

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, NOVEMBER 16, 2021  
9:30 A.M.**

**CALL TO ORDER:** Chairman David Mann

**ROLL CALL:**

**Members Present:** David Mann, David VanderNaalt, Steve Arnold, Phil LaBarbera

**Members Absent:** Tim Wilmes (with notice)

**Staff:** Assistant Fire Chief Schmitz, Assistant Fire Marshal Kenny Kovac, Finance Director Gabe Buldra, USCFFA Vice President Adam Holliday, USCFFA Trustee David Musselman, and Office Manager/Human Resources Lisa Neubert

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

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

- A. Board of Directors Workshop Meeting Minutes for October 19, 2021 were approved for filing.
- B. Board of Directors Board Meeting Minutes for October 26, 2021 were approved for filing.

**II. CORRESPONDENCE AND SPECIAL RECOGNITION**

- A. Community Appreciation Letters – Chief Schmitz reported that he had received two telephone calls of appreciation. One caller wanted to thank Firefighter Chris Marin for his outstanding help on a medical call where he drove the caller's mother to the hospital after her father went via ambulance. The other caller, Karen Partridge of Sun City, called to express her appreciation of an ambulance obeying the speed limit, forcing the traffic behind it to do the same. Ms. Partridge was in the second vehicle behind the ambulance.
- B. Promotions/Badge Pinning – No promotions or pinnings.

- C. Service anniversaries – Engineer Brian Sapp was recognized for 15 years of service; Engineer Rodney Bebee was recognized for 13 years of service; Receptionist Cindy McCloe was recognized for 3 years of service.
- D. Retirement recognition – There were no retirements.

### III. COMMITTEE REPORTS

#### A. Budget and Finance

- 1. Finance Manager Gabe Buldra presented the financial and bank reconciliation report for the month of October 2021. The board voted to accept the finance report for the month of October 2021. (M: Phil LaBarbera/S: David VanderNaalt ; Vote – Aye: David Mann, David VanderNaalt, Steve Arnold, Phil LaBarbera; Nay: None)

#### B. Legal and Insurance

- 1. No report.

#### C. Fire Department Operations

- 1. The report for fire department operations was given for October 2021, 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 October 2021. The report included the incident counts, types, and transports.
- 2. Chief Schmitz reported that new EMS paramedic Travis Marano started orientation yesterday. He also reported that the new hire evaluation forms were being reviewed and revised as were ambulance billing procedures.

#### F. Resource Management

- 1. Chief Schmitz reported that a conditional offer had been made for the fire mechanic position. This position will work out of the Buckeye Valley Fire District's repair shop under the supervision of their lead mechanic. The intent of this position is to reduce outside labor costs and allow our members someone to assist with issues they may have with apparatus.
- 2. Assistant Chief Schmitz reported that the Plymovent equipment installation was delayed due to COVID. Installation should resume this week if installers test negative for COVID. He also reported that pigeon waste removal had been performed on the administration building roof.
- 2. Action Item – Chief Schmitz asked the board to consider and approve a proposal from Stevens Lienweber Construction, Inc. (SLC) to remodel bay 9 at FS131 into a fitness room. The proposal is in the amount of \$64,072.00. This proposal does not include connecting

into the current sprinkler system at FS131 or the annunciator package for the Phoenix Fire Department dispatch center. Chief Schmitz noted that this project originally went out to bid earlier in the year and the three bids received ranged from \$120,000 to \$150,000 approximate. He asked that the board approve this project not to exceed \$75,000 for the construction, sprinkler, and dispatching system work. The board voted unanimously to approve the remodel project at a cost not to exceed \$75,000. (M: Steve Arnold/S: David VanderNaalt ; Vote – Aye: David Mann, David VanderNaalt, Steve Arnold, Phil LaBarbera; Nay: None)

**G. Administrative/Special Projects**

1. Assistant Chief Schmitz reported that the prospective new firefighters are working their way through the background check process, which usually takes 4 – 6 weeks.

**H. Public Education/Community Outreach**

1. There were no volunteer service anniversaries for the month of October 2021.
2. Prevention volunteer hours summary.
  - a. The summary of prevention hours for volunteers was presented for October 2021. The total number of volunteer hours was 178.
3. Community relations program report.
  - a. The report for Community Outreach program was given for October 2021. There was a total of 246 citizens served for October. Installations of lock boxes are scheduled through November 2021.
4. There was one community event for the month of October 2021.
5. The volunteer inspection summary report was given for the month of October. There was a total of 136 inspections completed.

**I. Fire Prevention**

1. The construction inspection summary report was given for the month of October. There was a total of 21 inspections completed.
2. Permits issued and revenue report.
  - a. The permit and revenue report were presented for October. There were 10 permits with a revenue of \$89,878.96.
3. Fire investigation reports.
  - a. The fire investigation report was given for October. There was three formal fire investigation performed at a residential occupancy.

**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 five large community projects in Youngtown.

**IV. UNFINISHED BUSINESS**

- A. PSPRS / Prop 207 – Chief Schmitz gave an overview on the 2021 PSPRS investment returns.

**V. EXECUTIVE SESSION**

- A. There was no executive session.

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

- A. The next regular board meeting will be held December 14, 2021, which is the second Tuesday of the month. There will be no workshop meeting in the month of December 2021. This is due to the Christmas and New Year's holidays.

**VII. PUBLIC COMMENTS**

- A. There were no public comments.
- B. United Sun City Firefighters Association Report – USCFFA Chapter Vice President Adam Holliday gave a report on the Charities division "Adopt a Highway" event and the annual "Trunk or Treat" event.

**VIII. NEXT GOVERNING BOARD MEETING**

- A. The next Regular Board Meeting will be held on December 14, 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 meeting adjourned at 10:17 a.m.

**FOR THE BOARD**

**David Mann  
Board Chairman**

**DM/lbn**