

APPROVED 01282025

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, DECEMBER 17, 2024
9:30 A.M.**

CALL TO ORDER: Board Chairperson Tim Wilmes

ROLL CALL:

Members Present: Tim Wilmes, Phil LaBarbera, David VanderNaalt, Phil Griswold, Charles Vickers.

Members Absent: None.

Staff: Fire Chief Rob Schmitz, Assistant Chief Jason Casey, EMS Chief Kyle Henson, Captain Adam Lombardo, Finance Director Gabe Buldra, Office Manager Lisa Neubert

PLEDGE OF ALLEGIANCE: Board Member Phil LaBarbera

INVOCATION: Board Member Phil LaBarbera

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 Organizational Meeting Minutes for November 19, 2024, and the Board of Directors Board Meeting Minutes for November 19, 2024. Board member Charles Vickers seconded the motion. The board voted to approve the consent agenda items. (M: David VanderNaalt/S: Charles Vickers; Ayes: Phil LaBarbera, David VanderNaalt, Phil Griswold, Charles Vickers. Nays: None. Abstain: Tim Wilmes.)

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II. CORRESPONDENCE AND SPECIAL RECOGNITION

- A. Special recognition was given to Youngtown Mayor LeVault, Independent reporter Scott Tynes, the Recreation Centers of Sun City, and the United Sun Cities Fire Fighters Association.**
- B. Chief Schmitz read several thank you letters as follows:**
 - 1. A letter of appreciation and a \$500 donation from a citizen who was diagnosed with a heart issue on scene by crews who saved the patient's life.**
 - 2. Chief Schmitz reported that the auxiliary is still receiving donations and read a letter sent in with a \$200 donation, thanking the crew who helped her after she fell when a chair broke.**
- C. There were no new hires or promotions.**
- D. There were no service anniversaries for the month of December.**
- E. There were no retirements.**

III. COMMITTEE REPORTS

A. Budget and Finance

- 1. Finance Director Gabe Buldra presented the financial and bank reconciliation report for the month of November 2024. Board member Phil LaBarbera made a motion to accept the November 2024 financial report. Board David VanderNaalt seconded the motion. The board voted to accept the finance report for the month of November 2024. (M: Phil LaBarbera/S: David VanderNaalt); Ayes: Phil LaBarbera, David VanderNaalt, Phil Griswold, Charles Vickers. Nays: None. Abstain: Tim Wilmes.)**
- 2. Ms. Lydia Hunter, auditor with Beach Fleishman, presented the 2024 auditor's report. She reviewed the annual comprehensive financial report, internal controls report and required communications report. The audit received an unmodified opinion, which means the auditor was satisfied with the financial statements and that the statements met the requirements demanded by regulations. Ms. Hunter made note that there are some issues with the Sun City Fire Firefighters Relief and Pension Fund due to not being able to locate any plan documents for the fund. Currently there are no recipients of this pension fund and Chief Schmitz is looking for a law firm who can help with the dissolution of this old pension fund. Board member David VanderNaalt made a motion to**

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accept the audit. Board member Phil LaBarbera seconded the motion. The board voted to accept the audit. (M: David VanderNaalt/S: Phil LaBarbera; Ayes: Phil LaBarbera, David VanderNaalt, Phil Griswold, Chuck Vickers. Nays: None. Abstain: Tim Wilmes)

B. Legal and Insurance

- 1. Fire Marshal Kenny Kovac presented a proposed revision to the Fire District Fee Schedule. The changes were as follows: an increase of the cost of a residential lockbox to \$80 from \$70 and an increase in the cost of the commercial lockbox to \$380 from \$225. These two increases are due to the increase in costs from the manufacturer. Additionally, an annual fee of \$125 for residential care homes would be added to the fee schedule. Currently there are no fees assessed to residential care homes. Board member Phil Griswold made a motion to approve the revision to the Fire District Fee Schedule. Board member Phil LaBarbera seconded the motion. The board voted to approve the proposed revision of the Fire District Fee Schedule. (M: Phil Griswold/S: Phil LaBarbera; Ayes: Phil LaBarbera, David VanderNaalt, Phil Griswold, Chuck Vickers. Nays: None. Abstain: Tim Wilmes)**
- 2. Board Chairperson Tim Wilmes stated that the Fire Chief's contract needed to be reaffirmed due to the changes in board members after the election. Board member Chuck Vickers made a motion to reaffirm the Fire Chief's contract. Board member Phil LaBarbera seconded the motion. The board voted to reaffirm the Fire Chief's contract. (M: Chuck Vickers/S: Phil LaBarbera; Ayes: Phil LaBarbera, David VanderNaalt, Phil Griswold, Chuck Vickers. Nays: None. Abstain: Tim Wilmes).**
- 3. Board Chairperson Tim Wilmes gave an overview of the Public Safety Personnel System's (PSPRS) annual report. Copies of the report are available on PSPRS's website.**
- 4. The next Prop 207 distribution will be at the end of the month.**

