

APPROVED MINUTES 01232024

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, DECEMBER 19, 2023
9:30 A.M.**

CALL TO ORDER: Board Chairman Tim Wilmes

ROLL CALL:

Members Present: Tim Wilmes, Phil LaBarbera, David VanderNaalt

Members Absent: Stephen Arnold (with notice), Phil Griswold (with notice)

Staff: 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 Phil LaBarbera

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 item which was the Board of Directors Board Meeting Minutes for November 28, 2023. Board member David VanderNaalt seconded the motion. The board voted to approve the consent agenda item. (M: Phil LaBarbera/S: David VanderNaalt; Ayes: Tim Wilmes, David VanderNaalt, Phil LaBarbera. Nays: None.)**

II. CORRESPONDENCE AND SPECIAL RECOGNITION

- A. There was no special recognition at this board meeting.**
- B. There were no community letters of appreciation.**
- C. There were no new hires or promotions.**

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D. Acting Assistant Fire Chief Casey recognized the following employee for years of service: Firefighter/EMT Nicholas Cruz for seven years 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 November 2023. Board member Phil LaBarbera made a motion to accept the November 2023 financial report. Board member David VanderNaalt seconded the motion. The board voted to accept the finance report for the month of November 2023. (M: Phil LaBarbera/S: David VanderNaalt; Ayes: Tim Wilmes, David VanderNaalt, Phil LaBarbera. Nays: None.)
2. Ms. Lydia Hunter, auditor with Beach Fleishman, presented the 2023 auditor's report. She reviewed the annual comprehensive financial report, internal controls report, and required communications report. She reported that the district was required to have a Single Audit this year because we had received more than \$750,000 in federal funding through our ARPA grant. A Single Audit includes an audit of both the district's financial statements and compliance with Federal award requirements. The audit received an unmodified opinion, which means the auditor was satisfied with the financial statements and that the statements met the requirements demanded by regulations. Ms. Hunter stated that some minor items were identified with our procurement policy. Those items are being changed to meet federal compliance. Board member David VanderNaalt made a motion to accept the audit. Board member Phil LaBarbera seconded the motion. The board voted to accept the audit. (M: David VanderNaalt/S: Phil LaBarbera; Ayes: Tim Wilmes, David VanderNaalt, Phil LaBarbera. Nays: None.)

B. Legal and Insurance

1. Chairman Wilmes gave report on the 2023 actuarial report. Prop 207 monies should come in at the end of the month.

C. Fire Department Operations

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

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D. Emergency Medical Services / Ambulance Operations

- 1. EMS Division Chief Henson reported the following for the EMS Division:**
 - a. The Image Trend build is live on fire side. The building of the EPCR (electronic patient care record) is on-going. Eight “Super-Users” are evaluating the system as we build it.**
 - b. Continuous Quality Improvement (CQI) was held, and 49 cases were reviewed. Feedback was sent to providers.**
 - c. On duty medic units attended an advanced airway class in Glendale.**
 - d. Phoenix Childrens Hospital held an EMS Conference which we attended. They offered innovative ideas about CQI and best practices were shared.**
 - e. Operative IQ asset program is continuing to be built.**

E. Resource Management

- 1. Acting Assistant Fire Chief Casey presented Resolution 23-1219A, disposal of surplus property. The surplus property is a 2010 Dodge Ambulance (VIN# 3D6WC6EL7AG109876) and a 2001 Pierce Quantum Fire Engine (VIN# 4P1CT02S31A001391). Both units are reserve units and are experiencing a lot of mechanical issues. Board member Phil LaBarbera made a motion to adopt Resolution 23-1219A. Board member David VanderNaalt seconded the motion. The board voted to adopt Resolution 23-1219A. (M: Phil LaBarbera/S: David VanderNaalt; Ayes: Tim Wilmes, David VanderNaalt, Phil LaBarbera. Nays: None.)**
- 2. Acting Assistant Fire Chief Casey reported the following for fleet/apparatus:**
 - a. Mechanic Ramos has been able to repair enough items on LT131 to get it back in service. We’re hoping we can maintain it until the new one arrives.**
 - b. Rosenbauer continues to report that the anticipated completion date of our new ladder tender is still July 2024. We confirmed the paint colors last week.**
 - c. We reconnected with W.W. Williams to assist in troubleshooting starting issues with E138 (Red refurbished Quantum). They had done some extensive work on it prior to us hiring Mechanic Ramos. They discovered some issues with the ECM and decided to replace that. The truck has been running as E131 without any duplicate issues for nearly**

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two weeks. We hope this was the final repair needed to remedy this string of issues.

