

APPROVED MINUTES 03282023

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, FEBRUARY 28, 2023
9:30 A.M.**

CALL TO ORDER: Chairman Tim Wilmes

ROLL CALL:

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

Members Absent: David VanderNaalt, with notice.

Staff: Acting Fire Chief Rob Schmitz, Deputy Chief Jason Casey, Fire Marshal Jim Fox, Assistant Fire Marshal Kenny Kovac, Finance Director Gabe Buldra, EMS Division Chief Kyle Henson, Battalion Chief Adam Holliday, Captain Bryan Chamberlain, USCFFA Vice President Kevin Brown, USCFFA Trustee Brandon Crossno, Office Manager Lisa Neubert

INVOCATION

I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL

- A. Board member Phil Griswold made a motion to approve the consent agenda item which was the Board of Directors Board Meeting Minutes for January 24, 2023. Board member Stephen Arnold seconded the motion. The board voted unanimously to approve the consent agenda item. (M: Phil Griswold/S: Stephen Arnold; Ayes: Stephen Arnold, Phil La Barbera, Phil Griswold. Nays: None)**

II. CORRESPONDENCE AND SPECIAL RECOGNITION

- A. Sun City Auxiliary Chairperson Maggie Griswold, Treasurer Mike Bauschka, and board member Vicki Foelsch were in attendance to present a check from the auxiliary to the department to help with the purchase of a new ladder tender. Treasurer Mike Bauschka presented Board Chairman Tim Wilmes with a check for \$150,000 to help fund the purchase of the new ladder tender that has been ordered.**

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- B. Chief Schmitz reported that the department is in receipt of a \$20,000 donation from Royal Oaks Retirement Community. Royal Oaks has made a substantial annual donation to the department for the past several years.
- C. Chief Schmitz read two letters of appreciation. The first letter was from the family of former volunteer Irma Fredericks, who passed away in January. The department sent a floral arrangement in “lively colors” as Irma had requested only bright colors be worn to her funeral. He also read a letter from Kay Fontana thanking the department for the many times they had come to help her husband when he had fallen. Her husband recently passed away.
- D. Chief Schmitz reported that EMTs Fabian Rodriguez and Samuel Herbst were promoted to firefighter on February 6, 2023. Additionally, Blake Carpenter, Charles Lyon, and Christopher Tomaselli were hired as firefighters on February 6, 2023. All five recruit firefighters are currently at the Glendale Regional Fire Training Academy.
- E. Chief Schmitz recognized the following employees for years of service: Office Manager Lisa Neubert for 34 years of service; Battalion Chief Tony Van Roekel and Firefighter George Perreault for 20 years of service; Engineer Kevin Brown for 19 years of service; Fire Marshal Jim Fox for 10 years of service; Firefighter Chris Marin for 4 years of service; Emil Pierzchala for 2 years of service.
- F. 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 January 2023. Board member Stephen Arnold made a motion to accept the January 2022 financial report. Board member Phil Griswold seconded the motion. The board voted to accept the finance report for the month of January 2023. (M: Steve Arnold; S: Phil Griswold; Vote – Aye: Stephen Arnold, Phil Griswold. Nay: None.).
- 2. Finance Director Gabe Buldra reported that budget season has begun. He gave an overview of the district’s assessed valuation increase for the year which should add approximately \$600,000 in revenue. Additionally, the mill rate cap will increase to \$3.50 this year.
- 3. Finance Director Gabe Buldra gave an overview of the financial reports he provides to the board members each month. He stressed that the most important reports to review are the report cover page, page one of the balance sheet, and the cash flow report, which is the last page of the report packet.

B. Legal and Insurance

- 1. Board Chairman Tim Wilmes noted there was no PSPRS report for the month. A change has been made to add fire authorities to the list of recipients of Prop 207 tax

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monies. This will allow fire authorities like AFMA and CAFMA to receive the Prop 207 funds for the fire districts that they contract with.

C. Fire Department Operations

1. The report for fire department operations was given for January 2023, 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 January 2023. 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. ACLS has been completed for all paramedics. Fifty-six employees were taught, and all passed.
 - ii. Stop the Bleed/RFT kits have been rolled out to all engines for mass casualty incidents.
 - iii. Upcoming Q1 training is protocol updates and triage.
 - iv. We are still experiencing Zoi issues. The latest upgrade created more bugs.
 - v. January was a good month for ambulance accounts receivable.

