

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, APRIL 26, 2022
9:30 A.M.**

CALL TO ORDER: Chairman David Mann

ROLL CALL:

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

Members Absent: None

Staff: Fire Chief Mark Burdick, Assistant Fire Chief Rob Schmitz, Battalion Chief Jason Casey, Fire Marshal Jim Fox, Finance Director Gabe Buldra, USCFFA Vice President Adam Holliday, USCFFA Trustee David Musselman, Office Manager Lisa Neubert

PLEDGE OF ALLEGIANCE

INVOCATION

I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL

- A. Board of Directors Special Meeting Minutes for March 15, 2022 were approved for filing.
- B. Board of Directors Executive Session Meeting Minutes for March 15, 2022 were approved for filing.
- C. Board of Directors Board Meeting Minutes for March 22, 2022 were approved for filing.

II. CORRESPONDENCE AND SPECIAL RECOGNITION

- A. Mr. Phil Griswold, chairman of the Sun City Fire District Auxiliary, presented the Department with a check in the amount of \$23,723.79 for the ten percent (10%) matching funds for the FEMA radio grant that was hosted by Arizona Fire & Medical Authority. Chief Schmitz thanked Mr. Griswold for all his efforts to get the auxiliary back up and running.
- B. There were no community appreciation letters for meeting.

- C. There were no promotions or badge pinnings scheduled for this meeting. Chief Schmitz stated that he would like to see promotions and pinnings done in a more intimate setting that allowed for a larger attendance by family and department members. His suggestion was to host these types of events in the evening to allow more attendance and not require family members and friends to take leave from their job to attend. Board member Stephen Arnold made a motion that a committee of labor and management be formed to evaluate options for promotion/pinning ceremonies. The motion was seconded by board member David VanderNaalt. The board voted unanimously to approve the motion to form a promotion/pinning committee. (M: Stephen Arnold/S: David VanderNaalt; Aye: David Mann, Tim Wilmes, Phil LaBarbera, Stephen Arnold, David VanderNaalt).
- D. Engineer Richard Rivas was recognized for 32 years of service; Firefighter Brandon Crossno was recognized for three years of service; Payroll Specialist Elizabeth Campos was recognized for three years of service; EMT Brendan Loughran was recognized for one year of service.
- E. 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 March 2022. Board member Tim Wilmes made a motion to accept the March 2022 financial report. Board member Stephen Arnold seconded the motion. The board voted unanimously to accept the finance report for the month of March 2022. (M: Tim Wilmes/S: Stephen Arnold; Vote – Aye: David Mann, Tim Wilmes, Stephen Arnold, Phil LaBarbera, David VanderNaalt. Nay: None)
- 2. Mr. Buldra passed out a draft FY2023 budget packet for the board to review. Formal review of the FY2023 budget will on a May meeting agenda.

B. Legal and Insurance

- 1. Assistant Fire Chief Rob Schmitz presented Resolution 22-0426A, a resolution authorizing renewal of Sun City Fire District's membership in the Arizona Metropolitan Trust (AZMT). AZMT is the health trust that the district has been a member of since 2016. Membership in AZMT must be reaffirmed every three years. Board member Tim Wilmes made a motion to adopt Resolution 22-0426A. Board member Phil Labarbera seconded the motion. The board voted unanimously to adopt Resolution 22-0426A. (M: Tim Wilmes/S: Phil LaBarbera; Vote – Aye: David Mann, Tim Wilmes, Stephen Arnold, Phil LaBarbera, David VanderNaalt. Nay: None)
- 2. Board Member Stephen Arnold made a motion to move agenda items B.2, B.3, and G.1 to executive session that occurs on the agenda under item V, A. Agenda items to be moved to executive session were agenda items B.2 - Intergovernmental Agreement for Contracted Fire Chief Services with Buckeye Valley Fire District; B.3 – Intergovernmental Agreement for Contracted Fire Chief Services with Arizona Fire & Medical Authority; and G.1 - Engagement of a feasibility study with Arizona Fire & Medical Authority

(AFMA). The motion was seconded by board member Tim Wilmes. The board voted unanimously to move agenda items B.2, B.3, and G.1 to executive session under agenda item V.A. (M: Stephen Arnold/S: Tim Wilmes; Vote – Aye: David Mann, Tim Wilmes, Stephen Arnold, Phil LaBarbera, David VanderNaalt. Nay: None)

3. Action Item Intergovernmental Agreement for contracted Fire Chief Services with Buckeye Valley Fire District was moved to executive session, agenda item V.A.
4. Action Item Intergovernmental Agreement for contracted Fire Chief Services with Arizona Fire & Medical Authority was moved to executive session, agenda item V.A.

