

DRAFT MINUTES

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, JULY 28, 2026
9:30 A.M.**

CALL TO ORDER: Board Chairperson Tim Wilmes

ROLL CALL:

Members Present: Tim Wilmes, Phil LaBarbera, Charles Vickers, Phil Griswold (Via Teams).

Members Absent: Board member David VanderNaalt was absent with notice.

Staff: Fire Chief Rob Schmitz, Assistant Fire Chief Jason Casey, Division Chiefs Kyle Henson and Tony Van Roekel, Battalion Chief Brian Cooper, Finance Director Gabe Buldra, USCFFA Chapter Vice President Chris Marin, Office Manager Lisa Neubert

PLEDGE OF ALLEGIANCE: Board member Phil LaBarbera

INVOCATION: Assistant Fire Marshal Favio Rivera

I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL

- A. Board member Charles Vickers made a motion to approve the consent agenda item which was the Board of Directors Board Meeting Minutes for June 23, 2026. Board Clerk Phil LaBarbera seconded the motion. The board voted to approve the consent agenda item. (M: Charles Vickers/S: Phil LaBarbera; Ayes: Tim Wilmes, Phil LaBarbera, Phil Griswold, Charles Vickers. Nays: None. Abstain: None.)

II. CORRESPONDENCE AND SPECIAL RECOGNITION

- A. Special recognition was given to John Bressert from Recreation Centers of Sun City (RCSC), Rusty Bradshaw from Sun City CAN, and Zev Black from the Sun Cities Independent newspaper.

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- B. Chief Schmitz read a letter of appreciation from the Wilmes family and three letters of appreciation from citizens for services received from the department.
- C. There were no promotions or new hires for the month of June.
- D. Fire Chief Schmitz recognized the following service anniversaries: Battalion Chief Adam Holliday, Captain Bryan Chamberlain, and Engineer Steve Ortega for twenty years of service; Administrative Assistant Theresa Perez for twenty-eight years of service; Paramedic Claudia Eby for three years of service; EMS EMT Derek Haughton, EMS EMT Olga Munoz and Firefighter Aiden Donovan for two years of service.
- E. There were no retirements for the month of June.

III. COMMITTEE REPORTS

A. Budget and Finance

- 1. Finance Director Gabe Buldra presented the financial and bank reconciliation report for the month of June 2026. Board clerk Phil LaBarbera made a motion to accept the June 2026 financial report. Board member Charles Vickers seconded the motion. The board voted to accept the finance report for the month of June 2026. (M: Phil LaBarbera/S: Charles Vickers; Ayes: Tim Wilmes, Phil LaBarbera, Phil Griswold, Charles Vickers. Nays: None. Abstain: None.)

B. Legal and Insurance

- 1. Fire Marshal Kenny Kovac presented Resolution 26-0728B, A Resolution of the District Board of the Sun City Fire District to Adopt the International Codes Local Amendments. This resolution updates clerical errors with respect to what the state versus the district recognizes as group homes. The other change pertains to visible alarm requirements. Board member Charles Vickers made a motion to approve Resolution 26-0728B, A Resolution of the District Board of the Sun City Fire District to Adopt the International Codes Local Amendments. Board clerk Phil LaBarbera seconded the motion. The board voted to approve Resolution 26-0728B. (M: Charles Vickers/S: Phil LaBarbera; Ayes: Tim Wilmes, Phil LaBarbera, Phil Griswold, Charles Vickers. Nays: None. Abstain: None.)
- 2. Fire Marshal Kenny Kovac presented Resolution 26-0728A, Fee Schedule, Exhibit B – Miscellaneous Fee Schedule, and Exhibit C – Operational Permit Fees. The district's fee schedules have not been updated since 2019. A survey was conducted of surrounding departments and the district's fees were revised to the midpoint level of the fee survey

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results. The fee changes affect new construction or tenant improvement projects. Operational fees were not increased. Board clerk Phil LaBarbera made a motion to approve Resolution 26-0728A, Fee Schedule, Exhibit B – Miscellaneous Fee Schedule, and Exhibit C – Operational Permit Fees. Board Member Charles Vickers seconded the motion. The board voted to approve Resolution 26-0728A, Fee Schedule, Exhibit B – Miscellaneous Fee Schedule, and Exhibit C – Operational Permit Fees. (M: Phil LaBarbera/S: Charles Vickers; Ayes: Tim Wilmes, Phil LaBarbera, Phil Griswold, Charles Vickers. Nays: None. Abstain: None.)

3. There was no PSPRS update.
4. Chairperson Wilmes reported the next Prop 207 distribution should be at the end of this month.

C. Fire Department Operations

1. The report for fire department operations was given for June 2026, 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 2026. The report included the incident counts, types, and transport.
2. Division Chief Henson reported the following for the EMS Division:
 - a. CQI 22 PCRs.
 - b. Completed all gastric decompression training.
 - c. New TAM from Image Trend.
 - d. DHS DEA license received.
 - e. DEA license is in progress.
 - f. Report on Cold Water Immersion Project.
 - g. AFG Grant submission – cardiac monitors.
 - h. EMS Committee Meeting.
 - i. DHS inspections on M132 & M134.

