

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, April 27, 2021  
9:30 A.M.**

**CALL TO ORDER:** Chairman David Mann

**ROLL CALL:**

**Members Present:** David Mann, Tim Wilmes, Phil LaBarbera (Zoom), Steve Arnold, David VanderNaalt

**Members Absent:** None

**Staff:** Assistant Fire Chief Schmitz, Fire Marshal Jim Fox, Assistant Fire Marshal Kenny Kovac, Finance Director Gabe Buldra, Office Manager/Human Resources Lisa Neubert, Captain Holliday, Engineer David Mussleman, Admin Assistant/Prevention Theresa M. Perez

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

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

- A. The Special Meeting Minutes for March 16, 2021 were approved for filing.
- B. The Board Meeting Minutes for March 23, 2021 were approved for filing.

**II. CORRESPONDENCE AND SPECIAL RECOGNITION**

- A. Community Appreciation Letters.
  - 1. Chief Casey shared 3 letters of appreciation thanking the Department for their assistance in lockbox installation, false alarm, and their thoughtfulness in addition to 2 donations.
- B. Promotions/Badge Pinning – No items presented.
- C. Service anniversaries.
  - 1. There were 4 service anniversaries presented for April: Rich Rivas (31 yrs.-Engineer), Autumn Conlan (2 yrs.-Paramedic), Brandon Crossno (2 Yrs.-Firefighter), Liz Campos (2 yrs.-Payroll Specialist).

D. Retirement recognition – No items presented.

### III. COMMITTEE REPORTS

#### A. Budget and Finance

1. Financial reports and bank reconciliations (Finance Director Gabe Buldra, Presenter). The board will vote on the acceptance of this report.
  - a) The reports for finance and bank reconciliations were presented for the month of March by Finance Director Gabe Buldra. (M: Steve Arnold/2<sup>nd</sup>: David VanderNaalt)
2. Finance Director Gabe Buldra presented the preliminary FY 2021/2022 budget to the board members. The FY 2021/2022 budget will be proposed at the May 25<sup>th</sup> board meeting for tentative adoption. The fiscal year budget will be posted for a period of 20 days in addition to a public hearing at the June 22<sup>nd</sup> board meeting for final adoption.

#### B. Legal and Insurance

1. The action item concerning the Second Amendment Intergovernmental Agreement (IGA) for Fire and Medical Services Response was postponed to the next board meeting on May 25<sup>th</sup>.
2. Action Item – Amendment to operational permit fees – 2019 SCFD (Fire Marshal Jim Fox, Presenter)
  - a) A proposal was presented to the board for approval regarding the amendment to the operational fees, which was addressed at the April 20<sup>th</sup> Workshop meeting. The board approved the proposed amendment to the operation fees. (M: Steve Arnold/2<sup>nd</sup>: Tim Wilmes)

#### C. Fire Department Operations

1. Fire operations report: incident counts, types, and response times.
  - a) The report for fire department operations was given for March 2021, which included an overview of the incident counts, types, and response times.

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

1. Ambulance operations report: incident counts, types, and transports.
  - a) The ambulance operations report was presented for the month of March 2021. The report included the incident counts, types, and transports.

#### E. Resource Management

1. Fleet/apparatus report.

- a. An update was given on E133's box frame welds repair. This week E133 will undergo the same repairs. The major repairs will be completed for the Sutphen Apparatus for the time being.
- b. An action item for the Capital purchase of (2) 2021 GMC Canyon pickup trucks for the prevention bureau. This purchase shall not exceed the amount of \$12,000.00. The total cost will include the trade-in of (2) current GMC 1500 pickup trucks. removal and replacement of the Code 3 lights in addition to the radio system and new signage for each vehicle. (Fire Marshal Jim Fox, Presenter)
  - i. Fire Marshal Jim Fox presented the board with a review for the purchase of 2 (2021) GMC Canyon pickup trucks, which not to exceed \$12,000. The board motioned to accept the proposed purchase of 2 new pickup trucks for prevention not to exceed \$12,000. (M: Tim Wilmes/2<sup>nd</sup>: David VanderNaalt)
- c. A check for \$10,000 was presented to the Sun City Fire District by the manager of All Greens, Nina Tran.

