

DRAFT MINUTES

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, MAY 28, 2024
9:30 A.M.**

CALL TO ORDER: Board Chairperson Tim Wilmes

ROLL CALL:

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

Members Absent: None

Staff: Fire Chief Rob Schmitz, Acting Assistant Chief Jason Casey, Fire Marshal Kenny Kovac, Battalion Chief Adam Holliday, Finance Director Gabe Buldra, USCFFA Vice President Brandon Crossno, Office Manager Lisa Neubert

PLEDGE OF ALLEGIANCE: Board Member David VanderNaalt

INVOCATION: Board Member Phil LaBarbera

I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL

A. Board member Phil Griswold made a motion to approve the consent agenda items which was the Board of Directors Board Meeting Minutes for April 23, 2024. Board clerk Stephen Arnold seconded the motion. The board voted to approve the consent agenda items. (M: Phil Griswold/S: Stephen Arnold; Ayes: Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes.)

II. CORRESPONDENCE AND SPECIAL RECOGNITION

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- A. Special recognition was given to the following persons/organizations in attendance: The Recreation Centers of Sun City, the Sun City Posse, and the Town of Youngtown.**
- B. Fire Chief Schmitz read a letter of appreciation from United Fire Equipment Company (UFEC) for Battalion Chief Tony Van Roekel. Chief Van Roekel came upon a UFEC employee who was stranded with a flat tire out in the middle of nowhere. This person did not have the proper tool necessary to remove the lug nuts. Chief Van Roekel was off duty and happened upon the UFEC employee. Luckily, he had the tool needed to remove the lug nuts. UFEC was very thankful for Chief Van Roekel's assistance and sent him a \$200 UFEC gift card.**
- C. Acting Fire Chief Schmitz was the number one candidate from the Fire Chief recruitment process. He was made the permanent fire chief effective May 7, 2024.**
- D. Fire Chief Schmitz recognized the following employees for their years of service: Battalion Chief Sherry Hood Neeley for 25 years of service; Captain Eric Archer for 17 years of service; Captain Matt Lucking for 17 years of service; Paramedic Justin Bruce for 5 years of service; Paramedic Steven Van for 5 years of service; EMT Jessica Harris for 5 years of service; EMT David Wuerfel for 5 years of service; Firefighter Trevor Berl for 2 years of service; Firefighter Anthony Haugen for 2 years of service; Firefighter Camryn Humphreys for 2 years of service; Firefighter Anthony Clark for 1 year of service; Firefighter Tyler MacComb for 1 year of service; Firefighter Brendan Nelson for 1 year of service.**
- E. Battalion Chief Sherry Hood Neeley retired on May 24, 2024, with twenty-five 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 April 2024. Board clerk Stephen Arnold made a motion to accept the April 2024 financial report. Board Phil Griswold seconded the motion. The board voted to accept the finance report for the month of April 2024. (M: Stephen Arnold/S: Phil Griswold; Ayes: Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes).**
- 2. Finance Director Gabe Buldra gave an overview of the draft FY2025 budget. The assessed valuation for FY2025 is \$435,795,792, an increase of 6.15% from FY2024. The tax rate is tentatively set at \$3.750 for FY2025 and the Bond Tax Rate is \$0.1611. The total revenue for FY2025 is**

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\$21,272,342. Revenues consist of:

- a) Real Estate Tax Levy - \$16,342,342**
- b) Fire District Assistance Tax - \$400,000**
- c) Net from Ambulance Operations - \$3,600,000**
- d) Other Services (Prevention, Grants, etc.) - \$930,000**

3. The total expense for FY2025 is \$21,2672,342. Expenses consist of:

- a) Personnel Costs - \$17,503,891**
- b) Buildings & Land – \$336,573**
- c) Fleet & Equipment - \$867,140**
- d) Communications – \$832,858**
- e) Meetings, Travel, Training - \$389,408**
- f) Administration – \$569,508**
- g) Contingency Allocation & Capital Outlay – \$772,965**

