

**MINUTES
SUN CITY FIRE DISTRICT
REGULAR BOARD MEETING
TUESDAY, APRIL 28, 2020
9:30 A.M.**

CALL TO ORDER: Chairman David Scott

ROLL CALL:

Members Present: David Scott, David Mann, Tim Wilmes, Phil LaBarbera. (Telephonically Present)

Members Absent: Walter Link absent with notice.

Staff: Fire Chief Ron Deadman, Finance Director Gabe Buldra (Zoom), Fire Marshal Jim Fox, Fire Inspector Kenny Kovac, Human Resource/Office Manager Lisa Neubert, Payroll Specialist Liz Campos, Admin./Prevention Assistant Theresa M. Perez.

PLEDGE OF ALLEGIANCE

INVOCATION – Chaplin Sahlberg

I. CORRESPONDENCE AND SPECIAL RECOGNITION

A. Community appreciation letters.

- a. Presented was a letter of gratitude from Marlene Thurston conveying her thanks to the Fire Department for their front-line services.
- b. An article from the Fire Apparatus Magazine gave mention to Fire Station 133's construction and its individuality.

B. Promotions/badge pinning – N/A

C. Service anniversaries were presented for Rich Rivas (Engineer-30 yrs.), Autumn Conlan (Paramedic-1 yr.), Sophie Boukatch (Paramedic-1 yr.), Brandon Crossno (Paramedic-1 yr.), and Liz Campos (Payroll Specialist-1 yr.).

D. Special awards/recognition – N/A

II. CONSENT AGENDA ITEMS FOR CONSIDERATION AND APPROVAL

- 1. Workshop Meeting Minutes for March 10, 2020 were approved for filing.
- 2. Monthly Meeting Minutes for March 17, 2020 was approved for filing.

III. COMMITTEE REPORTS

A. Budget and Finance

- 1. Finance Director Gabe Buldra presented the finance and bank reconciliation reports for the month of March. The board motioned to accept the finance and bank reconciliation reports for March. (M: Tim Wilmes/2nd: Phil Labarbera)**
- 2. Finance Director Gabe Buldra presented and discussed the modifications to SCFMD financial policies including approved purchasing limits. The board motioned to pass the SCFMD financial policies modifications in addition to approved purchasing limits. (M: Tim Wilmes/2nd: Phil Labarbera)**
- 3. Fire Chief Deadman presented an action item overview to the board for approval of the Workers' Compensation Pool Formation (Resolution #20-0428B). The board motioned to accept Resolution #20-0428B. (M: Phil Labarbera/2nd: Tim Wilmes)**
- 4. Documents for the FY2020-2021 Budget were made available to the board members for review. Finance Director Gabe Buldra gave an overview of the documents. A formal presentation of the FY2020-2021 Budget will be given at the next Workshop Meeting on May 19th.**

B. Legal and Insurance

- 1. Banner Health Agreements.**
 - a. An action Item was presented to the board recommending the renewal of the Emergency Medical Services Restocking Agreement. The Board moved to approve the Emergency Medical Services Restocking Agreement (renewal). (M: Dave Mann/2nd: Tim Wilmes.**
 - b. The Emergency Base Station Agreement (renewal) was proposed to the board for approval. The board approved the Emergency Base Station Agreement (renewal). (M: Phil Labarbera/2nd: Dave Mann)**
- 2. The Resolution 20-0428A was proposed to the board for approval to designate Fire Chief Deadman as applicant agent, and to include Gabe Buldra, and Battalion Chief Jason Casey as alternates in initiating the aid process due to the Covid-19 pandemic. The board motioned to pass Resolution 20-0428A. (M: Tim Wilmes/2nd: David Mann)**

C. Fire Department Operations

- 1. Fire operations report: incident counts, types, and response times.**
 - a. The fire operations report was given pertaining to incident counts, types, and response times for March.**

D. Emergency Medical Services / Ambulance Operations

1. The ambulance operations report was given for the month of March.

E. Resource Management

1. Portable Radio Programing – adding Bluetooth

- i. The board was presented with a proposal for the addition of Bluetooth for 33 radios at the cost of \$15,436.34. The motion was passed by the board for the addition of Bluetooth for 33 radios valued at \$15,436.34. (M: Tim Wilmes/2nd: Phil Labarbera)

2. Building/facilities report – No report was presented.

F. Administrative/Special Projects

1. Information technology update – No update was presented.

2. HR - hiring/recruiting.

- a. The recruitment process for the 3 positions (EMS Personnel, Firefighter, and Assistant Chief) have been delayed due to COVID-19. The recruitment process dates will be forthcoming.

G. Public Education/Community Outreach

1. Prevention volunteer service anniversaries - No service anniversaries presented.

2. Prevention volunteer hours summary.

- a. The volunteer summary of hours report was given for March. There was a decline in the number of volunteer hours due to COVID-19 and closure of the inspection department.

3. Community relations program report.

- a. The community relations report was presented for March. Lock boxes are currently scheduled through June. In the future Fire Chief Deadman will present a proposal to the board requesting funds for use towards replacement of lock box covers that are inoperable attributed to obstruction.

4. Community events – N/A

H. Fire Prevention

1. Fire prevention inspection summary.

- a. The fire prevention inspection summary was given for March.

2. **Permits issued and revenue report.**
 - a. **The report was given for the issuance of permits and revenue received. There were 5 permits issued with a fee amount of \$2,197.66.**
3. **Fire investigation reports – No fire investigations presented for March.**
4. **Large community projects.**
 - a. **A report was given on the large community projects within the communities of the Sun City district and Youngtown. These projects are currently ongoing.**

IV. UNFINISHED BUSINESS

1. **An update was given by Board Member Tim Wilmes concerning PSPRS financial matters.**

V. NEW BUSINESS/FUTURE AGENDA ITEMS

1. **An executive session meeting is scheduled for the next regular board meeting on May 26th for evaluation of the annual Fire Chief review.**

VI. EXECUTIVE SESSION – N/A

VII. PUBLIC COMMENTS – No comments from public.

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

1. **The next Regular Board Meeting will be held on Tuesday, May 26, 2020 at 9:30 a.m. at the Sun City Fire Department Community Room located at 18602 N. 99th Avenue Sun City, AZ.**

IX. ADJOURNMENT

1. **The regular board meeting for April 26th adjourned at 10:12 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: May 21, 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.

Approved