



**SUMMIT FIRE & MEDICAL DISTRICT
GOVERNING BOARD
REGULAR SESSION
JANUARY 24, 2018
MINUTES**

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

1. CALL TO ORDER

Board Chairman Rick Parker called the Governing Board Meeting to order on Wednesday, January 24, 2018, at 3:00pm, at Station 37, 5500 N Fort Valley Road, Flagstaff, Arizona.

2. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Members Present: Board Chairman Rick Parker, 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: None

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 December 13, 2017
- b. Approval of Reconciliations and Financial Reports for December, 2017

Deputy Chief Bills and Administrative Officer Gioia answered any questions from the Board regarding the Regular Board Meeting Minutes of December 13, 2017, and the Reconciliations and Financial Reports for December 2017.

Board Clerk Timney motioned that the Regular Board Meeting Minutes of December 13, 2017 and the Reconciliations and Financial Reports for December 2017 be approved. Board Member Milich seconded the motion.



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

AYES: Parker, Timney, Newkirk, Doscocil, Milich

NAYES: None

6. CURRENT EVENTS SUMMARIES, REPORTS, AND/OR CORRESPONDENCE

a. Monthly Department Updates

Battalion Chief Deck presented to the board:

- Run Report for November 2017 total of 84 calls. We did not let anyone burn due to having 100 plus days of no precipitation
- We had a structure fire in December that included full response from the city
- Recruit Academy has been going on. They are graduating the beginning of February. Our recruit, David Greenwalt, received recruit of the week this week. That is a prestigious type of honor throughout the recruits
- We are starting our wildland refresher training

Deputy Chief Bills presented to the board:

- The AFG Grant is open now and I will be asking hose replacement for all our apparatus, as well as a heavy hydraulic boom.
- Along with the snow we have received a little more traffic in this area. Supervisor Art Babbott has money that he can hand out to the community. We applied for \$7500 to staff a unit on days the traffic is obnoxious to increase or maintain our response time. We are ready and able again.
- All the paperwork is completed and signed on the new water tender and is in production now. We expect it here August 8th at the latest. It is \$200 a day for every day after that they are behind.

Fire Chief Gaillard presented to the board:

- A couple calendar notes the Greater Flagstaff Regional Academy is on February 2nd, you all would have received an invitation to attend. It has been 14 weeks of intense training, physically demanding, to go out into the real world.
- Board Workshop is February 15th at 3:00pm at Station 32
- We went with staff, several firefighters and chief officers to the Arizona Fire District Conference. Chairman Parker also attended. I attended one of the best seminars associated with Fire District finance reporting and fiscal controls.



I got some legal advice from the Flagstaff Attorney yesterday that said I can say what I am about to say. I am sharing with you a proposal discussion we are going to have with Flagstaff City Council, currently scheduled February 12 at 4:00pm. What the council is going to hear from me is my recommendation to the city manager that we approach the Summit Fire Board with the consent of the city council and discuss a new and extended Intergovernmental Agreement with the City of Flagstaff and the Summit Fire District. You will probably have emailed to you today, a memo from the city manager's office kind of outlining this proposal from the fire department. You will receive what we call a staff summary – you see those in your agenda packet, a memorandum to present an issue to the city council about this idea we would like to see advance to discuss. I recommend we put into the public policy discussion. Then you will see an outside consultant report from the city manager's office from Flagstaff. We pitched this idea to them somewhere in and around March. We think this is something we should be looking into. We went through a labor process because we didn't feel like it was something we should pursue unless we have a sense that the two labor groups that would be involved in were supportive. They were, and we moved to the next step. City Manager was at first this was something that needs to be looked at and discussed, but go find an outside consultant to take a look at and validate some of the assumptions. That has been done, and you will get a copy of that report. What we learned from this arrangement we have between Flagstaff Fire and Summit Fire District is it makes a lot of sense. We were able to capitalize to the benefit of both the Flagstaff citizen and the Summit Fire District citizens. Made worthwhile improvements in overhead and management of them. Certainly our coordination is all time high. Chief Deck talked about the structure fire. There were two structure fires in our district last month. We have been able, through this high level of coordination, achieve a level of coordination operationally, that is hard to think we might have accomplished if we didn't have a single chief over both organizations. To that illustration, I would say we have great relations with everyone in the region, but we are accomplishing more with Summit and Flag simply because of that arrangement. So, it occurs to us in command staff, there is more to this that we should explore. As you read through the consultant report and other reports, you will get a sense of what I am proposing. Just generally, I am proposing a 5 year Intergovernmental Agreement, because what we found out was this 24 months of the original contract went by like a blur. We got to a point, where we thought there were additional improvements we could make right now, but have to figure out if we are going to be in this arrangement longer or else we are going to be in a position where people will have to untangle all the joint efforts that we have put together. We felt that we need a little more time. We are recommending a 5 year term. Both the City of Flagstaff Fire Department and the Summit Fire District get a fully integrated command staff. What we envision is a command staff completely consolidated, and administrative staff completely consolidated.



