



**Governing Board Meeting Agenda
Public Hearing to Amend Budget FY 16/17
Wednesday, February 15, 2017
Minutes**

1. CALL TO ORDER

The meeting of the Governing Board was called to order on Wednesday February 15, 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: Chairman Parker, Member Duskocil, Clerk Timney, Member Milich, Member Newkirk
Members Absent: N/A
Administrative: Chief Gaillard, Chief Bills, Chief Boehm, Chris Gioia, Administrative Officer and Matt Gibbs, Firefighter
Public: Don Woods, Ron Fennell

3. PLEDGE OF ALLEGIANCE

4. 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/update from the District's attorney on matters pertaining to pending legal matters
Fire Board did not go into Executive Session

5. CALL TO THE PUBLIC – there was no response to the call to the public.

6. APPROVAL OF THE MINUTES FROM PREVIOUS MEETINGS

- a. Discussion and Approval of the Regular Meeting Minutes of January 18, 2017
Board Member Duskocil motioned that the minutes of January 18, 2017 Regular Board meeting be approved. Board Clerk Timney seconded the motion.
There were no corrections or additions. Vote conducted. MOTION CARRIED.

AYES: Parker, Milich, Duskocil, Timney, Newkirk
NAYES: None

7. CONSENT AGENDA – Items on the consent agenda are of a routine nature or have been previously studied by the Governing Board. Items on the Consent agenda are intended to be acted upon in one motion unless the Board wishes to hear any of the items separately.

- a. Approval of Reconciliations and Financial Reports for January, 2017 – Chris Gioia
Administrative Officer Gioia presented the financial reports for January, 2017.

Board Member Milich motioned that the Governing Board approve the January 2017 Monthly Reconciliations and Financial Reports per the Arizona Revised Statutes. Board Member Newkirk seconded the motion.



Voted Conducted. MOTION CARRIED

AYES: Parker, Milich, Duskocil, Timney, Newkirk

NAYES: None

8. Current Events Summaries, Reports, and/or Correspondence— In accordance with A.R.S. 38-431.02(K), the Board shall not propose, discuss, deliberate, or take legal action on any matter in the following summaries:

a. Monthly Department Updates

Chief Boehm Reported on the Run Report for December, 2016. He also informed the Fire Board about training in January which included 800 mhz radio training, EMT refresher and going through the task books with the new recruits. Chief Boehm reported on significant runs for January, 2017.

b. Local 1505 Update

Firefighter Matt Gibbs reported that the Local 1505 is revamping its charity programs. The Local sent several Firefighters to the Legislative Conference to discuss laws and their effect on Fire Districts with the State Representative.

c. Other Items

Chief Galliard reported on the progress of the Blue Card Grant Training. It is a regional training; all Command Officers have been through the training. It is helping with standardization throughout the region. Chief Galliard also invited the Board Members to attend one of the training sessions to see how it works.

Administrative Officer Gioia gave the Fire Board the Draft Closing Memorandum for the bonds. It has the breakdown of expenses and what is happening with the bond money. The bond is closing on Tuesday, February 28, 2017.

9. NEW BUSINESS / ACTION ITEMS

- a. Review discuss and possible action on accepting a letter of engagement from Hinton Burdick as auditor or going out to bid for auditors.

The fire board discussed its responsibilities and showing due diligence for public moneys.

Member Duskocil wanted to make sure the fire board is transparent with the public funds.

Board Member Duskocil made a motion that the Governing Board do it due diligence and solicit proposals from other Auditing firms across the State. Member Milich seconded the motion.

Vote Conducted: MOTION CARRIED

Ayes: Parker, Milich, Newkirk, Timney, Duskocil

Nayes: None

- b. Review, discuss and possible action on closing Coconino Federal Credit Union Auxiliary Account.

Allocating funds to SFMD County Donation Account (Account Balance \$324.43)

Administrative Officer Gioia informed the Fire Board that the SFMD Auxiliary has not been active in at least 4 years. Administration is asking the Fire Board to dissolve the Auxiliary and allow Administration to close the checking account associated with it.



Clerk Timney made a motion to dissolve the auxiliary, close the checking account associated with the Auxiliary and allow the funds to be deposited into SFMD Donation account in the County Account. Member Milich second the motion.

Vote Conducted: MOTION CARRIED

Ayes: Parker, Milich, Newkirk, Timney, Doscocil

Nays: None

- c. Review, discuss and possible action on reviewing the conflict of interest portion of the Fire Board Handbook, District Policy and completing the Conflict of interest Disclosure Form. The Fire Board discussed the conflict of interest presented in the Fire Board Handbook and what was presented from the AFDA Conference. There appeared to be some conflicts. The Fire Board tabled the agenda item and asked Administration to get clarification from the District Attorney.

- d. Review discuss and possible action on Resolution 2017-2 Exhibit A Letter of Declaration with Wells Fargo

Administrative Officer Gioia advised the Fire Board this is the yearly Letter of Declaration from Wells Fargo. It authorizes the Districts Line of Credit for the year.

Clerk Timney made a motion to approve Resolution 2017-2 Exhibit A Letter of Declaration with Wells Fargo. Member Milich second the motion.

Vote Conducted: MOTION CARRIED

Ayes: Parker, Milich, Newkirk, Timney, Doscocil

Nays: None

10. PUBLIC HEARING TO AMENDING FY 16/17 BUDGET

- a. PROPOSED AMENDMENTS TO FISCAL YEAR 2016/2017 BUDGET AND OPERATION PLAN OVERVIEW/PUBLIC BUDGET HEARING

- i. Overview of proposed amendments to Fiscal Year 2016/2017 Budget and Operational Plan

Chief Gaillard stated this is a formality to officially recognize the Bond funds coming into the Districts position. Concerns that the Fire Board had at Monday's Public Hearing regarding the disbursements of funds was addressed, by the handout labeled Table of contents and the Closing Memorandum presented earlier in the meeting.

- ii. Public Hearing/Comments - Pursuant to A.R.S. 48.805.02 E the Governing Board Chairman will consider audience comments / questions on issues related to the proposed amendments to the Fiscal Year 2016/2017 Budget and Operation Plan. Speakers are limited to three (3) minutes and comments / questions should pertain to the proposed amendments to the Fiscal Year 2016/2017 Budget and Operation Plan There was no public comment regarding the budget.



Mr. Don Woods did address the Fire Board regarding big picture of Station 36 and 37. He also asked about a greater regionalization of the other Fire Departments around Flagstaff. Chairman Parker stated that the Fire Board would be glad to put the items on the agenda and discuss it at that time, or Mr. Woods could speak with Administration.

11. FIRE BOARD COMMENTS- Board Member comments are meant to inform and clarify. No actions will be taken. Only Board Members can speak.
Chairman Parker thanked the staff and administration for keeping things orderly and on schedule.

12. ADJOURNMENT

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

Vote conducted. MOTION CARRIED

AYES: Parker, Milich, Daskocil, Timney

NAYES: None

Summit Fire and Medical Regular Board meeting adjourned at 3:38 p.m.

Respectfully submitted

Chris Gioia, Administrative Officer

APPROVED