

DRAFT MINUTES

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, OCTOBER 29, 2024
9:30 A.M.**

CALL TO ORDER: Board Chairperson Tim Wilmes

ROLL CALL:

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

Members Absent: Stephen Arnold, with notice.

Staff: Assistant Chief Jason Casey, Fire Marshal Kenny Kovac, EMS Chief Kyle Henson, Division Chief Tony Van Roekel, Battalion Chief Brian Cooper, Finance Director Gabe Buldra, USCFFA Vice President Brandon Crossno, 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 Phil Griswold made a motion to approve the consent agenda items which was the Board of Directors Board Meeting Minutes for September 24, 2024. Board member Phil LaBarbera seconded the motion. The board voted to approve the consent agenda items. (M: Phil Griswold /S: Phil LaBarbera; Ayes: Tim Wilmes, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nays: None. Abstain: None.)

II. CORRESPONDENCE AND SPECIAL RECOGNITION

A. Board Chairperson Wilmes gave special recognition to the Sun City Fire Auxiliary members and the department's volunteers for the work they do for the department on a gratis basis.

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- B. There were no community appreciation letters.
- C. There were no new hires or promotions.
- D. Assistant Fire Chief Jason Casey recognized the following employees for their years of service: Fire Chief Rob Schmitz for nineteen years of service; Engineer/Paramedic Drew Holzer for nine years of service; Engineer/Paramedic Matt Schall for eight years of service; Paramedic Thomas Smock, Jr. for three years of service; Administrative Assistant Wendy Nolte for two years of service.
- 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 September 2024. Board member David VanderNaalt made a motion to accept the September 2024 financial report. Board Phil Griswold seconded the motion. The board voted to accept the finance report for the month of September 2024. (M: David VanderNaalt /S: Phil Griswold); Ayes: Tim Wilmes, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nays: None. Abstain: None.)

B. Legal and Insurance

- 1. Chairperson Wilmes gave an overview on PSPRS investments, which generated a 10.3% return in 2024. Additional contributions in 2024 reached \$224 million in fiscal year 2024. As of June 30, 2024, 118 of 241 public safety and 14 of 43 corrections employers, which is almost half of all employers in the system, have contributed at least an extra million dollars to pay down unfunded pension liabilities.
- 2. The next Prop 207 distribution will be in December 2024.

C. Fire Department Operations

- 1. The report for fire department operations was given for September 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 September 2024. The report included the incident counts, types, and transports.
2. EMS Division Chief Henson reported the following for the EMS Division:
 - a. Image Trend streamlining.
 - b. CQI 16 chart reviews.
 - c. Boswell CE on strokes and vents.
 - d. Working with AMB on improving signatures.
 - e. Several policies in draft.
 - f. Four new EMS employees all cleared.

E. Resource Management

1. Division Chief Tony Van Roekel reported the following for fleet/apparatus and equipment:
 - a. BR 131 listed for auction on Public Surplus.
 - b. 2001 Refurbished Pierce Quantum.
 - c. Braun Ambulance Purchase.
 - d. Rosenbauer Ladder Tender Order.
 - e. Sutphen Pumper Purchase.
 - f. Battalion Chief Truck Grant.
 - g. Rescue/LA Unit.
 - h. Flow testing progress.
 - i. Fit testing progress.
 - j. OplQ updates.
 - k. 35' Ladder.
 - l. Fire gloves.
 - m. PPE Testing/Inspections

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2. **Division Chief Tony Van Roekel reported the following for buildings/facilities and teams/members:**
 - a. **Generator repairs.**
 - b. **Station 131 door repairs.**
 - c. **Cell extenders/WiFi Upgrade.**
 - d. **HVAC semi-annual service.**
 - e. **EVT Award for Mechanic Izacc Ramos**
 - f. **Fire investigations team.**
 - g. **MSA team.**
 - h. **PPE team.**