- d. E131 is at W. W. Williams having the pump packing replaced due to a significant pump leak.
- e. BC131 was sent in to have the seats upholstered. This repair will assist with the longevity as well as eventually making it a quality reserve unit.
- f. The new fleet support truck for Mechanic Ramos has been delayed by GMC. We no longer have an anticipated delivery date.
- g. The Apparatus Committee is recommending getting another fire pumper ordered due to increasing cost and build times. We have asked Sutphen to review a recent quote and are waiting for Rosenbauer to supply a comparable quote. We are considering options for a third manufacturer quote as well as using HGAC and NPPGov.
- h. We are preparing to transition L131/LT131 to L133/LT133 since its move from FS131 to FS133. We are waiting to have helmet identification tags and equipment stickers updated for accountability before making the final moves.
- i. Mechanic Ramos completed more ASE Certifications and is moving closer to his master status.

3. Acting Assistant Fire Chief Casey reported the following for buildings/facilities:

- a. Captain Cooper is leading the build for Operative IQ for the resources division and is making great process. We will be providing in-service training to our members in January.

F. Training/Professional Development

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

- a. Fourth Quarter training November - December is as follows: Target Solutions –Asbestos Awareness; Haz Wop #4; NFPA Respiratory Protection; Eye Safety. MCS (minimum company standards) – MCS Horizontal Standpipe; Saving Your Own. Westside Training – Tactics Training. Battalion training – Practical Saving Your Own; SCBA/N95 Fit Testing.

G. Administrative/Special Projects

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1. Acting Assistant Fire Chief Casey reported there was no update for the feasibility study. The new estimated date for the report to be completed in February 2024.

H. Public Education/Community Outreach

1. Prevention volunteer hours summary.
 - a. The summary of prevention hours for volunteers was presented for November 2023. The total number of volunteer hours was 170 hours.
2. Community relations program report.
 - a. The report for the Community Outreach program was given for November 2023. There was a total of 78 citizens served for November. Installations of lock boxes are scheduled through the end of December 2023.
3. There were no community events for the month of November 2023.
4. The volunteer inspection summary report was given for the month of November. There was a total of 51 inspections completed.

I. Fire Prevention

1. The construction inspection summary report was given for the month of November 2023. There was a total of 12 inspections completed.
2. Permits issued and revenue report.
 - a. The permit and revenue reports were presented for November 2023. There were 15 permits with a revenue of \$4,440.24.
3. Fire investigation reports.
 - a. The fire investigation report was given for November 2023. 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 seven 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.

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IV. UNFINISHED BUSINESS

A. There was no unfinished business.

V. EXECUTIVE SESSION

A. There was no executive session.

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

A. There was no new business.

VII. PUBLIC COMMENTS

A. There were no public comments.

B. There was no United Sun Cities Fire Fighters Association (USCFFA) report.

VIII. NEXT GOVERNING BOARD MEETING

A. The next Regular Board Meeting will be held on January 23, 2024, at 9:30 a.m. at the Sun City Fire Department Community Room located at 18602 N. 99th Avenue Sun City, AZ.

IX. ADJOURNMENT

A. Board member David VanderNaalt made a motion to adjourn the meeting at 10:16 a.m. Board member Phil LaBarbera seconded the motion. The board voted to adjourn the meeting at 10:16 a.m. (M: David VanderNaalt/S Phil LaBarbera) Vote – Aye: Tim Wilmes, David VanderNaalt, Phil LaBarbera. Nay: None.)

FOR THE BOARD

**Tim Wilmes
Board Chairman**

TW/lbn