



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

Tuesday, November 8, 2022

MINUTES

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

Committee Chairman Bookie called the meeting to order on Tuesday, November 8, 2022, at 10:04 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

2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of September 20, 2022.

Committee Member Young moved that the Budget and Finance Committee Meeting Minutes of September 20, 2022, be approved. Committee 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 October 2022.

Assistant Chief Mary Dalton presented the October 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.

Assistant Chief Dalton noted that with the potential addition of the Buckeye Valley Fire District into the Authority, the Ambulance Membership Program could be extended to the Tonopah community, since the Buckeye Valley Fire District holds the Certificate of Necessity (CON) to provide ambulance services to the Tonopah area. As a result of this

potential new partner agency, Staff will be evaluating all aspects of the medical billing processes including how best to market the Ambulance Membership Program.

Vice Chairman Price moved that the Budget and Finance Committee recommend that the South County Fire & Medical District, the North County Fire & Medical District, and the Arizona Fire & Medical Authority approve the Financial Reports for October 2022. Committee Member Young seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young
NAYS: None

C. Review Update on Existing and Planned Grant Applications.

Management Analyst Deborah Musselman provided an update to the Governing Board on the existing grant applications and answered all questions from Board Members.

In response to an inquiry, Deputy Chief Kane Nixon explained that cancer is the highest worker's compensation risk for the firefighting profession when compared to any other profession. Participation in the Assistance to Firefighters Grant (AFG) for the Comprehensive Cancer Screening Program places AFMA (and 20 other regional partners) at the forefront of research participation on identifying and combating firefighter cancer rates.

D. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Apparatus Mobile Computer Terminals.

Division Chief Brad Puckett presented the request to utilize \$20,000 of CIP funds to purchase four mobile computer terminals. These terminals are utilized in fire apparatus to receive dispatch information, communicate with other responding units, incident mapping, responding unit locations, and to communicate with Fire Alarm Dispatch. The addition of the four requested units will replace one existing Battalion Chief 101 terminal which is obsolete and complete the outfitting of all AFMA apparatus. Currently there are forty units in service across the Authority. This purchase is made through the Phoenix Fire Department as they are a sole-source provider so that all agencies across the Valley work off the same equipment.

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 \$20,000 for the purchase of four apparatus mobile computer terminals. Committee Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young
NAYS: None

E. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Network Router Replacements.

Deputy Chief Nixon stated that the Authority currently has nine routers located across Authority facilities and on regional communication infrastructure. These routers are coming to the end of their life cycle and will no longer be supported for security patches as of the end of 2022. Replacing all nine routers is the only option to ensure proper functionality and security to the Authority’s network.

This request is for one Cisco ISR 4431 router and eight Cisco ISR 4331 routers, all with network port expansion cards. These devices are upgrades over the Authority’s currently aging and soon to be obsolete routers and switches. Multiple quotes were obtained from three vendors for the stated equipment. Unfortunately, due to supply chain issues, the lead time for most devices is 200 days minimum, resulting in a project completion time of no sooner than July 2023. As an alternative option, Sunstate Technology Group has recommended Watchguard firewalls as their lower-cost alternative. Since this is a time sensitive matter and security is a top priority for the Authority, the recommendation is to move forward with Sunstate Technology Group for the Watchguard firewalls at a total of \$58,563.16. These are an acceptable substitute for the Cisco devices and come with a significantly lower lead time (30 days versus 200 days). The Watchguard firewalls also provide many more security features than traditional routers, so the added features are an additional benefit.

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 \$60,000 to replace and upgrade the Authority’s network routers and complete the communication room cleanup project. Committee Member Young seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young
NAYS: None

F. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Exterior Painting of Fire Stations 102, 103, & 104.

Division Chief Brad Puckett presented the request for approval of \$22,000 to repaint the exterior of Fire Stations 102, 103, and 104. The original request in the Fiscal Year 2022/23 CIP did not include funds to repaint Fire Station 104, however after a recent inspection painting needs were identified. The original request in the Fiscal Year 2022/23 included \$16,000 for this repainting project, however staff is requesting an additional \$6,000 to complete this painting project.

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 \$22,000 to repaint the exterior of Fire

Stations 102, 103, and 104. Vice Chairman Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young
NAYS: None

G. Discussion and Possible Action Regarding the December 2022 Budget & Finance Committee Meeting Date and Time.

Administrative Director Dusty Christopherson requested the Budget & Finance Committee reschedule their December meeting to Monday, December 12, 2022 at 2:00 p.m. to accommodate the upcoming Labor/Management Retreat as part of the work necessary to bring the Buckeye Valley Fire District into the Authority as a partner agency.

Vice Chairman Price moved that the Budget & Finance Committee hold their December meeting on December 12, 2022 at 2:00 p.m. Committee Member Young seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young
NAYS: None

3. SUGGESTED ITEMS FOR FUTURE BUDGET & FINANCE COMMITTEE AGENDAS

Fire Chief Mark Burdick noted that Staff is working to bring an updated budget overview to the Committee in January or February 2023.

4. ADJOURNMENT

The meeting adjourned at 11:22 a.m.

Richard L. Bookie
Richard L. Bookie (Dec 13, 2022 14:39 MST)

Richard Bookie, Committee Chairman







November 8 2022 Minutes - Budget and Finance Committee Meeting

Final Audit Report

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