

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR MEETING
TUESDAY, March 19, 2019
9:30 A.M.**

CALL TO ORDER: David Scott, Chairman

ROLL CALL:

Members Present: David Scott, Walter Link, Jack Leonard, David Mann, Tim Wilmes

Members Absent: None

Staff: Chief Deadman, Fire Marshal Jim Fox, Finance Director Gabe Buldra, Finance Assistant Ben Clowes, Administrative Assistant Theresa M. Perez.

PLEDGE OF ALLEGIANCE TO THE FLAG: Jack Leonard, Board Member

INVOCATION: Bob Luger, Chaplain

I. CORRESPONDENCE AND SPECIAL RECOGNITION

A. Community appreciation letters.

- a. No community appreciation letters for February 2019.

B. Promotions/badge pinning.

- a. No badge pinning or promotions for February 2019.

C. Service anniversaries.

- a. There were 3 anniversaries for the month of March 2019. The anniversaries for years of service were for: Engineer/Paramedic Frank Levandowski (28 years), Firefighter/EMT Kyle Netzel (3 Years) and Firefighter/EMT Jeremiah Thompson (3 Years).

D. Special awards/recognition.

- a. There were no special awards/recognition for the month of February 2019.

II. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL

A. The board approved for filing the workshop minutes for February 12, 2019.

B. The board approved for filing the monthly meeting minutes for February 19, 2019.

III. COMMITTEE REPORTS

A. Budget and Finance

- a. Finance Director Gabe Buldra presented the financial reports and bank reconciliations for the month of February 2019. The report included the budget and total revenues for ambulance and fiscal year changes. The board voted to accept the financial budget report. (M: David Mann/2nd: Walter Link)

Ayes: David Scott, Walter Link, Jack Leonard, David Mann, Tim Wilmes

Nays: None

B. Legal and Insurance

- a. Chief Deadman presented the renewal of the Arizona Metropolitan Trust Health Insurance for approval from the board. The annual operational cost of the program is up by 1.48% in addition to the trust cost which has increased 8.86% in 8 years. The 3-year renewal of the Metropolitan Trust Health Insurance membership is to commence July 1st, 2019, expiring June 30th, 2022. The board voted to approve the renewal of the Metropolitan Trust Health Insurance. (M: Jack Leonard/2nd: Walter Link)

Ayes: David Scott, Walter Link, Jack Leonard, David Mann, Tim Wilmes

Nays: None

C. Fire Department Operations

- a. Chief Deadman presented the fire operations report for February 2019. The report included the on-scene incident counts, incident types and statistics.
- b. The fire training, programs and recruiting report was presented for February 2019. The report included training for minimum company standard, battalion, regional, command and peer fitness training.

D. Emergency Medical Services / Ambulance Operations

- a. Chief Deadman presented the EMS/Ambulance operations report for February 2019. The ambulance report included the number of incident counts and ALS transports.
- b. The training and programs report were presented for the month of February 2019. Included in the report was the first quarter EMS training for 2019 protocols, intubation and documentation. Chief Deadman gave an update on the recruitment of a new EMS CEP; Keena McBee. There were three conditional offers of employment made to three paramedics; orientation begins April 8th, 2019.

E. Resource Management

- a. The fleet apparatus report was presented by Chief Deadman for February 2019. An update was given on the Department diesel vehicles; all diesel vehicles are to be fueled at their corresponding stations.

- b. Chief Deadman updated the board on the status of E138 truck repairs. The parts have been assembled by Pierce; the truck will go back in service once E138 has been repaired with the new parts. In the future E138 will be retired and made available for sale.

F. Administrative/Special Projects

- a. An update was given on the Microwave/Internet upgrade; there had been some issues during the upgrade process. Currently the Microwave/Internet upgrade has been completed; the linked connections are functioning at all three stations. Cox is the provider of the fiber connection to Banner Boswell Hospital; the Department is paying the fiber cost not the infrastructure cost with a monthly cost savings of 79%. The new Microwave upgrade duration is expected to last 15 to 50 years.
- b. An update was given on the open job announcement for payroll specialist position; the search for a payroll specialist is currently ongoing. There was an update on the hiring and recruiting; there is to be a second round of interviews scheduled for the week of April 1, 2019. There will be 4 chosen from a list to be sent to the Training Academy in July.
- c. Board member, Tim Wilmes presented and discussed the outlook of the 5 - 10-year plan. A handout was given to the board members for their viewing of goals and examples of the 5 – 10-year plan. The objective of the 5 – 10-year plan is to provide direction toward Department financial matters.
- d. Board member, Tim Wilmes presented to the board a handout summary regarding the Fire Chief/Interim Chief status. The board agreed to go into Executive Session meeting to discuss the Fire Chief/Interim Chief status matter prior to the end of board meeting.