E. Resource Management

1. Chief Schmitz reported the following for fleet/apparatus:
 - a. Sutphen has L131 and is making 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 the end of 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. The scheduled return may be extended into March now.
 - b. All orders have been finalized and submitted to Rosenbauer for the new ladder tender. We are still anticipating an 18 – 20 month build time.
 - c. Sutphen states that our new pumper in production is still projected to be completed in May 2023. We are considering which unit to replace it with.
 - d. Ground ladder testing will be completed on February 26th.
 - e. We're awaiting quotes for new hose to outfit the new pumper but unfortunately hose is already greatly affected by supply chain issues and increasing cost.

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- f. We were able to make arrangements with ADOT to have their mobile scales set up at FS131 on February 13th. All of our units were weighed to assist in the assessment of meeting weight specifications, axle loading, and tire selection. We are being proactive in improving tire longevity and vehicle efficiency. We are also ensuring our daily and weekly documentation meets federal regulations to minimize liability.

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

- a. Fire alarm system tests and inspections were completed at all facilities by FSEC on February 1st.
- b. Glendale Roofing has completed construction on the north section of the roof at FS132 to address leaks.
- c. Phoenix Fire has updated the station dispatching and alerting system at FS131. They will be upgrading FS132 over the next few weeks.

F. Training/Professional Development

1. Chief Holliday gave the following report for the training division:

- a. Sun City Fire has been attending training sponsored by Surprise Fire and Surprise Police. Rescue Task Force training is an emerging combined response to mass casualty shooting incidents. At this time, Sun City has completed our Stop the Bleed training, and have new kits that we are utilizing. We are “borrowing” extra sets of tactical gear from Surprise PD to use during the training for the time being. Our crews will be attending the training through the first week of May.
- b. Sun City Fire and Medical has hired 5 new firefighters who are attending the Glendale Regional Fire Academy. They started the official Academy on Tuesday, February 21st. Prior to that, they spent time in our pre-academy getting to know their gear, the department, and brush up on some skills. Our social media team put together this great video highlighting the beginning of their careers at SCFMD.

G. Administrative/Special Projects

1. Chief Schmitz reported that the feasibility study team is working on data collection. Gabe Buldra is fully engaged in with AFMA and BFVD for data collection. Board member Griswold inquired about a timeline for the survey and if a community survey will be done. Chief Schmitz said that the community will be surveyed at some point. ESCI did provide a loose timeline in their proposal.

H. Public Education/Community Outreach

1. There were no volunteer service anniversaries.

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2. Prevention volunteer hours summary.
 - a. The summary of prevention hours for volunteers was presented for January 2023. The total number of volunteer hours was eighty-five.
3. Community relations program report.
 - a. The report for the Community Outreach program was given for January 2023. There was a total of 118 citizens served for January. Installations of lock boxes are scheduled through the end of February 2023.
4. There were no community events for the month of January 2023.
5. The volunteer inspection summary report was given for the month of January. There was a total of 108 inspections completed.
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 January 2023. There was a total of 242023 inspections completed.
2. Permits issued and revenue report.
 - a. The permit and revenue reports were presented for January 2023. There were fourteen permits with a revenue of \$22,532.53.
3. Fire investigation reports.
 - a. The fire investigation report was given for January 2023. There was no 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. None.

V. EXECUTIVE SESSION

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A. There was no executive session.

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

A. Board member Phil Griswold gave a thorough report on ways the district can get information disseminated to the community.

VII. PUBLIC COMMENTS

A. There were no public comments.

B. There was no USCFFA report.

VIII. NEXT GOVERNING BOARD MEETING

A. The next Regular Board Meeting will be held on March 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 Phil Griswold made a motion to adjourn the meeting at 11:50 a.m. Board member Phil LaBarbera seconded the motion. The board voted to adjourn the meeting at 11:14 a.m. (M: Phil Griswold/S: Phil LaBarbera; Vote – Aye: Stephen Arnold, Phil LaBarbera, Phil Griswold. Nay: None)

FOR THE BOARD

Stephen Arnold
Clerk of the Board

SA/lbn