

# ***Approved 09242024***

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, AUGUST 27, 2024  
9:30 A.M.**

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

**ROLL CALL:**

**Members Present:** Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold (via Zoom)

**Members Absent:** Tim Wilmes, with notice

**Staff:** Fire Chief Rob Schmitz, Assistant Chief Jason Casey, Fire Marshal Kenny Kovac, EMS Chief Kyle Henson, Finance Director Gabe Buldra, USCFFA Vice President Brandon Crossno (via Zoom), Office Manager Lisa Neubert

**PLEDGE OF ALLEGIANCE:** Fire Inspector Ganon LaJoie

**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 July 23, 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: None.)**

**II. CORRESPONDENCE AND SPECIAL RECOGNITION**

**A. Board Clerk Arnold asked for any updates on our members who are off work for medical reasons. Chief Schmitz stated that are a few people out for medical**

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reasons. Matt O'Reilly has made public his diagnosis and subsequent surgery for thyroid cancer that was found through the Vincere Cancer screenings. The surgeon feels like they got all the cancerous tissue and lymph nodes. He will undergo radiation treatment soon.

- B. Special recognition was given to the following persons/organizations in attendance: Rusty Bradshaw from CAN, Scott Tynes from the Independent, The Recreation Centers of Sun City, and the Sun City Posse.
- C. There were no community appreciation letters.
- D. Fire Chief Schmitz reported on the following new hire for September 9, 2024: Michael Rose has been hired as a paramedic.
- E. Fire Chief Schmitz recognized the following employees for their years of service: Paramedic William Damiani for three years of service; Firefighter/Paramedic William Mettler for three years of service; Firefighter/EMT Fabian Rodriguez for two years of service; Firefighter/EMT Samuel Herbst for two years of service.
- F. 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 July 2024. Board member Phil LaBarbera made a motion to accept the July 2024 financial report. Board David VanderNaalt seconded the motion. The board voted to accept the finance report for the month of July 2024. (M: Phil LaBarbera/S: David VanderNaalt); Ayes: Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nays: None. Abstain: None.)
2. Mr. Buldra reported that the Sun City Fire District has been awarded the 2023 Certificate of Excellence from the Government Finance Officers Association (GFOA).
3. Mr. Buldra reported that the district's Fitch rating for bonds has been upgraded from an AA to an AA+.
4. Mr. Buldra reported that the county has agreed to fund the liability assessed to special districts due to the Quasimyar court case.

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## **B. Legal and Insurance**

- 1. Chief Schmitz presented Policy 106-04, "Sick Time", and reviewed proposed revisions to the policy. The main revision is the addition of the following to the policy: *The use of greater than 156 hours of sick leave in any 12-month period by Emergency Services personnel may be grounds for disciplinary action, up to and including termination.* Chief Schmitz explained that this addition is to help employees and supervisors understand when sick leave usage is considered excessive by the department. Chief Schmitz noted that is meant to curb sick leave abuse and that any employee with a documented illness or injury that requires them to be off more than 156 hours per year will not be subject to discipline. Board member David VanderNaalt made a motion to approve the revisions to Policy 106-04, "Sick Time". Board member Phil LaBarbera seconded the motion. The board approved the revisions to Policy 106-04, "Sick Time". (M: David VanderNaalt/S: Phil LaBarbera; Ayes: Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nays: None. Abstain: None.)**
- 2. There was no report for PSPRS/Prop 207.**

## **C. Fire Department Operations**

- 1. The report for fire department operations was given for July 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 July 2024. The report included the incident counts, types, and transports.**
- 2. EMS Division Chief Henson reported the following for the EMS Division:**
  - a. Completed documentation training from AMB- all shifts.**
  - b. Attended national Image Trend conference - lots of updates and great training.**
  - c. CQI 18 Codes reviewed.**
  - d. New EMS Coordinator Justin Bruce named. Big thanks to Adam Cogsdill for filling in.**

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- e. 7 members started PVCC Paramedic program, 11-month program.
- f. 2 current FF just started final internship for paramedic program.
- g. 18 iPad Airs purchased and went into service yesterday, improved technology.

