



**SUMMIT FIRE & MEDICAL DISTRICT  
GOVERNING BOARD  
REGULAR SESSION  
December 13, 2017  
MINUTES**

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

**1. CALL TO ORDER**

Board Clerk Jim Timney called the Governing Board Meeting to order on Wednesday, December 13, 2017, at 3:05pm, at Station 32, 8905 N Koch Field Road, Flagstaff, Arizona.

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

Members Present: Board Clerk Jim Timney, Board Member Jim Newkirk, Board Member Jim Duskocil, Board Member Mike Milich

Administrative: Fire Chief Mark Gaillard, Deputy Chief Jerry Bills, Administrative Officer Chris Gioia, Administrative Assistant Tammy Schieffer

Public: Coconino County Treasurer Sarah Benatar, Coconino County Deputy Treasurer Sue Walka

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

4. CALL TO THE PUBLIC There was no response to the Call to the Public.

**5. CONSENT AGENDA**

- a. Discussion and Approval of the Regular Board meeting Minutes of November 15, 2017

Deputy Chief Jerry Bills and Administrative Officer Chris Gioia answered any questions from the Board regarding the Regular Board Meeting Minutes of November 15, 2017

**Board Member Duskocil motioned that the minutes of November 15, 2017 meeting be approved. Board Member Newkirk seconded the motion.**

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



AYES: Timney, Newkirk, Doscocil, Milich  
NAYES: None

b. Approval of Reconciliations and Financial Reports for November, 2017

Deputy Chief Jerry Bills and Administrative Officer Chris Gioia answered any questions from the Board regarding the Reconciliations and Financial Reports for November 2017

**Board Member Doscocil motioned that the Reconciliations and Financial Reports for November 2017 be approved. Board Member Timney seconded the motion.**

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

AYES: Timney, Newkirk, Doscocil, Milich  
NAYES: None

6. Current Events Summaries, Reports, and/or Correspondence

a. Monthly Department Updates

Battalion Chief Deck reported to the board:

- Run Report for October 2017.
- GFR water tender operations, ARFF Airport Fire Department Training.
- Blue Card training for firefighters that want to be Acting Captains
- ICS 300 and 400 classes were being held at Station 31
- Station 31 had a code save

Deputy Chief Bills reported to the board:

- Firefighter Mike Pickett has taken on the RDO responsibilities
- Fire Academy is up and running. We have one attending, Dave Greenwalt
- Pancake breakfast will be Saturday, the 16<sup>th</sup>
- AFDA Conference is in January in Laughlin if you are interested in attending

Fire Chief Gaillard reported to the board:

- IGA – we are anticipating extension. It will appear on Jan 30 to the City Council with the consultant analysis and what we have recommended
- A good week in Flagstaff with the cooperation of the GFR. There were 2 working structure fires simultaneously; and were knocked down and all departments worked together



b. Local 1505 Update – Union Rep

Firefighter Matt Gibbs reported to the board:

- We had four families for Thanksgiving we supplied with meals.
- Firefighter Jeff Miner will be cooking at the pancake breakfast

c. Other Items There were no Other Items

**7. NEW BUSINESS / ACTION ITEMS - Public Comment**

a. Review, discuss and possible action on Bond Repayment for 2017 – 2018

Administrative Officer Gioia presented to the board we needed you to set a tax rate for the bond. Treasurer Benatar and Deputy Chief Treasurer brought this to our attention. We are asking for you to go with Schedule A. (The schedules and options are included in the Summit Fire Board packet)

**Board Member Duskocil motioned that the board accepts the Schedule A and give Fire Chief Gaillard rights to sign for the board. Board Clerk Timney seconded the motion.**

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

AYES: Timney, Newkirk, Duskocil, Milich

NAYES: None

b. Review, discuss and possible action on Request for Proposal for Realtor

Deputy Chief Bills presented to the board we are wanting to send out a Request for Proposal for Realtor for procurement.

The board did approve and Chief Bills will continue with the Request for Proposal for Realtor.

c. Review, discuss and possible action on approving Letter of Declaration for Summit Fire and Medical District line of credit with JP Morgan Chase Bank / Coconino County Treasurer's office for calendar year 2018

Administrative Officer Gioia presented to the board this was a yearly process to approve.

**Board Member Duskocil motioned to approve the Letter of Declaration for the Summit Fire and Medical District line of credit with JP Morgan Chase**



Bank/Coconino County Treasurer's office for calendar year 2018. Board Clerk Timney seconded the motion.

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

AYES: Timney, Newkirk, Duskocil, Milich

NAYES: None

- d. Review discuss and possible action of setting board meeting dates for 2018 and updating Public Notice of Meetings

**Board Member Duskocil motioned to approve accept and set the board meeting dates for 2018 and updating the Public Notice of Meetings. Board Member Newkirk seconded the motion.**

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

AYES: Timney, Newkirk, Duskocil, Milich

NAYES: None

**8. FIRE BOARD COMMENTS**

Board Member Duskocil said Merry Christmas and Happy New Year

Board Clerk Timney thanked the county for all the work they do.

**9. ADJOURNMENT**

**Board Member Duskocil motioned to adjourn the regular board meeting. Board Member Newkirk seconded the motion.**

Vote conducted. **UNANIMOUS APPROVAL**

**Board meeting adjourned at 3:49pm**

**Respectfully submitted**

---

**Tammy Schieffer, Administrative Assistant**