

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, OCTOBER 25, 2022  
9:30 A.M.**

**CALL TO ORDER:** Chairman David Mann

**ROLL CALL:**

**Members Present:** David Mann, Tim Wilmes Phil LaBarbera, David VanderNaalt (via Zoom), Stephen Arnold

**Members Absent:** None

**Staff:** Acting Fire Chief Rob Schmitz, Deputy Chief Jason Casey, Fire Marshal Jim Fox, Assistant Fire Marshal Kenny Kovac, Finance Director Gabe Buldra, SCFFA Trustee Brandon Crossno, Office Manager Lisa Neubert

**INVOCATION**

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

A. Board member Steve Arnold made a motion to approve the consent agenda item which was the Board of Directors Board Meeting Minutes for September 27, 2022. Board member Phil LaBarbera seconded the motion. The board voted to approve the consent agenda item. (M: Steve Arnold/S: Phil LaBarbera; Ayes: David Mann, Tim Wilmes, Phil LaBarbera, David VanderNaalt, Stephen Arnold. Nays: None)

**II. CORRESPONDENCE AND SPECIAL RECOGNITION**

A. There was no correspondence received.

B. There were no new hires or promotions to report.

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- C. Chief Schmitz recognized the September service anniversaries as follows: Acting Fire Chief Rob Schmitz for 17 years of service; Firefighter Drew Holzer for 7 years of service; Firefighter Matt Schall for 6 years of service; EMS Paramedic Thomas Smock, Jr for 1 year of service.
- D. Captain Steve Roe is retiring today (October 25, 2022) with 25 years of service.

### III. COMMITTEE REPORTS

#### A. Budget and Finance

- 1. Finance Director Gabe Buldra presented the financial and bank reconciliation report for the month of September 2022. Board member Tim Wilmes made a motion to accept the September 2022 financial report. Board member Steve Arnold seconded the motion. The board voted unanimously to accept the finance report for the month of September 2022. (M: Tim Wilmes/S: Steve Arnold; Vote – Aye: David Mann, Tim Wilmes, Phil LaBarbera, David VanderNaalt, Stephen Arnold. Nay: None).
- 2. Finance Director Gabe Buldra reported that the audit is going smoothly. The audit presentation is on schedule to occur at the December board meeting.

#### B. Legal and Insurance

- 1. No report.

#### C. Fire Department Operations

- 1. The report for fire department operations was given for September 2022, 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 2022. The report included the incident counts, types, and transports.
- 2. Chief Schmitz gave the following updates on the Emergency Medical Services/Ambulance Operations division:
  - i. Certifications are moving from ASHI to AHA on January 1<sup>st</sup>.
  - ii. AMB billing and PCS collection agency are now sharing data and A/R should reflect all collections so far.
  - iii. Lucas compression trial will begin October 31<sup>st</sup> at FS132 & FS133.

- iv. Zoi has improved our PCRf platform and multiple changes have been implemented to make it easier for the crews.
- v. Multiple meetings with AFMA and Surprise, Peoria, and Buckeye Valley fire departments to share “ideas and best practices”.
- vi. Two CQI meetings with over 45 charts reviewed.
- vii. Paramedic student update - Taylor Marques and Matt Schall graduated from paramedic school on October 21<sup>st</sup>. Chris Marin and Ana Estrada are finishing up their vehicular training with the Phoenix College paramedic program and are preparing for “hell” week AKA National Registry preparation.
- viii. The heart monitors have all been through preventative maintenance.
- ix. The EMS division did an EMS standby for a pickleball tournament at the Marinette Recreation Center. No major accidents, only minor Band-Aid distribution.
- x. DHS inspections have been completed on all ambulances that were due inspections.
- xi. Dedication ceremony for the new M133 Youngtown ambulance was held on October 24<sup>th</sup>.

#### **E. Resource Management**

##### **1. Chief Schmitz reported the following for fleet/apparatus:**

- a. The new Medix Ambulance is complete and was dedicated on October 24<sup>th</sup> to the Town of Youngtown. It was placed in service as M133 following the ceremony and the old unit will be added to our reserve fleet. We are looking into selling one reserve unit.
- b. Sutphen picked up L131 on September 29<sup>th</sup> to drive it back to Ohio to replace all hydraulic, electrical, and programming modules for the aerial platform. They will be adding a roof mounted A/C to this unit to match our other units as well.
- c. The new Sutphen pumper in production is still scheduled to be completed in May 2023.
- d. We are ironing out the last few details with Rosenbauer before we commit to a new ladder tender. We’re still attempting to commit to the safer and larger custom chassis while staying within budget. This is

causing some negotiating with design updates and should be confirmed by October 31.

