



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

Monday, December 12, 2022

MINUTES

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

Committee Chairman Bookie called the meeting to order on Monday, December 12, 2022, 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 in person and virtually.

Members Present: Chairman Richard Bookie, Vice Chairman Diane Price, Committee Member James Young

Members Absent: None

2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of November 8, 2022.

Committee Member Young moved that the Budget and Finance Committee Meeting Minutes of November 8, 2022, be approved. Committee Chairman Bookie 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 November 2022.

Finance Director Rebecca Chitwood presented the South County Fire & Medical District, North County Fire & Medical District and the Arizona Fire & Medical Authority Financial Reports for November 2022 and answered all questions from Board Members.

Committee Member Young moved that the Budget and Finance Committee recommend that the South County Fire & Medical District, the North County Fire & Medical District, and the Arizona Fire & Medical Authority approve the Financial Reports for November 2022. Committee Chairman Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young

NAYS: None

C. Discussion Relating to the Structure and Presentation of the Monthly Financial Reports.

Finance Director Chitwood noted that for the last three months the Committee and Governing Boards have been receiving the monthly financial reports in two different places, the Sharepoint folder and in the BoardPaq Library. After this trial period, Staff is recommending that the BoardPaq Library be the main repository for all Bank Statements and Bank Reconciliations moving forward.

Assistant Chief Mary Dalton noted a change coming to the financials reported to the Committee. Currently the financials are reported with totals for monies that have actually been spent, however encumbered amounts (monies agreed to but not yet spent) are not included in the totals reported out. This reporting method proves challenging for Board Members to understand an accurate picture of the financial status for each account and proves challenging for Staff to track and manage as well. Moving forward, the financials will be updated to include all encumbered amounts providing a more accurate picture to the Committee.

Committee Members thanked Staff for their work to make improvements to the reports provided.

D. Receive 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.

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

Assistant Chief Dalton reported that fire districts were allocated \$20 million in reimbursements, the State Industrial Commission is overseeing the reimbursement process and is soon to be issuing the required forms. This money will be disbursed on a first come first serve basis. AFMA is in a good position for reimbursement at this point in time.

F. Discussion and Possible Action Regarding Transfer from Contingency Fund to Outsourced Apparatus Maintenance (Acct. No. 542500).

Deputy Chief Kane Nixon reported that Staff is requesting a transfer of \$187,500 from the Contingency Fund to the Outsourced Apparatus Maintenance account. There is a required engine repair where quotes are indicating the cost to be approximately \$70,000. Additionally, the Outsourced Apparatus Maintenance account is currently underfunded

by \$7,500 and Staff is estimating an additional \$110,000 will be needed to cover the remaining outsourced apparatus needs for the current fiscal year. The Outsourced Apparatus Maintenance account is utilized for apparatus repairs beyond internal resource abilities and capacity limitations.

Committee Member Young moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve a transfer of \$187,500, from the Contingency Fund to the Outsourced Apparatus Maintenance account for Fiscal Year 2022/23. Committee Chairman Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young
NAYS: None

3. SUGGESTED ITEMS FOR FUTURE BUDGET & FINANCE COMMITTEE AGENDAS

There were no additional items suggested.

4. ADJOURNMENT

The meeting adjourned at 2:56 p.m.

Richard Bookie

Richard Bookie (Jan 18, 2023 14:35 MST)

Richard Bookie, Committee Chairman

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Final Audit Report

2023-01-18

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