

# **APPROVED MINUTES 10242023**

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, SEPTEMBER 26, 2023  
9:30 A.M.**

**CALL TO ORDER:** Board Clerk Stephen Arnold

**ROLL CALL:**

**Members Present:** Stephen Arnold, Phil LaBarbera, Phil Griswold

**Members Absent:** Board Chairman Tim Wilmes and Board Member David VanderNaalt were absent with notice.

**Staff:** Acting Fire Chief Rob Schmitz, Deputy Chief Jason Casey, Fire Marshal Jim Fox, Assistant Fire Marshal Kenny Kovac, Finance Director Gabe Buldra, Battalion Chief Adam Holliday, Office Manager Lisa Neubert

**PLEDGE OF ALLEGIANCE:** Bob Lucas, Sun City Posse

**INVOCATION:** Board Member Phil LaBarbera

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

- A.** Board member Phil LaBarbera made a motion to approve the consent agenda items which were Board of Directors Board Meeting Minutes for August 22, 2023, and Executive Session Minutes for August 22, 2023. Board member Phil Griswold seconded the motion. The board voted to approve the consent agenda items. (M: Phil LaBarbera/S: Phil Griswold; Ayes: Stephen Arnold, Phil LaBarbera, Phil Griswold. Nays: None)

**II. CORRESPONDENCE AND SPECIAL RECOGNITION**

- A.** Board Clerk Stephen Arnold recognized Sun City Posse representative Bob Lucas for his attendance.
- B.** There were no community letters of appreciation.
- C.** Acting Fire Chief Schmitz reported that EMS EMT Derek Parker was hired and began employment on September 11, 2023.

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- D. Acting Fire Chief Schmitz recognized the following employees for years of service; Captain/Paramedic Chris Clark and Engineer/Paramedic Chris McElroy for 25 years of service; Engineer/Paramedic David Musselman and Captain/Paramedic Derek Peck for 24 years of service; Captain/Paramedic Adam Lumbardo for 19 years of service; Captain/Paramedic Brian Cooper and Firefighter/EMT Jerry Thompson for 18 years of service; Division Chief Kyle Henson, EMS EMT Raymond Jojola, and EMS Paramedic Joseph Price for one year of service.
- E. Firefighter/Paramedic Richard W. Hayes retired on September 15, 2023, with 25 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 August 2023. Board member Phil Griswold made a motion to accept the August 2023 financial report. Board member Phil LaBarbera seconded the motion. The board voted to accept the finance report for the month of August 2023. (M: Phil Griswold/ S: Phil LaBarbera; Ayes: Stephen Arnold, Phil LaBarbera, Phil Griswold. Nays: None).
- 2. There was discussion on firefighter recruitment and what the process is for firefighters from other agencies who apply for a firefighter position with us. There can be a savings to our department to hire a firefighter who has been through one of the four recognized regional valley fire academies as we would not have to put them through academy training again. There was also discussion on background vetting and proof of citizenship. Chief Schmitz explained that all applicants who receive a job offer have a full background investigation, fingerprints are sent through DPS and the FBI criminal history databases, and they must be able to work in the United States as approved through the federal E-Verify I-9 program.

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

- 1. Acting Fire Chief Schmitz reported on PSPRS for Board Chairman Wilmes. He reported that for FY2023 PSPRS had a return of 7.6%, which is .4% over what they charge us for our unfunded liability. Overall investment returns produced \$1.4 billion of value for the PSPRS-managed plan trust. Additionally, PSPRS Board of Trustees approved a sweeping change to the PSPRS Cancer Insurance Plan to begin adding advanced reimbursement payments to cover member and retirees out of pocket expenses associated with treatments for cancer. These changes will be effective January 2024. Board member Phil Griswold inquired on cancer screenings for firefighters and Chief Schmitz explained that we participated in a multiple agency FEMA grant that provided complete cancer screenings through the Vincere Cancer Centers to fire suppression employees 40 years or older. He also reported that a second grant had been approved to provide the same screenings to fire suppression employees less than 40 years of age.