**2. Buildings/facilities report.**

- A. An update was given for Station 131's completion of the security fence installation.
- B. An update was given on the sand/oil inceptor project. Currently this project is on-going pending permit issuance and will commence once permits have been issued.
- C. Currently there are no new projects at Station 133, only the usual maintenance.
- D. The annual maintenance for ice machines at all facilities has been completes.

**F. Administrative/Special Projects**

1. The new EMS employee, Brendan Loughran has begun his employment with the Department on April 19<sup>th</sup>.
2. An update was given on the fire recruits activities at the training academy. Currently the recruits have started their 10<sup>th</sup> week of training, which included flashover drills and Hazmat training. The graduation will be held on Friday, May 28<sup>th</sup>.

**G. Public Education/Community Outreach**

1. Prevention volunteer service anniversaries – No anniversaries were presented.
2. Prevention volunteer hours summary.

- a. The summary of prevention hours for volunteers was presented for March 2021. The total number of volunteer hours was 140.
  3. Community relations program report.
    - a. The report for Community Outreach program was given for March 2021. There was a total of 141 citizens served for March. Installations of lock boxes are scheduled through April 2021.
  4. Community events – No community events presented.
  5. Volunteer Inspections Report Summary.
    - a. The summary of prevention inspections was presented for March 2021. There was a total of 116 inspections in addition to 33 total violations.
- H. Fire Prevention
1. Fire prevention inspection summary.
    - a) The annual inspection summary report was given for the month of March. There was a total of 29 inspection completed.
  2. Permits issued and revenue report.
    - a) The permit and revenue report were presented for March. There were 12 permits issued in addition to the revenue for permit fees, and lockbox revenue, which totaled \$34,030.00.
  3. Fire investigation reports.
    - a) The fire investigation report was given for March, which included 2 formal investigations. The investigations involved the St. Joachim Church and a residential home, both fires were accidental.
  4. Large community projects.
    - a) An update was given on the large community projects within the Sun City District. There are 3 new projects in addition to the Royal Oaks Campus expansion, which are all currently ongoing. There are 3 tenant improvement projects that are moving forward. The Clubs on Grand project has been completed.
    - b) There was an update on the ongoing projects in Youngtown. Currently the following projects are ongoing: Ridgeview Residential Subdivision, Enclave Residential Subdivision, and the Public Library expansion.

**IV. UNFINISHED BUSINESS**

- A. PSPRS / Prop 207 (Board Clerk Tim Wilmes, Presenter)

1. An update was given on the PSPRS funding, relief package in addition to the application process, which begins on July 1<sup>st</sup>. Finance Director Gabe Buldra addressed the issue of lost revenue. Clerk of the Board Tim Wilmes addressed the liability coverage in addition to available assets. An update was given by Gabe Buldra on the projection of savings including the availability of credit assets and planning strategies. Further updates and discussions concerning PSPRS matters will be reviewed at the next workshop meeting on June 15<sup>th</sup>.

**B. COVID-19 Funding Update (Board Clerk Wilmes, Presenter)**

1. An update was given on the reimbursement funding for Covid – 19, which was started by former Fire Chief Deadman. Quarters 1 and 2 reimbursements have been approved through FEMA to be refunded. Quarter 3 is under review by FEMA, the Department will be receiving the refunds soon.

**V. EXECUTIVE SESSION – No executive session items were presented.**

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

**VII. PUBLIC COMMENTS**

Consideration and discussion of comments and complaints from the public. Those wishing to address the Sun City Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public due to restrictions of the Open Meeting Law; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or that the matter be placed on a future agenda.

**VIII. NEXT GOVERNING BOARD MEETING**

- A. The next Regular Board Meeting will be held on May 25, 2021 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. The board meeting for Tuesday, April 27<sup>th</sup> ended at 10:45 a.m.

**FOR THE BOARD**

**Tim Wilmes**

Clerk of the Board

TW/tp

- **NOTICE:** The governing board may go into executive session for the purpose of obtaining legal advice from the fire district's attorney(s) on any above agenda items pursuant to ARS Section 38-431.03(A)(3).
- One or more members of the governing board may attend the meeting telephonically.
- **Governing board meeting agenda dated and posted (at least 24 hours prior).**
  - ❖ **Posted: April 22, 2021 at 5:00 PM by Theresa M. Perez**

*If any disabled person needs reasonable accommodations, contact administration at 623-974-2321 or [admin@scfmd.az.gov](mailto:admin@scfmd.az.gov) as early as possible.*

Approved