

# **DRAFT MINUTES**

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, APRIL 25, 2023  
9:30 A.M.**

**CALL TO ORDER:** Chairman Tim Wilmes

**ROLL CALL:**

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

**Members Absent:** Phil LaBarbera (with notice), David VanderNaalt

**Staff:** Deputy Chief Jason Casey, Assistant Fire Marshal Kenny Kovac, JVG Accounting Manager Sarah Simonton (via Zoom), EMS Division Chief Kyle Henson, USCFFA Vice President Kevin Brown, USCFFA Trustee Brandon Crossno, Office Manager Lisa Neubert

## **INVOCATION**

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

- A.** Board member Phil Griswold made a motion to approve the consent agenda item which was the Board of Directors Board Meeting Minutes for March 28, 2023. Board member Steve Arnold seconded the motion. The board voted unanimously to approve the consent agenda item. (M: Phil Griswold/S: Steve Arnold; Ayes: Tim Wilmes, Stephen Arnold, Phil Griswold. Nays: None)

### **II. CORRESPONDENCE AND SPECIAL RECOGNITION**

- A.** Deputy Fire Chief Jason Casey read a letter of appreciation from the West Valley Genealogy Library for recent fire extinguisher training. Board member Phil Griswold thanked the department for the excellent care his wife received on a recent call. Board Chairman Wilmes reported that a letter has been sent to the Arizona Department of Transportation asking that the district be allowed to put preemption equipment on 111<sup>th</sup> and Grand Avenues northbound traffic signal. Data showing delays in on-scene times for calls that require traveling northbound on 111<sup>th</sup> Avenue at the Grand Avenue intersection was sent with the request.

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- B. Chief Casey reported on the recent promotions of Kyle Netzel, Drew Holzer, and Bradly Stockwell to the rank of engineer.**
- C. Chief Casey recognized the following employees for years of service: Firefighter Brandon Crossno for 4 years of service, Payroll Specialist Elizabeth Campos for 4 years of service, and Brendan Loughran for 2 years of service.**
- D. Chief Casey reported that Engineer Fred Ohrt retired effective April 1, 2023, with 24 years of service.**

## **III. COMMITTEE REPORTS**

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

- 1. JVG Accounting Manager Sarah Simonton presented the financial and bank reconciliation report for the month of March 2023. Board member Stephen Arnold made a motion to accept the March 2023 financial report. Board member Phil Griswold seconded the motion. The board voted to accept the finance report for the month of March 2023. (M: Steve Arnold; S: Phil Griswold; Vote – Aye: Tim Wilmes, Stephen Arnold, Phil Griswold. Nay: None).**

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

- 1. Chairman Wilmes reported that PSPRS is the second fastest growing pension in the United States, with Amazon's pension being number one. This is mainly due to PSPRS entity members paying off their unfunded liabilities. HB2028 is currently in the legislative process. This bill, if passed, will reduce Tier 2 PSPRS employee contribution rates to 7.65% from 11.65%.**

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

- 1. The report for fire department operations was given for March 2023, 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 2023. The report included the incident counts, types, and transports.**
- 2. Chief Kyle Henson gave the following updates on the Emergency Medical Services/Ambulance Operations division:**
  - i. The department attended a virtual job fair at PVCC on April 5th.**
  - ii. Our CON renewed for one year, response time concerns.**
  - iii. Applied for DHS rate adjustment, 3.95% effective April 7<sup>th</sup>.**
  - iv. Preparing EMS budget, capital requests, Stryker service agreements due.**

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- v. Monthly ROCC & EMS CQI meetings attended.