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## **C. Fire Department Operations**

- 1. The report for fire department operations was given for August 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 August 2023. The report included the incident counts, types, and transports.**
- 2. Acting Fire Chief Schmitz gave the following updates on the Emergency Medical Services/Ambulance Operations division:**
  - i. The EMS Division has started working on the implementation of two new approved programs, an inventory management program called "Operative IQ" and a new EPCR charting system called "Image Trend".**
    - 1. Operative IQ is an asset management system that will replace our current software program "Emergency Reporting" (ER). Operative IQ not only offers all the same features of ER, but in addition, the added feature of the ability to streamline and manage our daily EMS consumable supplies (Like IV needles, bags of Saline, etc.), the ability to electronically transmit our supply orders directly to our EMS medical vendors and most importantly, gives us the ability to efficiently monitor our supply spending. We are in the beginning stages of setup for this program. The release date will hopefully be February 2024.**
    - 2. Image Trend is an EPCR Patient Charting system that will replace our current EPRC program, ZOI. Image Trend not only offers all the same features of ZOI, but also allows us the unlimited ability to easily build any type of EMS data report that we need without a long downtime to create the reports. The current EPCR program requires us to contract the provider's administrator, place a request for the data report and wait sometimes for weeks to be able to access the data. We are in the beginning stages of setup for this program. The expect release date will be late January 2024.**

## **E. Resource Management**

- 1. Acting Fire Chief Schmitz reported the following for fleet/apparatus:**
  - a. Chief Van Roekel, Mechanic Ramos, and Engineer Musselman had a great trip to Columbus, OH for the final inspection of the new Sutphen pumper (E133). Sutphen treated them very well as this new unit was the first inspection at their new Urbana location. Sutphen has also voiced great admiration for our district maintaining such a great working relationship while allowing them to stand behind their product and supporting our mission to our community.**

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- b. The new Sutphen pumper arrived on September 11<sup>th</sup> and is at FS132 being outfitted. We hope to have it in service within the next few weeks but that will mostly depend on the installation of the MCT and mobile radio.
  - c. The new fleet support truck for Mechanic Ramos has been delayed due to backordered parts. We anticipate seeing the new unit by the end of the calendar year.
  - d. We've been assisting El Mirage Fire Department by loaning a pumper as needed to support their operation while they attempt to overcome some on-going mechanical issues within their own fleet.
  - e. M133, our newest ambulance, has been out of service with a failed high pressure fuel pump. This repair can be extensive, and parts are occasionally difficult to obtain. We're attempting to push the dealership to expedite repairs as soon as possible.
  - f. We are monitoring M131, our oldest front-line unit, for transmission issues and attempting to keep it in service until M133 can be returned to service. Once this occurs, we intend to switch our reserve 2017 Ford E450 unit, the chassis remount we originally purchased from Daisy Mountain Fire District with 45,000 miles, into front-line status.
  - g. M132 & M134, which are identical units, are being rotated through the dealership for "Check Engine" issues mostly related to emissions system problems.
  - h. Rosenbauer continues to reach out as they work on our new Ladder Tender. We've had to make a few minor changes to avoid a delay to the project. The anticipated completion date is still July 2024.
  - i. The Apparatus Committee will be meeting on September 27<sup>th</sup> to discuss the state of our apparatus, needs for additional orders, and potential for the addition of "Blitz Nozzles" to our fire units.
  - j. We are preparing to transition L131/LT131 to L133/LT133 since its move from FS131 to FS133. We are looking for more options for vehicle graphic vendors.
2. Acting Fire Chief Schmitz reported the following for buildings/facilities:
- a. Parking lot maintenance started on September 9<sup>th</sup> with crack sealing and on September 22<sup>nd</sup> – 24<sup>th</sup> they were completely resealed and restriped.
  - b. All fire hose and ground ladders are scheduled for annual testing on October 17<sup>th</sup> – 18<sup>th</sup>.
  - c. Repairs to the front fence at FS133 and painting of the mismatched bay doors at FS131 were completed on September 15th.

