



**SUMMIT FIRE & MEDICAL DISTRICT  
Governing Board  
Public Hearing/Budget Workshop and  
REGULAR SESSION  
MINUTES**

**Wednesday, June 28, 2017  
Station 32, 8905 N Koch Field Road, Flagstaff AZ, 3:00 pm**

**1. CALL TO ORDER**

Board Chairman Rick Parker called the Public Hearing/Budget Workshop to order on Wednesday, June 28, 2017, at 3:16pm, 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 Clerk Jim Timney, Board Member Jim Newkirk

Members Absent: Board Member Jim Doscocil, Board Member Mike Milich

Administration: Fire Chief Mark Gaillard, Administrative Officer Chris Gioia, Administrative Assistant Tammy Schieffer

Public: Zoll Representatives

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

**4. PUBLIC HEARING - Proposed Fiscal Year 2017/2018 Budget and GO Bond Budget**

**a. Fire Chiefs Overview of Proposed Fiscal Year 2017/2018 Budget**

Chief Gaillard presented the proposed Fiscal Year 2017/2018 Budget, and answered any questions from the Board. A copy is included in the governing board packet. Nothing has changed from last meeting.

**b. Fire Chiefs Overview of Proposed Fiscal Year 2017/2018 GO Bond Budget**

Chief Gaillard presented the proposed Fiscal Year 2017/2018 GO Bond Budget, and answered any questions from the board. A copy is included in the governing board packet. Nothing has changed from last meeting.



c. **Public Hearing/Comments**

There were no questions or comments from the public.

**Board Member Newkirk motioned to close the Public Hearing of the 2017/2018 Budget and open the regular Summit Fire Board Meeting. Board Clerk Timney seconded the motion.**

Vote conducted. **MOTION CARRIED. Unanimous Approval**

**PUBLIC HEARING OF THE 2018/2018 BUDGET CLOSED AND THE REGULAR BOARD MEETING WAS OPENED AT 3:20PM.**

5. **Discussion and possible action on Resolution No. 2017-5 Adopting Summit Fire and Medical Districts Fiscal Year 2017-2018 Budget and Operational Plan**

**Board Clerk Timney motioned to accept Resolution No. 2017-5 Adopting Summit Fire and Medical Districts Fiscal Year 2017-2018 Budget and Operational Plan, and set the MIL Rate at 3.25%. Board Member Newkirk seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Newkirk

NAYES: None

6. **Discussion and possible action on Resolution No. 2017-7 Adopting Summit Fire and Medical Districts Fiscal Year 2017-2018 GO Bond Budget.**

**Board Member Newkirk motioned to accept the Resolution No. 2017-7 Adopting Summit Fire and Medical Districts Fiscal Year 2017-2018 GO Bond Budget. Board Clerk Timney seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Newkirk

NAYES: None

**CALL TO THE PUBLIC**

There was no response to the Call to the Public.



## **7. APPROVAL OF THE MINUTES FROM PREVIOUS MEETINGS**

### **a. Discussion and Approval of the Budget Public Hearing Minutes of May 1, 2017**

Approval of the Budget Public Hearing Minutes of May 1, 2017 was tabled until next meeting requesting clarification requiring a quorum for voting requested from Board Clerk Timney.

### **b. Discussion and Approval of the Regular Board Meeting Minutes of May 15, 2017**

Approval of the Regular Board Meeting Minutes of May 15, 2017 tabled until next meeting due to no quorum of members in attendance at the May meeting.

## **8. CONSENT AGENDA**

### **a. Approval of Reconciliations and Financial Reports for May, 2017**

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

**Board Clerk Timney motioned that the Governing Board approve the May 2017 Monthly Reconciliations and Financial Reports per Arizona Statutes. Board Chairman Parker seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Newkirk

NAYES: None

## **9. Current Events Summaries, Reports, and/or Correspondence**

### **a. Monthly Department Updates**

Acting Battalion Chief Torsten Palm. We have five people out on Goodwin Fire, which includes a Type 3 engine, Strike Team Leader, and Chief Bills.

