

# **DRAFT MINUTES**

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, FEBRUARY 27, 2024  
9:30 A.M.**

**CALL TO ORDER:** Board Chairperson Tim Wilmes

**ROLL CALL:**

**Members Present:** Tim Wilmes, Stephen Arnold, David VanderNaalt, Phil Griswold

**Members Absent:** Phil LaBarbera (with notice)

**Staff:** Acting Fire Chief Rob Schmitz, Acting Assistant Chief Jason Casey, Acting Fire Marshal Kenny Kovac, EMS Division Chief Kyle Henson, Finance Director Gabe Buldra, Office Manager Lisa Neubert

**PLEDGE OF ALLEGIANCE:** Board Member David VanderNaalt

**INVOCATION:** Board Member David VanderNaalt

**I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL**

**A.** Board member Phil Griswold made a motion to approve the consent agenda item which was the Board of Directors Board Meeting Minutes for January 23, 2024. Board member Stephen Arnold seconded the motion. The board voted to approve the consent agenda item. (M: Phil Griswold/S: Stephen Arnold; Ayes: Stephen Arnold, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes.)

**II. CORRESPONDENCE AND SPECIAL RECOGNITION**

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- A. Special recognition was given to the following persons/organizations in attendance: The Recreation Centers of Sun City; The Sun City Posse; Sun City citizens; Sun City Fire & Medical Department staff members.
- B. Acting Fire Chief Schmitz read a thank you letter from the Sun Dial Craft Center thanking Acting Fire Marshal Kenny Kovac for recent fire extinguisher training. At this time, Acting Fire Chief Schmitz presented Acting Fire Marshal Kovac with his five-year service pin and announced that Acting Fire Marshal Kovac was being promoted to Fire Marshal.
- C. Acting Fire Chief Schmitz reported that Dylan Walker was hired as an EMT in the EMS Division effective March 4, 2024.
- D. Acting Fire Chief Schmitz recognized the following employees for their years of service: Office Manager/HR Manager Lisa Neuber for 35 years of service; Battalion Chief Tony Van Roekel for 20 years of service; Firefighter George Perreault for 21 years of service; Engineer Kevin Brown for 20 years of service; Firefighter Chris Marin for 5 years of service; Firefighters Blake Carpenter, Charles Lyon, and Chris Tomaselli for 1 year of service.
- E. There were no retirements.

### **III. COMMITTEE REPORTS**

#### **A. Budget and Finance**

- 1. Finance Director Gabe Buldra presented the financial and bank reconciliation report for the month of January 2024. Board member Stephen Arnold made a motion to accept the January 2024 financial report. Board member David VanderNaalt seconded the motion. The board voted to accept the finance report for the month of January 2024. (M: Stephen Arnold/S: David VanderNaalt; Ayes: Stephen Arnold, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes).
- 2. Finance Director Gabe Buldra reported that the district's assessed property valuation for this year was received and there is an increase of 6.1%. Depending on the property tax rate set by the board, the increase in revenues will range from \$883,000 to \$1,972,000.
- 3. A FY24/25 budget year kick off meeting with program managers is scheduled for March 7, 2024.

#### **B. Legal and Insurance**

- 1. Chairperson Wilmes had no report on PSPRS and Prop 207.

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2. Acting Fire Chief Schmitz presented the renewal of the intergovernmental agreement for the Glendale Regional Public Safety Training Center (GRPSTC). There is a new fire chief over the facility and minor changes were made to update the agreement. The agreement is open-ended and there is a 30-day notice clause for termination. (M: Phil Griswold/S: Stephen Arnold; Ayes: Stephen Arnold, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes).

## **C. Fire Department Operations**

1. The report for fire department operations was given for January 2023, which included an overview of the incident counts, types, and response times.

## **D. Emergency Medical Services / Ambulance Operations**

1. The ambulance operations report was presented for the month of January 2024. The report included the incident counts, types, and transports.
2. EMS Division Chief Henson reported the following for the EMS Division:
  - a. Image Trend EPCR (electronic patient care report) has been fully implemented with a smooth rollout.
  - b. Continuous Quality Improvement (CQI) was held, and forty-two cases were reviewed.
  - c. Five (5) Lucas CPR devices have been ordered from monies received from a Tohono O'odham grant.
  - d. Eight (8) McGrath Airway devices have been ordered from monies received from a Firehouse Subs grant.
  - e. EMS protocol updates for 2024 are beginning.
  - f. We are starting a new grant process through Gila River for an ambulance replacement.

## **E. Resource Management**

1. Acting Fire Chief Schmitz requested that the board consider the purchase of a new fire engine. The two main reasons were the rising costs of apparatus and the length of build time. Our most recent fire engine purchase cost 74.43% more than the fire engine purchased two years prior. Sutphen has projected lead times of 40 – 42 months from time of signed contract. The current Sutphen proposal is for \$903,742.71. There was some discussion that the cost of fire apparatus may come down in between the time of our order and the

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actual delivery. Finance Director Gabe Buldra stated that if a significant decrease in purchase price were to take place there is a non-binding clause in the contract and the district could back out of the purchase. Chief Schmitz reported that there will be additional costs for equipment such as radio equipment, hose, nozzles, etc. that would need to be purchased for this unit. Board Clerk Stephen Arnold made a motion that the board approve the purchase of a new fire engine and ancillary equipment not to exceed \$1.0 million dollars. Board member David VanderNaalt seconded the motion. The board voted to approve the purchase of a new fire engine and ancillary equipment not to exceed \$1.0 million dollars. (M: Stephen Arnold/S: David VanderNaalt; Ayes: Stephen Arnold, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes).

