

APPROVED MINUTES 01272025

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, DECEMBER 16, 2025
9:30 A.M.**

CALL TO ORDER: Board Chairperson Tim Wilmes

ROLL CALL:

Members Present: Tim Wilmes, Phil LaBarbera, David VanderNaalt, Phil Griswold, Charles Vickers.

Members Absent: None

Staff: Fire Chief Rob Schmitz, Assistant Fire Chief Jason Casey, Division Chiefs Kyle Henson and Tony Van Roekel, Battalion Chief Ken Murphy, Finance Director Gabe Buldra, Office Manager Lisa Neubert

PLEDGE OF ALLEGIANCE: Board member David VanderNaalt

INVOCATION: Board member David VanderNaalt

I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL

A. Board member Phil LaBarbera made a motion to approve the consent agenda item which was the Board of Directors Board Meeting Minutes for November 18, 2025. Board member David VanderNaalt seconded the motion. The board voted to approve the consent agenda item. (M: Phil LaBarbera/S: David VanderNaalt; Ayes: Phil LaBarbera, David VanderNaalt, Phil Griswold, Charles Vickers. Nays: None. Abstain: Tim Wilmes)

II. CORRESPONDENCE AND SPECIAL RECOGNITION

A. Special recognition was given to Rusty Bradshaw from CAN, Preston Kise from Recreation Centers of Sun City, and Zeb Black from the Independent.

APPROVED MINUTES 01272025

- B. Fire Chief Schmitz reported that the auxiliary is during their fund drive campaign and wanted to recognize that they have received multiple large donations. So far, they have had one \$1,000 donation, three \$500 donations, and one \$300 donation. Additionally, the department received a letter of appreciation for Favio Rivera, who helped a citizen ensure that all his smoke detectors were working.**
- C. There were no new hires or promotions for the month of November.**
- D. There were no service anniversaries for the month of December.**
- E. There were no new hires or promotions for the month of November.**

III. COMMITTEE REPORTS

A. Budget and Finance

- 1. Finance Director Gabe Buldra presented the financial and bank reconciliation report for the month of November 2025. Board member Phil Griswold made a motion to accept the November 2025 financial report. Board member Charles Vickers seconded the motion. The board voted to accept the finance report for the month of November 2025. (M: Phil Griswold/S: Charles Vickers; Ayes: David VanderNaalt, Phil LaBarbera, Phil Griswold, Charles Vickers. Nays: None. Abstain: Tim Wilmes)**
- 2. Ms. Lydia Hunter, auditor with Beach Fleishman, presented the 2025 auditor's report. She reviewed the annual comprehensive financial report, internal controls report and required communications report. The audit received an unmodified opinion, which means the auditor was satisfied with the financial statements and that the statements met the requirements demanded by regulations. Ms. Hunter noted that the Sun City Fire Firefighters Relief and Pension Fund due remains as an issue due to not being able to locate any plan documents for the fund. Board member Charles Vickers made a motion to accept the audit. Board member David VanderNaalt seconded the motion. The board voted to accept the audit. (M: Charles Vickers/S: David VanderNaalt; Ayes: Phil LaBarbera, David VanderNaalt, Phil Griswold, Chuck Vickers. Nays: None. Abstain: Tim Wilmes)**

B. Legal and Insurance

- 1. Fire Chief Rob Schmitz presented revisions to the Sun City Fire District Policies 106.03 Vacation Leave, 106.04 Sick Leave, and 106.05 Personal Leave Time. The revisions to 106.04 Sick Leave and 106.05 Personal Leave Time are as follows:**

APPROVED MINUTES 01272025

- i. Allows employees to cash in up to 208 hours of time from the sick leave/personal leave time accrual bank per fiscal year. The previous limit was 144 hours per fiscal year.
- ii. Upon termination of employment, sick leave/personal leave balances will be paid out at 100%. The current policy is 50% of the accrual balance paid out upon termination.

The revision of 106.03 Vacation leave adds language that employees must be in good standing to receive payment of prorated vacation hours upon termination.

Board member Phil LaBarber made a motion to accept the revisions to Sun City Fire District Policy 106.03 Vacation Time, Policy 106-04 Sick Leave, and 106.05 Person Leave Time. Board member Phil Griswold seconded the motion to accept the revisions to Sun City Fire District Policy 106.03 Vacation Time, Policy 106-04 Sick Leave, and 106.05 Person Leave Time. The motion passed. (M: Phil LaBarber/S: Phil Griswold; Ayes: Phil LaBarber, David VanderNaalt, Phil Griswold, Charles Vickers. Nays: None. Abstain: Tim Wilmes)

2. Chief Schmitz presented the West Valley Intergovernmental Agreement (IGA) for apparatus sharing. This agreement provides plain language on the responsibilities of the lending and borrowing agencies as applies to apparatus sharing. Board member Charles Vickers made a motion to accept the West Valley IGA for apparatus sharing. Board member David VanderNaalt seconded the motion to accept the West Valley IGA for apparatus sharing. The motion passed. (M: Charles Vickers/S: David VanderNaalt; Ayes: Phil LaBarber, David VanderNaalt, Phil Griswold, Charles Vickers. Nays: None. Abstain: Tim Wilmes)
3. Chairperson Tim Wilmes gave an updated report on the 2025 PSPRS fund evaluation.
4. The next Prop 207 payment should be received by December 31st.

