



**SUMMIT FIRE & MEDICAL DISTRICT
GOVERNING BOARD
2018/2019 BUDGET WORKSHOP
REGULAR SESSION
MARCH 28, 2018
MINUTES**

**Wednesday, March 28, 2018
Station 37, 5500 N. Fort Valley Road, Flagstaff AZ, 3:00 pm**

BUDGET WORKSHOP

1. CALL BUDGET WORKSHOP TO ORDER

Board Chairman Rick Parker called the Governing Board 2018/2019 Budget Workshop to order on Wednesday, March 28, 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 Duskocil, Board Member Mike Milich

Members Absent: Board Member Jim Newkirk

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

Public: Don Woods

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

a. Review and Discuss implementing Compensation Policy 503:

Chief Gaillard, Deputy Chief Bills, and Administrative Officer Gioia discussed and answered any questions from the board regarding the following. Copies and included the the Fire Board packet in attachments. One of our historical issues with the district is attrition of our staff. Compensation is a part of majority of them.

i. Market Adjustment Pay Schedule

Chief Gaillard: Looking at the Compensation Breakdown. We will bring the base pay 5% forward. The cost of this measure will be \$36,000. This will help to close the gap of competing with other fire departments.



Board Member Timney: I think it is good and solid, and the guys deserve everything they can get. No question in my mind.

Board Member Milich: I do not have a problem with it.

Board Member Dorskocil: I am good.

ii. COLA

Chief Gaillard: we are asking for a 3% Cost of Living Allowance. The cost of this would be \$34,499. The Market adjustment would be applied. If you received that market adjustment, of 3% or more, you would not also get a COLA. Everyone in the department will receive a 3% at minimum increase of compensation next year. You may get more than that if you were at base pay of your range, and your range moved more than 3%.

Board Member Timney: I initially had questions on the 3%, but after explanations, I am good with it.

Board Member Milich: I don't have a problem with it, just wish it could be more.

Chairman Parker: I am fine with it.

Board Member Dorskocil: I am good with the COLA too. They haven't gotten it for quite a while. It is well deserved. So, the \$200,000 that is sitting in there now, is that just for this budget year? And then next year we vote on it to keep going in that direction?

Administrative Officer Gioia: Absolutely. We will bring this back every budget.

Board Member Dorskocil: I think, another thing, as far as capital improvements, this side of town, the new station. Are we looking at starting to save money? I know we are putting the money, when we sell into a certain fund, but are there other targets we are going to try to get to? We putting up the \$200,000 now and giving it to the guys and stuff, are we looking down the road at this new station on the west side as far as monies going towards that? Or even if the taxes being the rate of 3.25%, is there anything looking down the road to give back a little bit to the customers out there. We have been maxed out to them. They are feeling it. They will be feeling it more when values go up and more taxes. Are we looking at, possibly, maybe we can give them a little break?

Chief Gaillard: I think Chief Bills and Administrative Officer Gioia can attest to my asking the same kinds of questions. We want to get to a point when we are looking at the many revenues of increased Assessed Values, and we are looking at how do we begin to back off the tax rate? We are into those kind of conversations. We have been dealing with so much pent up need from post fire and recession. We are trying to do smart, conservative budgeting that will, some point, include backing off



the tax rate is a goal. I am looking at the next 2 years, we are dealing with the pent up need.

Administrative Officer Gioia: We are also planning on our delinquent tax that we get each year, which is about \$40,000 per year. That is going into a Capital Fund. We will be putting that money aside.

iii. Engineers FTE promotion

Chief Gaillard: this would create an Engineers rank. We are about the only one in Northern AZ without this. It allows us to take about 12 individuals and promote them; bringing them off the bottom and protect ourselves a little bit from possibility of leaving. Without this rank puts us at a competitive disadvantage for anywhere else. The cost of that measure after promotions is about \$11,000.

Board Clerk Timney: I think it is a necessity to break down a 3 man engine. You have a captain that is command, you have a firefighter. That engineer has a big responsibility driving a truck that heavy under conditions which they respond. Whether it be weather, or Code 3. You have to be compensated. We should develop that position and pay it.

Board Member Milich: I agree with Jim.

Board Chairman Parker: I do have a question. Will the engineer be bumped up to captain if it comes open?

Chief Bills: Whoever has done a captain's taskbook. That could be a firefighter.

Board Chairman Parker: What does that pay do when bumped up to that position.

Chief Bills: the acting captain gets a \$2 an hour. Should the engineer be off and the firefighter bumps up and does the engineer work, with will not do an acting position.

Board Member Dorskocil: How many are you adding?

Chief Bills: 1 on each engine. Which is 12 all together.

iv. SAFER I FTE positions to permanent

Chief Bills: Right now we are staffed at 36 firefighters and 3 SAFER positions. That puts us at 13 per shift, 1 Battalion Chief, and 3 people on each engine of the 4 engines. When someone is off, those engines drop down to 2. The SAFER positions are funded through December. Once the money runs out in December, they need to go onto our books as full-time employees. The question is do we want to continue the SAFER and put those 3 people on as full-time employees, before I go and hire 3 more, since I have the openings now. The ultimate staffing would be 45 with 15 per shift.

