

APPROVED MINUTES 02282023

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

CALL TO ORDER: Chairman Tim Wilmes

ROLL CALL:

Members Present: Tim Wilmes, Stephen Arnold, Phil La Barbera, Phil Griswold, David VanderNaalt

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, USCFPA Trustee Brandon Crossno, Office Manager Lisa Neubert

INVOCATION

I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL

- A. As noted on the posted agenda, Chairman Wilmes will abstain from voting on all agenda items put forth for vote unless there is a tie vote. Board Clerk Stephen Arnold provided copies of Robert's Rules of Order Newly Revised that affirms that it is the Chair's right to choose to "protect his impartial position by exercising his voting right only when his vote would affect the outcome, in which case he can either vote and thereby change the result, or he can abstain."**
- B. Board member David VanderNaalt made a motion to approve the consent agenda item which was the Board of Directors Board Meeting Minutes for December 13, 2022. Board member Phil LaBarbera seconded the motion. The board voted unanimously to approve the consent agenda item. (M: David VanderNaalt/S: Phil La Barbera; Ayes: David VanderNaalt, Stephen Arnold, Phil La Barbera, Phil Griswold. Nays: None)**

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II. CORRESPONDENCE AND SPECIAL RECOGNITION

- A. Chief Schmitz read two appreciation letters received by the Auxiliary during their recent fund-raising campaign. He also read a letter from Sun City Posse member Don Tracy who praised Firefighters Chris Marin and Joe Rivera for the compassion and professionalism they exhibited on a call with a dementia patient who was lost.**
- B. Chief Schmitz reported that Lorenzo McGurgan and Caylob Rogers Blake were hired on January 9, 2023, as EMTs in the EMS division.**
- C. Chief Schmitz recognized the following employees for years of service: Captain Matt Lohr for 26 years of service; Captain David Kelley for 25 years of service; Deputy Chief Jason Casey and Captain James Flesher for 24 years of service; Engineer Tom Andersen for 23 years of service; Captain Ken Murphy, Captain Paul Neal, and Captain Dan Carroll for 22 years of service; Engineer Richard Dykstra for 15 years of service; Firefighter Joseph Rivera for 1 year of service.**
- D. 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 December 2022. Board member Stephen Arnold made a motion to accept the December 2022 financial report. Board member Phil Griswold seconded the motion. The board voted to accept the finance report for the month of December 2022. (M: Steve Arnold; S: Phil Griswold; Vote – Aye: Stephen Arnold, Phil Griswold, David VanderNaalt. Nay: None.)**

B. Legal and Insurance

- 1. Chief Schmitz presented Resolution 23-0124A, a resolution approving the designation of Acting Fire Chief Rob Schmitz as the district's agent with the Arizona Department of Emergency and Military Affairs (DEMA). This will change the agent of record from former Fire Chief Ron Deadman to Chief Schmitz. Board Clerk Stephen Arnold made a motion to approve Resolution 23-0124A. Board member David VanderNaalt seconded the motion. The board voted unanimously to approve Resolution 23-0124A. Board Clerk Arnold asked Chief Schmitz to request that DEMA appoint a deputy in case Chief Schmitz is not available to act. Chief Schmitz stated that Deputy Chief Casey was appointed as deputy under Chief Deadman and currently is still in that role. (M: Stephen Arnold/S: David VanderNaalt; Ayes: Stephen Arnold, Phil La Barbera, David VanderNaalt, Phil Griswold. Nays: None.)**

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2. Board Chairman Tim Wilmes noted that Finance Director Gabe Buldra previously reported that the district received \$86,145.18 for the Prop 207 2022 4th quarter distribution. Chairman Wilmes also gave a lengthy annual report on PSPRS financial matters as a whole and matters specific to the district's funds. Board Clerk Stephen Arnold made a motion that this report be made available on the district's website. Board member Phil La Barbera seconded the motion. The board voted unanimously to make Mr. Wilmes report available on the district's website. The report can be found here: https://suncityfire.wpenginepowered.com/wp-content/uploads/2023/01/2023_01_24-Board-Meeting-1.pdf. (M: Stephen Arnold/S: Phil La Barbera; Ayes: Stephen Arnold, Phil La Barbera, David VanderNaalt, Phil Griswold. Nays: None)

C. Fire Department Operations

1. The report for fire department operations was given for December 2022, 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 December 2022. The report included the incident counts, types, and transports.
2. Chief Kyle Henson gave the following updates on the Emergency Medical Services/Ambulance Operations division:
 - i. Chief Henson went to Kentucky to the AMB facility. He learned a lot and is now streamlining some practices.
 - ii. Busy CQI with multiple codes and strokes reviewed.
 - iii. Lucas CPR device trial is on-going.
 - iv. Two new hires in EMD Division currently in orientation and doing well.
 - v. AHA Instructor course – ACLS/BLS and community volunteer Ganon La Joie trained as a CPR instructor. Board Clerk Stephen Arnold inquired if we provide training to facilities outside of our department. Assistant Fire Marshal Kenny Kovac reported that those facilities that pay annual occupational fees are provided training at no charge as part of the occupancy fee. The only costs they incur are for the cost of the CPR cards.
 - vi. Chief Henson offered the fire board CPR training. He asked that they let either himself or Chief Schmitz know some dates that would work for them.

