



**SUMMIT FIRE & MEDICAL DISTRICT  
GOVERNING BOARD  
REGULAR SESSION  
November 15, 2017  
MINUTES**

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

**1. CALL TO ORDER**

Clerk Jim Timney called the Governing Board Meeting to order on Wednesday, November 15, 2017, at 3:05 pm, at Station 37, 5500 N Fort Valley 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

Arrived at 3:39 p.m. Board Chairman Rick Parker

Administrative: Deputy Chief Jerry Bills, Administrative Officer Chris Gioia

Public: Mark Frost, Jennifer Coulés, Mark Scott from Hinton Burdick CPAs and Advisors

**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 October 18, 2017

The Fire Board did not have any questions regarding the minutes from October 18, 2017.

**Member Duskocil motioned that the minutes of October 18, 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 October, 2017

Administrative Officer Chris Gioia answered any questions from the Board regarding the monthly Reconciliations and Financial Reports for October, 2017. Copies are included in the board packet.

**Member Milich motioned that the monthly Reconciliations and Financial Reports for October, 2017 be approved. Board Member Doscocil 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 Klassen reported on the Run Report for September, 2017. He also updated the Fire Board on the GFR water tender training for this month and on the pre-build meeting for the new water tender.

b. Local 1505 Update

N/A

c. Other Items

Chief Bills reported that Chief Gaillard is attending his sons (Seth Gaillard) pinning at Sedona Fire District.

Chief Bills also reported:

The Request for Proposal for a realtor and appraiser are at the County Attorneys for review.

All Acting Captains have gone through the Blue Card training. This is paid for by the grant.



SFMD will start training Battalion Chief, Captains and admin on the new employee evaluation process Halogen, which will start on January 1<sup>st</sup>.

Chief Gaillard will be sending out some information on a study regarding flooding and wildland fires along the 180 corridor. It is important to understand and help other understand the important of thinning in the area.

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

NOTE: Board took a break from 3:22 p.m. until 3:39 p.m. and postponed Items A, D, E and F until Chairman Parker arrived at 3:39.

- a. Review and discuss and possible action on approving 2016/2017 Audit as presented.

Jennifer Coulés present the findings from the audit. Presentation and audit included in attachments. Overall the district has a very positive outcome. The District had budgeted for a \$400,000 shortfall for last fiscal year. The District ended up coming in \$200,000 under budget.

Chairman Parker made a motion to accept the Audit as presented. Clerk Timney second the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Newkirk, Doscocil, Milich

NAYS: None

- b. Review, discuss and possible action on approving sale of Unit 1, 1979 Peterbilt Tender

Chief Bills stated that the 1979 Peterbilt is being replaced by the grant funded water tender. With the Fire Boards approval this water tender will be put on Public Surplus to be sold. It cannot be sold to another fire department or be used in any fire service capacity.

**Board Member Doscocil motioned to approve to the sale of the 1979 Peterbuilt water tender on Public Surplus. Board Member Milich seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Timney, Newkirk, Doscocil, Milich



NAYES: None

- c. Review, discuss and possible action on Request for Proposal for Realtors.  
Chief Bills addressed this item in the current events.
- d. Review, discuss and possible action on approving the Fire Board Handbook

Administrative Officer Gioia reported to the Fire Board the changes and updates that were made to the handbook. Member Milich appreciated that the conflict of interest portion referred back to Arizona Revised Statutes. Chairman Parker thanked admin for their work on this.

**Member Milich motioned to approve the Fire Board Handbook as written. Board Clerk Timney seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

Review, discuss and possible action on electing a Fire Board Chairman for the term of December 1, 2017 through November 30, 2018.

Chairman Parker asked for nominations for the Board Chairman position. Member Milich stated that he believes that Chairman Parker and Clerk Timney have done a great job in their roles and would like for them to serve another year. Member Daskocil agreed as well as Member Newkirk.

Clerk Timney motioned that Chairman Parker serve another term as Board Chairman. Member Milich second the motion

Vote conducted. **MOTION CARRIED.**

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

- e. Review, discuss and possible action on electing a fire Board Clerk for the term of December 1, 2017 through November 30, 2018 (Clerk also sits on the Public Safety Personnel Retirement System Board).

Chairman Parker stated in light of the pervious conversation that motioned that Clerk Timney serve another term as Board Clerk. Member Milich second the motion

Vote conducted. **MOTION CARRIED.**



AYES: Parker, Timney, Newkirk, Doscocil, Milich  
NAYS: None

8. **FIRE BOARD COMMENTS**

Chairman Parker thanked the line personnel for all their hard work.

9. **ADJOURNMENT**

**Chairman Parker motioned to adjourn the regular board meeting. Clerk Timney seconded the motion.**

Vote conducted. **UNANIMOUS APPROVAL.**

**Board meeting adjourned at 4:02 p.m.**

**Respectfully submitted**

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**Chris Gioia, Administrative Officer**

APPROVED