



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

Tuesday, August 16, 2022

## MINUTES

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

Committee Chairman Bookie called the meeting to order on Tuesday, August 16, 2022, at 10:00 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: Chairman Richard Bookie (virtually), Vice Chairman Diane Price, Committee Member James Young

Members Absent: None

Staff Present: Fire Chief Mark Burdick, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Finance Director Rebecca Chitwood, Deputy Chief Eric Kriwer, Deputy Chief Kane Nixon, Division Chief Brad Puckett, Human Resources Director Shauna Fisher, Administrative Director Dusty Christopherson and Management Analyst Deborah Musselman

Legal Counsel: None

Guests Present: North County Fire & Medical District Board Member Tony Sambol; South County Fire & Medical District Board Member Karen Gueltzow; United Sun Cities Firefighters Association – IAFF Local 3573 Representatives Captain Johnny Padilla, Firefighter Joshua Higgins, and Paramedic Doug Coastal

### 2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of July 19, 2022.

**Vice Chairman Price moved that the Budget and Finance Committee Meeting Minutes of July 19, 2022, be approved. Committee Member Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young

NAYS: None

B. Review South County Fire & Medical District, North County Fire & Medical District, and Arizona Fire & Medical Authority Financial Reports for July 2022.

Finance Director Rebecca Chitwood presented the July 2022 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 Committee Members.

**Committee Member Young 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 July 2022. Vice Chairman Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young

NAYS: None

C. Receive Update on the Worker’s Compensation and American Rescue Plan Act (ARPA) Funding.

Assistant Chief Mary Dalton reported that the State allocated \$20 million to the Industrial Commission with \$13 million of that funding designated for fire district’s worker’s compensation COVID impacts, and \$7 million of that funding designated for fire district’s other COVID expenses (disinfectants, personal protective equipment [PPE], etc.). There is no announced deadline for fire districts to apply for this funding at this time. In the Fiscal Year 2022/23 Operating Budget, Staff included \$250,000 of this funding by year end, however there is a good chance, AFMA is awarded a larger amount of funding.

In response to an inquiry, Human Resources Manager Shauna Fisher stated that because there is an increase in community spread of COVID-19, the Authority is seeing an increase in Staff reporting of illness. Any employee allowances for time-off relating to a COVID illness has expired, and all affected employees are required to use their leave banks for any COVID illness.

D. Discussion and Possible Action Regarding Public Safety Personnel Retirement System (PSPRS) Deferred Retirement Option Plan (DROP) Participation Extension from 5 to 7 Years.

Assistant Chief Dalton explained that Governor Ducey signed Senate Bill 1268, allowing a PSPRS DROP participant to extend their participation from 5 to 7 years before they formally retire from employment. This Senate Bill was drafted largely to help maintain law enforcement officers in Arizona, as retention is an issue that seen more on the law enforcement side of public safety than on the fire side. However, this DROP extension is

available to fire participants as well. Senate Bill 1268 provides for the Governing Board to formally decide if this option is something they want to offer to their participants. Staff is recommending that the Governing Board not opt into the extension at this time, as it was not signed until July 6, 2022, and thus was not included in the Fiscal Year 2022/23 Operating Budget. Instead, Staff is requesting the Governing Board revisit this option during the labor/management negotiation process during next fiscal year, where the full costs and personnel impacts can be analyzed against other compensation aspects of the labor/management negotiation process and included in the Operating Budget for that year.

Human Resources Manager Fisher noted that there is currently one employee in the DROP who exits out in the Spring of 2023, and should the Governing Board approve the extension at this time, it would create approximately a \$140,000 shortfall for this one employee for just a one-year extension, and the loss of a promotional opportunity for other Staff.

