

APPROVED MINUTES 082223

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, JULY 25, 2023
9:30 A.M.**

CALL TO ORDER: Board Clerk Stephen Arnold

ROLL CALL:

Members Present: Stephen Arnold, Phil LaBarbera, Phil Griswold (via Zoom)

Members Absent: Tim Wilmes (with notice), David VanderNaalt (medical leave)

Staff: Acting Fire Chief Rob Schmitz, Deputy Chief Jason Casey, Fire Marshal Jim Fox, Assistant Fire Marshal Kenny Kovac, Dominic Filosa – JVG (via Zoom), EMS Division Chief Kyle Henson, USCFFA Vice President Kevin Brown, Office Manager Lisa Neubert

INVOCATION

I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL

- A. Board member Phil LaBarbera made a motion to approve the consent agenda items which were Board of Directors Board Meeting Minutes for June 27, 2023. Board member Phil Griswold seconded the motion. The board voted to approve the consent agenda item. (M: Phil LaBarbera/ S: Phil Griswold; Ayes: Stephen Arnold, Phil LaBarbera, Phil Griswold. Nays: None)**

II. CORRESPONDENCE AND SPECIAL RECOGNITION

- A. Board Clerk recognized Posse representative Bob Lucas, Independent Newspaper reporter Rusty Bradshaw and USCFFA Vice President Kevin Brown who were in attendance.**
- B. Acting Fire Chief Schmitz read a letter of appreciation from the New England Club that included a \$75 donation. The letter thanked the department for a presentation done by Board Clerk Stephen Arnold.**
- C. Acting Fire Chief Schmitz reported that two EMTs were hired and will start on July 31, 2023. The two EMTs are Claudia Eby and Jaimes Clark.**

APPROVED MINUTES 082223

- D. Acting Fire Chief Schmitz recognized the following employees for years of service: Battalion Chief Adam Holliday, Captain Bryan Chamberlain, Engineer Steve Ortega, and Firefighter Randy Tirman for 17 years of service, and Administrative Assistant Theresa Perez for 25 years of service.
- E. Acting Fire Chief Schmitz reported that Firefighter Damon Farrar retired effective June 28, 2023 and Captain Jaime Soto retired effective July 1, 2023.

III. COMMITTEE REPORTS

A. Budget and Finance

- 1. Dominic Filosa of JVG presented the financial and bank reconciliation report for the month of June 2023. Board member Phil LaBarbera made a motion to accept the June 2023 financial report. Board member Phil Griswold seconded the motion. The board voted to accept the finance report for the month of June 2023. (M: Phil LaBarbera/ S: Phil Griswold; Ayes: Stephen Arnold, Phil LaBarbera, Phil Griswold. Nays: None).

B. Legal and Insurance

- 1. Due to Board Chairman Wilmes absence, the PSPRS/Prop 207 update was tabled for the next board meeting.

C. Fire Department Operations

- 1. The report for fire department operations was given for June 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 June 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. Airway training for paramedics is now completed.
 - ii. Three ambulances had Department of Health Services (DHS) inspections. All ambulances passed inspection.
 - iii. New DHS Rules and Regulations for Certificate of Necessity (CON) changes were discussed at the AEMS meetings.
 - iv. New hire testing for EMS.
 - v. EMS supply rooms were reconfigured.
 - vi. CQI reviewed 48 patient care reports (PCRs).

APPROVED MINUTES 082223

E. Resource Management

- 1. Acting Fire Chief Schmitz reported the following for fleet/apparatus:**
 - a. L131 has had oil leaks and A/C compressor repaired and is back in the District. Fire Mechanic Ramos is addressing a transmission filter issue and the truck is on track to be re-outfitted and back in service near the end of July.**
 - b. We've been in communication with our sales team and Sutphen regarding the new pumper. The cab chassis is now complete and is at Sutphen's pumper division for final assembly. We're anticipating traveling to Ohio in the early part of August for final inspection, with delivery near the end of August.**
 - c. Acting Fire Chief Schmitz and Mechanic Ramos have been collaborating on the purchase of a new fleet support truck.**
- 2. Acting Fire Chief Schmitz reported the following for buildings/facilities:**
 - a. Acting Fire Chief Schmitz and Chief Van Roekel have been collaborating on a new facility maintenance position.**
 - b. Acting Fire Chief Schmitz and Chief Van Roekel are working with our roofing vendor regarding warranty work for roof repair at FS133.**