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E. Resource Management

1. Chief Schmitz reported the following for fleet/apparatus:

- a. Golden Shores picked up the 2012 Spartan on December 7th. They are very happy with the purchase and grateful for the service we put into it for them.**
- b. Sutphen has L131 and is making great progress on replacing the aerial platform hydraulic system and adding a roof mount A/C unit. Parts have delayed the project slightly. They are still estimating the truck will be completed by mi-February, including an aerial UL test and the annual pump test. They will send a technician out to provide an in-service of the new system to our members, likely by the end of February.**
- c. Chief Van Roekel, Captain Kelley, and Fire Mechanic Izaac Ramos completed the ladder tender pre-construction meeting at Rosenbauer in South Dakota. Due to the holiday scheduling and some engineering questions, the final orders were not signed at the meeting. Final orders have been received and are being reviewed and are anticipated to be returned by the end of this week. Quoted build time is 18 – 20 months.**
- d. Sutphen states that our new pumper in production is still projected to be completed in May 2023.**
- e. The annual mask fit testing was completed in December. We are looking to add two members to the MSA Team and send them through official training.**
- f. Hose and half of our ground ladder testing was performed by FireCatt in December, with the rest of the ladders to be completed in mid-February. A small amount of hose failed again this year. Our 2 ½” hose is aging and failing out more frequently. New quotes are being solicited but unfortunately hose is greatly affected by supply chain issues and cost.**

2. Chief Schmitz reported the following for buildings/facilities:

- a. There was a bay door malfunction at FS131 and the door came down on the rear of the truck last week causing significant damage to the door. Ralph Wilkens was able to make all the repairs immediately but is concerned that many of our safety features weren't designed to work with such old motors. Quotes for updating our systems have been requested.**

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- b. We continue to work with Glendale Roofing on leaks at FS132 and will be having new repairs made on the north side of the station soon. The weather has affected their schedule greatly.

F. Training/Professional Development

1. Chief Schmitz played a video of recent fire operations training at a night drill at the old Denny's restaurant building in Youngtown.
2. There was discussion on how to mitigate the costs we incur for training a firefighter who then leaves to take a job with another agency. Board Clerk Stephen Arnold asked that this topic be added to next month's agenda under "Unfinished Business".

G. Administrative/Special Projects

1. Chief Schmitz reported that there was an increase in the fee for the feasibility study so that it included data from Buckeye Valley Fire District, who has voted to join AFMA as a partner. Currently ESCI is working to connect with community bodies as well as AFMA and BVFD.

H. Public Education/Community Outreach

1. There were no volunteer service anniversaries.
2. Prevention volunteer hours summary.
 - a. The summary of prevention hours for volunteers was presented for December 2022. The total number of volunteer hours was 58.
3. Community relations program report.
 - a. The report for Community Outreach program was given for December 2022. There was a total of 77 citizens served for December. Installations of lock boxes are scheduled through the end of January 2023. Chairman Tim Wilmes asked Assistant Fire Marshal Kenny Kovac to work on getting data on lockbox usage by fire crews. Board member David VanderNaalt asked that data also be collected on the number of times forced entry is used because no lockbox was available.
4. There were no community events for the month of December 2022.
5. The volunteer inspection summary report was given for the month of December. There was a total of 36 inspections completed.

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6. A prevention summary for 2022 was given. There were 1,779 inspections performed and 348 violations found; 2,186 volunteer hours donated by 11 volunteers; 460 lock box installations; 36 smoke detectors installations; 341 key changes in lockboxes; 14 formal fire investigations.,

I. Fire Prevention

1. The construction inspection summary report was given for the month of December. There was a total of 18 inspections completed.
2. Permits issued and revenue report.
 - a. The permit and revenue report were presented for December. There were 8 permits with a revenue of \$7,282.40.
3. Fire investigation reports.
 - a. The fire investigation report was given for December. 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 eight large community projects in Sun City.
5. There was an update on the ongoing projects in Youngtown. There are currently five large community projects in Youngtown.

IV. UNFINISHED BUSINESS

- A. Chairman Tim Wilmes reminded board members that they are not to use “reply all” on emails that are sent to the board as a whole. They need to reply back to the sender individually so that the open meeting laws are not violated.

V. EXECUTIVE SESSION

- A. There was no executive session.

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

- A. Board member Phil Griswold discussed the need for articles and information to let the community know what the district is doing and current happenings. This item will be placed on next month’s agenda as a line item for discussion.

VII. PUBLIC COMMENTS

- A. There were no public comments.

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B. USCFFA trustee Brandon Crossno gave an overview on the Charities group activities over the past year. The charities group did the following:

- i. Assisted members financially.**
- ii. Sent flowers for births and deaths.**
- iii. Provided a month long meal train for the family of Shane Godbehere.**
- iv. Raised \$25,000 through Go Fund Me for Shane Godbehere's family.**
- v. Raised \$8,500 for MDA Fill the Boot.**
- vi. Provided support for community members in need.**
- vii. Adopted two families for the holidays.**

VIII. NEXT GOVERNING BOARD MEETING

A. The next Regular Board Meeting will be held on February 28, 2023, 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 11:50 a.m. Board member Stephen Arnold seconded the motion. The board voted to adjourn the meeting at 11:50 a.m. (M: David VanderNaalt/S: Steve Arnold; Vote – Aye: David VanderNaalt, Stephen Arnold, Phil La Barbera, Phil Griswold. Nay: None)

FOR THE BOARD

**Stephen Arnold
Clerk of the Board**

SA/lbn