

# **APPROVED MINUTES 092623**

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, AUGUST 22, 2023  
9:30 A.M.**

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

**ROLL CALL:**

**Members Present:** Stephen Arnold, Tim Wilmes (joined via Zoom at 10:10 a.m.), Phil LaBarbera (via Zoom), Phil Griswold (via Zoom), David VanderNaalt

**Members Absent:** None

**Staff:** Acting Fire Chief Rob Schmitz, Deputy Chief Jason Casey, Fire Marshal Jim Fox, Assistant Fire Marshal Kenny Kovac, Finance Director Gabe Buldra, EMS Division Chief Kyle Henson, USCFFA Vice President Kevin Brown, USCFFA Trustee Brandon Crossno, Office Manager Lisa Neubert

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

**INVOCATION:** David VanderNaalt

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

- A.** Board member David VanderNaalt made a motion to approve the consent agenda items which were Board of Directors Board Meeting Minutes for July 25, 2023. Board member Phil LaBarbera seconded the motion. The board voted to approve the consent agenda item. (M: David VanderNaalt/ S: Phil LaBarbera; Ayes: Stephen Arnold, Phil LaBarbera, Phil Griswold, David VanderNaalt. Nays: None)

**II. CORRESPONDENCE AND SPECIAL RECOGNITION**

- A.** Board Clerk Stephen Arnold recognized Sun City Posse representative Bob Lucas, Youngtown Mayor Mike LeVault, Youngtown Vice Mayor Charles Vickers, Jr., and USCFFA Vice President Kevin Brown for their attendance.
- B.** There were no community letters of appreciation. Acting Fire Chief Schmitz reported that news reporter Rusty Bradshaw no longer works for the Independent Newspapers. Chief

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Schmitz has no idea who will replace Mr. Bradshaw as the reporter assigned to report on our district.

- C. Acting Fire Chief Schmitz reported that there were no new hires or promotions to report.
- D. Acting Fire Chief Schmitz recognized the following employees for years of service: EMS Paramedic William Damiani for 2 years of service, Firefighter/Paramedic William Mettler for 2 years of service, Firefighter/EMT Fabian Rodriguez for 1 year of service, and Firefighter/EMT Samuel Herbst for 1 year of service.
- E. There were no retirements for the month of August.

## **III. COMMITTEE REPORTS**

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

- 1. Finance Director Gabe Buldra presented the financial and bank reconciliation report for the month of July 2023. Board member Phil LaBarbera made a motion to accept the July 2023 financial report. Board member Phil Griswold seconded the motion. The board voted to accept the finance report for the month of July 2023. (M: Phil LaBarbera/ S: Phil Griswold; Ayes: Stephen Arnold, Phil LaBarbera, Phil Griswold, David VanderNaalt. Nays: None).
- 2. Board member Phil Griswold inquired if any progress has been made on providing a monthly profit and loss report (P&L) for our ambulance division. Finance Director Gabe Buldra said that the amount of time required to prepare this report monthly would cause the district to incur an additional cost. An ambulance P&L report is done annually and the next one will be available in December. Board member Phil LaBarbera suggested that the board table the discussion of a monthly ambulance P&L report until the report in December can be reviewed. The board agreed to table this issue to a later date.
- 3. Finance Director Gabe Buldra reported that audit prep has begun and the FY2023 audit will be conducted during the week of October 16, 2023.
- 4. Finance Director Gabe Buldra reported that the ARPA grant application for COVID related costs has been submitted. Our district was awarded \$633,288 from the available grant monies. Our grant application was submitted for \$984,143.70. We are hoping that if there are monies left after the initial round of applications have been approved, that our additional costs will be covered.

