

# ***APPROVED 05282024***

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

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

**ROLL CALL:**

**Members Present:** Tim Wilmes, Stephen Arnold, David VanderNaalt, Phil Griswold

**Members Absent:** Phil LaBarbera, 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, JVG Accountant Dominic Filosa, USCFFA Vice President Brandon Crossno, Office Manager Lisa Neubert

**PLEDGE OF ALLEGIANCE:** Board Member David VanderNaalt

**INVOCATION:** Board Clerk Stephen Arnold

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

**A. Board member David VanderNaalt made a motion to approve the consent agenda items which were the Board of Directors Board Meeting Minutes for March 26, 2004, and Board of Directors E-Session Meeting Minutes for March 26, 2024. Board clerk Stephen Arnold seconded the motion. The board voted to approve the consent agenda items. (M: David VanderNaalt/S: Stephen Arnold; Ayes: Stephen Arnold, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes.)**

**II. CORRESPONDENCE AND SPECIAL RECOGNITION**

**A. Special recognition was given to the following persons/organizations in attendance: The Recreation Centers of Sun City and the Town of Youngtown.**

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- B. Acting Fire Chief Schmitz reported that there were no letters of appreciation for the month of March 2024.**
- C. There were no new hires or promotions for the month of March 2024.**
- D. Acting Fire Chief Schmitz recognized the following employees for their years of service: Firefighter Brandon Crossno for 5 years of service; Payroll Specialist Elizabeth Campos for 5 years of service; EMT Brendan Loughran for 3 years of service.**
- E. Firefighter Randall Tirman retired on March 28, 2024, with seventeen years of service.**

### **III. COMMITTEE REPORTS**

#### **A. Budget and Finance**

- 1. James Vincent Group (JVG) accountant Dominic Filosa presented the financial and bank reconciliation report for the month of March 2024. Board clerk Stephen Arnold made a motion to accept the March 2024 financial report. Board David VanderNaalt seconded the motion. The board voted to accept the finance report for the month of March 2024. (M: Stephen Arnold/S: David VanderNaalt; Ayes: Stephen Arnold, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes).**

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

- 1. Chairperson Wilmes stated there was no report for PSPRS and Prop 207.**

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

- 1. The report for fire department operations was given for March 2024, 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 March 2024. The report included the incident counts, types, and transports.**
- 2. EMS Division Chief Henson reported the following for the EMS Division:**
  - a. EMS orientation for one new member was completed.**
  - b. The 2024 CARES protocol updates training was completed by all members.**

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- c. Our department has joined the National EMS Quality Alliance group.
- d. We attended meetings with two agencies on how we can improve our delivery service.
- e. We are continuing to work on Image Trend.

### **E. Resource Management**

1. Acting Fire Chief Schmitz reported the following for fleet/apparatus:
  - a. We were assigned a job number by Sutphen and have already confirmed paint color for the new pumper with an anticipated completion of August 2027.
  - b. Rosenbauer had their regional sales manager contact me to notify us that our Ladder Tender is being delayed until March 2024. They have been telling us July up through February.
  - c. Chief Van Roekel is preparing to have the refurbished white Pierce Quantum appraised and listed for sale.
  - d. The new fleet support truck for Mechanic Ramos will be delivered the week of April 22<sup>nd</sup>. It will go out for graphics and start being outfitted with equipment and safety lights upon delivery.
2. Acting Fire Chief Schmitz reported the following for buildings/facilities:
  - a. Quarterly HVAC preventative maintenance was completed on all facilities the week of April 16th.
  - b. All department back-up generators were serviced the week of April 9th.
  - c. The resource and training divisions are working on quotes for a grant to purchase and replace thirty sets of turnout gear this year. Between new hires and the turnouts' ten-year service life we will have great need.
  - d. Captain Cooper is leading in-service training for OP IQ the week of April 22<sup>nd</sup>. This program will replace Emergency Reporting and will provide us with a better means to track fleet, facility, and equipment maintenance, inspections, and testing.
  - e. We took delivery of a radio donation from the City of Tempe last month (10 portables, 3 mobiles), which are being programmed and will ensure

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that all front-line apparatus and personnel radios have the most current operability specs.

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

- 1. Battalion Chief Adam Holliday gave the following report for the training division:**
  - a. Recruit class 24-1 are down to their final two weeks. Our three recruits and RTO are doing well and are excited for graduation on April 26<sup>th</sup>.**
  - b. The 2024 Captains Promotional process has just ended. All 4 candidates did very well. The official list will be released next week.**
  - c. Sun City Fire will be teaching the next block of Tactical Thursday training at the regional West Side Training Consortium starting in May and running for a 6-week block. We will be teaching on Duplex fires.**
  - d. This week we are hosting Invenergy along with our neighbors from Peoria, Surprise, and El Mirage for some regional training on the new facility in Youngtown that will be running live very soon.**