F. Training/Professional Development

- 1. Acting Fire Chief Schmitz gave the following report for the training division:**
 - a. Third quarter training July - August is as follows: Target Solutions –workplace diversity; Hazardous Communications; 1500 Hazwoper; SCBA Cleaning and operational check. MCS (minimum company standards) – Alarm Room Tours; Throwing for time: PPE inspections; Fit Testing (Fire & EMS); Physical Fitness Training (PTF) starting in August. Westside Training – Tactical Training. Battalion training – Extreme Ownership; RIC Bag; Fireground Survival; Captains Meeting 7/13.**
 - b. Board Clerk Stephen Arnold inquired about electric car fires in the district as he had recently seen a blanket designed to put out electric car fires by smothering the fire. Chief Casey reported that there had recently been three electric car fires in the valley, and they were very difficult to extinguish. In one of the instances the fire was put out by dumping sand over the car.**

G. Administrative/Special Projects

- 1. Acting Fire Chief Schmitz reported that the ESCI team assigned to our project will be on-site July 31, 2023 – August 2, 2023. They will spend the 31st with the Sun City Fire District and Youngtown, August 1st with AFMA, and August 2nd they will be back at our administration offices.**

APPROVED MINUTES 082223

H. Public Education/Community Outreach

- 1. Prevention volunteer hours summary.**
 - a. The summary of prevention hours for volunteers was presented for June 2023. The total number of volunteer hours was 138 hours.**
- 2. Community relations program report.**
 - a. The report for the Community Outreach program was given for June 2023. There was a total of 78 citizens served for June. Installations of lock boxes are scheduled through the end of July 2023.**
- 3. There were no community events for the month of July 2023.**
- 4. The volunteer inspection summary report was given for the month of June. There was a total of 103 inspections completed.**

I. Fire Prevention

- 1. The construction inspection summary report was given for the month of June 2023. There was a total of 33 inspections completed.**
- 2. Permits issued and revenue report.**
 - a. The permit and revenue reports were presented for June 2023. There were 16 permits with a revenue of \$27,551.01.**
- 3. Fire investigation reports.**
 - a. The fire investigation report was given for June 2023. There were no formal fire investigations performed.**
- 4. Large community projects.**
 - a. An update was given on the large community projects within the Sun City District. There are currently five large community projects in Sun City.**
 - b. There was an update on the ongoing projects in Youngtown. There are currently four large community projects in Youngtown.**

IV. UNFINISHED BUSINESS

- A. None.**

V. EXECUTIVE SESSION

- A. There was no executive session.**

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

APPROVED MINUTES 082223

- A. Board member Phil Griswold asked to revisit having a committee for social media and community communication. Board Clerk Stephen Arnold directed that this be put on next month's agenda under section H, Public Education/Community Outreach, as item 5, "Community Communication".

VII. PUBLIC COMMENTS

- A. Board Clerk Stephen Arnold thanked The Independent newspaper reporter Rusty Bradshaw for his dedicated attendance to our board meetings and the stories he writes about the department.
- B. USCFFA Vice President Kevin Brown reported that:
 - i. The charities division is working on their "Fill the Backpack" drive this week.
 - ii. The charities division helped one of our firefighters who had no air conditioning and could not afford the quote for a replacement unit. A local air conditioning company donated the new equipment and the charities group paid for the installation labor.
 - iii. A local meeting was recently held at Cabela's and the new firefighters from the last graduating class were voted into the chapter.
 - iv. Board member Phil LaBarbera is working with the charities division to host a shred-a-thon along with a drug takeback event.

VIII. NEXT GOVERNING BOARD MEETING

- A. The next Regular Board Meeting will be held on August 22, 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 LaBarbera made a motion to adjourn the meeting at 10:47 a.m. Board member Phil Griswold seconded the motion. The board voted to adjourn the meeting at 10:48 a.m. (M: Phil LaBarbera/S: Phil Griswold; Vote – Aye: Stephen Arnold, Phil LaBarbera, Phil Griswold. Nay: None)

FOR THE BOARD

Stephen Arnold
Clerk of the Board

SA/lbn