

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, OCTOBER 26, 2021
9:30 A.M.**

CALL TO ORDER: Chairman David Mann

ROLL CALL:

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

Members Absent: None

Staff: Fire Chief Mark Burdick, Assistant Fire Chief Schmitz, Fire Marshal Jim Fox, 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 Workshop Meeting Minutes for September 21, 2021 were approved for filing.**
- B. Board of Directors Board Meeting Minutes for September 28, 2021 were approved for filing.**

II. CORRESPONDENCE AND SPECIAL RECOGNITION

- A. Community Appreciation Letters – No correspondence received.**
- B. Promotions/Badge Pinning – No promotions or badge pinnings.**
- C. Service anniversaries – Assistant Fire Chief Rob Schmitz was recognized for 16 years of service; Firefighter Drew Holzer was recognized for 6 years of service; Firefighters Matt Schall and Zaid Rivas were recognized for 5 years of service; Paramedics Nicolette Gatlin and Thomas Smock, Jr. were recognized for one year 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 September 2021. The board voted to accept the finance report for the month of September 2021. (M: Phil LaBarbera/S: David VanderNaalt ; Vote – Aye: David Mann, Tim Wilmes, David VanderNaalt, Steve Arnold, Phil LaBarbera; Nay: None)
2. Finance Director Gabe Buldra reported that there will be a wage adjustment to the district's current pay scale effective January 1, 2022. This is due to an increase in the state's minimum wage, which is increasing to \$12.80. This will affect the EMT entry level wage which is currently \$12.49.
3. Action Item –Finance Director Gabe Buldra provided a recap of the PSPRS Contingency Reserve Fund Policy. Once the fund is established it will be included in all future financial reports. Board member Arnold inquired as to the management of the fund. Mr. Buldra said that the county, who currently manages our tax levy monies, will also oversee the management and investment of the contingency fund. The board voted unanimously to adopt the PSPRS Contingency Reserve Fund Policy. (M: Phil LaBarbera/S: David VanderNaalt ; Vote – Aye: David Mann, Tim Wilmes, David VanderNaalt, Steve Arnold, Phil LaBarbera; Nay: None)

B. Legal and Insurance

1. No report.

C. Fire Department Operations

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

F. Resource Management

1. Chief Schmitz reported that the pre-construction meeting for the new ambulance was held at the end of last month. Completion date is still projected for the end of December. The preconstruction meeting for the new Sutphen is tentatively scheduled for the beginning of January.

2. Assistant Chief Schmitz reported that the Plymovent equipment was delivered for FS133. Installation will begin the middle of next week and will take about seven days to complete.
2. Assistant Chief Schmitz requested that the board approve the costs for the Plymovent upgrade at FS131 and FS132. Both stations currently have an older system. The newer system, like the one being installed at FS133, has a cleaner connection and is easier to connect and disconnect. The cost for the upgrade to both stations is \$16,553.72. The board voted unanimously to approve the Plymovent upgrades at FS131 and FS132. (M: Steve Arnold/S: Phil LaBarbera ; Vote – Aye: David Mann, Tim Wilmes, David VanderNaalt, Steve Arnold, Phil LaBarbera; Nay: None)

G. Administrative/Special Projects

1. Assistant Chief Schmitz reported that firefighter second round oral interviews were held last week. Two job offers have been made and an eligibility list has been established. Additionally, Fire Recruit Michael Laier has now graduated the academy and has started his first probationary rotation

H. Public Education/Community Outreach

1. There were no volunteer service anniversaries for the month of September.
2. Prevention volunteer hours summary.
 - a. The summary of prevention hours for volunteers was presented for September 2021. The total number of volunteer hours was 125.
3. Community relations program report.
 - a. The report for Community Outreach program was given for September 2021. There was a total of 135 citizens served for September. Installations of lock boxes are scheduled through October 2021.
4. Community events.
 - a. There were no community events for the month of September 2021.
5. Volunteer Inspection Summary
 - a. The volunteer inspection summary report was given for the month of September. There was a total of 86 inspections completed.

I. Fire Prevention

1. The construction inspection summary report was given for the month of September. There was a total of 40 inspections completed.

2. **Permits issued and revenue report.**
 - a. **The permit and revenue report were presented for September. There were 12 permits with a revenue of \$6,427.54.**
3. **Fire investigation reports.**
 - a. **The fire investigation report was given for September. There was one 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. **Board member Wilmes gave a recap on the 4th quarter PSPRS newsletter. The newsletter can be found at https://www.psprs.com/uploads/publisher/10/PSPRS%20FY2021%20Fourth%20Quarter%20Newsletter_FINAL.pdf.**

V. EXECUTIVE SESSION

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

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

- A. **The next regular board meeting will be held on November 16, 2021, which is the third Tuesday of the month. There will be no workshop meeting in the months of November and December 2021. This is due to the Thanksgiving and Christmas holidays.**

VII. PUBLIC COMMENTS

- A. **Phil Griswold, Chairman of the Sun City Fire District Auxiliary, gave an overview of what the auxiliary does and their current list of projects and tasks.**
- B. **United Sun City Firefighters Association Report – no report.**

VIII. NEXT GOVERNING BOARD MEETING

- A. **The next Regular Board Meeting will be held on November 16, 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 meeting adjourned at 11:00 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: October 21, 2021, at 5:00 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.