



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

Tuesday, February 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, February 21, 2023, at 10:06 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 John Crawford

Members Absent: Committee Member Gary Benson

2. REGULAR BUSINESS

A. Acknowledge New Committee Members and Elect a Chairperson for the 2023-2024 Term.

Committee Member Crawford nominated Tony Sambol to serve as Chairperson of the Budget & Finance Committee for a term expiring December 2024. Committee Member Sambol accepted the nomination. Committee Member Sambol seconded the nomination.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Sambol

NAYS: None

ABSENT: Benson

B. Approve Budget & Finance Committee Meeting Minutes of January 17, 2023.

Committee Member Crawford moved that the Budget & Finance Committee Meeting Minutes of January 17, 2023, be approved. Committee Chairman Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Sambol
NAYS: None
ABSENT: Benson

- C. Review South County Fire & Medical District and the North County Fire & Medical District Fiscal Year-End 2021/22 Ambulance Revenue & Cost Reports.

Committee Member Crawford moved that the Budget & Finance Committee recommend the South County Fire & Medical District Governing Board and the North County Fire & Medical District Governing Board approve the Fiscal Year-End 2021/22 Ambulance Revenue & Cost Reports. Committee Member Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Sambol
NAYS: None
ABSENT: Benson

- D. Receive Fiscal Year 2022/23 Mid-Year Budget Review, including budget-to-actual reports for June 2022.

Finance Director Chitwood reported on the status of the Fiscal Year 2022/23 operating budget including revenues, operating expenses, unanticipated costs covered by the contingency fund, and the impact of those unanticipated costs on the Capital Improvement Plan (CIP) fund. Director

In response to an inquiry, Assistant Chief Dalton noted that the funds available from the CARES Act and ARPA, did not include any overtime costs associated with the COVID-19 response and needs.

Finance Director Chitwood presented the final budget-to-actual financial reports for June 2022, reflecting the adjustments made through the auditing process.

Committee Member Crawford left the meeting at 10:20 a.m. There was no quorum for the meeting moving forward and no votes were taken.

- E. Discuss the updated Financial Report structure.

Finance Director Chitwood presented the proposed updated structure of the monthly financial reports, noting this new format will increase staff productivity and lessen the rate of human error. Director Chitwood answered all questions from Board Members.

- F. Review South County Fire & Medical District, North County Fire & Medical District, and the Arizona Fire & Medical Authority Financial Reports for January 2023.

Finance Director Chitwood presented the South County Fire & Medical District, the North County Fire & Medical District and the Arizona Fire & Medical Authority updated financial reports for January 2023, and answered all questions from Board Members.

No vote was taken due to lack of quorum.

- G. Review Fiscal Year 2023/24 Budget Development Schedule.

Finance Director Chitwood presented the Fiscal Year 2023/24 Budget Development Schedule and answered all questions from Board Members.

No vote was taken due to lack of quorum.

Committee Member Benson joined the meeting at 10:38 a.m., and a quorum was reestablished.

- H. Review Fiscal Year 2023/24 Net Assessed Value (NAV) for all member districts, the North County Fire & Medical District, the South County Fire & Medical District, and the Buckeye Valley Fire District.

Finance Director Chitwood presented the Fiscal Year 2023/24 NAV for the South County Fire & Medical District, the North County Fire & Medical District and the Buckeye Valley Fire District and answered all questions from Board Members.

- I. Receive status update on grants awarded, grant applications submitted and target grant applications including ratifying submission of grants in excess of \$25,000 in required matching funds.

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. Management Analyst Musselman noted that the AFMA Governing Board will need to vote to ratify any grant submissions requiring in excess of \$25,000 in matching funds at their upcoming meeting on February 28, 2023.

Committee Member Benson moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board that the submitted grant applications requiring an excess of \$25,000 in matching funds be ratified. Committee Chairman Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Sambol
NAYS: None
ABSENT: Crawford

J. Discussion and Possible Action regarding Contingency Fund Expenditure – Wi-Fi System Upgrade.

Deputy Chief Kane Nixon reported that Staff is requesting the use of Contingency Funds in an amount not to exceed \$7,500 for the purchase of 21 new Wi-Fi access points for the Authority’s Wi-Fi system. To maintain technology continuity, accessory interchangeability, and service standards, Staff is recommending to use Sunstate Technology as a sole-source provider for this system upgrade. As part of the sole source provider purchasing policy the IT Division has determined the price quoted by Sunstate Technology is fair and reasonable.

