



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

Tuesday, June 21, 2022

## MINUTES

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

Committee Chairman Bookie called the meeting to order on Tuesday, June 21, 2022, at 2:07 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 (arrived at 2:18), 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, Human Resources Director Shauna Fisher, Management Analyst Deborah Musselman

Legal Counsel: None

Public Comment: None

Media Present: None

Guests Present: North County Fire & Medical District Board Member Tony Sambol; South County Fire & Medical District Board Member Karen Gueltzow

### 2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of May 17, 2022.

**Chairman Bookie moved that the Budget and Finance Committee Meeting Minutes of May 17, 2022, be approved. Committee Member Young seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Young

NAYS: None

- B. Review South County Fire & Medical District, North County Fire & Medical District, and Arizona Fire & Medical Authority Financial Reports for May 2022.

Finance Director Rebecca Chitwood presented the May 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 May 2022. Committee Member Young seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young  
NAYS: None

- C. Receive Update on Fiscal Year 2022-23 Budget & Operational Plan.

Assistant Chief Mary Dalton presented an update on the Fiscal Year 2022-23 Budget & Operational Plan and answered any questions from the Committee Members.

- D. Receive Update on the Fire District Safety Act, Worker’s Compensation, and ARPA Funding.

Assistant Chief Mary Dalton provided an update on the Fire District Safety Act, as well as the Worker’s Compensation and ARPA funding requests. Assistant Chief Dalton stated that staff has been working diligently with Arizona legislators in their efforts to obtain worker’s compensation and ARPA funding. All Committee Members’ questions were answered.

- E. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Rapid Extraction Module Utility Terrain Vehicle.

Assistant Chief Chris DeChant presented a request for the purchase of the Capital Improvement Plan (CIP) Expenditure – Rapid Extraction Module Utility Terrain Vehicle. All Committee Members’ questions were answered.

**Committee Member Young 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 \$36,000 for the purchase of a new UTV. Vice-Chairman Price seconded the motion.**

AYES: Bookie, Price, Young  
NAYS: None

Vote conducted. **MOTION CARRIED.**

F. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Administration Building Air Conditioner Replacement.

Division Chief Brad Puckett presented a request for the purchase of the Capital Improvement Plan (CIP) Expenditure – Administration Air Conditioner Replacement. All Committee Members’ questions were answered.

**Vice-Chairman Price moved that the Budget & Finance Committee certify the use of CIP funds in the amount of \$ 7,890 for the replacement of the Administration air conditioning unit that services the front end of the Administration building. Committee Member Young seconded the motion.**

AYES: Bookie, Price, Young

NAYS: None

G. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Fire Station 231 Air Conditioner Replacement.

Division Chief Brad Puckett presented a request for the purchase of the Capital Improvement Plan (CIP) Expenditure – Fire Station 231 Weight Room Air Conditioner Replacement. All Committee Members’ questions were answered.

**Committee Member Young 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 \$12,000 for the replacement of the gym air conditioning unit on Fire Station 231. Vice-Chairman Price seconded the motion.**

AYES: Bookie, Price, Young

NAYS: None

H. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Large Conference Room AV Upgrade Change Order.

Deputy Chief Kane Nixon presented a request to approve the use of Capital Improvement Plan (CIP) funds to add additional funding to the existing large conference room/EOC AV Upgrade project at the Fire Administration building. All Committee Members’ questions were answered.

**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 \$5,000 to increase the total project cost to \$82,000 for the large conference room/EOC AV upgrade project. Committee Member Young seconded the motion.**

AYES: Bookie, Price, Young  
NAYS: None

I. Discussion and Possible Action Regarding Contingency Fund Expenditure – F-150 Roof Body Panel Repair.

Deputy Chief Kane Nixon requested to remove this agenda item for consideration and possibly include it on a future agenda. Deputy Chief Nixon stated that the Support Services Section has discovered new repair options which could be substantially less than the current option. All Committee Members agreed to table the agenda item at this time.

J. Discussion and Possible Action Relating to Approval of Memorandum of Understanding with the Arizona Fire & Medical Authority Chapter of the United Sun Cities Firefighters Association – International Association of Firefighters Local 3573.

Assistant Chief Mary Dalton provided an update on the Memorandum of Understanding between Management and Labor’s agreed conditions presented during Budget and Finance Committee on May 17, 2022. All Committee Members’ questions were answered.

**Committee Member Young moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the Memorandum of Understanding with Local 3573. Vice-chairwoman Price seconded the motion.**

AYES: Bookie, Price, Young  
NAYS: None

K. 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**

Future agenda items were reviewed. Assistant Chief Mary Dalton informed the board of Management’s intent to add a review and update of the Authority’s procurement policy to a future agenda.

Assistant Chief Mary Dalton informed the Committee Members of the meeting time change from 2:00 p.m. to 10:00 a.m. for meetings beginning in July.

4. **ADJOURNMENT**

The meeting adjourned at 3:50 p.m.

  
Richard Bookie (Jul 19, 2022 18:06 PDT)

Richard Bookie, Committee Chairman






# June 21 2022 Final Minutes - Budget and Finance Committee Meeting

Final Audit Report

2022-07-20

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