



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

Tuesday, January 18, 2022

## MINUTES

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

Committee Chairman Bookie called the meeting to order on Tuesday, January 18, 2022, at 2:11 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.**

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, EMS Manager Chris Barden, Finance Director Rebecca Chitwood, Management Analyst Deborah Musselman, Administrative Director Dawn Miller

Legal Counsel: None

Public Comment: None

Media Present: None

Guests Present: North County Fire & Medical District Board Members David Wilson; South County Fire & Medical District Board Members Bill Becker and Karen Gueltzow; Captain Johnny Padilla

### 2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of December 14, 2021.

**Committee Vice Chairman Price moved that the Budget and Finance Committee Meeting Minutes of December 14, 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 December 2021.

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

Vote conducted. **MOTION CARRIED.**

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

C. Review South County Fire & Medical District, North County Fire & Medical District, and Arizona Fire & Medical Authority Fiscal Year-End 2020/21 Annual Audit Reports.

Rebecca Chitwood, Finance Director presented the Fiscal Year-End 2020/21 annual audit 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 Vice Chairman Price moved that the Budget and Finance Committee recommend the South County Fire & Medical District, North County Fire & Medical District and the Arizona Fire & Medical Authority Governing Boards approve the Fiscal Year-End 2020/21 Annual Audit Reports. Committee Member Young seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

D. Review South County Fire & Medical District and North County Fire & Medical District Fiscal Year-End 2020/21 Ambulance Revenues & Cost Reports.

Rebecca Chitwood, Finance Director presented the Fiscal Year-End 2020/21 Ambulance Revenues and Cost Reports for the South County Fire & Medical District and the North

County Fire & Medical District. All Board Member questions were answered.

**Committee Vice Chairman Price moved that the Budget and Finance Committee recommend that the South County Fire & Medical District Governing Board and the North County Fire & Medical District Governing Board approve the Fiscal Year-End 2020/21 Ambulance Revenues & Cost Reports. Committee Member Young seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

E. Review Fiscal Year 2022/23 Budget Development Schedule.

Rebecca Chitwood, Finance Director presented the Fiscal Year 2022/23 budget development schedule. The dates were reviewed with Board Members, and all questions were answered.

**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 Fiscal Year 2022/23 Budget Development Schedule. Committee Vice Chairman Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

F. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Pneumatic Extrication System.

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 replacement pneumatic rescue system equipment for Ladder Tender 102. The pneumatic extrication system is a series of air bags designed to lift heavy equipment typically for the purpose of extrication of victims from vehicular accidents or structural collapse. The equipment in use today on Ladder Tender 102 was purchased in 2009. Current standards require pneumatic components to be hydrostatic tested annually after 10 years of service with a recommended maximum life expectancy of 15 years. 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 \$15,500, for the purchase of a**

**pneumatic extrication system. Committee Vice Chairman Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

G. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Hydraulic Rescue System.

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 replacement hydraulic rescue system for Ladder Tender 102. The current extrication system on Ladder Tender 102 was purchased in 2004. Newer passenger vehicles are manufactured with exotic metals strengthening portions of the vehicles that are frequently removed during emergency extrication. New government crash test standards have required vehicles to be upgraded and emergency extrication equipment needs to keep pace with changing vehicle technology standards. 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 \$50,000 for the purchase of a Holmatro extrication tool set. Committee Member Young seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

H. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Ambulance Gurneys.

Assistant Chief DeChant indicated this is a request for the Budget & Finance Committee to recommend approval of the use of Capital Improvement Plan (CIP) funds to purchase four replacement ambulance gurneys. Assistant Chief DeChant stated that the Authority currently has nine gurneys in service and seven of the nine have exceeded the suggested replacement schedule. 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 \$86,000 for the purchase of four replacement ambulance gurneys. Committee Vice Chairman Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young

NAYS: None

ABSENT: None

I. 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. 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 3:06 p.m.

Richard Bookie

Richard Bookie (Feb 22, 2022 17:21 MST)

Richard Bookie, Committee Chairman






# January 18, 2022 Budget & Finance Minutes

Final Audit Report

2022-02-23

Created:	2022-02-22
By:	Dawn Miller (dmiller@afma.az.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8a_pL_f1hNys-PK4-7HXs-qWJbvOfwXs

## "January 18, 2022 Budget & Finance Minutes" History

-  Document created by Dawn Miller (dmiller@afma.az.gov)  
2022-02-22 - 11:40:47 PM GMT- IP address: 66.210.247.226
-  Document emailed to Richard Bookie (rbookie@afma.az.gov) for signature  
2022-02-22 - 11:42:27 PM GMT
-  Email viewed by Richard Bookie (rbookie@afma.az.gov)  
2022-02-23 - 0:20:17 AM GMT- IP address: 24.251.113.55
-  Document e-signed by Richard Bookie (rbookie@afma.az.gov)  
Signature Date: 2022-02-23 - 0:21:34 AM GMT - Time Source: server- IP address: 24.251.113.55
-  Agreement completed.  
2022-02-23 - 0:21:34 AM GMT