

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, JANUARY 21, 2020  
9:30 A.M.**

**CALL TO ORDER:** David Scott, Chairman

**ROLL CALL:**

**Members Present:** David Scott, Walter Link, David Mann, Tim Wilmes

**Members Absent:** Board Member Jack Leonard absent with notice.

**Staff:** Fire Chief Ron Deadman, Finance Director Gabe Buldra, Fire Marshal Jim Fox, Fire Inspector Kenny Kovac, Administrative/Prevention Assistant Theresa M. Perez.

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

- I. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL**
- A. Board of Directors Monthly Meeting Minutes for December 17, 2019.**
    - 1. The monthly minutes for December 17, 2019 were approved by the board for filing.**
- II. CORRESPONDENCE AND SPECIAL RECOGNITION**
- A. Community appreciation letters. (No appreciation letters were presented)**
  - B. Promotions/badge pinning. (No promotions or badge pinning were presented)**
  - C. Service anniversaries.**

1. Battalion Chief Ramsey is retiring Thursday, January 16<sup>th</sup> with 26 years of service. There was a total of 23 recognized service anniversaries for the month of January 2020.

D. Special awards/recognition. (No special awards/recognition presented)

### III. COMMITTEE REPORTS

#### A. Budget and Finance

1. Financial reports and bank reconciliations (Finance Director Gabe Buldra, Presenter). The board will vote on the acceptance of this report.
  - a) Finance director Gabe Buldra presented the December 2019 financial reports and bank reconciliations. Auditor, Roy Hitchins will present audit report at next months board meeting. The board voted to accept the budget reports for December 2019. (M: David Mann/2<sup>nd</sup>: Tim Wilmes)

#### B. Legal and Insurance

1. Legal and insurance matters.
  - a) The board was informed of the 5-year renewal letter, authorizing Fire Marshal Jim Fox to represent the Department of State Forestry and Fire Management in performing inspections and pre-plans within the Sun City Fire District.

#### C. Fire Department Operations

1. Fire operations report: incident counts, types and response times.
  - a) The December report was presented for fire operations.
2. Training, programs and recruiting report. (No reports were presented for December)

#### D. Emergency Medical Services / Ambulance Operations

1. Ambulance operations report: incident counts, types and transports.
  - a) The ambulance operation reports were given for December 2019.
2. Training, programs and recruiting report. (No report presented for December)

#### E. Resource Management

1. Fleet/apparatus report. (No report presented for December)
2. Building/facilities report.
  - a) Replacement of HVAC (FS131) was completed in addition to completion of electronic doors at Admin with FS131 and FS132 to follow.

- b) Final plans for FS132 are ongoing for the bay floor slab leak.
- c) The A Shift crew assisted in the removal of graffiti at FS132.
- d) Generator maintenance at all stations is complete.
- e) Remodel of the Admin community room is complete.

**F. Administrative/Special Projects**

- 1. Information technology update. (No updates were presented)
- 2. HR - hiring/recruiting.
  - a) Admin personnel will attend a conference on January 15<sup>th</sup> and 16<sup>th</sup> regarding policy and procedures manual. Additional information will be forthcoming on the restricting/redesigning at next workshop meeting.
  - b) Information was provided to the board on the rough draft of the 2021 -2023 strategic plan project. The 3-year plan was recommended due to issues with PSPRS funding, and healthcare uncertainty.

**G. Public Education/Community Outreach**

- 1. Prevention volunteer service anniversaries. (No volunteer anniversaries for January)
- 2. Prevention volunteer hours summary.
  - a) The volunteer summary of hours report was presented.
- 3. Community relations program report.
  - a) The report for the community relations report was presented for December.
- 4. Community events. (No report for community events)

**H. Fire Prevention**

- 1. Fire prevention inspection summary.
  - a) The fire prevention summary report was presented for December.
- 2. Permits issued and revenue report.
  - a) The report for issued permits and revenue was presented for December. The number of permits issued was 7 and total revenue was \$3,054.06.
- 3. Fire investigation reports.
  - a) There were no formal investigations reports for December.

**4. Large community projects.**

- a) A power point review was given on the large community projects for Banner Boswell Hospital in addition to the other ongoing large projects within the Sun City District.
- a) A power point review was given on the large community projects in the Youngtown District.

**IV. UNFINISHED BUSINESS**

- A. Review of the PSPRS report will be presented at the next workshop meeting on Tuesday, February 11, 2020.

**V. NEW BUSINESS/FUTURE AGENDA ITEMS**

- A. An update was given on the January 16<sup>th</sup> – 18<sup>th</sup> AFDA conference.
- B. John Solver was introduced as the new Chaplin for the Sun City Fire Medical Department.
- C. A recommendation was presented to change the monthly board meetings to the 4<sup>th</sup> Tuesday of the month for preparation and receipt of budget report in timely manner. This is an action item for next month's board meeting agenda for board approval.

**VI. EXECUTIVE SESSION**

- A. Board meeting closed at

**VII. PUBLIC COMMENTS**

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.

- A. Fire Chief Deadman addressed the inquiry on lighting matters at FS133 in Youngtown. There were other comments from the public.

**VIII. NEXT GOVERNING BOARD MEETING**

- A. The next Regular Board Meeting will be held on February 18, 2020 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. The board meeting for Tuesday, January 21<sup>st</sup> adjourned at 10:28 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: January 16, 2020 at 5:00 PM by Theresa Perez.**

*If any disabled person needs reasonable accommodations, contact administration at 623-974-2321 or [admin@scfmd.az.gov](mailto:admin@scfmd.az.gov) as early as possible.*

Approved