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E. Resource Management

- 1. Division Chief Tony Van Roekel presented a quote from Glendale Roofing for maintenance and repair work for the FS132 south side roof. The quote amount is \$26,560.00. The quote comes with a five-year warranty from Glendale Roofing. Board member Charles Vickers made a motion to approve the quote from Glendale Roofing in the amount of \$26,560.00 for maintenance and repair of the FS132 south side roof. Board clerk Phil LaBarbera seconded the motion. The board voted to approve the Glendale Roofing quote of \$26,560.00 for maintenance and repair of FS132 south side roof. (M: Charles Vickers/S: Phil LaBarbera; Ayes – Tim Wilmes, Phil LaBarbera, Phil Griswold, Charles Vickers. Nays – None. Abstain – None.)**
- 2. Division Chief Tony Van Roekel reported the following for fleet/apparatus and equipment:**
 - a. New Vehicle Projects.**
 - b. BC131.**
 - c. LT131.**
 - d. E133.**
 - e. Spare Quantum.**
 - f. EMS Staff Truck.**
 - g. Halligan Tools.**
 - h. Fill Stations.**
- 3. Division Chief Tony Van Roekel reported the following for buildings/facilities and teams/members:**
 - a. FS132 roof.**
 - b. FS131 modifications.**
 - c. Gates.**
 - d. Uniform Committee.**
 - e. Policy and Procedures.**
 - f. Vendors.**

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F. Training/Professional Development

- 1. Battalion Chief Cooper gave the following report for the training division:**
 - a. Recruit Class 26-3 starts Pre Academy on August 31st. There are five people in pre-employment process.**
 - b. State Fire School starts in September. There are ten members attending.**
 - c. We are preparing a Move-Up Engineers Academy for the fall, with a promotional Engineers process coming in Q1 of 2027.**
 - d. The Training Committee will be doing Forceable Entry training in Q3, once it cools off a bit.**
 - e. Department-wide Swift Water Training will be completed by July 31st.**
 - f. Electric Vehicle Extrication training was completed for Ladder 131 Crews during the month of July**

G. Administrative/Special Projects

- 1. No report.**

H. Public Education/Community Outreach

- 1. Prevention volunteer hours summary.**
 - a. The summary of prevention hours for volunteers was presented for June 2026. The total number of volunteer hours was 100 hours.**
- 2. Community relations program report.**
 - a. The report for the Community Outreach program was given for June 2026. There was a total of 82 citizens who were served for June 2026. Installation of lock boxes is scheduled through the month of September 2026. There are no installations during the months of July and August.**
- 3. There were no community events for the month of June 2026.**
- 4. The volunteer inspection summary report was given for the month of June 2026. There was a total of 132 inspections completed.**

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I. Fire Prevention

- 1. The construction inspection summary report was given for the month of June 2026. There was a total of forty-three inspections completed.**
- 2. Fire investigation reports.**
 - a. The fire investigation report was given for June 2026. There was one formal fire investigation for the month.**
- 3. Large community projects.**
 - a. An update was given on the large community projects within the Sun City District. There are currently ten 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. EXECUTIVE SESSION

- A. There was no executive session.**

V. UNFINISHED BUSINESS

- A. Chief Schmitz gave an update on the five-and-ten-year plans for the district. This is a big project that will need community involvement. He is working on getting a committee together and work should begin in September.**

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

- A. Chief Schmitz reported that the district's current attorney is no longer part of a larger attorney group and as such does not have a resource network for various issues the district may encounter. Due to this fact, Chief Schmitz suggested the board interview firms that would be better suited for the district's needs. Chairperson directed Chief Schmitz to set up interviews with at least three firms following the August board meeting.**

VII. PUBLIC COMMENTS

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A. Rusty Bradshaw, CAN (Citizens Assistance Network), reported that CAN has new board members and they are working on a public relations campaign for community awareness.

B. USCFFA Chapter Vice President Chris Marin reported that the local is still working with the PFFA (Professional Fire Fighters of Arizona) on district funding issues and Prop 143. The charities division recently finished up the annual back to school drive for school supplies. Upcoming events include a blood drive and the annual car wash.

VIII. NEXT GOVERNING BOARD MEETING

A. The next Regular Board Meeting will be held on August 25, 2026, 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 Charles Vickers made a motion to adjourn the meeting at 10:26 a.m. Board clerk Phil LaBarbera seconded the motion. The board voted to adjourn the meeting at 10:26 a.m. (M: Charles Vickers/S: Phil LaBarbera; Vote – Ayes: Tim Wilmes, Phil LaBarbera, Phil Griswold, Charles Vickers. Nays: None.)

FOR THE BOARD

Phil LaBarbera

Board Clerk

PL/lbn