



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

**Tuesday, July 19, 2022**

**MINUTES**

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

Committee Chairman Bookie called the meeting to order on Tuesday, July 19, 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, 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, Division Chief Brad Puckett, Division Chief Kane Nixon, 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; United Sun Cities Firefighters Association – IAFF Local 3573 President Scott Dial, Captain Justin Roggeman; and Sun City West Resident Michael McNee

**2. REGULAR BUSINESS**

A. Approve Budget and Finance Committee Meeting Minutes of June 21, 2022.

**Committee Member Young moved that the Budget and Finance Committee Meeting Minutes of June 21, 2022, be approved. Vice Chairman 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 June 2022.

Finance Director Rebecca Chitwood presented the June 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.

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

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young  
NAYS: None

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

Assistant Chief Dalton stated that the Fire District Safety Act has been referred to the Ballot for the general election in November. Assistant Chief Dalton noted that the labor organizations are taking the lead in promoting this ballot measure as it is unlawful for the organization to use public funds to affect the outcome of an election.

Assistant Chief Dalton stated that the Legislature failed to refer any worker’s compensation measures to the ballot. Fire Districts are now applying for ARPA funding through the Industrial Commission which will be divided between them. Any remaining funds will default to the Governor for distribution. The initial deadline to apply for funding is September 2022. Assistant Chief Dalton answered any questions from Committee Members.

D. Receive Update on the Public Safety Personnel Retirement System (PSPRS) Pension Liability.

Assistant Chief Dalton explained that on June 30, 2022, the Administration received notice that the PSPRS is increasing the contributor rate for the coming fiscal year by 2.27% or approximately \$300,000. The Administration is calling for meetings with PSPRS and our financial consultants (Steifel, Inc.) to inquire about the late notice, the need to know these rates in advance of our budget preparations, and how unexpected increases can be avoided in the future. Assistant Chief Dalton stated that the reserve pool created to address PSPRS funding currently contains \$9 million dollars, however the members are considering how to address this PSPRS notice without having to dip into this reserve pool at this time. A more detailed presentation will be provided at the AFMA Governing Board meeting on August 23, 2022.

Committee Members expressed their frustrations with PSPRS and noted the enormous efforts undertaken by the organization to address any unfunded liabilities and then to receive last minute notices is extraordinarily frustrating.

E. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Conference Room Furniture Purchase.

Division Chief Kane Nixon presented the request to purchase updated conference room furniture including an updated dais capable of seating up to 9 elected officials, updated executive chairs, guest chairs, training tables, and updates to the media cabinet to match the conference room color scheme. In response to inquiries, Division Chief Nixon noted that the proposed conference furniture is moveable should it be needed in an alternate location, and that the current furniture will be repurposed and used in the training room at Station 232.

**Committee Member Young moved that the Budget & Finance Committee recommended the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$39,000 for the replacement of furniture in the Authority Administration large Conference Room. Committee Vice Chairman Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young  
NAYS: None

F. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Fitness and Wellness Equipment.

Division Chief Brad Puckett presented the request to purchase two new treadmills for Stations 102 and 106. Division Chief Puckett noted the treadmills used by the firefighters are heavy duty pieces of exercise equipment that one would see in a professional gym. The current equipment is beyond its useful life and the cost to repair the equipment would be in excess of what a new piece of equipment would cost. 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 \$8,000 for the replacement of two treadmills. Committee Member Young seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young  
NAYS: None

G. 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 11:15 a.m.

*Richard Bookie*

[Richard Bookie \(Aug 17, 2022 14:55 PDT\)](#)

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Richard Bookie, Committee Chairman







# July 19 2022 Draft Minutes - Budget and Finance Committee Meeting

Final Audit Report

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