



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

Tuesday, December 14, 2021

MINUTES

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

Committee Chairman Bookie called the meeting to order on Tuesday, December 14, 2021, at 1:43 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, Division Chief Brad Puckett, Division Chief Kane Nixon, Captain Johnny Padilla, Administrative Director Dawn Miller, Finance Director Rebecca Chitwood, Management Analyst Deborah Musselman

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

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 Members Bill Becker, John Crawford, and Karen Gueltzow; Captain Scott Dial, and Paramedic Doug Costal

2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of November 9, 2021

Committee Vice Chairman Price moved that the Budget and Finance Committee Meeting Minutes of November 9, 2021, be approved. Committee Member Young 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 November 2021

Rebecca Chitwood, Finance Director presented the November 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 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 November 2021. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

C. Discussion and Possible Action Relating to Adoption of Resolution No. AF21-1221-1 Approving the Submission of and Declaring the Governing Board Support for the Maricopa County Community Development Block Grant Submission for the Fire Station Parking Lot Pavement Project.

Management Analyst Musselman stated that the purpose of this item is to request the Budget & Finance Committee recommend approval of Resolution No. AF21-1221-1 in support of the Maricopa County Community Development Block Grant (CDBG) application submitted on December 1, 2021. She further noted that the Maricopa County CDBG grant has a priority for public safety infrastructure in low/moderate income areas. The Tonopah area of the Authority meets this priority. This grant opportunity aligned with the Authority's need to install paved entryways and parking areas at Fire Station 341 in Tonopah. All Board Member questions were answered.

Committee Member Vice Chairman Price moved that the Budget and Finance Committee recommend the Arizona Fire & Medical Authority Governing Board adopt Resolution No. AF21-1221-1, approving the submission of and declaring support for the Maricopa County Community Development Block Grant Application. Committee Member Young seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young

NAYS: None
ABSENT: None

D. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Fleet Service Vehicles.

Division Chief Brad 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 two fleet service trucks. These vehicles would be utilized to make apparatus repairs in the field during normal work hours, respond to after-hours emergency vehicle repairs, and perform preventive maintenance. All Board Member questions were answered.

Committee Member Young moved that the Budget and Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$110,000 for the purchase of two fleet service vehicles. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

E. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Fire Support Services Forklift.

Division Chief Brad 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 forklift that will be utilized for loading and unloading palletized items that are received or transported by Support Services daily. All Board Member questions were answered.

Committee Vice Chairman Price moved that the Budget and Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$7,500 for the purchase of a used forklift. Committee Member Young seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

F. 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. Ms. Musselman stated there are four Federal Emergency Management Agency (FEMA) grants currently in process, three regional grants and one individual. All questions from Board Members were answered.

3. SUGGESTED ITEMS FOR FUTURE BUDGET & FINANCE COMMITTEE AGENDAS

Future agenda items were reviewed.

4. ADJOURNMENT

The meeting adjourned at 2:36 p.m.

Richard Bookie

[Richard Bookie \(Jan 25, 2022 15:13 MST\)](#)

Richard Bookie, Committee Chairman

Approved






Budget & Finance Minutes Dec. 14, 2021

Final Audit Report

2022-01-25

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