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- d. Motorola has agreed to extend the warranty of all of our firefighter portable radios for an additional one year. They have also agreed to replace all failed radio batteries and provide us with an additional six batteries at no cost.
- e. The Facilities Committee met on September 25<sup>th</sup> and discussed station floor upgrades at FS131 and some modifications to the wall art.
- f. Warranty repairs on the roof surface at FS133 were completed on September 15<sup>th</sup>.
- g. We're beginning to gather data as we transition all department resources from Zoi and Emergency Reporting to ImageTrend and OP IQ. OP IQ will be our application for tracking and managing all asserts and inventory. The Surprise Fire Department effectively uses the same programs.
- h. Engineer Marquez has been attempting to keep our Mako breathing air station at FS131 running. The system is at least 25 years old and will need to be replaced in the next few years.
- i. The garbage disposal in the administration office's kitchen had a crack in it and was leaking into the underneath cabinet. Chief Schmitz purchased a new garbage disposal and installed it.

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

- 1. Acting Fire Chief Schmitz gave the following report for the training division:
  - a. Third quarter training August - August is as follows: Target Solutions –workplace diversity; Hazardous Communications; 1500 Hazwoper; SCBA Cleaning and operational check. MCS (minimum company standards) – Alarm Room Tours; Throwing for time: PPE inspections; Fit Testing (Fire & EMS); Physical Fitness Training (PTF) starting in August. Westside Training – Tactical Training. Battalion training – Extreme Ownership; RIC Bag; Fireground Survival; Captains Meeting 7/13.
  - b. Battalion Chief Adam Holliday reviewed photos of recent Rapid Intervention Crew (RIC) bag training.

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

- 1. Acting Fire Chief Schmitz reported that he had received an email from David Lewis of ESCI that noted that not all the data from AFMA is in yet at that point. The date of completion is still on track as December 2023.

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

- 1. Prevention volunteer hours summary.
  - a. The summary of prevention hours for volunteers was presented for August 2023. The total number of volunteer hours was 138 hours.

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2. Community relations program report.
  - a. The report for the Community Outreach program was given for August 2023. There was a total of 131 citizens served for August. Installations of lock boxes are scheduled through the end of September 2023.
3. There were no community events for the month of August 2023.
4. The volunteer inspection summary report was given for the month of August. There was a total of 135 inspections completed.
5. This agenda item, "Community Communications" has been tabled until December. Additionally, it will be moved to a new location on the agenda.

## **I. Fire Prevention**

1. The construction inspection summary report was given for the month of August 2023. There was a total of 31 inspections completed.
2. Permits issued and revenue report.
  - a. The permit and revenue reports were presented for August 2023. There were 16 permits with a revenue of \$16,661.19.
3. Fire investigation reports.
  - a. The fire investigation report was given for August 2023. There were no formal fire investigations 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. There was no unfinished business.

## **V. EXECUTIVE SESSION**

- A. There was no executive session.

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

- A. There was no new business.

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## **VII. PUBLIC COMMENTS**

A. Board Clerk Stephen Arnold asked Sun City Posse representative Bob Lucas about the Posse's upcoming 50<sup>th</sup> Anniversary Fall Jubilee Celebration. The celebration will be held on October 14<sup>th</sup> from 12:00 p.m. to 3:00 p.m. at 10861 W. Sunland Drive, Sun City, AZ.

B. There was no United Sun City Firefighters Association report.

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

A. The next Regular Board Meeting will be held on October 24, 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 Phil LaBarbera made a motion to adjourn the meeting at 10:49 a.m. Board member Phil Griswold seconded the motion. The board voted to adjourn the meeting at 10:49 a.m. (M: Phil LaBarbera/S: Phil Griswold; Vote – Aye: Stephen Arnold, Phil LaBarbera, Phil Griswold. Nay: None)

## **FOR THE BOARD**

Stephen Arnold  
Clerk of the Board

SA/lbn