April Calls for Service were 95. Station 37 ran 10 with 2 in District 36.

Organizationally Blue Card Drill hands on completed so July 1 will be able to function with our GFR.

On scene interactions were good with Flag Fire, and mutual aid. I was involved with a car hauler on I 40 with all cars on fire. Along with Engine 3 and Battalions on scene, no issues at all. MVA Chevron Highway 89 great set up and interaction within Summit Fire response.



Fire Chief Gaillard – We received this afternoon that the state wide mutual aid program may go into effect soon for the Goodwin Fire. On the structure protection piece, local engines will be staffing stations. We have identified resources that could go down there.

b. Local 1505 Update

Firefighter Matt Gibbs reported Captain Dunlap and Chief Bill working on MOU. Thank you Chief Bills for getting another grant to buy another water tender.

c. Other Items

Fire Chief Gaillard reported:

- AFCA/AFDA conference in July if interested in attending. If there is an interest, please let Chris Gioia know.
- Memo from Chief Walton regarding the annual report of GFR. Greater Flagstaff Region. Memo attached to the Governing Board meeting packet.
- Letter from community re: service to elderly couple needing a hand; certificate from Bureau of Indian Affairs regarding personnel at fire.
- Another run at Summit Fire Board handbook. Will revisit it July.

10. NEW BUSINESS / ACTION ITEMS

a. Review, discuss and possible action on Administrations recommendations for Public Safety Personnel Retirement System Hall-Parker payments.

Administrative Officer Gioia, and Fire Chief Gaillard reported – Pension reform that took place in 2011. The employee contribution was struck down as illegal. Over collected and need to return the money. PSPRS says we have to pay the funds back. Since we do not have the funds to do that, Chief Bills and I approached Coconino County Treasure Office to loan us the money to pay and then pay back. We will be able to reimburse ourselves based off of the districts contributions to Public Safety. There will be a contract between us and county with Brian Furuya. We should be completed by the end of the upcoming Fiscal Year. Board Chairman Parker ball park figure that will impact Summit FD. Administrative Officer Gioia answered we will be out the FICA taxes on it, and the interest.

Administrative Officer Gioia stated there is no action required.



- b. Review, discuss and possible action on Resolution No 2017-6 Legal Counsel authorizing the use of Coconino County Office of the County Attorney for legal counsel on an as needed basis.

Chief Gaillard – This is required documentation with county to utilize county services for legal counsel.

**Board Clerk Timney motioned to accept Resolution No 2017-6 Legal Counsel authorizing the use of Coconino County Office of the County Attorney for legal counsel on an as needed basis. Board Member Newkirk seconded that motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Newkirk  
NAYES: None

- c. Review, discuss and possible action on Purchase Order 180000 for 5 new Zoll X Series Monitors, to be put in place on July 1, 2017

Administrative Officer Gioia presented several of our Zoll monitors have gone down for repairs and decided not to repair them. It is for next Fiscal Year. Not to exceed \$140,000. This is a one-time expense we have budgeted for. It will take several months.

**Board Member Newkirk motioned to approve Purchase Order 180000 for 5 new Zoll X Series Monitors to be put in place on July 1, 2017. Board Clerk Timney seconded the motion.**

Voted conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Newkirk  
NAYES: None

- d. Review, discuss and possible action on a one-time longevity compensation benefit for District employees

