.

5. **ADJOURNMENT**

The meeting adjourned at 10:41 a.m.

Tony Sambol  
Tony Sambol, Committee Chairman

Signature:   
Tony Sambol (Feb 13, 2024 10:11 MST)  
Email: tsambol@afma.az.gov











# Budget Committee Minutes - 1/16/24

Final Audit Report

2024-02-13

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