

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, MARCH 12, 2024  
8:30 A.M.**

**CALL TO ORDER:** Chairperson Tim Wilmes

**ROLL CALL:**

**Members Present:** Tim Wilmes, Stephen Arnold, Phil La Barbera, David VanderNaalt, Phil Griswold.

**Members Absent:** None.

**Staff Present:** Acting Fire Chief Rob Schmitz, Human Resources Manager Lisa Neubert, United Sun Cities Fire Fighters Association (USCFFA) Vice President Brandon Crossno and Trustee Chris Marin.

**BUSINESS CONDUCTED:**

- I. Prior to the meeting board members were provided with a copy of the district's fire chief job description along with copies of fire chief job descriptions from Arizona Fire and Medical Authority, Central Arizona Fire and Medical Authority, Superstition Fire and Medical Department, Bullhead City Fire District, and Golder Ranch Fire District. Board members discussed items they would like to see incorporated into the district's fire chief job description as well as items they would like modified or removed. A revised draft copy of the fire chief job description will be presented at the March 26, 2024, board meeting for review and possible approval.
  
- II. Board Chairperson Tim Wilmes provided a list of fire chief salary ranges from various comparable fire departments around the valley. He shared his concern that the district's current fire chief salary range ranks at the bottom. Chairperson Wilmes believes this could negatively affect the upcoming fire chief recruitment process. He asked that board members review the salary ranges provided for discussion at the March 26, 2024, meeting.

**APPROVED 04282024**

- III. Board Clerk Stephen Arnold reported that he would like to discuss the option of promoting Acting Fire Chief Rob Schmitz as soon as possible to fire chief until the term of his contract ends and be prepared at that time for a recruitment process. This item will be placed on the March 26, 2024, agenda.
  
- IV. Board member David VanderNaalt made a motion to adjourn the meeting at 10:45 a.m. Board clerk Stephen Arnold seconded the motion. The board voted to adjourn the meeting at 10:45 a.m. (M: David VanderNaalt/S: Stephen Arnold) Vote – Aye: Tim Wilmes, Stephen Arnold, David VanderNaalt, Phil LaBarbera, Phil Griswold. Nay: None.)

**FOR THE BOARD**

*Stephen Arnold*

Stephen Arnold  
Clerk of the Board

SA/lbn