

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, March 23, 2021
9:30 A.M.**

CALL TO ORDER: Chairman David Mann

ROLL CALL:

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

Members Absent: None

Staff: Assistant Fire Chief Schmitz, Fire Marshal Jim Fox, Assistant Fire Marshal Kenny Kovac, Finance Director Gabe Buldra, Office Manager/Human Resources Lisa Neubert, Finance Liz Campos, Admin Assistant/Prevention Theresa M. Perez

PLEDGE OF ALLEGIANCE

INVOCATION / CHAPLAIN'S REPORT – John Sahlberg

I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL

- A. The Special Meeting Minutes for February 16, 2021 was approved for filing.
- B. The Executive Session Minutes for February 16, 2021 was approved for filing.
- C. The Board Meeting Minutes for February 23, 2021 was approved for filing.

II. CORRESPONDENCE AND SPECIAL RECOGNITION

- A. Community Appreciation Letters.
 - 1) Maricopa County sent a memo from FEMA concerning the Covid 19 grant. The grant will be modified by FEMA for reimbursement to assist first responders regarding Covid 19.
- B. Promotions/Badge Pinning.
 - 1) Firefighter Nathan LaBarbera was pinned for his promotion to the position of Engineer.
- C. Service anniversaries.

- 1) Acknowledged service anniversaries for March 2021: Kyle Netzel (Firefighter-5 yrs.), Jeremiah Thompson (Firefighter-5 yrs.), Kenna McBee-Paramedic-2 yrs.)

D. Retirement recognition.

- 1) Recognition was given for retired Engineer Frank Levandowski (Engineer-30 yrs.)

III. COMMITTEE REPORTS

A. Budget and Finance

1. Financial reports and bank reconciliations (Finance Director Gabe Buldra, Presenter). The board will vote on the acceptance of this report.

- a) The February 2021 report was presented for financial and bank reconciliations by Finance Director Gabe Buldra.

B. Legal and Insurance

1. Action Item – Brycer Contract (Fire Marshal Jim Fox, Presenter).

- a) The board was presented with an overview of the Brycer contract at the Special Meeting on March 16th. The board motioned to approve the Brycer contract. (M: Tim Wilmes /2nd: Steve Arnold)

2. Action Item – Shared Manpower Agreement with Buckeye Valley Fire District (Assistant Fire Chief Rob Schmitz, Presenter).

- a) The Buckeye Valley Fire Shared Manpower Agreement was previously reviewed by the board at the March 16th Special Meeting. The board motioned to approve the Buckeye Valley Fire Shared Manpower Agreement. (M: Steve Arnold/2nd: David VanderNaalt)

3. Action Item: Employment contract for the Assistant Fire Chief (Assistant Fire Chief Rob Schmitz, Presenter)

- a) The Assistant Fire Chief employment contract had previously been reviewed by the board. The motion was passed by the board to accept the Assistant Fire Chief employment contract. (M: David VanderNaalt/2nd: Steve Arnold)

C. Fire Department Operations

1. Fire operations report: incident counts, types, and response times.

- a) The report for fire department operations was presented for February 2021. The report included the incident counts, types, and transports. A slide will be added to the power point for Fire Department Operations concerning missed monthly transports.

D. Emergency Medical Services / Ambulance Operations

- 1. Ambulance operations report: incident counts, types, and transports.**
 - a) The report for ambulance operations was given for February 2021. Included in the report were incident counts, types, and number of transports.**

