

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, DECEMBER 14, 2021
9:30 A.M.**

CALL TO ORDER: Chairman David Mann

ROLL CALL:

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

Members Absent: David VanderNaalt (with notice)

Staff: Fire Chief Mark Burdick, Assistant Fire Chief Schmitz, Assistant Fire Marshal Kenny Kovac, Finance Director Gabe Buldra, USCFFA Vice President Adam Holliday, USCFFA Trustee David Musselman, and Office Manager/Human Resources Lisa Neubert

PLEDGE OF ALLEGIANCE

INVOCATION

I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL

A. Board of Directors Board Meeting Minutes for November 16, 2021 were approved for filing.

II. CORRESPONDENCE AND SPECIAL RECOGNITION

A. Community Appreciation Letters – no community appreciation letters.

B. Promotions/Badge Pinning – no promotions/badge pinnings.

C. Service anniversaries – Firefighter Shane Godbehere was recognized for 14 years of service; Firefighter Nick Cruz was recognized for 5 years of service; Kolton McClure was recognized for 5 years of service; EMS EMT Ana Estrada was recognized for five years of service; EMS EMT Bartholomew Flaherty was recognized for five years of service; EMS Paramedic Sarah Sale was recognized for five years of service.

D. Retirement recognition – 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 November 2021. The board voted to accept the finance report for the month of November 2021. (M: Phil LaBarbera/S: Steve Arnold ; Vote – Aye: David Mann, Tim Wilmes, Steve Arnold, Phil LaBarbera; Nay: None)

B. Legal and Insurance

1. Action Item – There was no action on the Memorandum of Understanding (MOU) Assistance to Firefighters Grant (AFG) Regional Grant Award 2021 as it was not ready for presentation. It will be move to a future agenda.

C. Fire Department Operations

1. The report for fire department operations was given for November 2021, 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 November 2021. The report included the incident counts, types, and transports.

F. Resource Management

1. Chief Schmitz reported that Izacc Ramos, the district's new mechanic, has officially started and is excited to work on vehicles that "make a difference".
2. Plymovent installation has begun at FS133. Quotes to repair the administration parking lot have been requested. The new Motorola portable radios that were received from the FEMA grant are being programmed by Motorola next week.

G. Administrative/Special Projects

1. Chief Burdick gave an update on the Chief Sharing agreement. He said Chief Schmitz is doing a great job and does a lot of work for the department. He had three items for the board to consider as follows: 1 – Update the district's strategic plan document and include goals for the district; 2 – Work with Finance Director Gabe Buldra to scrutinize the budget to find funding for up to two administrative positions; 3 – Should the Board choose to cancel the fire chief sharing agreement, the district should host a fire chief selection process. Board member Wilmes added to the list that he would like to see a merger process between SCFMD and BVFMD.
2. The board reviewed, discussed, and considered appointments to the Sun City Fire Fighter Relief and Pension Fund Board for the District Board of Directors member position and lay member position. Tim Wilmes volunteered to fill the District Board of Directors member position. The board voted unanimously to select Mr. Wilmes for the position. As to the lay member position, the board will consider who they might want to appoint to this position

and revisit this item at the January Board meeting. (M: Steve Arnold/S: Phil LaBarbera ;
Vote – Aye: David Mann, Tim Wilmes, Steve Arnold, Phil LaBarbera; Nay: None)

3. Chief Schmitz reported that the district's staffing software has been disabled by a ransomware attack on the software developer Kronos. It will be several weeks before the staffing software will be operational.

H. Public Education/Community Outreach

1. Volunteer Inspector Robert Pope was recognized for six years of service.
2. Prevention volunteer hours summary.
 - a. The summary of prevention hours for volunteers was presented for November 2021. The total number of volunteer hours was 125.
3. Community relations program report.
 - a. The report for Community Outreach program was given for November 2021. There was a total of 101 citizens served for November. Installations of lock boxes are scheduled through December 2021.
4. There was one community event for the month of November 2021.
5. The volunteer inspection summary report was given for the month of November. There was a total of 79 inspections completed.

I. Fire Prevention

1. The construction inspection summary report was given for the month of November. There was a total of 11 inspections completed.
2. Permits issued and revenue report.
 - a. The permit and revenue report were presented for November. There were 21 permits with a revenue of \$61,264.91.
3. Fire investigation reports.
 - a. The fire investigation report was given for November. 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. PSPRS / Prop 207 – Mr. Wilmes reported that there will be a PSPRS Local Board seminar in February 2022. More details to come.

V. EXECUTIVE SESSION

- A. There was no executive session.

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

- A. Chief Schmitz reported that the Arizona Fire District Association conference will be held January 20 – 21, 2022 at the Casino del Sol in Tucson.

VII. PUBLIC COMMENTS

- A. There were no public comments.
- B. There was no United Sun Cities Firefighters Association report.

VIII. NEXT GOVERNING BOARD MEETING

- A. The next Regular Board Meeting will be held on January 25, 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 10:50 a.m.

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: December 9, 2021, 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.

APPROVED