

# **DRAFT MINUTES**

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, OCTOBER 24, 2023  
9:30 A.M.**

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

**ROLL CALL:**

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

**Members Absent:** None

**Staff:** Acting Fire Chief Rob Schmitz, Deputy Chief Jason Casey, Fire Marshal Jim Fox, Assistant Fire Marshal Kenny Kovac, 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 Griswold made a motion to approve the consent agenda item which was the Board of Directors Board Meeting Minutes for September 26, 2023. Board member Steve Arnold seconded the motion. The board voted to approve the consent agenda item. (M: Phil Griswold/S: Steve Arnold; Ayes: Tim Wilmes, Stephen Arnold, David VanderNaalt, Phil LaBarbera, Phil Griswold. Nays: None)

**II. CORRESPONDENCE AND SPECIAL RECOGNITION**

- A.** There were no special recognitions at this board meeting.
- B.** There were no community letters of appreciation. Chief Schmitz did note that he received a copy of a thank you letter to the SCFFA charities team from Administrative Assistant Wendy Nolte's mother, Deborah Noah. The charities team raised monies for breast cancer during the month of October through the Shred-a-Thon event that was

# **DRAFT MINUTES**

held on October 7, 2023. Ms. Noah is currently going through breast cancer treatment and the charities gifted her with money to help with treatment and associated costs.

- C. There were no new hires or promotions.
- D. Acting Fire Chief Schmitz recognized the following employees for years of service; Acting Fire Chief Rob Schmitz for 18 years of service; Engineer/Paramedic Drew Holzer for 8 years of service; Firefighter/Paramedic Matt Schall for 7 years of service; Paramedic Thomas Smock Jr. 2 years of service; Administrative Assistant Wendy Nolte for one 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 September 2023. Board Clerk Steve Arnold made a motion to accept the September 2023 financial report. Board member David VanderNaalt seconded the motion. The board voted to accept the finance report for the month of September 2023. (M: Steve Arnold/S: David VanderNaalt; Ayes: Stephen Arnold, David VanderNaalt, Phil LaBarbera, Phil Griswold. Nays: None. Abstain: Tim Wilmes).
2. Finance Director Gabe Buldra reported that the audit fieldwork has been completed. This year's audit was a bit more extensive as it was a single audit, covering the district's financial statements as well as compliance with federal grant awards. The audit will be completed by year's end and a full report will be given at a board meeting at the beginning of the new year. Mr. Buldra expects the audit will go well but there may be a few remarks regarding procedures and record keeping in our payroll practices but nothing significant.
3. Finance Director Gabe Buldra reported on the potential cost versus savings of allowing current Deferred Retirement Option Plan (DROP) participants who entered the DROP prior to January 1, 2023, to extend their DROP from five (5) years up to seven (7) years. Mr. Buldra reported to the board that it is difficult to really evaluate the costs, especially any long-term cost to PSPRS rates or a change in the unfunded liability costs over time. Chair Wilmes stated that to enter the DROP a participant must acknowledge and sign an agreement with specified terms. The terms at the time of DROP participation prior to January 1, 2023, allowed a participant to participate in the DROP program for a period up to sixty (60) months and he felt that the district and the DROP participant should honor the terms that were in place at the time the agreement was signed. Board Clerk Stephen Arnold made a motion that the DROP period of five (5) years should be retained and not extended to seven (7) years for participants who entered the DROP prior to January 1, 2023. Board member David Vandernaalt seconded the motion. The board voted in favor of retaining the DROP period of five (5) years and not allowing an extension up to seven (7) years for participants who entered the DROP prior to January 1, 2023. (M: Stephen Arnold/S: David VanderNaalt; Ayes: Stephen Arnold, David VanderNaalt, Phil LaBarbera. Nays: None. Abstain: Tm Wilmes, Phil Griswold)

# **DRAFT MINUTES**

## **B. Legal and Insurance**

- 1. Chair Wilmes reported that there will be is no PSPRS update and that there will not be a Prop 207 update until January 2024.**
- 2. Board Clerk Stephen Arnold reported that Representative Debbie Lesko has announced she will not run for reelection in 2024.**