Board member Stephen Arnold made a motion to approve FY2025 budget as presented. Board member Phil LaBarbera seconded the motion. The board voted to approve the FY2025 budget. (M: Stephen Arnold/S: Phil LaBarbera; Ayes: Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes)

B. Legal and Insurance

- 1. Chief Schmitz presented Resolution 24-0528A, a resolution for a call to election for the November 5, 2024, general election. This is routine resolution that is done bi-annually during election years. Board clerk Stephen Arnold made a motion to approve Resolution 24-0528A. Board member Phil LaBarbera seconded the motion. The board voted to approve Resolution 24-0528A. (M: Stephen Arnold/S: Phil LaBarbera; Ayes: Stephen Arnold, Phil LaBarbera, Stephen Arnold, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes)**
- 2. 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 April 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 April 2024. The report included the incident counts, types, and transports.**

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2. EMS Division Chief Henson reported the following for the EMS Division:

- a. Continuing to build out and streamline Image Trend.**
- b. Ambulance CON Renewal for 3 years.**
- c. Submitting Gila River Grant for \$307,000 for new ambulance.**
- d. Implemented Operative IQ for EMS supply and narcotic tracking.**
- e. CQI meetings have begun again; twenty-eight cases reviewed.**
- f. Attended State and Regional Meetings with AZ DHS, AEMS, Education Committee.**
- g. Image Trend subcommittee of ROCC met and is working on sharing ideas.**
- h. Discussion with AMB/MARS for crew documentation training in August**

E. Resource Management

1. Acting Fire Chief Schmitz reported the following for fleet/apparatus:

- a. Sutphen is anticipating an August 2027 delivery of the new pumper. We'll be scheduling the preconstruction meeting in the next few months.**
- b. Rosenbauer is attempting to deliver the new LT133 as soon as possible after moving the anticipated date from July 2024 to March 2025.**
- c. The 2001 Pierce Quantum (01391), refurbished in 2019, was listed for sale with Brindlee Mountain on May 1st. We were advised to start the asking price at \$220,000. There have been no inquiries yet.**
- d. The support services truck was delivered on May 7th. Mechanic Ramos has started wiring the lighting and we are having graphics designed for the unit.**
- e. L133 has started experiencing engine issues and was inspected by Cummins. They are recommending a complete teardown and overhaul. The truck warranty expired in September 2024 but only has 39,000 miles. We are working with Cummins Customer Care for support with this premature failure. The unit will be unavailable for an extended period.**

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

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- a. 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 gear's ten-year service life we will have a great need.
- b. We took delivery of a radio donation from the City of Tempe last month (10 portables, three mobiles), which are being programmed and will ensure that all front-line apparatus and personnel radios have the most current operability specs.
- c. OP IQ in-service was completed in April and has been launched successfully. We continue to adjust the program to fit our needs.

F. Training/Professional Development

1. Battalion Chief Adam Holliday gave the following report for the training division:

- a. The Training Division hosted our bi-monthly Captains meeting on May 9th. We went over an Extreme Ownership lesson, which is a Leadership course that we have been working on since late 2022. We also had all Divisions give updates and had roundtable discussions with the captains. We host these meetings bi-monthly to offer training and increase communication department wide.
- b. We have kicked off phase 2 of a 40-hour Leadership training. This grant funded class covers all aspects of Leadership, people, and includes live role play practice. All our Chief officers and Captains have completed this training, and this phase is focusing on our Engineers. There are four other departments involved, including AFMA, Daisy Mountain, Buckeye Valley, and the City of Buckeye.
- c. Sun City Fire is teaching the next 6-week block of Tactical Thursday training through the West Side Training Consortium. We are covering Duplex/Condo Fires. We taught our first class on Thursday the 16th, and as fate would have it, we had a working 1st Alarm condominium fire that very night. Every crew from Sun City performed very well, made a great stop on the fire, and provided excellent customer service to the residents of the condominiums who were temporarily evacuated during the fire fight.
- d. We are gearing up to assist with the upcoming EMS hiring process, and the upcoming Battalion Chief promotional process. We also are beginning to work on our upcoming Academies and State Fire School (classes in September, registration in June).