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

- 1. Due to Board Chairman Wilmes absence, the PSPRS/Prop 207 update was tabled for the next board meeting.
- 2. Fire Marshal Jim Fox presented proposed revisions to the district's fee schedule. Revisions include adding operational permits for Battery Energy Storage Systems

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(BESS), tents and canopies. Board member David VanderNaalt made a motion to approve the proposed revisions to the district's operational fee schedule. Board member Phil LaBarbera seconded the motion to approve the proposed revisions to the district's operational fee schedule. The board voted unanimously to approve the Fire District Fee Schedule revisions. (M: David VanderNaalt/ S: Phil LaBarbera; Ayes: Stephen Arnold, Phil LaBarbera, Phil Griswold, David VanderNaalt. Nays: None).

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

1. The report for fire department operations was given for July 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 July 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. Began Pediatric Advanced Life Support training in partnership with Phoenix Childrens Hospital (PCH) staff.
  - ii. Started working on Operative IQ (new supply and equipment tracking software).
  - iii. CQI reviewed 46 patient care reports (PCRs).

### **E. Resource Management**

1. Acting Fire Chief Schmitz reported the following for fleet/apparatus:
  - a. L131 has been in service for a few weeks and has been running well. We've had to work through a few minor issues in the meantime, but nothing significant. This has given us some time to work on LT131 and give it a break.
  - b. Chief Van Roekel, Mechanic Ramos, and Engineer Musselman are traveling to Columbus, Ohio on August 29<sup>th</sup> – 31<sup>st</sup> for the final inspection of the new Sutphen pumper (E133).
  - c. Chief Schmitz and Mechanic Ramos have finalized the purchase of a new fleet support truck. It sounds like we're awaiting confirmation on some of the equipment that will be mounted to the unit.
  - d. Once the new pumper arrives, the current E133 Sutphen will become the frontline reserve unit.
  - e. We intend to sell the white refurbished 2001 Quantum once we place the new E133 in service.

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- f. Mechanic Ramos was able to troubleshoot starting issues with the refurbished 2001 red Quantum by replacing the fuel injectors. We're confident this has fixed an on-going intermittent issue with this unit. We're wanting to keep this truck as our second reserve unit until we can replace it with one more Sutphen.
  - g. We are looking at taking M139, a current reserve unit, and swapping it with the current M131. M131 is beginning to show signs of wear and has the most miles on it. This will buy the district some time while we determine when a new ambulance can be ordered. New ambulances currently have a two-year lead time.
  - 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 in the project. The anticipated completion date is still July 2024.
  - i. We are preparing to transition L131/LT131 to L133/LT133 since the move from FS131 to FS133. This is common practice and preferred as a member of the Phoenix Automatic Aid System. It was recently completed by Peoria when moving L197 to FS195. We may be able to leave the current LT131 as is until the new LT arrives with the correct designation on it.
  - j. One of our retired sets of hydraulic extrication tools found a new home with the Glendale Fire Department in a trade for tuition of our recruits at the Glendale Regional Public Safety Training Complex (GRPSTC).
  - k. We are researching the cost of upgrading our extrication equipment following some recent training with new vehicle technology. With new construction methods being used on today's vehicles, extrication gear is quickly becoming underpowered. We believe this will likely only affect the cutters and not the entire set.
  - l. We have begun our second round of testing and inspections on all firefighter turnout gear through Arizona PPE.
  - m. Chief Van Roekel has registered a complaint with Motorola regarding the failure rate of the batteries placed in service in July 2022. In the first year on the trucks, we're experiencing a 20% fail rate. All but one battery has been accepted under warranty, but the replacement time has been 2 – 4 months.
  - n. A project is in progress to utilize a placard system on our reserve vehicles to make them more readily identifiable when they're being utilized in a frontline position. This will assist command with identifying our units on larger incidents as our current reserve trucks have no unit markings on them.
2. Acting Fire Chief Schmitz reported the following for buildings/facilities:

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- a. We have received three different quotes and are considering two different products to resurface all facility parking areas. The information will be available for Chief Schmitz to evaluate by this week.
- b. A contractor was hired to repair the front fence at FS133 and paint the mismatched bay doors at FS131. Those projects should be completed in the next few weeks.
- c. A Facilities Committee has been re-established to assist in research, approval, and oversight of projects involving our facilities. This committee consists of Chief Van Roekel (Admin), Engineer Brown (Labor), Firefighter Marin, Firefighter Berl, and Firefighter Peters as the voting members.

