

DRAFT MINUTES

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, SEPTEMBER 22, 2026
9:30 A.M.**

CALL TO ORDER: Board Chairperson Tim Wilmes

ROLL CALL:

Members Present: Tim Wilmes, Phil LaBarbera, Charles Vickers, Phil Griswold (Via Teams).

Members Absent: Board member David VanderNaalt was absent with notice.

Staff: Division Chief Kyle Henson, Battalion Chief Adam Holliday, Finance Director Gabe Buldra, Office Manager Lisa Neubert

PLEDGE OF ALLEGIANCE: Board Clerk Phil LaBarbera

INVOCATION: Board Clerk Phil LaBarbera

I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL

- A.** Board member Charles Vickers made a motion to approve the consent agenda item which was the Board of Directors Board Meeting Minutes for August 25, 2026. Board Clerk Phil LaBarbera seconded the motion. The board voted to approve the consent agenda item. (M: Charles Vickers/S: Phil LaBarbera; Ayes: Phil LaBarbera, Phil Griswold, Charles Vickers. Nays: None. Abstain: Tim Wilmes.)

II. CORRESPONDENCE AND SPECIAL RECOGNITION

- A.** Special recognition was given to Commander Arlene Kluizenaar from the Sun City Posse and Zev Black from the Sun Cities Independent newspaper.
- B.** There were no community appreciation letters for the month of August.

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- C. Fire Chief Schmitz reported that there were five firefighters hired on August 31, 2026. They are Gabriel Ramos, Micah Arminio, Christopher Carlson, Cameron Morris, and Max Chandler.
- D. Fire Chief Schmitz recognized the following service anniversaries:
Captain/Paramedic Christopher Clark for twenty-eight years of service;
Captain/EMT Shon Taylor for twenty-six years of service; Captain/Paramedic Adam Lumbardo for twenty-two years of service; Battalion Chief Brian Cooper for twenty-one years of service; Division Chief Kyle Henson and EMT Raymond Jojola for four years of service; Paramedic Michael Rose for two years of service; Paramedics Keena McBee and Madilyn Velez for one year of service.
- E. There were no retirements for the month of August.

III. COMMITTEE REPORTS

A. Budget and Finance

- 1. Finance Director Gabe Buldra presented the financial and bank reconciliation report for the month of August 2026. Board Clerk Phil LaBarbera made a motion to accept the August 2026 financial report. Board member Charles Vickers seconded the motion. The board voted to accept the finance report for the month of August 2026. (M: Phil LaBarbera/S: Charles Vickers; Ayes: Phil LaBarbera, Phil Griswold, Charles Vickers. Nays: None. Abstain: Tim Wilmes.)
- 2. Fire Chief Schmitz reported that the auditors will be on-site on October 22nd to perform the district's annual audit work.

B. Legal and Insurance

- 1. Board Chairperson Wilmes reported that the PSPRS trust is at a record \$27.5 billion. The trust has had three straight years of double-digit growth and generated a 14.5 percent return in the fiscal year ending June 30th.
- 2. There was no Prop 207 update.

C. Fire Department Operations

- 1. The report for fire department operations was given for August 2026, which included an overview of the incident counts, types, and response times.

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D. Emergency Medical Services / Ambulance Operations

- 1. The ambulance operations report was presented for the month of August 2026. The report included the incident counts, types, and transport.**
- 2. Division Chief Henson reported the following for the EMS Division:**
 - a. Pediatric Drowning Training.**
 - b. Ice Immersion Training.**
 - c. Grants-AFG and Tohono O'Odham.**
 - d. CQI-26 cases.**
 - e. Billing TIP opportunity.**

E. Resource Management

- 1. Fire Chief Schmitz reported the following for fleet/apparatus and equipment:**
 - a. New Vehicle Projects.**
 - b. M134 - Ford.**
 - c. Ramos – Independent article.**
 - d. PPE Annual/Inventory.**
 - e. Recruit Logistics.**
- 2. Fire Chief Schmitz reported the following for buildings/facilities and teams/members:**
 - a. FS132 roof.**
 - b. FS133 Leak.**
 - c. FS133 Elevator.**
 - d. Admin Gate.**
 - e. Uniform Policy & Procedures.**

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F. Training/Professional Development

1. Battalion Chief Holliday gave the following report for the training division:
 - a. Fall season is approaching, so we usually see an uptick in our outside training.
 - b. In September we are beginning our Forceable Entry training. We will be utilizing the new prop at FS131 to facilitate this training.
 - c. In October we are hosting a Move Up Engineers Academy. This is a 3-4 day academy that combines classroom and pumping days, and sets the foundation of driving, pumping, and mechanical checks on the apparatus.
 - d. Our Peer Fitness Team continues to train us on the weekends, focusing on stretching, flexibility, and injury prevention. Charlie Lyon is running the Team now and brings experience to the program.
 - e. Recruit Class 26-3 successfully completed 2 weeks of pre-academy and are in week two of the Academy. All recruits are currently doing well and progressing nicely. Graduation will take place on December 14th.

G. Administrative/Special Projects

1. Board Chairperson Wilmes reported that we had the political posters that were in the ground at the northeast corner of our administration location (Bell Road/99th Avenue) removed as it could appear that the district was endorsing those candidates.

H. Public Education/Community Outreach

1. Prevention volunteer hours summary.
 - a. The summary of prevention hours for volunteers was presented for August 2026. The total number of volunteer hours was 92 hours.
2. Community relations program report.
 - a. The Lock Box and Smoke Detector Installation Program was suspended for July and August and just resumed in September.
3. There was one community event for the month of August 2026.

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4. The volunteer inspection summary report was given for the month of August 2026. There was a total of ninety-three inspections completed.

I. Fire Prevention

1. The construction inspection summary report was given for the month of August 2026. There was a total of thirty-six inspections completed.
2. Fire investigation reports.
 - a. The fire investigation report was given for August 2026. There was one formal fire investigation for the month.
3. Large community projects.
 - a. An update was given on the large community projects within the Sun City District. There are currently ten large community projects in Sun City.
 - b. There was an update on the ongoing projects in Youngtown. There is currently one large community project in Youngtown.

IV. EXECUTIVE SESSION

- A. Pursuant to A.R. S. §38-431.03(A)(1) board member Charles Vickers made a motion to go into executive session for the purpose of discussing the employment contract of the fire chief. Board Clerk Phil LaBarbera seconded the motion to go into executive session. The board voted to go into executive session at 10:13 a.m. (M: Charles Vickers/ S: Phil LaBarbera; Ayes: Tim Wilmes, Phil LaBarbera, Phil Griswold, Charles Vickers. Nays: None. Abstain: None.)
- B. The executive session adjourned at 10:33 a.m. and the regular meeting resumed.

V. UNFINISHED BUSINESS

- A. None.

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

- A. None.

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VII. PUBLIC COMMENTS

- A. Posse Commander Arlene Kluizenaar asked that the department please let her know if any of the Posse volunteers get in the way on calls.

VIII. NEXT GOVERNING BOARD MEETING

- A. The next Regular Board Meeting will be held on October 27, 2026, 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 Charles Vickers made a motion to adjourn the meeting at 10:35 a.m. Board Clerk Phil LaBarbera seconded the motion. The board voted to adjourn the meeting at 10:35 a.m. (M: Charles Vickers/S: Phil LaBarbera; Vote – Ayes: Tim Wilmes, Phil LaBarbera, Phil Griswold, Charles Vickers. Nays: None.)

FOR THE BOARD

Tim Wilmes
Board Chairman

PL/lbn