C. Fire Department Operations

- 1. The report for fire department operations was given for November 2024, which included an overview of the incident counts, types, and response times.**

D. Emergency Medical Services / Ambulance Operations

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1. The ambulance operations report was presented for the month of November 2024. The report included the incident counts, types, and transports.
2. EMS Division Chief Henson reported the following for the EMS Division:
 - a. Cardiac Monitor Defibrillator DEMO (all shifts).
 - b. Finalizing 2024 AFG grant (multi-regional grant) 2 million requested.
 - c. American Heart Association ACLS and CPR Instructor course (5).
 - d. CQI – Identified some training needs with patient refusals.
 - e. Participating in National Research Committee on FALLS.
 - f. Sent 4 members to PCH Pediatric Conference.
 - g. CARES – 2025 EMS protocol updates finalized.
 - h. Attended St. Joes CE on Strokes, Trauma case reviews.
 - i. Image Trend workshop.
 - j. EMS Coordinator attended Leadership Training.
 - k. Finalized agreement with Fostering Hope for volunteers to assist.
 - l. Accepted to NFA for EMS Quality Management Course (7 days).
 - m. Preparing for ACLS for 50 paramedics in January.

E. Resource Management

1. Fire Chief Rob Schmitz reported the following for fleet/apparatus and equipment:
 - a. BR 131 sold.
 - b. New vehicle projects.
 - c. M134 repaired.
 - d. LT131 incident.
 - e. Reserve Quantum.
 - f. Drug Box Locks.

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younger members who may not have had this training yet, as well as a great refresher for our seasoned members.

- c. The department has four new move-up qualified members. Firefighter Tomaselli successfully completed the engineer move-up book as well as the engineer move-up test. He can now function as an engineer, which also qualifies him to be able to take the next engineer exam for promotion. Captain Lucking, Captain Kelley, and Captain Lumbardo completed the Battalion Chief move-up book and can now function as Battalion Chief, which will also qualify them to be able to take the next Battalion Chief test.

G. Administrative/Special Projects

1. Chairperson Wilmes stated that Article 4, Section 4, *Election and Terms of Office*, of the Sun City Fire District By-Laws needed to be modified to state that board officers should be elected at the Organizational Meeting of the board and shall assume office after the election has been certified. Currently the By-Laws state that board officers shall assume office on December 1st immediately following the November election. Board member Phil Griswold made a motion to change Article 4, Section 4, *Election and Terms of Office*, of the Sun City Fire District By-Laws to state that board officers shall be elected at the Organizational Meeting of the board and shall assume office after the election has been certified. Board member Phil LaBarbera seconded the motion. The board voted to change Article 4, Section 4, *Election and Terms of Office*, of the Sun City Fire District By-Laws to state that board officers shall be elected at the Organizational Meeting of the board and shall assume office after the election has been certified. (M: Phil Griswold/S: Phil LaBarbera; Ayes: Phil LaBarbera, David VanderNaalt, Phil Griswold, Chuck Vickers. Nays: None. Abstain: Tim Wilmes).

H. Public Education/Community Outreach

1. Prevention volunteer hours summary.
 - a. The summary of prevention hours for volunteers was presented for November 2024. The total number of volunteer hours was 142 hours.
2. Community relations program report.
 - a. The report for the Community Outreach program was given for November 2024. There was a total of 148 citizens served for

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November. Installation of lock boxes is scheduled through the middle of January 2024.

3. There were no community events for the month of November 2024.
4. The volunteer inspection summary report was given for the month of November 2024. There was a total of 84 inspections completed.

I. Fire Prevention

1. The construction inspection summary report was given for the month of November 2024. There was a total of 35 inspections completed.
2. Permits issued and revenue report.
 - a. The permit and revenue reports were presented for November 2024. There were 22 permits issued with a revenue of \$172,844.16.
3. Fire investigation reports.
 - a. The fire investigation report was given for November 2024. There were no formal fire investigations for the month.
4. Large community projects.
 - a. An update was given on the large community projects within the Sun City District. There are currently eight 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. None.

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

- A. None.

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VII. PUBLIC COMMENTS

- A. Youngtown Mayor LeVault thanked the department for all they do for the community.**
- B. Recreation Centers of Sun City thanked the department for all they do for the community.**
- C. United Sun Cities Fire Fighters Association Vice-President Brandon Crossno reported on the charities adopt-a-family program and the Southwest Key toy drive event.**

VIII. NEXT GOVERNING BOARD MEETING

- A. The next Regular Board Meeting will be held on January 28, 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 David VanderNaalt made a motion to adjourn the meeting at 10:50 a.m. Board member Chuck Vickers seconded the motion. The board voted to adjourn the meeting at 10:50 a.m. (M: David VanderNaalt /S: Chuck Vickers; Vote – Aye: Phil LaBarbera, David VanderNaalt, Phil Griswold, Charles Vickers. Nay: None. Abstain: Tim Wilmes)**

FOR THE BOARD

**Phil LaBarbera
Board Clerk**

PL/lbn