

**MINUTES  
SUN CITY FIRE DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, February 18, 2020  
9:30 A.M.**

**CALL TO ORDER:** Walter Link, Clerk

**ROLL CALL:**

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

**Members Absent:** Chairman David Scott 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. The Workshop Meeting Minutes for January 14, 2020 were approved for filing.
  - B. The Monthly Meeting Minutes for January 21, 2020 were approved for filing.
  - C. The Executive Meeting Minutes for January 21, 2020 were approved for filing.
- II. APPOINTMENT OF NEW BOARD MEMBER. (Presenter: Fire Chief Deadman)**
- A. Mr. Phil La Barbera was sworn in as new Board member to replace the Board member position of Jack Leonard due to his resignation.
- III. CORRESPONDENCE AND SPECIAL RECOGNITION**
- A. Community appreciation letters.
    - 1. Correspondence was received from Margie Niles and Jean Casper; thanking the SCFMD for their professionalism and assistance.
  - B. Promotions/badge pinning. (No promotions/badge pinning was presented for February)
  - C. Service anniversaries.

1. There were 5 service anniversaries presented for February 2020. Lisa Neubert (Office Manager/Human Resource) has 31 years of service with the SCFMD.

D. Special awards/recognition. (No special awards/recognition for February)

#### IV. 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) Gabe Buldra, Finance Director presented the finance and bank reconciliation report. The board accepted and approved the monthly financial report for January. (M: Tim Wilmes/2<sup>nd</sup>: David Mann)
2. Action Item: Financial Audit Report Presentation for FY2018-2019. (Presenter: Auditor, Roy Hitchins)
  - a) Auditor, Roy Hitchins reviewed/reported on the financial audit report for FY 2018-2019. Results from report received the best possible ratings. The board accepted the financial audit report for FY 2018-2019. (M: David Mann/2<sup>nd</sup>: Tim Wilmes)
3. PSPRS Report Presentation. (Presenter – Board Member Tim Wilmes)
  - a) Board Member Tim Wilmes motioned to create an account to deposit 50% of unused budget funds. The Board voted to create an account for unused budget assets, which included usage of funds to be at the Board's discretion as needed. (M: Tim Wilmes/2<sup>nd</sup>: David Mann)
4. Nationwide ASRS Supplemental Salary Deferral Plan Resolution.
  - a) A review was presented on the adoption of ASRS Supplemental Salary Deferral Plan Resolution. The board accepted the adoption of the Nationwide ASRS supplemental salary deferral plan. (M: Tim Wilmes/2<sup>nd</sup>: Walter Link)

##### B. Legal and Insurance

1. Legal and insurance matters.
2. Action Item: Adoption of District Policy Manual Revisions. (Presenter: Fire Chief Deadman)
  - a) A brief review was given on the District Policy Manual revisions. The board approved the adoption of revisions to the District Policy Manual. (M: David Mann/2<sup>nd</sup>: Tim Wilmes)
3. Prevention - Clarification of Adopted Fee Schedule. (Presenter: Fire Marshal Fox)

- a) A power point review was presented concerning the addition of a Licensure Base Fee, which was omitted from the previous adopted fee schedule. A motion was made to accept the new fee-based schedule. (M: Tim Wilmes/2<sup>nd</sup>: David Mann)

**C. Fire Department Operations**

- 1. Fire operations report: incident counts, types and response times.
  - a) The fire operations report was presented on incident counts, types and statistics for the month of January.
- 2. Training, programs and recruiting report.
  - a) The fire training report was given, which included engine companies ladder operations refresher.

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

- 1. Ambulance operations report: incident counts, types and transports.
  - a) The ambulance operations report was given for the month of January.
- 2. Training, programs and recruiting report.
  - a) The PALS training program has been completed.

**E. Resource Management**

- 1. Fleet/apparatus report.
  - a) An update was given on the Fleet/apparatus, the 2008 Pierce was sold. The damaged door will be replaced by Fire Trucks Unlimited.
- 2. Building/facilities report.
  - a) Replacement of the HVAC was completed at FS131.

**F. Administrative/Special Projects**

- 1. Information technology update. (No items presented)
- 2. HR - hiring/recruiting.
  - a) An update was given on the current Firefighter and EMS opening recruitment process.
  - b) The Assistant Fire Chief position announcement has been posted on the State website, the position will close in July.

**G. Public Education/Community Outreach**

1. Prevention volunteer service anniversaries.
  - a) Volunteer Fire Inspector Robert Pope has 4 years with the Sun City Fire Prevention Department.
2. Prevention volunteer hours summary.
  - a) The summary for the prevention volunteer hours was presented for January.
3. Community relations program report.
  - a) The report for the community relations program was given for the month of January. There were 115 citizens served for the month of January. The lock box appointments are currently booked through February.
4. Community events. (No items presented)

**H. Fire Prevention**

1. Fire prevention inspection summary.
  - a) The prevention summary of inspections was presented for January.
2. Permits issued and revenue report.
  - a) The total permit revenue for 10 permits that were issued in January was \$6,580.66.
3. Fire investigation reports.
  - a) The fire investigation report was presented with no formal fire investigations in January.
4. Large community projects.
  - a) The report for the large community projects in the Sun City District was presented. The new ED building/patient tower is ongoing in addition to the other large projects within the Sun City District.
  - b) A report was given on the current large community projects within the community of Youngtown.

**V. UNFINISHED BUSINESS**

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

- A. Action Item: Fire Board Meeting Schedule Adjustment. (Presenter: Fire Chief Deadman)

1. An action item was presented for date modifications to the Workshop and Fire Board Meeting schedules. As a result; scheduled meeting changes go into effect on April 21, 2020 (Workshop) and April 28, 2020 (Board Meeting). The Board agreed on the permanent adjustments of the Workshop and Board meeting dates for the 3<sup>rd</sup> and 4<sup>th</sup> Tuesday of the month. (M: David Mann/2<sup>nd</sup>: Tim Wilmes).

VII. PUBLIC COMMENTS (No comments presented)

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 March 17, 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, February 18, 2020 adjourned at 10:15 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: February 13, 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 as early as possible.*