



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

**Tuesday, September 20, 2022**

**MINUTES**

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

Committee Chairman Bookie called the meeting to order on Tuesday, September 20, 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

Staff Present: Fire Chief Mark Burdick, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Finance Director Rebecca Chitwood, Deputy Chief Eric Kriwer, Deputy Chief Kane Nixon, Division Chief Brad Puckett, Human Resources Director Shauna Fisher, Administrative Director Dusty Christopherson and Management Analyst Deborah Musselman

**2. REGULAR BUSINESS**

**A. Approve Budget and Finance Committee Meeting Minutes of August 16, 2022.**

**Committee Member Young moved that the Budget and Finance Committee Meeting Minutes of August 16, 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 August 2022.**

Finance Director Rebecca Chitwood presented the August 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.

**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 August 2022. Committee Vice Chairman Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young  
NAYS: None

C. Discussion and Possible Action Relating to the Structure and Presentation of the Monthly Financial Reports.

Finance Director Chitwood reported that the full bank statements and check registers can be viewed by all Governing Board Members in the BoardPaq Library. The Budget & Finance Committee Members requested a review of this updated process after 90 days.

D. Review Update on Existing and Planned Grant Applications.

Management Analyst Deborah Musselman provided an update to the Governing Board on the existing grant applications, reporting that the Authority recently declined a grant award for HazMat Technician Training only in the amount of \$197,105.65. It was determined that the required purchases for the HazMat vehicles and equipment were not in line with current AFMA Capital Improvement Plan (CIP) priorities. All questions from Board Members were answered.

E. Discussion and Possible Action Relating to Pension Reserve Liability Fund (PRLF) Investment Options.

Assistant Chief Mary Dalton presented the Pension Reserve Liability Fund (PRLF) investment options to the Committee noting that the Governing Board has three options to consider, 1) continue to maintain the PRLF with the Arizona State Treasurer in the Local Government Investment Pool, 2) establish a Section 115 Trust, or 3) invest the fund with Stifel in a U.S. Government Security.

Staff is recommending option 3 and to reevaluate annually thereafter. Assistant Chief Dalton noted that Stifel would have the authority to transfer the fund into cash should it be necessary to protect against significant losses. Assistant Chief Dalton reported that in recent months, other fire districts who have established a Section 115 Trust or maintained funds with the Arizona State Treasurer have experienced significant losses.

Assistant Chief Dalton reported that the associated costs for utilizing these options would be available at the AFMA Governing Board meeting on September 27, 2022.

**Committee Member Young moved that the Budget and Finance Committee**

**recommend that the Arizona Fire & Medical Authority Governing Board approve the investment of Pension Reserve Liability Funds with Stifel, Inc. in a U.S. Government Security, dependent on a favorable cost basis as reported at the September 27, 2022 Governing Board meeting. Committee Vice Chairman Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young

NAYS: None

F. Receive Update on the Worker’s Compensation and American Rescue Plan Act (ARPA) Funding.

Assistant Chief Dalton reported that the State allocated \$20 million to the Industrial Commission with \$13 million of that funding designated for fire district’s worker’s compensation COVID impacts, and \$7 million of that funding designated for fire district’s other COVID expenses (disinfectants, personal protective equipment [PPE], etc.). Work is ongoing throughout the state’s fire districts in applying for this funding. These reimbursements will be audited by the State, and a simple formula-based reimbursement is not sufficient. Therefore, the state’s many fire districts are working on their detailed requests.

G. Discussion and Possible Action Relating to Allowing Purchases of Under \$25,000 to be Approved on the Consent Agenda.

Assistant Chief Dalton presented the request to allow purchases of under \$25,000 to be approved by the Governing Board on the Consent Agenda, with the review and recommendation of the Budget & Finance Committee. Assistant Chief Dalton noted this request is a measure to improve efficiency during the Governing Board meetings and noted the impact inflation has had on the current Staff spending authority limits.

Committee Member Young noted he is not supportive of this request as he prefers to hear Staff presentations on all purchase requests.

**Committee Vice Chairman Price moved that the Budget & Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the allowance of purchases of less than \$25,000 to be approved on the consent agenda. Committee Chairman Bookie seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price

NAYS: Young

H. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Chief Vehicle Purchase.

Division Chief Brad Puckett reported that as part of the adopted CIP, six vehicles were approved for purchase, two for scheduled replacement of existing older vehicles and four that are designated for new service. The two vehicles in this agenda item are to be designated as replacements for existing senior staff vehicles which generally see a higher mileage usage. The two existing vehicles will then be reallocated in the fleet, which will trickle down to new administrative/support staff positions in the organization.

In response to an inquiry, Division Chief Puckett noted that the extended warranty for each of these vehicles has also been included in this budget.

**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 \$146,000 for the purchase of two staff vehicles. Committee Vice Chairman Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young  
NAYS: None

I. Discussion and Possible Action Regarding Capital Improvement Plan (CIP) Expenditure – Administration and Fire Station Furniture Purchase.

Division Chief Kane Nixon reported that several fire stations have furniture that need to be replaced due to high usage, age and wear. It has been over 15 years since much of the furniture has been replaced. While funds were approved in the CIP to replace furniture in the amount of \$15,000 for Fire Station 101 and 231, additional furniture purchase needs have been identified. Staff is requesting approval of the use of CIP funds in an amount not to exceed \$36,500 for the purchase of replacement furniture for various Authority locations.

Committee Vice Chairman Price noted her appreciation for having an office space at Station 232 so that Board Members from the Sun Lakes area has a space by which to work and meet with constituents as needed.

**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 \$36,500 for the replacement of furniture at various AFMA facilities. Committee Vice Chairman Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Price, Young  
NAYS: None

3. **SUGGESTED ITEMS FOR FUTURE BUDGET & FINANCE COMMITTEE AGENDAS**

There were no proposed agenda items.

4. **ADJOURNMENT**

The meeting adjourned at 11:34 a.m.

*Richard Bookie*  
Richard Bookie (Nov 15, 2022 17:00 MST)

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Richard Bookie, Committee Chairman







# September 20 2022 Minutes - Budget and Finance Committee Meeting

Final Audit Report

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