Still have 2 budgets, still have a governing board, city manager, council. But, we have folks bringing together to work on those specializing, in our view, doing a better job, because they have one job. That goes up and down the line. Every battalion chief of Flagstaff and every battalion chief of Summit has an operational responder job and at minimum two program management jobs. That in, well-staffed fire departments are done by staff chiefs that don't have operational responsibilities. The opportunity here is each of those command officers can have the load lessened down to one additional program and give them a chance to better work, more focused work, and better support work on behalf of both departments. We see there is a lot of merit to that. Financial elements for the city, I should not get into the financial elements, but there is an additional cost to the city to participate. There is an additional cost to Summit to participate. There is a real conversation about whether that is value added or not. I will tell you on the city side, just based on our early conversations, there is a 10 to 1 return on investment. On the Summit District side, there is a 6 to 1 return on investment, just because of the needs of both organizations. You are going to get a lot of information soon. I encourage you, if you have the ability to participate, and show up at the city council meeting on the 12th. The consultant will also be there, and can be engaged, asked questions as part of the meeting, and hear the dialogue. You have a little disadvantage. The city of council is just hearing about this now, and you are hearing about it on a higher level right now. As the proposals come forward, and if the city council desires to move into negotiating a new IGA, and if this board supports moving into that situation....the dilemma is because of my role with both organizations, I am out. That is frustrating to no end, but we have to protect that concern about conflict of interest. So, we just have to deal with it that way. I went and got legal opinion yesterday, "I really need to tell the fire district board what I am up to here in context, so when you see all this information flying around". The high point here is we are recommending doubling down on this arrangement. We are recommending that for the long term because we view that as a better way to provide service to the residents, and customers of both departments; provide high level and margins of safety for the firefighters of both departments; and quite honestly, defer future cost. In our view in the expanded arrangement that we consolidate the command staff and the admins, we create capacity for both organizations that neither one can afford remotely by themselves. I apologize for doing this during the part of the meeting where you can't ask questions, but that was the limitations that I have. As we get more information, we will be pushing it forward. I would say, if you have questions about this, Chris Gioia is your contact, Chief Bills is same level as me. There will be questions. Brian Furuya, county attorney, knows that we have the inability to engage in that. He is anticipating the county role and that dialogue with you all. That is where we are at.



b. Local 1505 Update

Captain Mike Allen presented to the board:

Last week the 1505 was recognized by the Muscular Dystrophy Association for the 5th consecutive year for their Muscle Maker for outstanding fund raising, which we do every Labor Day, over \$29,000 was raised in Flagstaff area.

Other Items

Fire Chief Gaillard presented to the board:

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I had the pleasure of sitting in a labor management meeting last week. Chief Bills and I attended. Each of the five chapters of the Local 1505, which are Flagstaff, Summit, Highlands, Ponderosa, Camp Navajo, and Pinewood, and their chiefs and labor presence were there. It was an open exchange, progress, how is everybody doing.... It was a good meeting. Just letting you that kind of dialogue is going on and is nice to have that. It was nice to sit down and share information and the opportunity is there to participate.

