

# ***APPROVED MINUTES 08272024***

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, JULY 23, 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 (via Zoom)

**Members Absent:** None

**Staff:** Fire Chief Rob Schmitz, Assistant Chief Jason Casey, Fire Marshal Kenny Kovac, Resource Chief Tony Van Roekel, EMS Chief Kyle Henson, Dominic Filosa - James Vincent Group (via Zoom), USCFFA Trustee Chris Marin, 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 David VanderNaalt made a motion to approve the consent agenda items which was the Board of Directors Board Meeting Minutes for June 25, 2024. Board member Phil LaBarbera seconded the motion. The board voted to approve the consent agenda items. (M: David VanderNaalt/S: Phil LaBarbera; 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 USCFFA, and the mayor and vice-mayor of Youngtown.**
- B. There were no community appreciation letters.**
- C. Fire Chief Schmitz reported on the following new hires for August 12, 2024: Zachary Clark has been hired as a paramedic; Micah Olson and Reina Meredith have been hired as EMTs; Christopher Krohn has been hired as a Firefighter/Paramedic; and Jacob Willerford has been hired as a Firefighter/EMT.**
- D. Fire Chief Schmitz recognized the following employees for their years of service: Battalion Chief Adam Holliday, Captain/Paramedic Bryan Chamberlain, and Engineer/Paramedic for eighteen years of service; Administrative Assistant Theresa Perez for twenty-six years of service; EMT Claudia Eby for one year of service.**
- E. There were no retirements.**

### **III. COMMITTEE REPORTS**

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

- 1. Dominic Filosa from James Vincent Group presented the financial and bank reconciliation report for the month of June 2024. Board member David VanderNaalt made a motion to accept the June 2024 financial report. Board Stephen Arnold seconded the motion. The board voted to accept the finance report for the month of June 2024. (M: David VanderNaalt/S: Stephen Arnold); Ayes: Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes).**
- 2. Chief Schmitz asked the board to consider allowing the possible extension of those current PSPRS DROP members who have a DROP entrance date prior to January 1, 2023, to the end of the fiscal year (June 30, 2025). The extensions would be based on operational need and currently the possible need for any extensions is unknown. Any extended time would not include the 401a contributions (known as the “mini-DROP) for DROP members who extended beyond the original 60-month DROP period. Board clerk Stephen Arnold made a motion to allow the possible extension of those current PSPRS DROP members who have a DROP entrance date prior to January 1, 2023, to the end of the fiscal year (Jun 30, 2025) without the extension of 401a DROP contributions known as the “mini-DROP”. Board member David VanderNaalt seconded the motion. The motion passed. (M: Steve Arnold/ S: David VanderNaalt) Ayes: Stephen Arnold, Phil LaBarbera, David VanderNaalt. Nays: None.**

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Abstain: Tim Wilmes, Phil Griswold).

## **B. Legal and Insurance**

1. Chairperson Wilmes stated there was no report for PSPRS. Prop 207 monies received in June were \$79,778.00. Additionally, he reported on Senate bill 4673, the Special District Grant Accessibility Act, that, if passed, would grant special districts access to federal programs to assist local governments.

## **C. Fire Department Operations**

1. The report for fire department operations was given for June 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 June 2024. The report included the incident counts, types, and transports.
2. EMS Division Chief Henson reported the following for the EMS Division:
  - a. CQI 17 cardiac arrests.
  - b. Continuing Image Trend build.
  - c. Lucas training completed; four uses; 1 return of spontaneous circulation (ROSC).
  - d. McGrath airway – 1 use.
  - e. Two Department of Health Services ambulance inspections – both passed.
  - f. Boswell CE – good attendance.
  - g. Basic Life Support (BLS) CPR refresher course for EMTs.

## **E. Resource Management**

1. Battalion Chief Van Roekel reported the following for fleet/apparatus:
  - a. Fire Mechanic Izacc Ramos was named the 2024 Arizona Fire Service Mechanics Association EVT of the Year.
  - b. Sutphen is anticipating an August 2027 delivery of the new pumper. We will be scheduling the preconstruction meeting in the next few months.

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- c. Rosenbauer is anticipating a March 2025 delivery of LT133.
- d. The 2001 Pierce Quantum (01391), refurbished in 2019, was listed for sale with Brindlee Mountain on May 1<sup>st</sup>. They report that it is receiving a lot of traffic but there have been no inquiries yet. We lowered the price to \$190,000 last week.
- e. We have not listed the Dodge Ambulance or Brush truck for sale yet but already have interest from within the state. We are gathering information to determine an appropriate sale price.
- f. We have continued working with Cummins on identifying and repairing the engine on L133. Their engineering team believes they have identified the issues and have begun rebuilding it with an anticipated completion date of July 19. We are continuing to work with the local shop and corporate office on terms of splitting the cost and warranty on repairs.
- g. E131 had the body weld rework completed at FTS and returned on July 1<sup>st</sup>. It was restocked and put back in service on July 3<sup>rd</sup>. FTS will be coming out to inspect the original work on E132 and the Reserve Sutphen to ensure all previous work is holding up.
- h. A new GMC 1500 was purchased and outfitted for the Resource Division Chief and was put in service on July 15<sup>th</sup>.