## **C. Fire Department Operations**

- 1. The report for fire department operations was given for September 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 September 2023. The report included the incident counts, types, and transports.**
- 2. EMS Division Chief Kyle Henson gave the following updates on the Emergency Medical Services/Ambulance Operations division:**
  - i. The EMS division had their first implementation call with Image Trend, the new electronic patient care reporting (EPCR) software system.**
  - ii. The EMS division had their first implementation call with Operative IQ (OP IQ), the new inventory management software system.**
  - iii. The EMS committee had a meeting and discussed Image Trend, OP IQ, and goals for the EMS division.**

## **E. Resource Management**

- 1. Acting Fire Chief Schmitz reported the following for fleet/apparatus:**
  - a. The new Sutphen Pumper was put in service on September 20<sup>th</sup> as E133.**
  - b. The former E133 was stripped down and sent to H&E to have the body weld issues addressed. Sutphen flew a technician out to assist with the operations on October 2<sup>nd</sup>. They hope to have that unit completed by October 18<sup>th</sup>.**
  - c. We are continuing to monitor M131, our oldest front-line unit, for transmission issues as we work through some inspections and other repairs on our other front-line units. We still intend to switch our reserve 2017 Ford E450 unit into front-line status as M131.**
  - d. Rosenbauer continues to reach out as they work on our new Ladder Tender. The anticipated completion date is still July 2024.**
  - e. All fire hose and ground ladders are scheduled for annual testing on October 17<sup>th</sup> – 18<sup>th</sup>.**

# **DRAFT MINUTES**

- f. The new fleet support truck for Mechanic Ramos has been delayed due to backordered parts. We anticipate seeing the new unit by the end of the calendar year.
  - g. The Apparatus Committee is recommending getting another fire pumper ordered due to increasing cost and build times. We will be following up with our vendors to confirm current costs and build times, which are pushing four years and nearly \$1 million per truck. In four years, E132, our next highest mileage unit, will be 9 years old with 135,000 miles. E131 is right behind it.
  - h. We are preparing to transition L131/LT131 to L133/LT133 since its move from FS131 to FS133. We are looking for more options for vehicle graphic vendors.
  - i. We have begun discussing and building all Resource items into OP IQ for inventory tracking. Surprise Fire Department has offered to assist as needed.
2. Acting Fire Chief Schmitz reported the following for buildings/facilities:
- a. Parking lot maintenance was completed on all department property on September 24th.
  - b. The Facilities Committee will be looking into the logistics of temporary housing needed to possibly update the flooring at FS131.
  - c. We have begun the process to clean up the parking lot and storage areas at our facilities to remove obsolete and damaged items from our property.
  - d. Quarterly A/C Maintenance has been scheduled for all facilities for October 12<sup>th</sup> & 13<sup>th</sup>.
  - e. Annual maintenance on the FS133 elevator was completed on September 27<sup>th</sup>.
  - f. Warranty repairs on the roof surface at FS133 were completed on September 15<sup>th</sup>.

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

1. Acting Fire Chief Schmitz gave the following report for the training division:
- a. Fourth Quarter training October - 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. Battalion training – Practical Saving Your Own; SCBA/N95 Fit Testing.
  - b. Acting Fire Chief Schmitz reviewed photos of recent ladder training with Peoria and Surprise ladder companies on a commercial roof of a building that was going to be torn down.