C. Fire Department Operations

1. The report for fire department operations was given for March 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 March 2022. The report included the incident counts, types, and transports.
2. Chief Schmitz reported that a discrepancy was found with AMB (3rd party ambulance billing agency) regarding a website called Payspan. Another ambulance company in Tennessee had access to patient information and received a check from a payer intended for SCFMD. The James Vincent Group helped identify the issue. This is currently still being researched as to how this happened and how to avoid it in the future. Right now, it appears the fault is with AMB. Additionally, we are continuing to solidify between AMB and PCS (our collections agency).
3. The EMS division is working on the implementation of EMS Hospital Collaborative Patient Off-Load Plan. This was developed by hospital and pre-hospital leaders to correct extended off-load times for ambulance rescue crews.
4. The EMS division is completing the selection of two members to send to paramedic school.

F. Resource Management

1. Chief Schmitz reported the following for fleet/apparatus: 1) the new M133 had the decals/graphics approved and should arrive in the district before the end of the month. Graphics crediting the gracious donation by the Town of Youngtown for use in Youngtown are pending approval. Radios are being programmed awaiting its arrival in district; 2) The 30 portable radios awarded through a grant are being programmed and should be put in service in the next 30 – 60 days. They will replace our current portable radios which are no longer supported for repairs; 3) The final order for the new Sutphen engine has been finalized and the truck is entering the engineering/building phase; 4) E137, our 2012 Custom Spartan (formerly E133), has returned to the district and is going through final inspections and repairs before completing its pending sale.

2. Chief Schmitz reported the following for buildings/facilities: 1) The new gym at FS131 has had the A/C and floors installed. The final inspection and grand opening will occur by the month's end; 2) Since the movement of the battalion chiefs from FS131 to FS132, workspace at FS131 has been adjusted and reassigned. Progress is occurring but is mostly delayed until the gym can be converted to the new space. During the process of moving spaces have been cleaned up and have been made more functional for daily activities; 3) Inspection and repairs for all station back-up generators has been completed.

G. Training/Professional Development

1. Chief Schmitz reported: 1) The four firefighter applicants are still going through the background process. Orientation will begin the week of May 2nd; 2) Our two firefighter recruits (William Mettler and Joseph Rivera) continue to do well in the Glendale Fire Academy 22-1; 3) The EMS application process closed on April 15th. Interviews are scheduled for the week of May 2nd

H. Administrative/Special Projects

1. Action Item Engagement of a feasibility study with Arizona Fire & Medical Authority (AFMA) was moved to executive session, agenda item V.A.

I. Public Education/Community Outreach

1. There were no prevention volunteer service awards for the month of April.
2. Prevention volunteer hours summary.
 - a. The summary of prevention hours for volunteers was presented for March 2022. The total number of volunteer hours was 177.
3. Community relations program report.
 - a. The report for Community Outreach program was given for March 2022. There was a total of 136 citizens served for March. Installations of lock boxes are scheduled through April 2022.
4. There was one community event for the month of March 2022.
5. The volunteer inspection summary report was given for the month of March. There was a total of 161 inspections completed.

J. Fire Prevention

1. The construction inspection summary report was given for the month of March. There was a total of 24 inspections completed.
2. Permits issued and revenue report.

- a. The permit and revenue report were presented for March. There were 13 permits with a revenue of \$43,735.16.

3. Fire investigation reports.

- a. The fire investigation report was given for March. There were two 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. Board member Tim Wilmes reported that there was no new PSPRS information. He further reported that the next check the district should receive from Prop 207 monies should arrive in June.

V. EXECUTIVE SESSION

- A. The board voted earlier in the meeting to move agenda items B.2, B.3, and G.1 to executive session, agenda item V.A, pursuant to A.R.S. Section 38.431.03(A)(4). The board allowed for comments from labor and management prior to the start of the executive session. USCFFA Sun City Chapter Vice President Adam Holliday reported that over 90% of the members who responded to a survey about retaining Chief Burdick's contract and a feasibility study with AFMA were in favor of both items. Labor member Kevin Brown reiterated those same comments. Fire Chief Mark Burdick stated that the Buckeye Valley Fire District (BVFD) would like to know the Sun City Fire District's (SCFD) position on the contract between BVFD and SCFD as to whether SCFD will be terminating the contract prior to its end date of June 30, 2022. He further stated that should the Arizona Fire & Medical Authority (AFMA) agree to accept a contract making him the AFMA as of May 15, 2022, that he would be accepting their offer. Chief Burdick noted that he believes in the concept of the joint powers authority (JPA), combining fire service agencies as one to make one stronger fire department that can offer more opportunities to both the citizens and employees.
- B. Board member Stephen Arnold made a motion for the board to go into executive session pursuant to A.R.S. Section 38.431.03(A)(4) to discussion contract negotiations relating to agenda items B.2, B.3, and G.1. Board member Tim Wilmes seconded the motion. The board voted unanimously to go into executive session at 11:00 a.m. (M: Stephen Arnold/S: Tim Wilmes; Vote – Aye: David Mann, Tim Wilmes, Stephen Arnold, Phil LaBarbera, David VanderNaalt. Nay: None)
- C. The executive session adjourned at 11:27 a.m. and the regular meeting resumed.

