

# **DRAFT MINUTES**

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, JUNE 25, 2024  
9:30 A.M.**

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

**ROLL CALL:**

**Members Present:** Tim Wilmes, Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold (via Zoom)

**Members Absent:** None

**Staff:** Fire Chief Rob Schmitz, Acting Assistant Chief Jason Casey, Fire Marshal Kenny Kovac, EMS Chief Kyle Henson, Dominic Filosa - James Vincent Group (via Zoom), USCFFA Vice President Brandon Crossno, Office Manager Lisa Neubert

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

**INVOCATION:** Board Member Phil LaBarbera

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

**A. Board member Phil LaBarbera made a motion to approve the consent agenda items which were the Board of Directors Special Meeting Minutes for May 7, 2024, Board of Directors Workshop Meeting for May 21, 2024, and the Board of Directors Board Meeting Minutes for May 28, 2024. Board member David VanderNaalt seconded the motion. The board voted to approve the consent agenda items. (M: Phil LaBarbera/S: David VanderNaalt; Ayes: Stephen Arnold, Phil LaBarbera, 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, Reporter Scott Tynes of the Sun Cities Independent, and the citizens in attendance.**
- B. Fire Chief Schmitz reported that the department received a donation in the amount of \$19,889.28 from the Jerry Ankiewicz Trust. Mr. Ankiewicz was a volunteer with the department from 2012 to 2014 and passed away in May 2022.**
- C. Fire Chief Schmitz reported on the following new hires and promotions: Dustin Haughton, Aiden Donovan, and Olga Munoz have been hired as EMTs in the EMS Division effective July 8, 2024. Matt Schall was promoted to Engineer effective March 3, 2024; John Shedler was promoted to Engineer effective May 28, 2024; Jesus Sandoval was promoted to Captain on May 27, 2024; Matt O'Reilly was promoted Captain effective May 28, 2024; Ken Murphy was promoted to Battalion Chief effective June 10, 2024; Jason Casey was promoted to Assistant Fire Chief effective May 22, 2024.**
- D. Fire Chief Schmitz recognized the following employees for their years of service: Firefighter Jackson Peters for two years of service.**
- E. Battalion Chief Sherry Hood Neeley retired on May 24, 2024, with twenty-five years of service.**

### **III. COMMITTEE REPORTS**

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

- 1. Dominic Filosa from James Vincent Group presented the financial and bank reconciliation report for the month of May 2024. Board clerk Stephen Arnold made a motion to accept the May 2024 financial report. Board David VanderNaalt seconded the motion. The board voted to accept the finance report for the month of May 2024. (M: Stephen Arnold/S: David VanderNaalt; Ayes: Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes).**
- 2. The FY 24/25 budget was presented for adoption by Dominic Filosa from James Vincent Group. Board Chairperson Tim Wilmes opened a public hearing to the public for comments on the proposed budget. There were no questions or comments from the public. The public hearing was closed. Board clerk Stephen Arnold made a motion to adopt the FY 24/25 budget. Board member Phil LaBarbera seconded the motion. The board voted to adopt the FY 24/25 budget. (M: Steve Arnold/ S: Phil LaBarbera) Ayes: Stephen Arnold, Phil Griswold, Phil LaBarbera, David VanderNaalt. Nays: None. Abstain: Tim Wilmes).**

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3. Chairperson Wilmes asked Mr. Filosa for any updates regarding the Qasimyar case and if any changes would be necessary to the FY 24/25 budget. Mr. Filosa reported that the county has discussed two possible actions. The first option is that the county may allocate funds to help fire districts repay the tax assessments inappropriately collected. The second option is that the county may lend the money to fire districts to repay the tax assessments inappropriately collected at a lower rate of interest. More will be known by next month's board meeting.
  
4. The pension funding policy was presented by Dominic Filosa of James Vincent Group. Mr. Filosa reported that the policy had been updated to reflect the most recent actuarial figures. Board member Phil LaBarbera made a motion to adopt the revised pension funding policy. Board member David VanderNaalt seconded the motion. The board voted to adopt the revised pension funding policy. (M: Phil LaBarbera/ S: David VanderNaalt; Ayes: Stephen Arnold, Phil Griswold, Phil LaBarbera, David VanderNaalt. Nays: None. Abstain: Tim Wilmes).

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

1. Chief Schmitz reported that the board's legal counsel, Robert Solliday of Solliday Law, is no longer affiliated with Bonnett, Fairbourn, Friedman, and Balint. His firm, Solliday Law, does not specialize in fire district or employment law and therefore Mr. Solliday has suggested that we seek out counsel that can provide those services. The board directed Chief Schmitz to reach out to other fire districts and the Town of Youngtown regarding what legal firms they use and to obtain resumes for the board to review.
  
