



**ARIZONA FIRE & MEDICAL AUTHORITY  
NORTH COUNTY FIRE & MEDICAL DISTRICT  
SOUTH COUNTY FIRE & MEDICAL DISTRICT  
GOVERNING BOARD JOINT BUDGET WORKSHOP**

**Tuesday, May 17, 2022**

**MINUTES**

**1. CALL TO ORDER / AFFIRMATION OF QUORUM**

Arizona Fire & Medical Authority Board Chairman David Wilson called the meeting to order on Tuesday, May 17, 2022, at 9:37 a.m. The meeting was held both in person and virtually due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Arizona Fire & Medical Authority Board Chairman David Wilson, Board Clerk John Crawford, Board Members Richard Bookie, Karen Gueltzow and Tony Sambol; South County Fire & Medical District Board Member Bill Becker; North County Fire & Medical District Board Members Russell Smith and James Young.

Members Absent: Board Members Jack Arend and Diane Price

Staff Present: Fire Chief Mark Burdick, Senior Advisor Rob Biscoe, Assistant Chief Mary Dalton, Finance Director Rebecca Chitwood, Deputy Chief Eric Kriwer, Deputy Chief Kane Nixon, Division Chief Brad Puckett, Human Resources Director Shauna Fisher, Management Analyst Deborah Musselman and Administrative Director Dawn Miller.

Legal Counsel Present: Lee Miller, Legal & Intergovernmental Affairs Director

Public Comment: None

Media Present: None

Guests Present: Captain Scott Dial, Division Chief Spencer Snyder

**2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES**

Chairman Wilson led the Pledge of Allegiance.

**3. CALL TO THE PUBLIC**

There was no response to the call to public.

**4. FISCAL YEAR 2018-2022 STRATEGIC PLAN**

A. Receive update on Fiscal Year 2018-2022 Strategic Plan.

Deputy Chief Nixon gave an extensive presentation on the Fiscal Year 2018-2022 Updated Strategic Plan. Deputy Chief Nixon indicated that the Strategic Plan is a guiding 5- year document. It is reviewed and updated annually for any significant changes.

Deputy Chief Nixon discussed that a SWOT analysis is used in creating the Strategic Plan. Deputy Chief Nixon reviewed the five strategic priorities and reviewed the goals and objectives within those five priorities.

Division Chief Nixon answered all questions from the Board.

(The Board recessed for a short break at 10:42 a.m. and reconvened at 10:47 a.m.)

**5. FISCAL YEAR 2022-23 BUDGET**

A. Discussion and presentation relating to the Arizona Fire & Medical Authority's Draft Fiscal Year 2022-23 Capital Improvement Plan (CIP).

Finance Director Rebecca Chitwood presented the Fiscal Year 2022-23 Capital Improvement Plan (CIP) noting this document is a 15-year plan which is reviewed annually. Ms. Chitwood emphasized that the costs for all items listed on the CIP are estimates and that Governing Board approval must be sought before any item is purchased. She reviewed the various items listed in the CIP and answered all Board Member questions.

(The Board recessed for lunch at 11:21 a.m. and reconvened at 11:51 a.m.)

B. Discussion and presentation relating to the Arizona Fire & Medical Authority's Draft Fiscal Year 2022-23 Annual Budget & Operational Plan.

Assistant Chief Dalton gave an overview and fire district funding review. Assistant Chief Dalton gave information on the budget development process, reviewed revenues, and funding sources. She also gave a fire district tax rate comparison.

Assistant Chief Dalton then reviewed the draft Fiscal Year 2022/23 Budget & Operational Plan. She reviewed the Arizona Fire & Medical Authority’s financial goals, revenue highlights, and expenditure summary. She further discussed various revenues and funding sources.

(The Board recessed for a short break at 1:05 p.m. and reconvened at 1:16 p.m.)

Assistant Chief Dalton reviewed the organizational chart and Human Resources Director Shauna Fisher discussed the MOU/Wage Study that was completed in spring 2022. Assistant Chief Dalton further discussed the personnel expense overview and the request for additional administrative positions. A discussion ensued about inflationary costs and the need for increased wages. Assistant Chief Dalton further reviewed miscellaneous expense increases and decreases. Ms. Chitwood reviewed the debt service expenditures.

Assistant Chief Dalton discussed a potential change for this budget would be the request for a \$0.05 tax increase which would add an additional revenue of \$480,000. This would be used to fund a hazardous tech stipend, two new staff positions, and allow for Capital Improvement Plan 2% full inflationary funding. Significant discussion ensued with Board Members. All Board Member questions were answered.

6. **ADJOURNMENT**

The meeting adjourned at 2:32 p.m.

  
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John Crawford, Arizona Fire & Medical Authority Board Clerk