

# **APPROVED 02272024**

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, JANUARY 23, 2024  
9:30 A.M.**

**CALL TO ORDER:** Board Chairman Tim Wilmes

**ROLL CALL:**

**Members Present:** Tim Wilmes, Phil LaBarbera, David VanderNaalt, Phil Griswold

**Members Absent:** Stephen Arnold (with notice)

**Staff:** Acting Fire Chief Rob Schmitz, Acting Assistant Chief Jason Casey, Acting Fire Marshal Kenny Kovac, EMS Division Chief Kyle Henson, Battalion Chief Adam Holliday, Finance Director Gabe Buldra, USCFFA Trustee Chris Marin, Office Manager Lisa Neubert

**PLEDGE OF ALLEGIANCE:** Board Member Phil LaBarbera

**INVOCATION:** Board Member Phil LaBarbera

Prior to the start of the meeting, Board Chairman Tim Wilmes read the following statement: "Before we get into more of the meeting, I would like to say something as Board Chair. As you know, I choose as the Board Chair not to vote unless needed to break a tie or needed for a quorum. I also do not make motions. I try to the best of my ability to direct and present both sides to an issue so the rest of the board can make an informed decision. Sometimes I do not do a good job at presenting the opposing side, but I do try. Moving on..."

**I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL**

- A.** Board member David VanderNaalt made a motion to approve the consent agenda item which was the Board of Directors Board Meeting Minutes for December 19, 2023. Board member Phil LaBarbera seconded the motion. The board voted to

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approve the consent agenda item. (M: David VanderNaalt/S: Phil LaBarbera; Ayes: David VanderNaalt, Phil LaBarbera, Phil Griswold. Nays: None. Abstain: Tim Wilmes.)

### **II. CORRESPONDENCE AND SPECIAL RECOGNITION**

- A. Special recognition was given to the following persons in attendance: Connie Jo Richtmyre, Recreation Centers of Sun City; Bob Lucas, Sun City Posse; Mayor Michael LeVault and Vice-Mayor Charles Vickers, Jr., Town of Youngtown; Trustee Chris Marin and Firefighter Joe Rivera, Jr., United Sun Cities Fire Firefighters Association.**
- B. Acting Fire Chief Schmitz reported on donations received over the last couple of months. The Sun City Auxiliary received the following donations: a \$50 donation from Lee Carroll thanking us for our paramedic service; an anonymous donation of \$1,000; a \$200 donation from Fountains of Life; a \$1,500 donation from Dick Dunden. Invenergy gave the department a \$5,000 donation. Royal Oaks, who gives a yearly donation to the department, gave a \$25,000 donation - \$20,000 to the department and \$5,000 to offset the costs of the department's 35<sup>th</sup> Anniversary banquet. Additionally, All Greens Dispensary gave a \$5,000 donation to offset the costs of the department's 35<sup>th</sup> Anniversary banquet.**
- C. Acting Fire Chief Schmitz reported that EMS Division EMT Lorenzo McGurgan was promoted to Recruit Firefighter and Cole Truitt and Boston McGuire were hired as Recruit Firefighters effective February 16, 2024. All three will start the Glendale Regional Public Safety Training Center Fire Academy on January 29,2024. Anthony Amplo was hired on January 8, 2024, as a paramedic in the EMS Division.**
- D. Acting Fire Chief Schmitz recognized the following employees for their years of service: Captain Matt Lohr for 27 years of service; Captain David Kelley for 26 years of service; Acting Assistant Fire Chief Jason Casey for 25 years of service; Captain James Flesher for 25 years of service; Firefighter Tom Andersen for 24 years of service; Captain Ken Murphy for 23 years of service; Captain Paul Neal for 22 years of service; Captain Dan Carroll for 23 years of service; Engineer Richard Dykstra for 16 years of service; Firefighter Joseph Rivera, Jr. for 2 years of service; Recruit Firefighter Lorenzo McGurgan for 1 year of service; EMT Caylob Rogers-Blake for 1 year of service.**
- E. There were no retirements.**

### **III. COMMITTEE REPORTS**

- A. Budget and Finance**

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1. Finance Director Gabe Buldra presented the financial and bank reconciliation report for the month of December 2023. Board member Phil LaBarbera made a motion to accept the December 2023 financial report. Board member David VanderNaalt seconded the motion. The board voted to accept the finance report for the month of December 2023. (M: Phil LaBarbera/S: David VanderNaalt; Ayes: David VanderNaalt, Phil LaBarbera, Phil Griswold. Nays: None. Abstain: Tim Wilmes).
2. Finance Director Gabe Buldra reported that budget season is beginning, and we should know on February 9<sup>th</sup> what the district's assessed value will be for FY25. He is hopeful that we will see good, strong property values.