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

- 1. Acting Fire Chief Schmitz reported that he spoke with ESCI regarding the poor quality of the draft feasibility study. ESCI apologized and acknowledged they missed the mark on the report. ESCI offered three options to mitigate the situation. Option 1 – ESCI will finish the study for what the district has paid so far. The agreed cost for the study was \$55,163 and the district has paid \$37,500 so far. Any additional costs to finish the report, including if ESCI needs another on-site visit, would be borne by ESCI. Option 2 – ESCI will finish the feasibility study for the agreed cost of \$55,163 and ESCI would do additional work for the district such as a strategic plan at no cost. Option 3 – ESCI will provide a full refund and the feasibility study will not be finished beyond where it currently is. The board directed Chief Schmitz to accept Option 1.**

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

- 1. Prevention volunteer hours summary.**
  - a. The summary of prevention hours for volunteers was presented for March 2024. The total number of volunteer hours was 132 hours.**
- 2. Community relations program report.**

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- a. The report for the Community Outreach program was given for March 2024. There was a total of 136 citizens served for March. Installations of lock boxes are scheduled through the end of April 2024.

3. There were two community events for the month of March 2024.

4. The volunteer inspection summary report was given for the month of March 2024. There was a total of forty-six inspections completed.

### **I. Fire Prevention**

1. The construction inspection summary report was given for the month of March 2024. There was a total of twenty-six inspections completed.

2. Permits issued and revenue report.

- a. The permit and revenue reports were presented for March 2024. There were nine permits with a revenue of \$29,045.16.

3. Fire investigation reports.

- a. The fire investigation report was given for March 2024. There was no 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 four 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. Chairperson Tim Wilmes reported that monies have been put into the FY2025 budget for surveying the community on their opinions on how to best connect with the fire department regarding news, programs, updates, etc.

B. Chairperson Tim Wilmes reported that a change needs to be made to the Fire Chief salary range approved for FY2025 at the March 26, 2024, board meeting. The approved range of \$150,000 to \$200,000 does not work with the department's pay scale, which has 5% between each pay step. To correct this, the Fire Chief salary range should be changed to \$164,540.50 to \$200,000.01. Board Clerk Stephen Arnold made a motion to change the Fire Chief salary range for FY2025, beginning July 1, 2025, to \$164,540.50 to \$200,000.01. Board member Phil Griswold seconded the motion. The board voted to change the Fire Chief

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salary range for FY2025, beginning July 1, 2025, to \$164,540.50 to \$200,000.01. (M: Stephen Arnold/S: Phil Griswold; Ayes: Stephen Arnold, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes).

- C. Chairperson Tim Wilmes reported that four applications were received for the Fire Chief position. The recruitment closed on April 19<sup>th</sup> and an application review process will take place on April 25<sup>th</sup>. The applications will be reviewed by Chairperson Wilmes, Deputy Chief Jason Casey, and HR Manager Lisa Neubert to see if the applicants meet minimum qualifications set forth in the Fire Chief job description. Interviews are tentatively set for May 16<sup>th</sup>. If there are not enough qualified applicants, the board will hold a special meeting on May 7<sup>th</sup> to act on filling the fire chief position in lieu of interviews on May 16<sup>th</sup>.

### **V. EXECUTIVE SESSION**

- A. There was no executive session.

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

- A. There will be a workshop meeting to review the proposed FY2025 budget on May 21, 2024, at 9:30 a.m.

### **VII. PUBLIC COMMENTS**

- A. Youngtown Mayor LeVault commented that every month he sees the volume of calls our personnel go on and on behalf of the Town, he thanked the department for all the work they do.
- B. United Sun Cities Fire Fighters Association President Scott Dial thanked the board for moving forward and conducting a Fire Chief recruitment process. He asked Chairperson Wilmes what critical criteria would be used to assess the applicants. Chairperson Wilmes stated that the fire chief description was revised last month, and the minimum requirements would be used as the criteria in reviewing the applications. Mr. Dial asked what, if any input, the union had in the recruitment process. Chairperson Wilmes stated that the fire chief job description was revised with the participation of USCFFA Vice President Brandon Crossno and USCFFA Trustee Chris Marin. Board Clerk Stephen Arnold stated that both Mr. Crossno and Mr. Marin gave great insight and input into the fire chief job description revision. Board member David VanderNaalt stated that the board heard what the union had to say about the fire chief position. Board member Phil Griswold asked Mr. Dial if he had any feedback that was negative or had he heard something that he wasn't pleased with that prompted him to make these inquiries. Mr. Dial stated he hadn't heard anything but because he wasn't part of any of the meetings behind closed doors, he was doing his due diligence as the union president.

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

- A. The next Regular Board Meeting will be held on May 28, 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 Phil Griswold made a motion to adjourn the meeting at 10:39 a.m. Board member David VanderNaalt seconded the motion. The board voted to adjourn the meeting at 10:39 a.m. (M: Phil Griswold /S: David VanderNaalt) Vote – Aye: Stephen Arnold, David VanderNaalt, Phil Griswold. Nay: None. Abstain: Tim Wilmes)**

### **FOR THE BOARD**

**Stephen Arnold  
Board Clerk**

**SA/lbn**