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G. Administrative/Special Projects

- 1. Chief Schmitz presented a proposal from SunState Technology, our IT service providers, for a new network server to replace an older unit which is starting to fail. The total cost for the server is \$17,912.60. There is no fee for installation as it is covered by our service contract. Board member Phil Griswold made a motion to accept the new server proposal in the amount of \$17,912.60. Board member Phil LaBarbera seconded the motion. The board voted to accept the new server proposal in the amount of \$17,912.60. (M: Phil Griswold/S: Phil LaBarbera; Ayes: Stephen Arnold, Phil LaBarbera, Stephen Arnold, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes)**
- 2. Chief Schmitz reported that he has received a revised draft of the feasibility study. It has not been reviewed yet. He noted that all comments that were made on the prior draft copy were forwarded, and those revisions were mad3.**

H. Public Education/Community Outreach

- 1. Prevention volunteer hours summary.**
 - a. The summary of prevention hours for volunteers was presented for April 2024. The total number of volunteer hours was 133 hours.**
- 2. Community relations program report.**
 - a. The report for the Community Outreach program was given for April 2024. There was a total of 132 citizens served for April. Installation of lock boxes are scheduled through the end of May 2024.**
- 3. There were two community events for the month of April 2024.**
- 4. The volunteer inspection summary report was given for the month of April 2024. There was a total of eighty-six inspections completed.**

I. Fire Prevention

- 1. The construction inspection summary report was given for the month of April 2024. There was a total of forty inspections completed.**
- 2. Permits issued and revenue report.**
 - a. The permit and revenue reports were presented for April 2024. There were twenty-four permits with a revenue of \$82,453.16.**
- 3. Fire investigation reports.**

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a. The fire investigation report was given for April 2024. There was one formal fire investigation that is still ongoing.

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 twice in the past month and a half he has witnessed intersections that have preemption equipment not working when crews going code 3 went through them. He asked that if any board members witness this as well, that they would note the intersection, date, and time so that it can be investigated. Additionally, he noted that Chief Schmitz is awaiting information from the Arizona Department of Transportation (ADOT) regarding what kind of wiring, if any, is in the traffic signals at 111th and Grand Avenues. This intersection currently has no preemption equipment.

V. EXECUTIVE SESSION

A. There was no executive session.

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

A. The discussion regarding ambulance billing has been tabled to the May 28, 2024, meeting due to EMS Chief Kyle Henson's absence at today's meeting.

VII. PUBLIC COMMENTS

A. Youngtown Mayor LeVault asked that we keep up the good work and keep safe.

B. Preston Kise of the Recreation Centers of Sun City stated that there was a possibility that the RCSC may acquire a property at 111th Avenue and Thunderbird Road. He asked if someone from our department could come to check the sprinkler system. Chief Schmitz stated that the fire department does not do that and that the RCSC would need to get a third-party company that does sprinkler work for that.

C. Mr. Hadley Starky, a Sun City resident, stated that he has established a Facebook group, Sun City AZ ChitChat, for Sun City residents to provide answers and community awareness. This group could help our department to bridge the gap reaching community members. The group currently has 6,900 members. Mr.

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Handley asked if the department would be willing to donate 3 to 4 lockboxes, which he would give away through a raffle at Sun City AZ ChitChat speaking events. Board member Phil Griswold referred Mr. Starkey to the Sun City Auxiliary, which is holding a meeting on Wednesday, May 29, 2024.

D. Board clerk Stephen Arnold announced that he will not be re-running for his board seat during the 2024 election. He will remain on the board to the end of his term. He will remain with the department as a fire inspector.

VIII. NEXT GOVERNING BOARD MEETING

A. The next Regular Board Meeting will be held on June 23, 2024, 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 Griswold made a motion to adjourn the meeting at 10:37 a.m. Board member David VanderNaalt seconded the motion. The board voted to adjourn the meeting at 10:52 a.m. (M: Phil Griswold/S: David VanderNaalt) Vote – Aye: Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nay: None. Abstain: Tim Wilmes)

FOR THE BOARD

Stephen Arnold
Board Clerk

SA/lbn