G. Public Education/Community Outreach

- a. There were no prevention volunteer service anniversaries for March 2019.
- b. An overview was given on the volunteer hours of service for February 2019. The hours included prevention, Administration, public education and total number of hours.
- c. Fire Marshal Jim Fox presented the community relations report for February 2019. The report included the number of lock box installs, home safety surveys, and smoke detector installs. Fire Marshal Jim Fox gave mentioned to the help received from the union personnel for their assistance in installing lock boxes. The Sun City Posse is currently going through the process to assist in the installation of lock boxes.
- d. Community events - There were no community events or car seat installs for February 2019.

H. Fire Prevention

- a. Fire Marshal Jim Fox presented the fire prevention inspection summary for February 2019. The inspection included the number of initial, re-inspections, total violations and total inspections.
- b. Fire Marshal Jim Fox presented the permit report for the number of permits issued and total revenues for the month of February 2019. The total number of permits issued were 3 and total revenue was \$917.65.
- c. There were 2 fire investigations for the month of February 2019. Both fires were on the same day at the same property address at different times. The source of the fires was due to a tenant of the Condominium starting a fire in a crib and bedroom mattress.
- d. Fire Marshal Jim Fox gave an overview of the large community projects at Banner Boswell Hospital for February 2019. The CT Scan room has been completed; the OR remodel, Cath lab and new ED enabling scope projects are currently ongoing. There was an overview on the large district projects within Sun City. The South Golf Course and Royal Oaks Campus projects are ongoing. The Sun City Cardiovascular Surgery Center is close to completion. An overview was given on the large district projects within Youngtown. There is a new housing project with 35 lots starting in Youngtown; the project name is The Enclave at Olive.

IV. UNFINISHED BUSINESS

- A. Chief Deadman updated the board on the review from ISO (Insurance Service Office). The review has been completed; a preliminary review is currently pending. There will be new rating possibly within the next 6 months.

V. NEW BUSINESS/FUTURE AGENDA ITEMS

- A. There were no new business or future agenda items for March 2019.

VI. EXECUTIVE SESSION

- A. The Board voted to go into Executive Session for the purpose of discussing the employment contract of the Fire Chief/Interim Chief.
- B. The Executive Session meeting concluded at 10:37 a.m.; the regular meeting resumed at 10:38 a.m.

VII. PUBLIC COMMENTS

- A. Chief Deadman addressed a question from the public regarding general maintenance warranty work on trucks; Chief Deadman informed the Sun City resident of the 3 reputable companies that will provide truck maintenance. Chief Deadman addressed the question regarding the addition of the fleet being added to the Department's new website, this matter is on the to do list.

Consideration and discussion of comments and complaints from the public. Those wishing to address the Sun City Fire District Board need not request permission in advance. The Fire

District Board is not permitted to discuss or take action on any item raised in the Call to the Public due to restrictions of the Open Meeting Law; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or that the matter be placed on a future agenda.

VIII. NEXT GOVERNING BOARD MEETING

A. The next Regular Board Meeting will be held on April 16, 2019 at 9:30 a.m. at the Sun City Fire Department Community Room located at 18602 N. 99th Avenue.

IX. ADJOURNMENT

A. The March 19th board meeting adjourned at 10:40 a.m.

FOR THE BOARD

Walter A. Link
Clerk of the Board

WAL/tp

- NOTICE: The governing board may go into executive session for the purpose of obtaining legal advice from the fire district's attorney(s) on any above agenda items pursuant to ARS Section 38-431.03(A)(3).
- One or more members of the governing board may attend the meeting telephonically.
- Governing board meeting agenda dated and posted (at least 24 hours prior).
 - ❖ Posted: March 14, 2019 at 5:00PM by Theresa Perez.

If any disabled person needs reasonable accommodations, contact administration at 623-974-2321 or admin@suncityfire.com as early as possible prior to the scheduled meeting time to coordinate necessary arrangements.