



**SUMMIT FIRE AND MEDICAL DISTRICT
GOVERNING BOARD
REGULAR SESSION
June 15, 2016
Station 32, 8905 Koch Field Road, Flagstaff AZ, 3:00 pm
MINUTES**

1. CALL TO ORDER

Chairman Nott called the Governing Board Meeting to order on Wednesday, June 15, 2016 at 3:00 pm at Station 32, 8905 Koch Field Road, Flagstaff AZ 86004

2.

3. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Members Present: Chairman Nott Member Duskocil
Clerk Newkirk Member Parker Member Milich

SFMD Staff: Fire Chief Mark Gaillard Deputy Chief Jerry Bills
Administrative Officer Chris Gioia
Captains Fisk, Palm, Luna and Hernandez
Firefighters Glazener

Public: Jim Timney, Gary Crosby
Brenda Whitted, Richard Douney
Daryl Bennett

4. PLEDGE OF ALLEGIANCE

5. CALL TO THE PUBLIC - There was no response to the Call to the Public

6. APPROVAL OF THE MINUTES FROM PREVIOUS MEETINGS

- a. Discussion and Approval of the Regular Meeting Minutes of May 18, 2016, Chris Gioia Board Member Parker motion that the minutes of May 18, 2016 Regular Board Meeting be approved. Member Milich second the motion.

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

AYES: Nott, Newkirk, Duskocil, Parker and Milich

NAYS: None

7. CONSENT AGENDA

- a. Approval of Reconciliations and Financial Reports for May, 2016. – Chris Gioia

Administrative Officer Gioia answered questions from the Board regarding the monthly Reconciliations and Financial Report for May 2016. The May 2016 monthly reconciliations and financial report is attached to the official Governing Board meeting minutes.



Board Member Parker motion that the Governing Board approve the May 2016 Monthly Reconciliations and Financial Reports per Arizona Revised Statutes. Board Member Milich seconded the motion.

Motion passed with one correction for the Memo for the Fire Board Approval of Financial Reports for May was requested by Member Parker after discussion Administrative Officer Gioia. Changes were made and are part of the financial attachments to the minutes.

Vote conducted. MOTION CARRIED

AYES: Nott, Newkirk, Duskocil, Parker and Milich

NAYS: None

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

a. Monthly Department Updates – Chief Gaillard

Chief Gaillard gave an update on the Greater Flagstaff Regional Training (Memo attached). The Fire Board was invited on a field trip to see the training in action. Chief Bills will arrange. The Fire Board also asked for Chief Walton to attend a Fire Board meeting.

Chief Bills reported on Phase I of the fire restrictions at the current time.

Captain Carlos Luna gave the run report for the month of May.

b. Local 1505 Update – None at this time

c. Other Items – Chief Gaillard - None at this time

9. Public Comment: There was no response from the public at this time

10. NEW BUSINESS / ACTION ITEMS

a. Review, discuss and possible action on Policy HR 152 Overtime and Compensatory Time – Chief Bills

The Board discussed Policy HR 152 Overtime and Compensatory Time. Chief Bills answered all questions. Administration will track Premium Pay as its own line item in the budget. This policy will take effect on July 1, 2016.

Board Member Milich motioned to approved Policy HR 152 Overtime and Compensatory Time. Board Clerk Jim Newkirk seconded.

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

AYES: Nott, Newkirk, Duskocil, Parker and Milich

NAYS: None

b. Review, discuss and possible action on amending financial policies - Chief Gaillard

Chief Gaillard present the Fire Boards financial policies that they had agreed upon during the budget process. The policy makes it clear what the Board goals are.



Board Member Parker motioned to approve

The amended Fire Board Financial Policy. Jim Duskocil seconded the motion. There were no corrections or additions. Vote conducted. MOTION CARRIED
AYES: Nott, Newkirk, Duskocil, Parker and Milich
NAYS: None

- c. Review, discuss and possible action on giving Administration approval to enter into a 2 year contract with Flagstaff IT for IT management, products and services – Chief Bills

Chief Bills lead discussion on the contract. Member Milich pointed out some discrepancies in the contract in paragraph 1, items A – C and last paragraph. Termination for the vendor vs our termination rights. Member Milich requested that it be reciprocal. Administration will make the request to the vendor.

Member Parker motioned to approve Administration to enter into the contract with Flagstaff IT with the changes mentioned. If changes are not agreed upon as the Fire Board stated, the Administration will bring back the request. Chairman Nott seconded the motion. Vote conducted. MOTION CARRIED
AYES: Nott, Newkirk, Duskocil, Parker and Milich
NAYS: None

- d. Review, discuss and possible action on adopting the 2016/2017 Fiscal Year Budget, with the changes out-lined during the budget process. – Chief Gaillard

Chief Gaillard presented the budget for 2016/2017 and asked for the Fire Board to approve it. Member Parker motioned to approve the budget with all changes that were discussed in prior board meetings as it is presented to them today. Clerk Newkirk second the motion. Vote conducted. MOTION CARRIED
AYES: Nott, Newkirk, Duskocil, Parker and Milich
NAYS: None

- e. Review, discussion and possible action on approving the 2016/2017 MIL Rate of 3.25

Chief Gaillard asked the Fire Board to set the 2016/2017 Mil Rate at 3.25. Member Milich motioned to approve the 2016/2017 Mil Rate at 3.25. Chairman Nott seconded the motion. Vote conducted. MOTION CARRIED
AYES: Nott, Newkirk, Duskocil, Parker and Milich
NAYS: None

- f. Review, discussion and possible action on the recommendations from Advisory Committee

Mr. Gary Crosby a representative of the Summit Fire and Medical District Advisory Bond Committee. The committee has met three times in the last few weeks. We have reviewed the capital needs of the organization for your management. There has been a lot of discussion on this afterwards and we need to see if there is any way we can have a little more time to give you a final recommendation on this. Chairman Nott asked how much more time do you need. Mr.