### **2. Battalion Chief Van Roekel reported the following for buildings/facilities:**

- a. Chief Van Roekel started in his new Resource Division Chief role on a 40-hour work week on July 1<sup>st</sup> and has settled into an office at FS131.
- b. Generator preventative maintenance is being completed at all fire stations in July.
- c. Phase 1 of our annual PPE inspections will be completed by mid-July with AZPPE.

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

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

- a. All Sun City Fire and Medical Department suppression members participated in a Save Your Own drill at GRPSTC in July. This drill is labor intensive, and had our members utilize our Rapid Interview Crew (RIC) bag that is kept on BC131 to assist in rescuing and providing air to a

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downed firefighter. All crews did well and gained valuable knowledge during the drills.

- b. On July 4<sup>th</sup> – E131, E132, BC131 all went on a 1<sup>st</sup> Alarm house fire in a county island/Peoria area. The house was already heavily involved when the first unit arrived on scene, and a defensive strategy was declared due to the advanced stage of the fire.
- c. In mid-July, Battalion Chief Holliday went to a six-day Command and Control of Multi Alarm Incidents course at the National Fire Academy (NFA). The NFA is in Emmitsburg, Maryland and is a federally funded school for the Fire Service where students live on campus for the duration of their course. The NFA and surrounding areas are steeped in history, and the NFA is also home to the Fallen Firefighters Memorial.

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

1. Chief Schmitz reported that the draft of the revised Feasibility Study has been forwarded to the Board and that the comments forwarded after the first draft have been incorporated into the second draft. The report is moving forward to the final draft stage. The board asked that they receive the final draft before ECSI make their presentation of the study.

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

1. Prevention volunteer hours summary.
  - a. The summary of prevention hours for volunteers was presented for June 2024. The total number of volunteer hours was 115 hours.
2. Community relations program report.
  - a. The report for the Community Outreach program was given for June 2024. There was a total of fifty-seven citizens served for June. Installation of lock boxes are scheduled through the middle of September 2024.
3. There were no community events for the month of June 2024.
4. The volunteer inspection summary report was given for the month of June 2024. There was a total of ninety-one inspections completed.

### **I. Fire Prevention**

1. The construction inspection summary report was given for the month of June 2024. There was a total of thirty-three inspections completed.

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### **2. Permits issued and revenue report.**

- a. The permit and revenue reports were presented for June 2024. There were thirteen permits with a revenue of \$16,3020.76.**

### **3. Fire investigation reports.**

- a. The fire investigation report was given for June 2024. There were three formal fire investigations that are still ongoing.**

### **4. Large community projects.**

- a. An update was given on the large community projects within the Sun City District. There are currently seven large community projects in Sun City.**
- b. There was an update on the ongoing projects in Youngtown. There are currently four large community projects in Youngtown.**

## **IV. UNFINISHED BUSINESS**

- A. None.**

## **V. EXECUTIVE SESSION**

- A. There was no executive session.**

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

- A. Chairperson Wilmes discussed moving the board meetings in November and December 2024 due to the holidays. Board Member David VanderNaalt made a motion to move the November 2024 meeting to November 19, 2024, and the December 2024 meeting to December 17, 2024. Board member Phil LaBarbera seconded the motion. The motion was approved. (M: David VanderNaalt/S: Phil LaBarbera); Ayes: Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nays: None. Abstain: Tim Wilmes)**
- B. Chairperson Wilmes reported that there are three open seats for this year's November 2024 election and only two candidates submitted packets. The board will need to select a candidate for the remaining open seat. Any interest persons who live in the district can submit a letter of interest to Fire Chief Schmitz.**

## **VII. PUBLIC COMMENTS**

- A. Youngtown Mayor LeVault reported that the town is fixing the roadways in Agua Fria Ranch and enforcing street parking to help public safety vehicles navigate those roadways. This project will begin on September 1<sup>st</sup>.**

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- B. USCFFA Trustee Chris Marin thanked the board for approving the possible DROP extension. He further noted that the union was honored to help collect signatures for the board members David VanderNaalt and Phil LaBarbera, who are up for election this year.

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

- A. The next Regular Board Meeting will be held on August 27, 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 David VanderNaalt made a motion to adjourn the meeting at 10:28 a.m. Board member Stephen Arnold seconded the motion. The board voted to adjourn the meeting at 10:28 a.m. (M: David VanderNaalt/S: Stephen Arnold) Vote – Aye: Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nay: None. Abstain: Tim Wilmes)

**FOR THE BOARD**

**Stephen Arnold  
Board Clerk**

**SA/lbn**