



**SUMMIT FIRE & MEDICAL DISTRICT  
GOVERNING BOARD  
REGULAR SESSION  
October 19, 2016  
MINUTES**

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

**1. CALL TO ORDER**

Chairperson Nott called the Governing Board Meeting to order on Wednesday, October 19, 2016, at 3:01 pm at Station 32, 8509 Koch Field Road, Flagstaff, Arizona.

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

Members Present: Chairman Howard Nott, Board Clerk Jim Newkirk, Board Member Jim Duskocil, Board Member Mike Milich

Members Absent: Member Rick Parker

Administrative: Fire Chief Mark Gaillard, Administrative Officer Chris Gioia, and Battalion Chief Mike Boehm

Public: Brenda Whitted, Bruce Johnson

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

**4. CALL TO THE PUBLIC**

Bruce Johnson stated he wanted to bring to the Fire Board attention some deficiencies in the way the district handles public records on non-commercial request. Mr. Johnson stated made reference to the fact that he requested records verbally Chris (Gioia) on October 11, 2016 and they have not been filled. He also stated that the form used for request for public records need to be amended and that the Fire Board should review the AZ Revised Statutes on record request. There is additional training available in records request. He submitted a written request to the Fire Board that includes the verbal request for records but some additional items.

Brenda Whitted asked the Fire Board when it entered into an agreement with Westwood Estates Fire District and what the details were involving the agreement. Fire Board referred her to Chief Gaillard after the meeting for the details.



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

- a. Discussion and Approval of the Regular Meeting Minutes of September 21, 2016

**Board Member Milich motioned that the minutes of September 21, 2016 Regular Board meeting be approved. Board Member Duskocil seconded the motion.**

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

AYES: Nott, Newkirk, Duskocil, Milich  
NAYES: None

6. **CONSENT AGENDA**

- a. Approval of Reconciliations and Financial Reports for September, 2016

Administrative Officer Gioia answered any questions from the Board regarding the monthly Reconciliations and Financial Reports for September, 2016. The September 2016 Monthly Reconciliations and Financial Report is attached to the official Governing Board meeting packet.

**Board Member Milich motioned that the Governing Board approve the September 2016 Monthly Reconciliations and Financial Reports per Arizona Revised Statutes. Clerk Newkirk seconded the motion.**

Voted Conducted. **MOTION CARRIED**

AYES: Nott, Newkirk, Duskocil, and Milich  
NAYES: None

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

- a. Monthly Department Updates – Chief Boehm, Chief Gaillard  
Battalion Chief Boehm reported on the runs and training for September
- b. Local 1505 Update – None at this time
- c. Other Items – Chief Gaillard  
Chief Gaillard stated that Firefighter Mike Pickett was honored today at the Exchange Club of Flagstaff Law Enforcement and Firefighter of the Year Luncheon.

8. **NEW BUSINESS / ACTION ITEMS / PUBLIC COMMENT**

- a. Review discuss and possible action Acceptance of Arizona Homeland Security Grant Sub-Agreement award for \$24,355 to purchase 5 portable radios – Chief Gaillard  
Chief Gaillard stated the Chief Bills has done an outstanding job on getting grants for the District and the entire area. His latest achievement is a grant from Homeland Security for \$24,355 to purchase 5 portable radios. We are asking the Fire Board to approve the grant sub agreement with Arizona Homeland Security. The project is 100% funded through the grant.



**Board Member Milich motioned that the Governing Board approve the grant sub agreement with Arizona Homeland Security. Clerk Newkirk seconded the motion.**

Voted Conducted. **MOTION CARRIED**

AYES: Nott, Newkirk, Daskocil, and Milich  
NAYES: None

b. Discuss up-coming Board Member Workshop, time and dates - Chief Gaillard

Chief Gaillard stated that we will be have a Fire Board Workshop the first part of December, with the new board, to go over the Board Handbook and budget policies. Please contact Chris Gioia with your availability.

9. FIRE BOARD COMMENTS

Chairman Nott stated that he only has one more meeting and he appreciated working with everyone. It has been a very interesting four years and he has learned a lot. He has a lot of admiration for the Firefighters and general public. Thank you.

10. 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. – not necessary

11. ADJOURNMENT

**Board Member Milich motioned to adjourn the meeting. Board Member Newkirk seconded.**

Voted Conducted. **MOTION CARRIED.**

**Meeting was adjourned at 3:23 p.m.**

**Respectfully submitted**

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**Chris Gioia, Administrative Officer**