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

1. Acting Fire Chief Schmitz gave the following report for the training division:
  - a. Third quarter training July - 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.

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

1. Acting Fire Chief Schmitz reported that the feasibility study should be completed by December 2023.

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

1. Prevention volunteer hours summary.
  - a. The summary of prevention hours for volunteers was presented for July 2023. The total number of volunteer hours was 138 hours.
2. Community relations program report.
  - a. The report for the Community Outreach program was given for July 2023. There was a total of 94 citizens served for July. Installations of lock boxes are scheduled through the end of August 2023.
3. There were no community events for the month of July 2023.
4. The volunteer inspection summary report was given for the month of July. There was a total of 106 inspections completed.

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5. Board Clerk Arnold tabled the discussion on community communications to December per Board Chairman Tim Wilmes' request. When Chairman Wilmes arrived at the meeting via Zoom he explained that Board member Phil Griswold did an excellent job preparing his report and suggestions for community communications but that this project would require funding so it needs to be moved to December so it can be considered for next year's budget (FY2025).

### **I. Fire Prevention**

1. The construction inspection summary report was given for the month of July 2023. There was a total of 32 inspections completed.
2. Permits issued and revenue report.
  - a. The permit and revenue reports were presented for July 2023. There were 9 permits with a revenue of \$72,680.77.
3. Fire investigation reports.
  - a. The fire investigation report was given for July 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. Board Chairman Tim Wilmes gave a report on board room décor items. The items will include:
  - i. Updated Board of Directors plaque.
  - ii. Updated volunteer plaques.
  - iii. A member plaque of all employees who have served the district since January 1, 1989.
  - iv. An "In Memory" plaque for fire department members who died while on duty or in the line of duty.
  - v. Pictures of past historical fires and department equipment and buildings.

The plaques and pictures will be on the side walls of the meeting room. This item will be placed on next month's agenda for an update.

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## **V. EXECUTIVE SESSION**

- A. Chief Schmitz asked that the remaining agenda items be discussed prior to a possible executive session. This would allow those in attendance who did not wish to wait for the executive to end to make presentations or public comments if they wished to do so. Agenda items VI through VIII were reviewed prior to a possible executive session.**
- B. Pursuant to A.R. S. §38-431.03(A)(4) Chairman Tim Wilmes made a motion to go into executive session for the purposes of discussing a possible contract issue. Board member Phil LaBarbera seconded the motion to go into executive session. The board voted unanimously to go into executive session at 10:55 a.m. (M: Tim Wilmes/ S: Phil LaBarbera; Ayes: Tim Wilmes, Stephen Arnold, Phil LaBarbera, Phil Griswold, David VanderNaalt. Nays: None).**
- C. The executive session adjourned at 11:29 a.m. and the regular meeting resumed at agenda item IX, Adournment.**

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

- A. There was no new business.**

## **VII. PUBLIC COMMENTS**

- A. There were no public comments.**
- B. USCFFA Vice President Kevin Brown announced that he will be stepping down from his union position for personal reasons. USCFFA President Scott Dial has appointed Trustee Brandon Crossno to the role of Vice President and will appoint a member to the role of Trustee soon. An election will be held in November for these positions.**

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

- A. The next Regular Board Meeting will be held on September 26, 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 David VanderNaalt made a motion to adjourn the meeting at 11:30 a.m. Board member Phil LaBarbera seconded the motion. The board voted to adjourn the meeting at 11:30 a.m. (M: David VanderNaalt/S: Phil LaBarbera; Vote – Aye: Tim Wilmes, Stephen Arnold, Phil LaBarbera, Phil Griswold, David VanderNaalt. Nay: None)**

## **FOR THE BOARD**

**Stephen Arnold  
Clerk of the Board**

**SA/lbn**