### **B. Legal and Insurance**

1. Chairman Wilmes reported that we received \$91,000 in Prop 207 monies for the last quarter.
2. Chairman Wilmes passed the Chair to Board Member Phil LaBarbera before the presentation of an action item to rescind a motion on PSPRS funds. Board member Wilmes stated that prior to the time that the district took out COP bonds to pay down the PSPRS unfunded liabilities, the board made a motion to take half of any monies left at the end of the fiscal year and put those monies in the PSPRS fund to try to build up the account to pay down unfunded liabilities. Now, after paying down the unfunded liabilities through the COP bonds, the PSPRS fund is substantial. Board member Tim Wilmes made a motion to rescind the prior motion that required half of any money left at the end of the budget year be put into the PSPRS fund. Board member David VanderNaalt seconded the motion. The board voted unanimously to rescind the prior motion that required that half of any money left at the end of the budget year be put into the PSPRS Fund. (M: Tim Wilmes/S: David VanderNaalt; Ayes: David VanderNaalt, Tim Wilmes, Phil LaBarbera, Phil Griswold. Nays: None. Abstain: None).

### **C. Fire Department Operations**

1. The report for fire department operations was given for December 2023, which included an overview of the incident counts, types, and response times.

### **D. Emergency Medical Services / Ambulance Operations**

1. EMS Division Chief Henson reported the following for the EMS Division:
  - a. The Image Trend EPCR (electronic patient care report) building and configuration continues.

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- b. Continuous Quality Improvement (CQI) was held, and 49 cases were reviewed.
- c. OP IQ continues to be in the build phase.
- d. Grant award notification from Firehouse Sub. The grant is for \$21,000 for McGrath Video Laryngoscopes.
- e. Grant denial notification from 100 Club for Air Compressor.

### **E. Resource Management**

1. Acting Fire Chief Schmitz reported the following for fleet/apparatus:
  - a. L131/LT131 was redeployed as L133/LT133 on December 28<sup>th</sup>. The ladder received new decals and the new LT will arrive as LT133.
  - b. Rosenbauer continues to report that the anticipated completion date of our new ladder tender is still July 2024.
  - c. The new fleet support truck for Mechanic Ramos has been delayed by GMC. We no longer have an anticipated delivery date.
  - d. Chief Henson and Van Roekel are looking into the feasibility of using a grant for a new ambulance and are currently comparing bids.
  - e. The Apparatus Committee is recommending getting another fire pumper ordered due to increasing cost and build times, and Cummins engine availability. We've asked Sutphen to review a recent quote and Rosenbauer supplied a comparable quote. We're considering options for a third manufacturer quote and recently inspected a Spartan Chassis with an E-One box from REV Group.
  - f. Mechanic Ramos completed two more ASE Certifications and is moving closer to his Master status.
2. Acting Fire Chief Schmitz reported the following for buildings/facilities:
  - a. Annual fire safety testing and inspections occurred at all facilities this month by FSEC.
  - b. We had both boards fail in our fire alarm panels at FS131 in December. Both were replaced last week, and the system is finally functioning again.

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- c. Captain Cooper is leading the build for OP IQ from the Resource Division and is making great progress. Due to Image Trend implementation and other training, we will likely be providing in-service training to our members around March.

### **F. Training/Professional Development**

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

- a. Fourth Quarter training December - December is as follows: Target Solutions –Asbestos Awareness; Haz Wop #4; NFPA Respiratory Protection; Eye Safety. MCS (minimum company standards) – MCS Horizontal Standpipe; Saving Your Own. Westside Training – Tactics Training. Battalion training – Practical Saving Your Own; SCBA/N95 Fit Testing.