7. NEW BUSINESS / ACTION ITEMS - Public Comment

- a. Review, discuss and possible action on approving Purchase Order 180044 Exhaust System for District. Grant and Bond Funded

Deputy Chief Bills and Battalion Chief Fennell presented to the board and answered any questions.

Deputy Chief Bills: Through our bond program, we approved bond funds to put exhaust removal system in Station 33. In that process I was also applying for grants through the AFG, which we received for that same process. We have put together a program to put exhaust systems in all of our stations including the maintenance facility, and Station 37 as well, and only use half the bond funds we began with, and all the grant funds to go with it.

Battalion Chief Fennell: Presented to the board the process for getting the exhaust system. A copy of the presentation is included in the board packet attachments. The Magne Group came out the cheapest. There will be 2 to 2 ½ month completion time.

Deputy Chief Bills: This is big on labors list of items to remove the cancer causing agents from the stations the trucks produce.

There was further discussion regarding the system could be removed from Station 37 if sold and put into the new place and put it up. The Maintenance



Shop and Station 31 cannot be included in the grant, since they are newer built facilities. The bond funds will cover those.

The bond funding is Station 31 and the Maintenance Facility.
The grant funding is Station 32, 33, 37

Board Member Milich motioned that the board approve Purchase Order 180044 for Exhaust System for District. Grant Funded purchase. Board Member Daskocil seconded the motion.

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

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

Board Clerk Timney motioned that the board approve Purchase Order 180053 for Exhaust System for District provided legal use excessive funds for additional projects. Bond Funded purchase. Board Member Newkirk seconded the motion.

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

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

- b. Review, discuss and possible action on entering into an IGA for Admin Services with Woods Fire District.

Deputy Chief Bills and Administrative Officer Gioia presented to the board and answered any questions regarding entering into an IGA for Admin Services with Woods Fire District.

Deputy Chief Bills: We were approached on Tuesday by the county attorney about a small fire district over by Williams with some legal issues. Could we go over and help them get that straight again? We said sure we could do that but not for nothing. We would like the opportunity to enter into an IGA with them. The whole district is about 100 properties, budget is \$5700, 3 person board. We are going to help them get back into a straight line. We will charge them the same amount we are charging Westwood of \$4000. We were wanting your opinion before we approach them.

We will check with Wayne at Sherwood Forest first to make sure we keep good relations with Sherwood.



Board Chairman Parker questioned that we would be out as far as liability correct, in case something goes upside down in the financing, we are not liable for anything that goes on since we advised them.

Administrative Officer Gioia: It would not be any different than Westwood Estates. We can have both districts provide liability coverage for the district.

Board Chairman Parker: That would be a good thing to have in case something goes belly up, I don't want to get involved in a legal ramification from it. If you could ask the questions to Brian Furuya, to see where we would stand on that. It may be nothing. We should have them attend our meetings to see how it is conducted.

Deputy Chief Bills: We will bring it back for discussion at a later meeting.

8. FIRE BOARD COMMENTS

Board member Newkirk: I would like to ask a question before we adjourn. It was mentioned about receiving a memo from the city manager on this one issue they have to discuss. Are they open to inviting someone else to be in that meeting? Are we walking up and stating I want to be part of this. This is regarding our IGA between us and the city.

Deputy Chief Bills stated it is on the 12th at 4:00pm.

Administrative Officer Gioia stated I will send an email out as well.

The 12th is city council to have their first discussion about the IGA

The 15th is our budget meeting

Board Clerk Timney: I got the email on the appraisals for the properties on the west side. I want to thank you for going through that. Ray Henry is one that I knew from years back. I met Ray longer than I have been married. I am pleased he was chosen.

Board Chairman Parker: Remember if anyone has any questions between board meetings, you don't have to necessarily wait for the meetings, you can give Chris Gioia a call, and she can go over some of the stuff where she is at on some of these items too. Then, if we want to add more things to the agenda, we can do that.

9. ADJOURNMENT

Board Chairman Parker motioned to adjourn the regular board meeting. Board Member Milich seconded the motion.

Vote conducted. UNANIMOUS APPROVAL

Board meeting adjourned at 3:59 pm

Respectfully submitted

Tammy Schieffer, Administrative Assistant