**Committee Member Young moved that the Budget and Finance Committee recommend the Arizona Fire & Medical Authority Governing Board opt out of the DROP Extension for Fiscal Year 2022/23 and to revisit the options during the Fiscal Year 2023/24 budget process as part of the labor/management negotiations. Vice Chairman Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young  
NAYS: None

E. Receive Presentation on the Upcoming Capital Improvement Plan (CIP) Projects for Fiscal Year 2022/23.

Deputy Chief Kane Nixon reviewed the various projects included in the CIP, including the various front-line apparatus, operational equipment, and the facilities projects. The Committee and the Governing Board will s requests for funding to begin moving these projects forward in the coming year. In response to an inquiry, Deputy Chief Nixon noted that the Governing Board will begin to see the apparatus requests in the fall, the operational equipment will be requested on an ongoing basis throughout the year, and the facilities projects will be on a schedule depending on construction costs and vendor availability.

F. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Lucas Chest Compression Device.

Assistant Chief DeChant presented the request to purchase one Lucas Chest Compression Device noting that this chest compression equipment improves the outcomes of sudden cardiac arrest victims and allows an employee in the back of an ambulance to be restrained during the transport as the device provides the chest compressions for the patient, improving staff safety. Funding for this request was included in the CIP in the amount of \$20,000. However, Stryker, Inc. is a sole-source provider for this equipment

and has provided a quote for \$18,000 for this purchase. All Committee Members' 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 \$18,000 for the purchase of one Lucas Chest Compression Device from Stryker, Inc. Committee Member Young seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young

NAYS: None

G. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Ambulance Gurney Replacement.

Assistant Chief DeChant presented the request to purchase one ambulance gurney noting that the AFMA Governing Board approved the use of \$86,000 for the purchase of four replacement gurneys during Fiscal Year (FY) 2021/22. At that time, Staff requested replacement of two additional gurneys in FY 2022/23, with the replacement of the final three gurneys in FY 2023/24. However, these gurney replacements were not included in the currently adopted CIP. Therefore, Staff is requesting to defer the purchase of the Emergency Medical Services (EMS) Training Mannequin budgeted in the amount of \$30,000 in the CIP and instead utilize this funding for the additional gurney replacement this fiscal year. Staff intends to defer the purchase of the EMS Training Mannequin until FY 2023/24. Stryker, Inc. is the manufacturer and the sole source provider of this equipment and provided a quote to Staff for \$25,000. All Committee Members' 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 \$25,000 for the purchase of one replacement ambulance gurney from Stryker, Inc. Committee Member Young seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young

NAYS: None

H. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – EMS Equipment Locker Purchase.

Assistant Chief DeChant presented the request to purchase one Emergency Medical Services (EMS) equipment locker noting that Emergency response capability requires the availability of a fully equipped reserve medic unit that can be placed into service as needed. Additionally, the Wildland Deployment Program utilizes line paramedics to

support wildland firefighter operations. Extra equipment and pharmaceuticals for both the reserve medic unit and line medics, including controlled substances, require additional security. The requested EMS equipment locker will be used to secure EMS equipment and pharmaceuticals used on the backup ambulance and for the wildland medic operations.

Staff is requesting approval of the use of CIP funds in an amount not to exceed \$7,000 for the purchase of one locker. The \$2,000 in savings from the Lucas Chest Compression Device purchase and the savings of \$5,000 from the deferred EMS Training Mannequin purchase will provide funding for the purchase of this equipment locker.

**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 \$7,000 for the purchase of one EMS equipment locker from Henry Schein, Inc. Vice Chairman Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young

NAYS: None

I. Review Update on Existing and Planned Grant Applications

Management Analyst Deborah Musselman provided an update to the Governing Board on the existing grant applications. All questions from Board Members were answered.

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

There were no proposed agenda items.

4. **ADJOURNMENT**

The meeting adjourned at 11:17 a.m.

*Richard Bookie*  
[Richard Bookie \(Sep 21, 2022 11:41 PDT\)](#)

Richard Bookie, Committee Chairman







# August 16 2022 Minutes - Budget and Finance Committee Meeting

Final Audit Report

2022-09-21

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