2. Chairperson Wilmes stated there was no report for PSPRS. The next Prop 207 monies should be received next month.

### **C. Fire Department Operations**

1. The report for fire department operations was given for May 2024, 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 May 2024. The report included the incident counts, types, and transports.
  
2. EMS Division Chief Henson reported the following for the EMS Division:

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- a. Lucas and McGrath Training (82 members).
- b. Training – BLS CPR for all EMTs (21 members).
- c. Implemented Lucas 6-17 and McGrath Video Airway devices.
- d. Applied for \$332,000 ambulance grant.
- e. Applied for \$171,000 BC unit grant.
- f. CON Renewal for 3 years.
- g. Conducted Paramedic School Interviews, seven selected.
- h. EMS Coordinator Position posted by HR.
- i. All Gurneys, Cardiac Monitors PM performed.
- j. CQI 28 cases reviewed.

### **E. Resource Management**

1. Fire Chief Schmitz requested that the board approve the purchase of an additional fleet vehicle for the 40-hour resource chief position. This position will need a vehicle that can carry parts and equipment around to fire stations and for the fleet mechanic. There is currently no vehicle available in the department's current fleet for the resource chief to use. Board clerk Stephen Arnold made a motion to approve the purchase of a vehicle not to exceed \$55,000. Board member Phil LaBarbera seconded the motion. The board voted to purchase a fleet vehicle for the resource chief position not to exceed \$55,000. (M: Stephen Arnold/S: Phil LaBarbera. Ayes: Stephen Arnold, Phil LaBarbera, Phil Griswold, David VanderNaalt. Nays: None. Abstain: Tim Wilmes.
2. Fire Chief Schmitz asked the board for approval to sale the brush truck (BR131). This truck was not used last wildland season due to staffing issues with the wildland team. The resale value decreases the longer the truck sits unused. Board member Phil LaBarbera made a motion to approve the sale of the brush truck (BR131). Board member David VanderNaalt seconded the motion. The board voted to approve the sale of the brush truck (BR131). (M: Phil LaBarbera/ S: David VanderNaalt; Ayes: Stephen Arnold, Phil Griswold, Phil LaBarbera, David VanderNaalt. Nays: None. Abstain: Tim Wilmes).
3. Battalion Chief Van Roekel reported the following for fleet/apparatus:

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- a. Sutphen is anticipating an August 2027 delivery of the new pumper. We'll be scheduling the preconstruction meeting in the next few months.
  - b. Rosenbauer is anticipating a March 2025 delivery of LT133.
  - c. The 2001 Pierce Quantum (01391), refurbished in 2019, was listed for sale with Brindlee Mountain on May 1<sup>st</sup>. They report that it is receiving a lot of traffic but there have been no inquiries yet. We lowered the price to \$200,000 this week.
  - d. The new support services truck (RM131) went in service on June 4<sup>th</sup> and has already served useful in fleet repairs. Mechanic Ramos states this is a very respectable service truck, and he is grateful.
  - e. We have continued working with Cummins on identifying why the L9 motor in L133 has failed. Their engineering team was sent to inspect the motor and determined that the issues identified are not due to a lack of preventative maintenance or normal use of the motor. They have escalated the issue to the highest tier within the Cummins corporate structure and are working on a proposal and timeline for repairs. They are hoping to have this resolved as soon as possible.
  - f. E131 has been at TFS (formerly part of H&E) having the body welds repaired under Sutphen's direction. We're anticipating that being completed in the coming weeks.
  - g. Summer has proven tough on our truck A/C systems already. Mechanic Ramos has completed numerous repairs on most of our units in the last few weeks.
  - h. We have loaned our spare Quantum pumper to the City of El Mirage a few times in the past month while they maintain their fleet.
  - i. We had to run four pumpers this past week due to both the ladder and ladder tender being out of service. E138 ran in place of the downed units as it is not functional to run ladder equipment off a spare pumper.
4. Battalion Chief Van Roekel reported the following for buildings/facilities:
- a. The resource division is working with Chief Henson on quotes for a grant to purchase a new BC131 vehicle. The current vehicle is approaching 10 years and 100,000 miles and would serve as a great backup. The current backup is 17 years old.