2. Acting Fire Chief Schmitz reported the following for fleet/apparatus:
  - a. Rosenbauer continues to report that the anticipated completion date of our new ladder tender is still July 2024. Graphics are currently being confirmed and will be completed locally upon delivery.
  - b. The new fleet support truck for Mechanic Ramos has been delayed by GMC. We no longer have an anticipated delivery date.
  - c. Chief Henson and Van Roekel are looking into the feasibility of using a grant for a new ambulance and are currently firming up final data with Braun Northwest.
  - d. The Apparatus Committee is recommending replacing a fire pumper due to increasing cost, build times, and Cummins L9 engine availability. We are requesting to stay with Sutphen.
3. Acting Fire Chief Schmitz reported the following for buildings/facilities:
  - a. FSEC has been repairing and replacing deficient items found during our recent annual fire inspections.
  - b. We are also in the process of addressing preventative maintenance on our HVAC systems, ice machines, elevators, and generators.
  - c. Chief Van Roekel is starting to acquire bids to replace the automatic gate systems at FS131. We have had a growing number of issues with the gates and parts are beginning to become obsolete.
  - d. Captain Cooper is leading the build for OP IQ and is making great process. We intend to provide in-service training to our members in mid-April for the Resource Division assets. This program will replace

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Emergency Reporting and will provide us with a better means to track fleet, facility, and equipment maintenance, inspections, and testing.

## **F. Training/Professional Development**

### **1. Battalion Chief Holliday gave the following report for the training division:**

- a. Recruit Class 24-1 is starting week four of the Academy. All three of our recruits are doing well and learning new skills daily. Recruit Training Officer Chris Clark is also doing well and has all positive notes about our recruits. They will begin their introduction to Live Fire in the next week.**
- b. Recruit Class 23-3 just finished their introduction to Drivers Training. They had a classroom portion and then over the road practice with our Engines and Ambulances. They are now cleared to start driving Code 2 under their Captain's supervision. Thanks to Engineer Ashford and Engineer Dykstra for leading this training.**
- c. Crews go every other Thursday to Tactical Training with our Westside partners at GRPSTC, everyone is learning together.**
- d. Last week two of our Ladder crews were able to go cut live holes on a condominiums roof (thanks to a good working relationship with 1-800-Board-Up). The social media team even made a video of it. Check out the department's Facebook page to view the Valentine's Day video.**
- e. The Training Calendar has never been fuller. This is the time of year when all outside training is stacked together because we all know what is coming.**

## **G. Administrative/Special Projects**

- 1. Acting Fire Chief Schmitz reported he received a 208-page draft copy of the feasibility study. The board will receive a hard copy of the study for their review and comment.**

## **H. Public Education/Community Outreach**

- 1. Prevention volunteer hours summary.**
  - a. The summary of prevention hours for volunteers was presented for January 2024. The total number of volunteer hours was 130 hours.**
- 2. Community relations program report.**

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a. The report for the Community Outreach program was given for January 2024. There was a total of 123 citizens served for January. Installations of lock boxes are scheduled through the end of February 2024.

3. There were no community events for the month of January 2024.

4. The volunteer inspection summary report was given for the month of January 2024. There was a total of 196 inspections completed.

### **I. Fire Prevention**

1. The construction inspection summary report was given for the month of January 2024. There was a total of eighteen inspections completed.

2. Permits issued and revenue report.

a. The permit and revenue reports were presented for January 2024. There were eleven permits with a revenue of \$17,401.62.

3. Fire investigation reports.

a. The fire investigation report was given for January 2024. There was one formal fire investigation performed.

4. Large community projects.

a. An update was given on the large community projects within the Sun City District. There are currently six large community projects in Sun City.

b. There was an update on the ongoing projects in Youngtown. There are currently three large community projects in Youngtown.

### **IV. UNFINISHED BUSINESS**

A. Human Resources Manager Lisa Neubert updated the board on the fire chief recruitment process. Fire Chief job descriptions have been obtained from five fire districts for the board to review and compare the district's fire chief job description. The fire districts were Arizona Fire and Medical Authority (AFMA), Central Arizona Fire and Medical Authority (CAFMA), Bullhead City Fire District, Golder Ranch Fire District, and Superstition Fire and Medical District. Golder Ranch Fire District provided a list of recruitment firms they received proposals from for a 2022 fire chief recruitment. Ms. Neubert explained that at least of the recruitment firms required a request for proposal to be submitted for the scope of work requested in the recruitment process. After discussion, the board decided that a workshop meeting should be held to review and discuss the fire chief's job description and any modifications that should be made and to discuss what the

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recruitment process should entail. A workshop meeting will be held on March 12, 2024, at 8:30 a.m.

## **V. EXECUTIVE SESSION**

A. There was no executive session.

## **VI. NEW BUSINESS/FUTURE AGENDA ITEMS**

A. There were no new business/future agenda items.

## **VII. PUBLIC COMMENTS**

A. Scott Dial, President of the United Sun Cities Fire Fighters Association, thanked the board for sticking to their agreement to do a recruitment process for the fire chief position.

## **VIII. NEXT GOVERNING BOARD MEETING**

A. The next Regular Board Meeting will be held on March 26, 2024, at 9:30 a.m. at the Sun City Fire Department Community Room located at 18602 N. 99<sup>th</sup> Avenue Sun City, AZ.

## **IX. ADJOURNMENT**

A. Board Clerk Stephen Arnold made a motion to adjourn the meeting at 10:48 a.m. Board member David VanderNaalt seconded the motion. The board voted to adjourn the meeting at 10:48 a.m. (M: Stephen Arnold/S: David VanderNaalt) Vote – Aye: Stephen Arnold, David VanderNaalt, Phil Griswold. Nay: None. Abstain: Tim Wilmes)

**FOR THE BOARD**

**Stephen Arnold  
Board Clerk**

**SA/lbn**