- e. Mechanic Izacc Ramos has begun enrolling and attending training and coursework that will further certify him as an EVT and allow him to address more issues in-house. He continues to handle our day-to-day maintenance and has been proactive in building relationships with vendors and neighboring agencies to save the district time and financial resources while decreasing apparatus out of service time.

2. Chief Schmitz reported the following for buildings/facilities:

- a. The Plymovent exhaust motor at FS132 failed and is in the process of being replaced.
- b. We continue to work with Glendale Roofing on reoccurring issues at FS132. In addition, we're working on quotes to reseal other sections of the roof which are no longer under warranty.
- c. Glendale Roofing is also scheduling repairs at FS131 as recent rainstorms have exposed a significant leak in the laundry room area.
- d. Tree specialists were hired to maintain the large palm trees at FS132 as the old clusters of palm fronds were becoming a safety and aesthetic issue.
- e. A department account has been created at Public Auctions to begin listing department property that has been removed from service and no longer serves a purpose. The hope is that we can reduce clutter and make a little profit in return.

F. Training/Professional Development

- 1. Chief Schmitz reported he graduated from the Arizona Fire Chiefs Association (AFCA) Chief Executive Officer program on Friday, October 14<sup>th</sup>.

G. Administrative/Special Projects

- 1. Chief Schmitz reported that feasibility study start date has been pushed back to November. Board member LaBarbera inquired if labor had been made aware of it. Chief Schmitz said they had not however USCFFA Trustee Brandon Crossno was in attendance of the meeting and will be able to notify the membership.

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

- 1. There were no volunteer service anniversaries.**
- 2. Prevention volunteer hours summary.**
  - a. The summary of prevention hours for volunteers was presented for September 2022. The total number of volunteer hours was 8.**
- 3. Community relations program report.**
  - a. The report for Community Outreach program was given for September 2022. There was a total of 121 citizens served for September. Installations of lock boxes are scheduled through the end of October 2022.**
- 4. There no community events for the month of September 2022.**
- 5. The volunteer inspection summary report was given for the month of September. There was a total of 87 inspections completed.**

## **I. Fire Prevention**

- 1. The construction inspection summary report was given for the month of September. There was a total of 19 inspections completed.**
- 2. Permits issued and revenue report.**
  - a. The permit and revenue report were presented for September. There were 7 permits with a revenue of \$6,773.45.**
- 3. Fire investigation reports.**
  - a. The fire investigation report was given for September. 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 ten large community projects in Sun City.**
- 5. 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 Tim Wilmes reported that the new change in statutes allows the DROP period to extend to seven years versus the current fire years. Anyone newly entering the DROP can participate up to seven years. The board has no recourse or right of refusal as this is state statute. Anyone in the DROP prior to the statute taking effect can request to extend their DROP period to seven years however it requires the approval of the board. The board will consider these requests on a fiscal year basis. This agenda line item will be moved to "Legal and Insurance" on future agendas.

**V. EXECUTIVE SESSION**

- A. There was no executive session.

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

- A. Chief Schmitz reported that board has two seats up for election but only one candidate submitted paperwork. Board member Dave Mann chose not to re-run for his seat on the board. Board member Tim Wilmes submitted candidate election paperwork. Due to the lack of enough candidates to fill the open seats, the Board of Supervisors has cancelled the district's election. The board must hold an organizational meeting and swear in the one candidate (Tim Wilmes), elect a chairman and a clerk of the board, and discuss the appointment of a board member to the open seat. This must be done prior to December 1st.

**VII. PUBLIC COMMENTS**

- A. Phil Griswold, Sun City Fire District Auxiliary chairman, gave an update on the auxiliary's fund-raising campaign. He also noted that in Kitsap County, Washington the St. Michael Medical Center was so short-staffed in the ER that they called 9-1-1 for help. Central Kitsap Fire and Rescue responded, and two paramedics worked in the ER for an hour and a half taking vital signs, cleaning rooms, and moving patients.

**B. NEXT GOVERNING BOARD MEETING**

- A. The next Regular Board Meeting will be held on November 15, 2022, 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.

**VIII. ADJOURNMENT**

- A. Board member Phil LaBarbera made a motion to adjourn the meeting at 10:50 a.m. Board member Stephen Arnold seconded the motion. The board voted to adjourn the meeting at 10:50 a.m. (M: Phil LaBarbera/S:Stephen Arnold; Vote –

**Aye: David Mann, Phil LaBarbera, Tim Wilmes, David VanderNaalt, Stephen Arnold. Nay: None)**

**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 September 22, 2022, 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](mailto:admin@scfmd.az.gov) as early as possible.***