



**SUMMIT FIRE & MEDICAL DISTRICT  
GOVERNING BOARD  
REGULAR SESSION  
SEPTEMBER 20, 2017  
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, September 20, 2017, at 3:00 pm, 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: Jerry McCann

**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 August 16, 2017 and workshop meeting on September 16, 2017

Deputy Chief Jerry Bills and Administrative Officer Chris Gioia answered any questions from the Board regarding the Regular Board Meeting Minutes of August 16, 2017.

**Board Chairman Parker motioned that the minutes of August 16, 2017 meeting, be approved. Board Member Milich seconded the motion.**

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



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

**Board Member Duskocil motioned that the minutes of workshop meeting on September 16, 2017 be approved. Board Member Milich seconded the motion.**

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

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

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

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

**Board Chairman Parker the monthly Reconciliations and Financial Reports for August, 2017 be approved. Board Member Timney seconded the motion.**

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

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

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

a. Monthly Department Updates

Acting Battalion Chief Torsten Palm presented the 124 runs for July. July was a good month for wildland assignments. End of September was Greater Flagstaff Regional Training that was Rapid Intervention Crew and mayday drills. Always improving every day.

b. Local 1505 Update

Firefighter Buck Ashbrook presented the only thing Local 1505 had was Fill the Boot over Labor Day weekend, which the whole chapter raised approximately \$29,000 that included \$2925 Summit Fire portion.

c. Other Items

Fire Chief Gaillard presented:



There is correspondence in your packet from people in our district stating how much of a great job our personnel show to the public.

Chief Bills is doing a great job applying for and receiving various grants for both Summit and Flagstaff, and also regional. One that he has received is the Vehicle Exhaust Removal system for the stations, in which the Public Committee suggested in investing the money from the bond.

Last week was the AZ State Fire School in Mesa. 755 firefighters from around the state attended. Always a great learning experience.

Officers Meeting from both Flag and Summit in same room discussing common issues was great.

Gaillard met with Operator of Snowbowl RJ Murry and Art Babbitt issue snowplay and snowbowl related traffic. Impact on public safety. Babbitt asking for Summit standing up sources look about 8 days during winter when traffic is heightened. OT wages he could provide.

We are supporting the creation of an Event Action Plan. How do we intend to respond?

September 16 meeting thank you to staff.

Doskocil when is the next Babbitt meeting? Gaillard answered.

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

### a. Review and discuss and possible action on approving future firefighter hiring.

Deputy Chief Bills answered questions from the board regarding hiring future firefighter. We have a 40 hour position to hire. Included in packet. We will be having staff retiring in the near future that includes Battalion Chief Mike Boehm February, Firefighter Paul Langston in March, and Battalion Chief Keith Klassen in December. Our three SAFER Grant personnel will move into these opened positions. There will be further discussion regarding how to go about hiring to replace the three off the SAFER Grant. This is just informative and will be brought in with the budget process

### b. Review, discuss and possible action on approving PO 180020 for District phone system.

Administrative Officer Gioia answered any questions regarding the District phone system. The main board for the phone system has died. Flag IT brought in loaner phones. Not budgeted for but needed. Overhaul of whole system. \$1600 to install phone system and training. Purchase phone \$4013 for entire district. This will be internet phone not regular phone line. Conference phone at station 32 for calls.



**Board Member Timney motioned to approve Purchase Order 180020 and 180021 for District phone system. Board Member Milich seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

- c. Discussion on Station Recommendations for the west-side of the District. Chief Gaillard reported there is nothing new. Have a little work to do. Valuation of our 2 properties. Will be put back on agenda for discussion. No additional information.
- d. Review, discuss and possible action on giving Administration the authority to initiate the process of hiring a realtor and/or appraiser for selling a fire station on the west-side.

Deputy Chief Bills, Chief Gaillard answered questions from the board regarding hiring a realtor and/or appraiser for selling a fire station on the west-side. There was discussion regarding an appraiser vs a realtor.

**Board Chairman Parker motioned to give Administration the authority to initiate the process of hiring a realtor and/or appraiser for selling a fire station on the west-side. Board Clerk Timney seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

8. **FIRE BOARD COMMENTS** There were none

9. **ADJOURNMENT**

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

Vote conducted. **UNANIMOUS APPROVAL.**

**Board meeting adjourned at 3:43pm.**

**Respectfully submitted**

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**Tammy Schieffer, Administrative Assistant**