Chief Gaillard – We included in this years budget, the opportunity for mid-year review. We brought this before you as a question, should we, could we; in line with fiscal year, we were crafting FY18 budget, we were reminded, this is something you, the board, earmarked funds for. To put it all in perspective, to carry for take action on this. This could be acted on if you want to expense it, as an employee compensation treatment. I want to give you a little more background. Last month's meeting; we placed an item on the agenda. We



received information from Board Member Duskocil, regarding alternative use of those funds. We placed this on the agenda. We had a great conversation at that meeting regarding Station 36, for fire protection plans for that part of our fire district. This issue never came up, so I read that this was a dead issue. Board Member Duskocil contacted our chair today, and said I sent a letter. A copy of the letter is attached to the Governing Board packet. Essentially, his idea is, instead of employee compensation treatment, would we want to consider this as a board? I will say we earmarked that per the board direction for some type of employee compensation piece. Our specific conversation had to do with our inability to grow the sustaining portion of our budget. In the staff report, the actual history of raises; the employees of our district has had one raise in seven years. That raise was a 5% COLA and the beginning of the Fiscal Year, and a step increase in that same year. That has been it for the last 7 years. There was further discussion. A copy is attached to the Governing Board packet. This is a one-time treatment. They have worked to lower their cost for healthcare. There are 3 methodologies:

1. \$150 each year of service
2. 3% one-time compensation
3. Lump into 5 year groups

All 3 examples will be within the 65,000 ear marked. If it is the board's wishes, you will need to take action this evening.

Board Member Timney: Duskocil communication is he wanting to use the funds towards staffing 36 in specific instances?

Chief Gaillard – Yes, he proposed using the funds to staff Station 36 during specific instances.

Board Member Timney: (Addressing staff in audience) you guys deserve it, period. These are the guys that deserve it. Which one of these processes to select.

Board Chairman Parker – my take is I agree with Timney. I feel bad it is not more. I suggest the longevity pay \$150 per year. Duskocil told me. Suggested all that money on certain days, snow days, red flag days, used to staff Station 36. I want to see you compensated.

Newkirk- no question what needs to be done or not. Need to take money to do that. The sooner, the better.

There was further discussion and explanation of the three sources.

Board Chairman Parker, with having the discussion, and having heard Board Member Duskocil's take on it. In this particular reference, I am only referring to Jim Duskocil as a person that lives in that area, not necessarily as a board member who is not here. I respect his opinion on that. I am glad he called in. It was nice to hear his side of it.



**Board Clerk Timney motioned to approve the longevity program based on the \$150/year of service to compensate the staff. Board Chairman Parker seconded the motion.**

Vote conducted. **MOTION CARRIED**

AYES: Parker, Timney, Newkirk  
NAYES: None

- e. Review, discuss and possible approval of MOU with Local 1505.

Chief Gaillard – requested changes and accepted from Local 1505. This has been very collaborative effort. Organized labor wants to serve the community and documents like this prove it.

**Board Clerk Timney motioned to approve the MOU with Local 1505. Board Chairman Parker seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Newkirk  
NAYES: None

- f. Review and discuss the Joint Intergovernmental Agreement (IGA) for Management Services between City of Flagstaff and Summit Fire and Medical District.

Chief Gaillard and Chief Bills will not be part of these discussions.

Chief Gaillard left the room at 4:12pm.

Administrative Officer Gioia presented the City of Flagstaff has hired a consultant to see if it makes sense. Chief Wilson met with consultant last week and will be presenting in the future. Both labor groups are in agreement to further the IGA. A decision will be made by mid-September. We will have the consultant's analysis report, possibly by the end of July.

There is no action needed. This is informational only.

Chairman Parker to staff, if you have concerns, contact Chris Gioia. Firefighter Matt Gibbs stated we voted unanimous in support of this.

Fire Chief Gaillard returned at 4:15pm.



### **FIRE BOARD COMMENTS**

Chairman Parker: Thank again the administration, and staff with everything going on.

Board Clerk Timney – I would like to say, my wife suffered anaphylaxis a few weeks ago. I was on the phone with 911, 2 engines met at the intersection of my place at the same time. I was questioning who was going to crash first. They got there, they did what they needed to do, and transported. This is what they are all about.

### **11. ADJOURNMENT**

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

Vote conducted. **MOTION CARRED unanimously**

**Board meeting adjourned at 4:16pm**

**Respectfully submitted**

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**Tammy Schieffer, Administrative Assistant**

APPROVED