### **G. Administrative/Special Projects**

1. Acting Fire Chief Schmitz reported he received an email from ESCI Managing Director Joe Powers. Dave Lewis is no longer our project manager. We should have a rough draft by month's end however some pieces may be missing. Chairman Wilmes also wanted to take a moment to curb rumors surrounding the study. He stated the study is not dead and that the board members will set their personal opinions on the issue aside and make a decision that is best for the district.
2. Chief Schmitz reported that the Sun City Fire & Medical Department will be hosting its 35<sup>th</sup> Anniversary Banquet on Saturday, January 27, 2024, at the Palmbrook County Club.

### **H. Public Education/Community Outreach**

1. Prevention volunteer hours summary.
  - a. The summary of prevention hours for volunteers was presented for December 2023. The total number of volunteer hours was 88 hours.
2. Community relations program report.
  - a. The report for the Community Outreach program was given for December 2023. There was a total of 78 citizens served for December. Installations of lock boxes are scheduled through the end of January 2024.
3. There were no community events for the month of December 2023.

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4. The volunteer inspection summary report was given for the month of December. There was a total of 68 inspections completed.

### **I. Fire Prevention**

1. The construction inspection summary report was given for the month of December 2023. There was a total of 32 inspections completed.
2. Permits issued and revenue report.
  - a. The permit and revenue reports were presented for December 2023. There were 15 permits with a revenue of \$18,770.80.
3. Fire investigation reports.
  - a. The fire investigation report was given for December 2023. There was one 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 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. UNFINISHED BUSINESS**

- A. Prior to discussion of unfinished business, Chairman Wilmes apologized for his mispronunciation of the acronym "AFMA". His mispronunciation was unintentional, and he will strive to make sure he pronounces the term correctly now that he is aware of it. Chairman Wilmes then reported that he met with Arizona Fire & Medical Authority (AFMA) Board Chairman Richard Bookie in Laughlin during the January 2024 Arizona Fire District Association (AFDA) conference. Chairman Bookie stated that should the study yield positive results, AFMA does not want SCFMD to join with AFMA during a mid-budget cycle. Buckeye Valley Fire District joined AFMA during a mid-budget cycle and it caused several issues. Given that the study hasn't been finalized and presented to the board for study and review, the earliest time it would be possible for Sun City Fire District to join AFMA would be fiscal year 2026/2027, if it happens.

### **V. EXECUTIVE SESSION**

- A. There was no executive session.

### **VI. NEW BUSINESS/FUTURE AGENDA ITEMS**

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- A. Chairman Wilmes stated that with the timeline of the feasibility study and the possibility of joining AFMA now stretched out at least another year, possibly two, that it is time to fill the vacant positions that we have been holding open due to the feasibility study issue. After discussing this matter with each board member individually, Board Chairman Wilmes stated that the board gives Acting Fire Chief Schmitz permission to fill all vacant positions. As for the fire chief's position, the board directed Human Resources Manager Lisa Neubert and a Chief Officer appointed by Acting Fire Chief Schmitz to get three bids for a fire chief recruitment process from an external vendor. This discussion item, fire chief recruitment process, will be placed on the February 26, 2024 board of directors meeting agenda.

### **VII. PUBLIC COMMENTS**

- A. Connie Jo Richtmyre of the Recreation Centers of Sun City reported that our new liaison will be Preston Kise.
- B. Bob Lucas of the Sun City Posse thanked the department for the great working relationship we have with them.
- C. Youngtown Mayor LeVault stated his appreciation of the department.
- D. United Sun Cities Fire Fighters Association Trustee Chris Marin thanked the board for sticking to their word on the fire chief recruitment process and the feasibility study.

### **VIII. NEXT GOVERNING BOARD MEETING**

- A. The next Regular Board Meeting will be held on February 26, 2024, at 9:30 a.m. at the Sun City Fire Department Community Room located at 18602 N. 99<sup>th</sup> Avenue Sun City, AZ.

### **IX. ADJOURNMENT**

- A. Board member David VanderNaalt made a motion to adjourn the meeting at 10:16 a.m. Board member Phil LaBarbera seconded the motion. The board voted to adjourn the meeting at 10:45 a.m. (M: David VanderNaalt/S Phil LaBarbera) Vote – Aye: Tim Wilmes, David VanderNaalt, Phil LaBarbera, Phil Griswold. Nay: None.)

**FOR THE BOARD**

**Tim Wilmes  
Board Chairman**

**TW/lbn**