# **DRAFT MINUTES**

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

- 1. Acting Fire Chief Schmitz reported that David Lewis of ESCI reported that Arizona Fire and Medical Authority's (AFMA) data is still incomplete. The projected timeline for the completed report is still December 2023. At this time Board Chair Wilmes gave a tentative timeline of what will happen once the report is received as follows:**
  - a. The feasibility study report is received by the board.**
  - b. A period of time is established for board review.**
  - c. A formal presentation of the study is presented by ESCI, and board member questions can be answered at that time.**
  - d. A special meeting will be held to discuss the study report and options.**
  - e. The estimated decision deadline is June 2024.**

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

- 1. Prevention volunteer hours summary.**
  - a. The summary of prevention hours for volunteers was presented for September 2023. The total number of volunteer hours was 126 hours.**
- 2. Community relations program report.**
  - a. The report for the Community Outreach program was given for September 2023. There was a total of 123 citizens served for September. Installations of lock boxes are scheduled through the end of October 2023.**
- 3. There were no community events for the month of September 2023.**
- 4. The volunteer inspection summary report was given for the month of September. There was a total of 59 inspections completed.**
- 5. This agenda item, "Community Communications" has been tabled until December. Additionally, it will be moved to a new location on the agenda.**

## **I. Fire Prevention**

- 1. Acting Chief Schmitz reported that Fire Marshal Jim Fox will be retiring on December 4, 2023. This will be the last board meeting he will attend as he is on vacation for the month of November. Assistant Fire Marshal Kenny Kovac will be acting as fire marshal until such time as the position is filled permanently. The board recognized Mr. Fox's exemplary service during his ten years of service.**
- 2. The construction inspection summary report was given for the month of September 2023. There was a total of 28 inspections completed.**

# **DRAFT MINUTES**

## **3. Permits issued and revenue report.**

- a. The permit and revenue reports were presented for September 2023. There were 16 permits with a revenue of \$10,487.30.**

## **4. Fire investigation reports.**

- a. The fire investigation report was given for September 2023. There were no formal fire investigations performed.**

## **5. Large community projects.**

- a. An update was given on the large community projects within the Sun City District. There are currently four 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. There was no unfinished business.**

## **V. EXECUTIVE SESSION**

- A. There was no executive session.**

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

- A. Board Chair Wilmes reviewed the board meeting dates in November and December as there could be a potential conflict with a lack of quorum due to the holidays. The November meeting falls on the 28<sup>th</sup>, which is after Thanksgiving week so there is no need to change this meeting date. The December meeting falls on the 26<sup>th</sup> and the offices are closed on this day. There will be a lack of quorum for Tuesday, December 19<sup>th</sup> as three or more board members will not be able to attend. Board Clerk Stephen Arnold made a motion to cancel the December 2023 Board of Directors meeting however Chief Schmitz asked that prior to taking any action of cancellation that the district's attorney be contacted to see if it is legal to not host at least one board meeting per month. This topic has been tabled to the November 28, 2023, Board of Director's meeting.**
- B. Acting Chief Schmitz reported that former board member Gloria Powell (2004 – 2009) passed away on October 12, 2023. Mrs. Powell's services will be held at Sunland Memorial Park on Thursday, November 2, 2023, at 10:00 a.m. Mrs. Powell was also pre-hospital coordinator for Banner Boswell Hospital, the district's base hospital, for many years.**

# ***DRAFT MINUTES***

## **VII. PUBLIC COMMENTS**

- A. Sun City Posse member Bob Lucas inquired about volunteer positions and how one would apply, Assistant Fire Marshal Kenny Kovac stated that currently our volunteer positions are full, but he is keeping a waiting list of interested people. Anyone interested in volunteering can contact him to be placed on the list.**
- B. Richard Nonini, Sun City Posse treasurer and past commander, passed away on October 22, 2023.**
- C. Newly appointed United Sun Cities Fire Fighters Association (USCFFA) trustee Chris Marin introduced himself.**

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

- A. The next Regular Board Meeting will be held on November 28, 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 Phil LaBarbera made a motion to adjourn the meeting at 10:47 a.m. Board member David VanderNaalt seconded the motion. The board voted to adjourn the meeting at 10:47 a.m. (M: Phil LaBarbera/S: David VanderNaalt; Vote – Aye: Tim Wilmes, Stephen Arnold, David VanderNaalt, Phil LaBarbera, Phil Griswold. Nay: None)**

## **FOR THE BOARD**

**Stephen Arnold  
Clerk of the Board**

**SA/lbn**