C. Fire Department Operations

1. The report for fire department operations was given for November 2025, which included an overview of the incident counts, types, and response times.

D. Emergency Medical Services / Ambulance Operations

APPROVED MINUTES 01272025

1. The ambulance operations report was presented for the month of November 2025. The report included the incident counts, types, and transport.
2. Division Chief Henson reported the following for the EMS Division:
 - a. EMS Documentation Training.
 - b. Medical Director Case Reviews.
 - c. DHS Inspections.
 - d. CQI.
 - e. Image Trend.
 - f. Grant Award – Gary Sinese Foundation.

E. Resource Management

1. Division Chief Tony Van Roekel reported the following for fleet/apparatus and equipment:
 - a. New Vehicle Project – Braun Ambulance.
 - b. New Vehicle Project - Sutphen Pumper.
 - c. EMS Supply Vehicle replacement.
 - d. L131 Aerial Inspection
 - e. Updated Pumper Pricing/Specifications.
 - f. PPE Replacement.
 - g. PPE Inspections.
 - h. Grant Funding.
 - i. Rental Equipment
 - j. Hose & Ground Ladder Testing
 - k. Wear Test.
 - l. Helmets.

APPROVED MINUTES 01272025

2. **Division Chief Tony Van Roekel reported the following for buildings/facilities and teams/members:**
 - a. **FS133 Plymovent.**
 - b. **FS133 Roof.**
 - c. **Bay Door PM.**
 - d. **Ice Machine PM.**

F. Training/Professional Development

1. **Battalion Chief Ken Murphy gave the following report for the training division:**
 - a. **Move-Up Company Officer Tactical Training was recently completed. Firefighter Chris Gaut is now qualified with (3) additional qualifications pending.**
 - b. **Academy Class 25-3 is ending, graduation on December 19th.**
 - c. **West Valley Ladder Academy is concluding on December 28th.**
 - d. **Move-Up Engineer testing is January 8-9.**
 - e. **Captain's Promotional Process begins in February.**
 - f. **New hires are moving through the pre-employment process; (5) Recruits are currently slated to attend GRPSTC 26-1 Academy, Captain Matt O'Reilly to be RTO.**
 - g. **Firefighter Charlie Lyon is now running the Peer Fitness Training Program. He recently completed EXOS certification program and is currently recruiting additional Instructors and updating Department fitness programming.**

G. Administrative/Special Projects

1. **No report.**

H. Public Education/Community Outreach

1. **Prevention volunteer hours summary.**
 - a. **The summary of prevention hours for volunteers was presented for November 2025. The total number of volunteer hours was 32 hours.**

APPROVED MINUTES 01272025

2. **Community relations program report.**
 - a. **The report for the Community Outreach program was given for November 2025. There was a total of 497 citizens served for November 2025. Installation of lock boxes is scheduled through the middle of January 2026.**
3. **There was one community event for the month of November 2025.**
4. **The volunteer inspection summary report was given for the month of November 2025. There was a total of 20 inspections completed.**

I. Fire Prevention

1. **The construction inspection summary report was given for the month of November 2025. There was a total of 19 inspections completed.**
2. **Fire investigation reports.**
 - a. **The fire investigation report was given for November 2025. There were no formal fire investigations 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 six large community projects in Sun City.**
 - b. **There was an update on the ongoing projects in Youngtown. There are currently three large community projects in Youngtown.**

IV. EXECUTIVE SESSION

- A. **There was no executive session.**

V. UNFINISHED BUSINESS

- A. **There was no unfinished business.**

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

- A. **Chairperson Wilmes asked Fire Chief Schmitz to prepare a report on the cost of firefighter recruit training. This will allow to board to discuss the costs and what can be done to alleviate the cost of training a firefighter as pertains to attrition of newly trained firefighters leaving for other departments.**

APPROVED MINUTES 01272025

VII. PUBLIC COMMENTS

A. Mayor LeVault gave an update on the Acacia Apartments and the Peoria Avenue extension.

B. USCFFA Chapter Vice Chairperson Chris Marine on the recent toy drive and Adopt-a-Family/resident program. One family and three senior residents have been chosen and gifts will be delivered on December 21st. Additionally Local 2573 will be hosting its first golf tournament and a blood drive.

VIII. NEXT GOVERNING BOARD MEETING

A. The next Regular Board Meeting will be held on January 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 10:48 a.m. Board member Phil Griswold seconded the motion. The board voted to adjourn the meeting at 10:48 a.m. (M: Charles Vickers/S: Phil Griswold; Vote – Ayes: Tim Wilmes, Phil LaBarbera, David VanderNaalt, Phil Griswold Charles Vickers. Nays: None.)

FOR THE BOARD

Phil LaBarbera

Board Clerk

PL/lbn