Crosby stated we know that you need to have it by July 11th. So do you need to have a special board meeting and can we have a week? Is a week too long? Chairman Nott stated a week is not too long. Fire Chief Gaillard stated, I just need to double check the calendar. The Fire Board needs to have official ballot language prepared by the bond attorney. When is it that we need to take action? Administrative Officer Gioia stated that was the next item on the agenda was to set a special meeting date. We need to work with the attorneys, so we need about a week for that.

Chief Gaillard stated the bond attorney would be a week with the intent of the Advisory Committee to craft the language for a ballot initiative. So the question is do we have enough time for that. Chairman Nott asked if we can have the bond committee meeting and the Special meeting at the same time. Chief Gaillard stated it isn't so much the meeting, we just need to take the advisory board committees recommendation to the attorneys and let them craft it up. Then when you (the Fire Board) meet in a special meeting you will be looking at the language prepared by the bond attorneys. Chairman Nott asked so we can have another bond committee meeting say in the next week? Mr. Crosby stated yes. Chairman Nott stated is the amiable to everyone? Chris (Administrative Officer Gioia) can you work that out time wise?

Chief Gaillard asked have you discussed a week night meeting or a weekend meeting. Mr. Crosby stated no because we weren't able to get a hold of everyone. Ms. Whitted stated we didn't have everyone's information, so we couldn't contact each other. I just got that to share. I have talked to five of the members and they would like to have a meeting with the seven members of the advisory committee so we can all be together on the same page. So we will set it up for next week.

Member Parker stated I have a comment. "If we have another meeting and people don't show up that are on the board. We are going to have to keep going. We can't do that. People know when the meetings are and they should show up for the meetings. So we aren't delayed again.

If you or someone has contact with them, make sure that they need to please show up. We are going to proceed with this. We want everyone there. Tell everyone to be there, with their comments. To me this shouldn't be happening, that was what the last meeting was for. We had a decision.

Mr. Crosby stated the last meeting was not between the committee. The last meeting was everyone involved. We would like to get together one time with just the committee members.

Chairman Nott stated you want a closed meeting with just the committee. Mr. Crosby stated yes, just one time for everyone to get together, just us, nobody else. That is what we are asking for.

Member Parker asked so you don't want any board members. Mr. Crosby stated no just the advisory committee wants to meet by ourselves one time. We have not done that. The three times we have met we have information given to us. Now we would like to consume that information amongst the 7 members, is what we would like

Chief Gaillard asked I would like some clarity on this; we have three members of the Fire Board on this advisory committee. Beyond posting for a potential of a quorum, does that put us in a spot where we need to be concerned about meeting the Open Meeting Laws with a closed meeting? Administrative Officer Gioia asked are you asking for the Board Members not to be



part of the meeting. Mr. Timney answered one board member would be fine to give us their perspective. Then we will not have to post the meeting. I think one board member would be sufficient and a good way to go. Discussion of who would attend amongst the board. Chairman Nott will be attending the meeting.

Administrative Officer Gioia asked will you be scheduling your meeting amongst yourselves or would you like for us to do that for you. Mr. Crosby stated now that Ms. Whitted has the contact information of the advisory board we can do that ourselves. Administrative Officer Gioia asked will you be meeting here at the station or someplace else. Mr. Crosby stated they will meet someplace else. (Recording stopped at this point and verbatim dialogue will not continue)

Summary: Member Parker preferred that meetings be open and all members of the advisory committee be able to attend and the public as well. Advisory Board will be scheduling a meeting at Station 32 sometime the week of June 20 – 24, 2016. They have invited Chairman Nott to attend. They will have the meeting at Station 32 so if they need input from Administration someone will be available. They will share their recommendations with the Administration after their meeting. If the advisory board decides to recommend the bond initiative, Administration will have time to take the recommendation to the bond attorney. The Fire Board will have a Special Meeting on June 29th regardless of the advisory committee's recommendation to call the election because of two open Fire Board seats that would be on the ballot in November.

- g. Set special meeting date to review, discuss and call for election. The call for election will include two board positions and the bond election. Meeting must be before July 11, 2016

Special Meeting date was set at June 29, 2016, 4:00 pm at Station 32.

- 11. FIRE BOARD COMMENTS- Board Member comments are meant to inform and clarify. No actions will be taken. Only Board Members can speak.

Member Parker thanked everyone for their hard work on this

12. ADJOURNMENT

Member parker motioned to adjourn the Regular Board meeting. Board Member Milich second.
Vote conducted. Unanimous approval
Meeting adjourned at 3:58 p.m.

Chris Gioia, Administrative Officer