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- b. FS132 is receiving new refrigerators. The current refrigerators are over 20 years old and one of them finally failed. Attempting to find a similar model and size to replace only one proved to be difficult. We received a deal from Home Depot to replace all three at the same time.**
- c. We upgraded the mobile scene lighting on L/LT133 to Milwaukee brand battery operated LED lighting. We will have the new systems in place by the end of the month. It will replace the 25-year-old halogen lights that needed to be run off generators with heavy duty extension cords.**

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

- 1. Battalion Chief Adam Holliday gave the following report for the training division:**
  - a. The Training Division finished our training block of Tactical Thursday at West Side Training. We reviewed Duplex and Condo fires and did practice scenarios. Members from across the West Side attended, and it was a successful training.**
  - b. The Training Division helped assist with the tactical portion of the Battalion Chief promotional process. We had seven members involved with Role Playing and Grading. Even from the testing portion, our members were able to practice and gain valuable experience.**
  - c. Saturday June 22nd the Training Division will be hosting five “Experienced Firefighters” for the final portion of a hiring process. These potential members will go through a physical/skills portion in the morning, a Union Lunch, then have Interviews and Station Visits. The “Experienced Firefighter” Bridge Academy starts on August 12th.**
  - d. A photo of the crew of E133 C-shift after a fire at 10147 W. Grand was displayed. It was the first fire for newly promoted Captain Matt O’Reilly, and first fire for probationary firefighter Lorenzo McGurgan, who is on his first rotation. The crews performed well and did an excellent job tracking down the source and keeping the damage isolated to the suite where the fire began.**

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

- 1. Chief Schmitz reported that he has not reviewed the revised draft of the feasibility study yet, but he will share the draft revision with the board.**

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

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1. Prevention volunteer hours summary.
    - a. Fire Marshal Kovac presented Fire Prevention Inspector Stephen Arnold with a five-year service pin.
    - b. The summary of prevention hours for volunteers was presented for May 2024. The total number of volunteer hours was 137 hours.
  2. Community relations program report.
    - a. The report for the Community Outreach program was given for May 2024. There was a total of 144 citizens served for May. Installation of lock boxes are scheduled through the end of June 2024.
  3. There were no community events for the month of May 2024.
  4. The volunteer inspection summary report was given for the month of May 2024. There was a total of 117 inspections completed.
- I. Fire Prevention
1. The construction inspection summary report was given for the month of May 2024. There was a total of twenty-six inspections completed.
  2. Permits issued and revenue report.
    - a. The permit and revenue reports were presented for May 2024. There were ten permits with a revenue of \$6,770.00.
  3. Fire investigation reports.
    - a. The fire investigation report was given for May 2024. There were two formal fire investigations that are still ongoing.
  4. Large community projects.
    - a. An update was given on the large community projects within the Sun City District. There are currently eight large community projects in Sun City.
    - b. There was an update on the ongoing projects in Youngtown. There are currently four large community projects in Youngtown.

## **IV. UNFINISHED BUSINESS**

- A. EMS Chief Kyle Henson gave an overview on ambulance billing. Chief Henson explained that the rates are regulated by the Arizona Department of Health Services. Current rates are as follows: ALS - \$1,157.18 and BLS - \$1,030.79.

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Mileage rates are \$23.99 per mile. The average miles per incident are 3.11 miles. We use a third-party biller, MARS/AMB, who prepares our bills and sends them to insurance companies and Medicare/Medicaid. We cannot collect for drug costs. Board member Phil Griswold asked about our collections policy. Notices for payment are sent at thirty, sixty, ninety, and one hundred twenty days. If there is no response, then they are sent to PCS, our collections agent, for collection.

## **V. EXECUTIVE SESSION**

A. There was no executive session.

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

A. None.

## **VII. PUBLIC COMMENTS**

A. Mary Brizolone, from Chicago, IL, wanted to express her family's appreciation for Fire Marshal Kovac and Fire Chief Schmitz for all the help they provided to her parents, who were Sun City residents. Mary's father Mike Adams was a retired firefighter and a volunteer for our department. Mr. Adams has moved back to Chicago and lives with Mary and her family after the passing of his wife Shirley.

B. There was no report from the United Sun City Firefighters Association.

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

A. The next Regular Board Meeting will be held on July 23, 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 member David VanderNaalt made a motion to adjourn the meeting at 11:06 a.m. Board member Phil LaBarbera seconded the motion. The board voted to adjourn the meeting at 11:06 a.m. (M: David VanderNaalt/S: Phil LaBarbera) Vote – Aye: Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nay: None. Abstain: Tim Wilmes)

## **FOR THE BOARD**

Stephen Arnold  
Board Clerk

SA/lbn