



**SUMMIT FIRE & MEDICAL DISTRICT  
GOVERNING BOARD  
REGULAR SESSION  
April 19, 2017  
MINUTES**

(Agenda items may have been taken out of order at the discretion of the Board Chairman)

**1. CALL TO ORDER**

Board Chairman Parker called the governing Board Meeting to order on Wednesday, April 19, 2017, at 3:00 pm, at Station 32, 8905 N Koch Field Road, Flagstaff, Arizona.

**2. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Members Present: Board Chairman Rick Parker, Board Member Jim Newkirk, Board Member Jim Duskocil, Board Member Mike Milich

Administration: Administrative Officer Chris Gioia, Battalion Chief Klassen, Administrative Assistant Tammy Schieffer  
Fire Chief Mark Gaillard arrived at 3:05pm

Public: Josh Cameron

**3. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

**4. CALL TO THE PUBLIC**

None

**5. APPROVAL OF THE MINUTES FROM PREVIOUS MEETINGS**

a. Discussion and Approval of the Budget Public Hearing Minutes of February 23, 2017

**Board Member Newkirk motioned that the Budget Public Hearing Minutes of February 23, 2017 meeting be approved. Board Chairman Parker seconded the motion.**

There were not corrections or additions. Vote conducted. **MOTION CARRIED.**

AYES: Parker, Newkirk, Milich

NAYES: None

ABSTAINED: Timney, Duskocil

b. Discussion and Approval of the Regular Board Meeting Minutes of March 15, 2017

**Board Member Newkirk motioned that the Regular Board Meeting Minutes of March 15, 2017 be approved. Board Member Milich seconded the motion.**

There were no corrections or additions. Vote conducted. **MOTION CARRIED.**

AYES: Newkirk, Milich, Timney, Duskocil

NAYES: None

ABSTAINED: Parker



6. **CONSENT AGENDA**

- a. Approval of Reconciliations and Financial Reports for March, 2017 – Chris Gioia

Administrative Officer Gioia answered any questions from the Board regarding the monthly Reconciliations and Financial Report for March, 2017. The March, 2017 Monthly Reconciliations and Financial Report is attached to the official Governing Board meeting packet.

**Board Member Milich motioned that the Governing Board approves the March, 2017 Monthly Reconciliations and Financial Reports per Arizona Revised Statutes. Board Clerk Timney seconded the motion.**

There were no corrections or additions. Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Newkirk, Milich, Daskocil

NAYES: None

7. **Current Events Summaries, Reports, and/or Correspondence**

- a. Monthly Department Updates – Chief Klassen, Chief Gaillard

Chief Klassen – presented the calls of service for February which is down from previous years. We completed Engineer Academy over a three week period which 15 of our firefighters along with outside participants from Ponderosa Fire Department, Camp Navajo, Highlands, and City of Flagstaff. Captain Dunlap and Captain Hernandez were involved in teaching along with Mike Apodaca. We had the first ever EVT (Emergency Vehicle Technician) Driver Operator Certification. We were the very first test site for the certification.

Chief Gaillard presented blue card training continues this week. Couple other changes rolling out this summer regarding the way apparatus being dispatched to calls.

- b. Local 1505 Update – Captain Bill Dunlap

We continue to work with Chief Bills on MOU. Labor has good working relationship with no major concerns or problems.

- c. Other Items –Chief Gaillard

None

8. **NEW BUSINESS / ACTION ITEMS – Public Comment:**

- a. Review and discuss and possible approval on BSNF Grant \$5000, purchase of hose

**Chief Gaillard and Administrative Officer Gioia** answered any questions from the board on the approval of BSNF Grant of \$5000 for purchase of hose.

**Board Member Milich motioned to approve the BSNF Grant of \$5000 to purchase hose. Board Clerk Timney seconded the motion.**

Vote Conducted. **MOTION CARRIED.**

AYES: Parker, Milich, Newkirk, Daskocil

NAYES: None



- b. Review, discuss and possible action on accepting a proposal from the RFP process for Auditors

**Chief Gaillard** presented that administration prefers the local vendor Hinton Burdick for auditors.

**Board Clerk Timney** motioned to accept the proposal from Hinton Burdick for auditors. **Board Member Milich** seconded the motion.

Vote Conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Milich, Newkirk, Daskocil

NAYES: None

- c. Review and discuss and possible action on adopting Conflict of Interest policy and possible amending Fire Board Handbook. Maybe addressed by Coconino County Attorney Brian Furuya.

Tabled until further meetings.

9. The Board may vote to go into Executive Session, pursuant to ARS 38-431.03(A)(3) and (A)(4) for discussion and consultation for legal advice from the District's attorney.

Tabled until a further meeting

10. **FIRE BOARD COMMENTS**

There were no Fire Board Comments.

11. **ADJOURNMENT**

Before adjournment, Administrative Officer Gioia presented the board the following budget and regular board meetings:

Budget Workshop on Monday May 1, at 3:00pm, at Station 32, 8905 N Koch Field Road.

Public Hearing Proposal of Fire Chief Budget, Wednesday, May 17, 2017, 3:00 pm at Station 37, 5500 N Fort Valley Road.

Regular Board Meeting, Wednesday, May 17, 2017, **4:00pm**, Station 37, 5500 N. Fort Valley Road.

Public Hearing on adopting Fire Chief Budget, Wednesday, June 21, 2017, 3:00 pm, Station 32, 8905 N Koch Field Road.

Regular Board Meeting, Wednesday, June 21, 2017, **4:00pm**, Station 32, 8905 N Koch Field Road.

Board Member Milich motioned to adjourn the regular board meeting. Board Clerk Timney seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Milich, Newkirk, Daskocil

NAYES: None

Summit Fire and Medical Department Regular Board meeting adjourned at 3:21 p.m.

**Respectfully submitted**

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**Tammy Schieffer, Administrative Assistant**