The decision here is that we hire 3 more to fill the SAFER positions that are currently empty due to them leaving. The question is when we hire



the 3, come December, when the SAFER funds end, we will continue to employ the 3 full time positions that we were forwarded by the SAFER I grant.

Board Member Timney: My opinion is put on the 3 positions.

Board Member Milich: Same

Board Chairman Parker: I am fine

Board Member Dorskocil: We definitely need to fill them

v. SAFER II FTE positions

Chief Gaillard: We want to apply again for the SAFER grant for 3 more positions starting next Fiscal Year. This grant will be a 3 year commitment at 65% the feds pay for, second year feds pay 65%, third year feds pay 35%, then on our payroll.

Board Members: Same as SAFER I, do it

vi. Upgrade of XO Captain position

Chief Gaillard: We currently have a 40hr firefighter position. This will be taking a firefighter and deleting that position and adding a captain. This will be an administrative level position at 40hr/week that can carry out a higher level of work for the district; whether that is training, projects, going out and meeting with annex interested people, etc. It takes captains and prepares them for future responsibilities of chief officers. We do not need you to decide that today. It is in the future that we will approach you with. This will be a promotion. It does not create a vacancy that has to be filled.

Board Member Dorskocil: Will that captain backfill when the guys go to classes and stuff?

Chief Bills: Absolutely

Board Member Dorskocil: How often will that happen? How often will he be in the staff position versus on the line?

Chief Bills: this last year, I didn't have about a week before we moved him into a 56 hr position.

Board Member Dorskocil: That is what I am talking about right now. How benefit is he going to be to you if he is on the line all the time?

Chief Bills: I kept losing 56 hr people to injuries or quitting. It is great that I can take him and plug him on that SAFER Grant it did not cost us a nickel and we had a body to fill that minimum staffing.

Chief Gaillard: I think your point is spot on. If we continue to suffer the attrition we currently are, we will have to come back and revisit the effectiveness of that.

Board Clerk Timney: I think it is a good plan.

Board Member Milich: In favor of it.



vii. EVT Mechanic I position

Chief Gaillard: There is a 2nd EVT Mechanic Position requested that will work at the shop. We have a great staff of 1 at the maintenance facility. That staff member will not be with us forever. This opportunity to bring in a person that is EVT qualified individual, and put in a succession plan for the maintenance function within the district. Rediverting part time funds and adding In \$1920 puts us in a position to do that. In addition, we will capitalize on outside revenues. We are starting to take on outside work. Flagstaff Fire has been using Summit for services. Our first position is Summit Fire fleet to keep them running. This will be long term 2 positions.

Board Clerk Timney: If we can fit it into the budget.

Board Member Milich: I am good.

Board Chairman Parker: I am good.

Board Member Daskocil: I am good.

viii. Increase to Medic pay

Chief Gaillard: One thing that devastates this department is loss of paramedics. In addition to regular compensation, medic pay is out of market. This is a \$9000 total cost that distributes \$500 per year for medic pay for a total of \$4750 per year per medic.

Board Member Daskocil: They need it for what they do.

Board Chairman Parker: I am in favor of it.

Board Member Milich: I am in favor

Board Clerk Timney: good

b. Round Table Discussion

Board Member Milich questioned: Remind us what has happened since the last time we talked about compensation that wasn't sustainable for us to think about. What has happened between then and now so that we are in a position to consider this.

Administrative Officer Gioia: We have seen an increase in our Assessed Valuations, which is over 5%. The only reason why we couldn't do it last year was because the Public Safety Retirement System came in and took every bit of that money. We are seeing an increase to little over 5% this year. From what the county gave us, we are looking at another 5% next year. As the growth continues, we can look and see for the next 3 years, it is going to increase. I am expecting Workers Comp to decrease, and our VFIS insurance should be going down.

4. **ADJOURN BUDGET WORKSHOP**

Board Clerk Timney motioned to adjourn the 2018/2019 Budget Workshop meeting.

Board Member Daskocil seconded the motion.



Vote conducted. **UNANIMOUS APPROVAL**
2018/2019 Budget Workshop adjourned at 3:59 pm

REGULAR BOARD MEETING

1. CALL REGULAR BOARD MEETING TO ORDER

Board Chairman Rick Parker called the Governing Board Meeting to order on Wednesday, March 28, 2018, at 4:05pm, 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 Duskocil, Board Member Mike Milich

Members Absent: Board Member Jim Newkirk

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

Public: Don Woods

3. CALL TO THE PUBLIC

Don Woods: I appreciate Jim Duskocil's comment about watching out for property taxes. It is more important you get your house in order. You have so far yet to go and are making progress. At some point in time, you are going to get you house in order, then I will start worry about whether you are starting to fill the void. Right now, I think you should keep going as long as those people in Ft Valley have some idea there will be a new firehouse out there some point, then I think people will be happy to do whatever it takes to get there.