E. Resource Management

- 1. Fleet/apparatus report.**
 - a) An update was given on the aluminum frame crack issues concerning all three Sutphen apparatus in addition to repairs in process for E133 and completed repairs for E132.**
 - b) An update was given on the process of preventative maintenance, and annual pump tests for units being rotated into the shop.**
 - c) An update was given on the research regarding quotes from 2 separate vendors concerning 2 new ambulances.**
- 2. Buildings/facilities report.**
 - a) Chief Neely gave an update on the facilities at Station 131. The Plymovent exhaust removal system has been installed. The installation of the security fence at Station 131 have been completed.**
 - b) The facilities update was given for Station 132. The Plymovent exhaust removal system has been installed and is in use. Currently permitting is ongoing for the sand/oil inceptor with Maricopa County.**
 - c) The Plymovent exhaust removal system installation for Station 133 is pending approved proposal from the board.**
- 3. Action Item: FS133 Plymovent Installation Contract Approval (Assistant Fire Chief Rob Schmitz, Presenter)**
 - a) The board was presented with the Plymovent exhaust removal system installation contract for Station 133. The Plymovent exhaust removal system contract was approved by the board. (M: Tim Wilmes/2nd: Steve Arnold)**

F. Administrative/Special Projects

- 1. An update was given on recruitment for EMS, which included oral interviews taking place on March 10th. There was an offer proposed to one applicant for employment. The required background testing will take 4-6 weeks to be completed.**

2. An update from Captain Van Roekel was shared by Assistant Fire Chief Rob Schmitz regarding fire recruits attending the academy. Captain Tony Van Roekel stated the recruits are completing their 5th week at the academy, and all recruits are doing good.

G. Public Education/Community Outreach

1. Prevention volunteer service anniversaries.
 - a) There were 4 service anniversaries presented for March 2021. The following volunteers were recognized for their years of service with the Department: David Mann (9 yrs.), Dennis Albert (2 yrs.), Greg Eisert (2 yrs.), and Chaplain John Sahlberg (1 yr.).
2. Prevention volunteer hours summary.
 - a) The volunteer summary of hours was presented for the month of February 2021.
3. Community relations program report.
 - a) The community outreach report was given for February 2021. In February there was 86 citizens served by fire prevention. Currently lockbox appointments are scheduled through March 2021.
4. Community events - (No events presented for February 2021)

H. Fire Prevention

1. Fire prevention inspection summary.
 - a) The inspection summary was presented for February 2021, which included the construction report summary for fire prevention.
2. Permits issued and revenue report.
 - a) The permit/revenue report was given for February 2021. The total revenue for permits, contractor registration, and lockbox revenue was \$19,322.00.
3. Fire investigation reports.
 - a) There were 2 investigations for February 2021. There was a thermal insulation detector fire, and undetermined vacant house attic fire.
4. Large community projects.
 - a) A report was given on the large community projects within the Sun City district, which included a power point illustration of the Royal Oaks construction progress. There was a brief account of the other large projects, which are underway.

- b) A report was presented on the large projects in Youngtown. An update was given on the continued progress of the Ridgeview subdivision and Public Library expansion. There was a brief overview of the Church fire that occurred in Sun City caused by faulty wiring.

IV. UNFINISHED BUSINESS

A. PSPRS / Prop 207 (Board Clerk Tim Wilmes, Presenter)

- 1) An update was given on senate bill 1298 that passed in addition to the American Rescue Bill for assistance with Covid-19. An update was given on the eligibility for districts to apply for payout funds. Assistant Fire Chief Rob Schmitz, Board Clerk Tim Wilmes and Finance Director Gabe Buldra will be taking part in the requests concerning this matter.

B. COVID-19 Funding Update (Board Clerk Wilmes, Presenter) – No items were presented.

V. EXECUTIVE SESSION

- A. There were no executive session items presented.

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

- A. Discussion for next Workshop meeting on April 20th concerning staffing at Station 133.

VII. PUBLIC COMMENTS – There were no public comments.

Consideration and discussion of comments and complaints from the public. Those wishing to address the Sun City Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public due to restrictions of the Open Meeting Law; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or that the matter be placed on a future agenda.

VIII. NEXT GOVERNING BOARD MEETING

- A. The next Regular Board Meeting will be held on April 27, 2021 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 board meeting adjourned at 10:31 a.m.

FOR THE BOARD

Tim Wilmes
Clerk of the Board

TW/tp

- **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: March 18, 2021 at 5:00 PM by Theresa M. Perez**

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

Approved