Committee Member Benson moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the use of Contingency funds in an amount not to exceed \$7,500 for the purchase of 21 new Wi-Fi access points. Committee Chairman Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Sambol

NAYS: None

ABSENT: Crawford

K. Discussion and Possible Action regarding Capital Improvement Plan (CIP) Expenditure – Computer Replacement Project.

Deputy Chief Kane Nixon reported that Staff is requesting the use of CIP funds to purchase 27 new all-in-one computers, three new desktop computers, and one new laptop computer as part of our biennial computer replacement project. For the security of the Authority and to limit cyber-security threats, it is critical to maintain the Authority’s information technology infrastructure. As part of the CIP, the Authority IT Division plans to replace approximately one-third of the total computer workstations every two years. This is done to ensure that the Authority does not have any computer workstations beyond six years old at any given point in time. The IT Division received four quotes from four separate vendors and is recommending moving forward with Dell Technologies in the quoted amount of \$40,941.50 (plus a 7% contingency). Dell Technologies offers the lowest price and proposes the preferred equipment brand and models.

Committee Member Benson 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 \$43,807.41 to replace 31 computers as part of the biennial computer replacement project. Committee Chairman Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Sambol

NAYS: None

ABSENT: Crawford

Committee Member Crawford returned to the meeting at 11:14 a.m.

L. Discussion and Possible Action regarding Capital Improvement Plan (CIP) Expenditure – Rapid Extrication Module Support (REMS) Vehicle Purchase.

Division Chief Brad Puckett reported that Staff is requesting the use of CIP funds to purchase one REMS vehicle. During wildland deployments, the REMS team will utilize this vehicle as a pre-staged rescue apparatus assigned to a wildland fire to provide a safe, effective and efficient method of egress off of the fire line in the event of injury or illness incurred during firefighting operations. This request for funds includes the cost of the vehicle and other required accessories such as the radio package, Code 3 lighting package, branding graphics, and camper shell.

In response to inquiries, Division Chief Puckett noted that during the off-wildland season, Staff utilizes this vehicle as a pool car for training and other transportation needs. Staff clarified that this request is for a truck to haul the UTV that is currently on order, however due to supply chain issues, there is not estimated time for arrival of the UTV on order. All wildland equipment is staged at Station 104.

Committee Member Benson stated that he is in support of this equipment purchase, as expenditures for wildland equipment have revenue generating potential, unlike other equipment purchases for the department.

Committee Member Benson 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 \$92,000 for the purchase of the Rapid Extrication Module Support (REMS) vehicle. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Benson, Sambol

NAYS: None

ABSENT: Crawford

M. Receive information on Buckeye Valley Fire District Capital Improvement Plan (CIP) Expenditure – Self-Contained Breathing Apparatus (SCBA's).

Division Chief Puckett noted this is an informational report to the Budget & Finance Committee on the potential use of Buckeye Valley Fire District (BVFD) bond funds to purchase 26 Self-Contained Breathing Apparatus (SCBA) and associated support

equipment during Fiscal Year 2022/23. Purchases of these SCBA’s are a significant component in bringing the BVFD into the Authority as a partner agency. This purchase utilizes BVFD bond funds in an amount not to exceed \$415,000.

- N. Receive information on Buckeye Valley Fire District Capital Improvement Plan (CIP) Expenditure – UcapIt Machine.

Emergency Medical Services Director Nick Ells noted this is an informational report to the Budget & Finance Committee on the potential use of Buckeye Valley Fire District (BVFD) bond funds to purchase three UcapIt Medical Distribution Machines during Fiscal Year 2022/23. Purchases of these UcapIt Machines are a significant component in bringing the BVFD into the Authority as a partner agency. This purchase utilizes BVFD bond funds in an amount not to exceed \$35,000.

3. SUGGESTED ITEMS FOR FUTURE BUDGET & FINANCE COMMITTEE AGENDAS

There were no requested agenda items.

4. ADJOURNMENT

The meeting adjourned at 11:37 a.m.


Merrel A. Sambol (Apr 3, 2023 15:34 PDT)

Tony Sambol, Committee Chairman

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Final Audit Report


2023-04-03

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