4. 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. Discussion and Approval of the Regular Board Meeting Minutes of February 21, 2018
- b. Approval of Reconciliations and Financial Reports for February 2018



Administrative Officer Gioia answered any questions from the Board regarding the Regular Board Meeting Minutes of February 21, 2018, and the Reconciliations and Financial Reports for February 2018.

Board Member Milich motioned that the Regular Board Meeting Minutes of February 21, 2018 and the Reconciliations and Financial Reports for February 2018 be approved. Board Member Dorskocil seconded the motion.

AYES: Parker, Timney, Milich, Dorskocil
NAYES: None

Board Clerk Timney stated: There was an item in the minutes; I questioned why the well at Station 37 was not being used. Has anybody found out why? Administrative Gioia answered no. Board Chairman Parker stated, if you find out that, and it is something we need to know about down the road, we will get it on the agenda.

5. 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

Battalion Chief Chris Fennell presented:

- the Run Report for January 2018 that included 87 calls. We had more warm weather injuries as opposed the winter injuries since it is so warm.

b. Local 1505 Update – There was none

c. Other Items:

Fire Chief Gaillard presented:

- Money that is owed to the fire district for wildland and fire response. I was reading last week the director for Forestry and Fire Management currently owes about \$30 million to cooperators state wide.
- We have accepted a resignation from Firefighter Anthony Cullen. His last day will be April 10. Moving to Texas.
- There will be our 4th Community Bonfire on April 14 at Station 32
- We are currently accepting firefighter applications. The next academy will start in July
- We will be implementing a new performance management tool and will be training on that this week. The board is invited to the Friday training.
- The staff has completed their Wildland Refreshers



6. NEW BUSINESS / ACTION ITEMS

(Public Comment: Public comment/input is welcomed after each agenda item of New Business/Action Items and Unfinished Business. **They must state their name and address for the record.** Individual comments are limited to two minutes per individual and must pertain to the specific agenda item.)

- a. Review, discuss and possible action on adopting compensation action as presented in Budget Workshop.
 - i. Market Adjustment Pay Schedule
 - ii. COLA
 - iii. Engineers FTE promotion
 - iv. SAFER I FTE positions to permanent
 - v. SAFER II FTE positions
 - vi. Upgrade of XO Captain position
 - vii. EVT Mechanic I position
 - viii. Increase to Medic pay

Board Member Milich motioned to adopt compensation action I through viii as discussed the Budget Workshop of March 28, 2018. Board Chairman Parker seconded the motion.

Vote conducted. **MOTION APPROVED**

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

- b. Review, discuss and possible action on adopting Policy 503 Compensation as revised.

Administrative Officer Gioia presented and answered any questions from the board. We had put in there originally on 11% for promotions. As we were working through the budget, we found we couldn't afford to do that. We are asking reapprove the Policy 503 to say 7% of increase for promotions.

Board Member Milich motioned to adopt Policy 503 Compensation as revised. Board Clerk Timney seconded the motion.

Vote conducted. **MOTION APPROVED**

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



- c. Review, discuss, and possible action for the sale of a station in the Fort Valley area. The Fire Board will hear recommendations by the District Realtor Dianne Patterson. The Fire Board may vote to go into Executive Session for the purpose discussing options and priorities with Deputy County Attorney Brian Furuya and Realtor, Dianne Patterson per ARS §38-431.03.A.3 and 7 3. Discussion or consultation for legal advice with the county attorney or attorneys of the public body. 7. Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property. Any final actions will be held in open session.

Board Chairman Parker called the meeting back to order at 5:15 pm

Board Chairman Parker presented:

We've instructed our realtor in Executive Session as allowed by AZ law. I will now entertain a motion to direct our realtor to proceed as instructed in the Executive Session.

Board Member Milich motioned for our realtor to proceed as instructed in executive session. Board Clerk seconded the motion.

Vote conducted. **MOTION CARRIED**

AYES: Parker, Timney, Duskocil, Milich

NAYES: None

Board Chairman Parker presented:

We will now entertain a motion to authorize and delegate authority to the chief to sign our realtor's listing agreement, under terms as considered at our last executive meeting.

Board Member Milich motioned to authorize and delegate authority to the chief to sign our realtor's listing agreement, under terms as considered at our last executive meeting. Board Clerk seconded the motion.

Vote conducted. **MOTION CARRIED**

AYES: Parker, Timney, Duskocil, Milich

NAYES: None



7. FIRE BOARD COMMENTS

Board Chairman Parker: I appreciate all the work the whole administration does. Tammy doesn't say much, but she does a lot of work. I would like to say thank you from the board to all administration. We have a lot of work ahead of us. I am sure it will be done fine. That is my only comment.

8. ADJOURNMENT

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

Vote conducted. **MOTION CARRIED**
Board meeting adjourned at 5:31pm.

Respectfully submitted

Tammy Schieffer, Administrative Assistant