F. Training/Professional Development

1. **Battalion Chief Brian Cooper gave the following report for the training division:**
 - a. **On October 4th, we celebrated the first Bridge Academy graduation. We added 2 new experienced firefighters to our ranks, one onto A shift and one onto B shift. The Bridge Academy was successful, and we might look to use it again.**
 - b. **Throughout October, our crews have been participating in Rescue Task Force (RTF) Training. Surprise Fire and PD have been hosting, and our crews have been practicing Triaging, Treating, and Removing victims of large-scale shooting incidents.**
 - c. **Our 3 Battalion Chiefs have been leading their shifts through Fire Dynamics training. This is a scientific approach to fighting fire, teaching our members to be “thinking firefighters”. We are doing this training to lead up to a Live Fire demonstration of Fire Dynamics put on and hosted by Buckeye Fire Dept in the coming weeks.**
 - d. **We have also completed our Second Round of Firefighter Recruit Interviews. We interviewed 45 potential candidates and will invite half to the next phase of our hiring process on November 10th. We are building a list of candidates to hire for the January 2025 Academy.**

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- e. Engineer move-up training begins in November and the next engineer's process will start in February 2024. Captain Lombardo will be attending an upcoming Battalion Chief academy.

G. Administrative/Special Projects

1. Board Chairperson Wilmes reported ESCI gave a presentation the feasibility study on October 22, 2024. Discussion on the presentation will be on the November 19, 2024 board meeting agenda. Discussion will be limited to one hour and if more time is needed, the item will be placed on the December 17, 2024, board meeting agenda for continuation.

H. Public Education/Community Outreach

1. Prevention volunteer hours summary.
 - a. The summary of prevention hours for volunteers was presented for September 2024. The total number of volunteer hours was 129 hours.
2. Community relations program report.
 - a. The report for the Community Outreach program was given for September 2024. There was a total of one hundred fourteen citizens served for September. Installation of lock boxes is scheduled through the middle of November 2024.
3. There was one community event for the month of September 2024.
4. The volunteer inspection summary report was given for the month of September 2024. There was a total of 104 inspections completed.

I. Fire Prevention

1. The construction inspection summary report was given for the month of September 2024. There was a total of sixteen inspections completed.
2. Permits issued and revenue report.
 - a. The permit and revenue reports were presented for September 2024. There were fourteen permits issued with a revenue of \$24,589.64.

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3. Fire investigation reports.
 - a. The fire investigation report was given for September 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 six 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. Pursuant to A.R. S. §38-431.03(A)(1) board member David VanderNaalt made a motion to go into executive session for the purposes of discussing the appointment of a public officer to fill the board of directors' seat that will be vacant after the November 4, 2024, election. Board member Phil Griswold seconded the motion to go into executive session. The board voted to go into executive session at 10:11 a.m. (M: David VanderNaalt/ S: Phil Griswold; Ayes: Tim Wilmes, Phil LaBarbera, Phil Griswold, David VanderNaalt. Nays: None. Abstain: None)
- B. The executive session adjourned at 10:42 a.m. and the regular meeting resumed.

V. UNFINISHED BUSINESS

- A. Board member David VanderNaalt made a motion to appoint Charles Vickers to fill the board of directors' seat that will be vacant after the November 4, 2024, election. Board member Phil Griswold seconded the motion. The board voted to appoint Charles Vickers to fill the board of directors' seat that will be vacant after the November 4, 2024, election. (M: David VanderNaalt/ S: Phil Griswold; Ayes: Tim Wilmes, Phil LaBarbera, Phil Griswold, David VanderNaalt. Nays: None. Abstain: None)

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

- A. Board Chairperson Wilms stated that now that the feasibility study is done, he would like to see an update on the district's vision and mission statement and revised 5-year and 10-year strategic plans. The board agreed and directed Chief Schmitz to prepare a report on these items for the June 2025 board meeting.

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- B. Board Chairperson Wilmes discussed the issue of losing new employees to other departments. He stated that we will lose two firefighters with less than three years' service time to Goodyear Fire Department by the end of the year. He thinks it is time to think about putting employment contracts in place with new hires that would require them to pay back the cost of turnout gear and academy tuition should they leave before three years of service. The board agreed and directed Chief Schmitz to get with legal counsel for the creation of an employment contract.**

VII. PUBLIC COMMENTS

A. None.

B. No report from the United Sun City Firefighters Association.

VIII. NEXT GOVERNING BOARD MEETING

- A. The next Regular Board Meeting will be held on November 19, 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 LaBarbera made a motion to adjourn the meeting at 10:44 a.m. Board member David VanderNaalt seconded the motion. The board voted to adjourn the meeting at 10:44 a.m. (M: Phil LaBarbera /S: David VanderNaalt; Vote – Aye: Tim Wilmes, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nay: None. Abstain: None)**

FOR THE BOARD

**Stephen Arnold
Board Clerk**

SA/lbn