## **E. Resource Management**

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

- a. L131 arrived back in the district and failed to operate the first time we attempted to test the aerial bucket operations. Sutphen has been very responsive since then. They sent their electrical tech out the following week to troubleshoot the issues. After continued discussions, Sutphen is now sending a new aerial cord reel and their Towers Division Manager Steve Rideout to perform the install. They're confident we have an electrical issue in the cord reel and hope to have it resolved by months end.
- b. E133 finally received parts and was put back in service a few weeks back, however, we identified significant breaks in the box welds on E133 for the third time. We are coordinating discussions between Sutphen and H&E to have this remedied as soon as possible.
- c. Fire mechanic Izacc Ramos attended another EVT class in Gilbert last week and is moving closer to being one of the highest certified EVT's in the state.
- d. Fire mechanic Izacc Ramos and Chief Van Roekel attended a regional resource meeting in Mesa at the beginning of April. Discussions largely involved the extended build times of new fire apparatus, high replacement costs, budget constraints hampering regular replacement intervals, declining quality in EVT service shops and technicians, continued issues with supply chain (fleet parts, fire hose, ground ladders, radio batteries, etc.), firefighting foam, and new turnout gear. Ultimately, all agencies of every size have been affected and are having to be creative by extending the life of their fleet and equipment.

### **2. Chief Casey reported the following for buildings/facilities:**

- a. JMAC performed all quarterly HVAC maintenance last week on all district facilities, which included bringing a crane in to reset the swamp coolers at FS133, which have settled and allowed roof leaks.
- b. We are in the process of acquiring quotes to have the parking lots resealed at the administrative offices, FS132, and the street parking at FS133.

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

### **1. Chief Casrey gave the following report for the training division:**

- a. Second quarter training April – June is as follows: Target Solutions – sexual harassment; EMS hazard awareness; Haz Wop #2; NFPA 1001 SCBA; hearing conversation. MCS (minimum company standards) – ladders. Battalion training – Tactics – IAPS; drivers training (classroom and course)

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

- 1. Chief Casey reported that the data collection for the feasibility study is continuing.**

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

- 1. Prevention volunteer hours summary.**
  - a. The summary of prevention hours for volunteers was presented for March 2023. The total number of volunteer hours was 131 hours.**
- 2. Community relations program report.**
  - a. The report for the Community Outreach program was given for March 2023. There was a total of 200 citizens served for March. Installations of lock boxes are scheduled through the end of April 2023.**
- 3. There were two community events for the month of March 2023.**
- 4. The volunteer inspection summary report was given for the month of March. There was a total of 122 inspections completed.**

## **I. Fire Prevention**

- 1. The construction inspection summary report was given for the month of March 2023. There was a total of 48 inspections completed.**
- 2. Permits issued and revenue report.**
  - a. The permit and revenue reports were presented for March 2023. There were 19 permits with a revenue of \$44,285.99.**
- 3. Fire investigation reports.**
  - a. The fire investigation report was given for March 2023. There was one 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 five 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. Board Chairman handed out a guideline for the social media committee. Board members Phil Griswold and Stephen Arnold are assigned to the committee, and Chief Schmitz will assign a department employee. The committee is to come back to the board with**

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recommendations, costs, and potential time frames. This committee will not investigate any community outreach programs. Another committee will be formed for this later.

## **V. EXECUTIVE SESSION**

**A. There was no executive session.**

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

**A. Mr. Wilmes asked that the board, administrative staff, and labor members think about what items should be put up on the board room walls such as board member and fire chief photographs, board member term date plaque, etc.**

## **VII. PUBLIC COMMENTS**

**A. Bob Lucas thanked the department for sending an engine to the Posse's jubilee celebration. Board member Stephen Arnold asked Mr. Lucas for a report at a future board meeting on the symbiotic relationship between the posse and the department and if there are any issues.**

**B. Kevin Brown asked for clarification on the upcoming budget presentation for FY2024. There will be a presentation to labor and executive staff on May 8<sup>th</sup> and there will be a presentation to the board at a workshop meeting on May 9<sup>th</sup>.**

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

**A. The next Regular Board Meeting will be held on May 23, 2023, 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 Stephen Arnold made a motion to adjourn the meeting at 10:58 a.m. Board member Phil Griswold seconded the motion. The board voted to adjourn the meeting at 11:06 a.m. (M: Stephen Arnold/S: Phil Griswold; Vote – Aye: Tim Wilmes, Stephen Arnold, Phil Griswold. Nay: None)**

## **FOR THE BOARD**

**Stephen Arnold  
Clerk of the Board**

**SA/lbn**