- D. Board member Tim Wilmes made a motion that no action be taken on agenda item B.2, Intergovernmental Agreement for Contracted Fire Chief Services with Buckeye Valley Fire District as the contract will terminate either on Chief Burdick's first date of employment with the Arizona Fire & Medical Authority (AFMA) if he becomes the AFMA fire chief or can be terminated or renewed as of its June 30, 2022 termination date if Chief Burdick does not begin employment with Arizona Fire & Medical Authority. Board member David VanderNaalt seconded the motion. The board voted unanimously to take no action on the Intergovernmental Agreement for Contracted Fire Chief Services with Buckeye Valley Fire District. (M: Tim Wilmes/S: David VanderNaalt; Aye – Dave Mann, Tim Wilmes, Stephen Arnold, Phil LaBarbera, David VanderNaalt. Nay – None)
- E. Board member Tim Wilmes made a motion to table agenda item B.3, Intergovernmental Agreement for Contracted Fire Chief Services with Arizona Fire & Medical Authority as not all board members have reviewed and commented on the document and the document has not been sent to the district's attorney for legal review. Board member Phil LaBarbera seconded the motion. The board voted unanimously to table the Intergovernmental Agreement for Contracted Fire Chief Services with Arizona Fire & Medical Authority until it has been reviewed by all board members and legal counsel. (M: Tim Wilmes/S: Phil LaBarbera; Aye – Dave Mann, Tim Wilmes, Stephen Arnold, Phil LaBarbera, David VanderNaalt. Nay – None)
- F. Board member Tim Wilmes made a motion to proceed with agenda item G.1, the engagement of a feasibility study with the Arizona Fire and Medical Authority (AFMA) and to do a "Request for Proposal" (RFP) process for a company to prepare said feasibility study. Board member David VanderNaalt seconded the motion. The board voted unanimously to proceed with the engagement of a feasibility study with AFMA and to do an RFP process to find a company to prepare said feasibility study. (M: Tim Wilmes/S: David VanderNaalt; Aye – Dave Mann, Tim Wilmes, Stephen Arnold, Phil LaBarbera, David VanderNaalt. Nay – None)

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

- A. Chief Schmitz reported that the Arizona Fire Chiefs Association/Arizona Fire District Association Summer Conference will be held July 11 – 15, 2022 at the Renaissance Phoenix Glendale Hotel & Spa. Registration is now open.

VII. PUBLIC COMMENTS

- A. Kevin Brown asked the board when the feasibility study will begin as this issue has been put before the board previously and was never completed. The board could not give a definite timeline as the RFP process for a company to perform the feasibility study must be done first.
- B. Adam Holliday asked the board what will happen if Chief Burdick does become the Arizona Fire & Medical Authority. The board stated that they could not give a definite answer but that the board could negotiate a contract with AFMA like the fire chief services contract it has now with Buckeye Valley Fire District, or they could engage in a fire chief recruitment process.

- C. United Sun City Firefighters Association Report - Adam Holliday reported that the Sun City chapter of Local 3573 had collected over \$8,000 for the Muscular Dystrophy Association. A video presentation could not be played through the PowerPoint. Mr. Holliday noted that the video can be found on the Sun City Fire and Medical YouTube channel (<https://www.youtube.com/watch?v=X-gDSehJo6s>).

VIII. NEXT GOVERNING BOARD MEETING

- A. The next Regular Board Meeting will be held on May 24, 2022, 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. The meeting adjourned at 11:51 p.m. (M: David VanderNaalt/S: Stephen Arnold; Aye – Dave Mann, Tim Wilmes, Stephen Arnold, Phil LaBarbera, David VanderNaalt. Nay – None)

FOR THE BOARD

Tim Wilmes
Clerk of the Board

TW/lbn

- 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 20, 2022, at 2:00 PM by Lisa Neubert

If any disabled person needs reasonable accommodations, contact administration at 623-974-2321 or admin@scfmd.az.gov as early as possible.