### **E. Resource Management**

1. Fire Chief Schmitz asked the board to approve the purchase of a new ambulance not to exceed \$310,000. The district is in receipt of a grant from the Gila River Indian Community for \$307,450 to purchase this ambulance. The grant funds will be disbursed over a two-year period to the Town of Youngtown, who will then forward the money to the district. This total includes all equipment for the ambulance except the gurney system. We will reuse the gurney system from the ambulance that was just sold at auction. This ambulance will have a gas engine over diesel due to maintenance problems we have experienced with diesel ambulances. Board member David VanderNaalt made a motion to approve the purchase of the ambulance not to exceed \$310,000. Board member Phil LaBarbera seconded the motion. The board voted to approve the purchase of a new ambulance not to exceed \$310,000. (M: David VanderNaalt/S: Phil LaBarbera; Ayes: Stephen Arnold, Phil LaBarbera, David VanderNaalt, Phil Griswold. Nays: None. Abstain: None.)
2. Fire Chief Schmitz reported the following for fleet/apparatus:
  - a. Sutphen is anticipating an August 2027 delivery of the new pumper. The preconstruction meeting is scheduled for January 8, 2025. Chief Van Roekel, Mechanic Ramos, and one Fleet Committee member will be attending the meeting in Dublin, Ohio.
  - b. Rosenbauer is still anticipating a March 2025 delivery of LT133.
  - c. The 2001 Pierce Quantum (01391), refurbished in 2019, is currently listed for sale with Brindlee Mountain. They continue to report that it's receiving a lot of traffic but there have been no inquiries yet. It's been listed for four months, and we lowered the price to \$180,000 last week. I'm preparing to list it on the Public Surplus Auction site soon also.
  - d. The 2010 Dodge AEV Ambulance was listed for auction on Public Surplus Auction a few weeks ago. The auction has a \$15,000 reserve and is scheduled to end on August 21<sup>st</sup>.

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- e. We've been working with Sutphen to have the roof mount A/C replaced on L131 as well as a small punch list for E133 before its warranty expires next month.
  - f. We're updating and finalizing the proposal for the new Braun ambulance that was awarded from a grant. We should have the contract finalized within a few weeks and expect a 17-month build time.
  - 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. Mechanic Ramos will be accepting his EVT of the Year Award at the AZ State Fire School Opening Ceremony on September 5th.
3. Fire Chief Schmitz reported the following for buildings/facilities:
- a. We're in the process of having the mandatory 5-year hydrostatic testing completed on all of our SCBA cylinders. We've had a handful fail and may need to look at replacing a few at \$1,400/piece.
  - b. We're looking to improve tracking and maintenance on our MSA equipment (Air Packs, Cylinders, Masks) by adding at least two new members.
  - c. Firefighters Tom Andersen and Michael Laier have been working diligently to complete annual testing and repairs on all air packs before needing to accomplish all mask fit testing later this fall.

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

- 1. Battalion Chief Adam Holliday gave the following report for the training division:
  - a. C shift went to the Virtual Incident Command Center in Mesa for a day of Tactics and Strategy training and practice. They worked hard, ran a lot of scenarios, and Engineer Drew Holzer completed his Move-Up Captains Task book, and we now have additional move up Captain to the ranks. Congrats Drew.
  - b. Hiring, hiring, hiring. It has been a busy hiring season. Training division has helped facilitate 3 new EMS hires, with another 1 starting on Sept 9<sup>th</sup>.

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- c. We have also been busy with Pre-Academies. We have 2 Experienced Firefighters, one from Rural Metro and one from Payson, starting with us. They have spent the last 2 weeks getting them spun up for their Academy, which begins on August 26<sup>th</sup>. They are set to graduate on October 4<sup>th</sup>.
- d. We have two additional Firefighter Recruits that start their Pre-Academy on August 26<sup>th</sup>, with their Academy beginning on September 9<sup>th</sup>. They are being joined by RTO Captain Flesher and will graduate on December 4<sup>th</sup>.
- e. Upcoming projects for Fall:
  - a. Large drill simulating an EV fire in the underground parking lot of Royal Oaks.
  - b. Tactical Simulations.
  - c. Move-up Engineer and Move-up Captain academies.
  - d. Save Your Own Drill – possibly at old Youngtown Ace Hardware store.

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

- 1. Chief Schmitz reported that ESCI will present the feasibility study to the board at a special meeting on October 22, 2024, and to the public at the general meeting on October 29, 2024.

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

- 1. Prevention volunteer hours summary.
  - a. The summary of prevention hours for volunteers was presented for July 2024. The total number of volunteer hours was 130 hours.
- 2. Community relations program report.
  - a. The report for the Community Outreach program was given for July 2024. There was a total of one hundred nine citizens served for July. Installation of lock boxes is scheduled through the middle of September 2024.
- 3. There was one community event for the month of July 2024.

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4. The volunteer inspection summary report was given for the month of July 2024. There was a total of 199 inspections completed.

### **I. Fire Prevention**

1. The construction inspection summary report was given for the month of July 2024. There was a total of fourteen inspections completed.
2. Permits issued and revenue report.
  - a. The permit and revenue reports were presented for July 2024. There were no permits issued with a revenue of \$2,555.00.
3. Fire investigation reports.
  - a. The fire investigation report was given for July 2024. There were no 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 eight 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. None.

### **VII. PUBLIC COMMENTS**

- A. Preston Kice, Sun City Recreation Centers, praised the ambulance that arrived quickly on the scene of an unconscious man on the side of the road. Mr. Kice discovered the unconscious man and called for 9-1-1 services.

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

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

**FOR THE BOARD**

**Stephen Arnold  
Board Clerk**

**SA/lbn**