



**SUMMIT FIRE & MEDICAL DISTRICT  
GOVERNING BOARD  
FY20/21 BUDGET WORKSHOP AND GOVERNING BOARD MEETING  
Wednesday, March 25, 2020  
MINUTES**

**Budget Workshop**

**1. Call budget workshop to order**

Board Chairman Dorskocil appointed Board Clerk Jim Timney to run the budget workshop. Board Clerk Timney called the Governing Board FY20/21 Budget Workshop to order on Wednesday, March 25, 2020, at 3:09 pm, at Station 32, 8905 N Koch Field Road, Flagstaff, Arizona

**2. Roll call of board members / affirmation of quorum**

Members Present: Board Clerk Jim Timney, Board Member Rick Parker, Board Member Robb Faus

Members Present Via Zoom Board Member Mike Milich, Board Chairman Jim Dorskocil

Members Absent: None

Administration: Fire Chief Mark Gaillard, Deputy Chief Mark Wilson, Deputy Chief Pat Staskey (via Zoom), Administrative Officer Chris Gioia, Administrative Assistant Tammy Schieffer

Public Via Zoom: Highlands Fire Chief Dirch Foreman, Jayme Jones

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

**4. Budget updates**

Administrative Officer Gioia, Deputy Chief Wilson, and Fire Chief Gaillard presented to the board an update on the FY20/21 budget and answered any questions.

**Fire Board Goals**

1. Diversify and improve revenue streams
2. Create efficiencies and sustain the capabilities of the District
3. Improve the resources of the District, both human and capital



4. Establish a sustainable and functional fire station in the Fort Valley/180 corridor of the District

#### **LABORS TOP 5**

1. Pay raises and increase to medic pay
2. Family insurance coverage
3. 3-man engines across all stations
4. Educational Reimbursement
5. Increase base salaries

#### **COCONINO COUNTY TREASURERS**

Administrative Officer Gioia presented to the board regarding the Conference call on Friday, March 20<sup>th</sup>, with Districts, PFM (investment firm for County) and JP Morgan (bank for county and district)

1. County has plenty cash flow
2. The Treasurer had asked for an extension for the second half of taxes but was denied
3. Expecting an increase to delinquent taxes
4. Treasurers office is willing to extend the line of credits at no charge to the District for 50 days due to receding funds
5. Will provide weekly cash flow updates to the District

#### **WORKMANS COMP**

Administrative Officer presented to the board,

- Ashton Tiffany (also handles our healthcare trust Kairos) is working on establishing workman comp pool for fire districts
  - First year cost would be a 60% increase
  - AZ Legislators are discussing a \$28 million start up cost to assist with this.
  - \$5M would be for cancer research and safety equipment grants
  - \$10M would be for the district pool
  - \$13M for reinsurance for municipality's and city's (reinsurance is where multiple insurance companies share the risk)
- We should have a quote from Aston Tiffany by Aril 10<sup>th</sup>
- Our broker is also looking for quotes from other vendors
- We have not heard back from 7710 with an actual quote

#### **POLICY CHANGES**

Copies of all the policies and their changes are included in the board packet in the attachments

Policy 501 – Financial Policy



Policy 503 – Compensation

- Increase to medic pay
- Keeping family healthcare coverage flat for employees. Anticipated \$6,000 for the District

**5. Review and discuss policy changes to Public Safety Personnel Retirement System Pension Funding Policy.**

Changes made – Funding ration of SFMDs PSPRS trust funds from the June 30, 2019 actuarial valuation

Fire board has taken the following actions to achieve this goal

**6. Review and discuss Fire Board Financial Policy 501**

Fire Board discussed the changes to Policy 501 – Financial

**7. Review and Discuss implementing Compensation Policy 503:**

- a. COLAs (Cost of Living Adjustments)
  - Administration and Labor are asking the Fire Board to consider a COLA for all employees
  - Policy states that COLAs are based off Consumer Price Index, which is at 2.3%
  - This COLA would go into effect in January 2021 for all employees
  - A final determination will be brought to the Fire Board at the April Budget Workshop
- b. Increase to Medic pay

Administration is asking to consider increasing the medic pay by \$500 per year. Currently medic pay is \$5,250. This would increase it to \$5,750

**8. Round Table Discussion**

There was discussion among the board regarding the FY20/21 budget process and proposals

**9. ADJOURN BUDGET WORKSHOP**

**Board Member Milich motioned to adjourn the FY20/21 Budget Workshop. Board Member Parker seconded the motion.**

Vote conducted. **MOTION CARRIED Unanimous Approval**

**FY 20/21 Budget Workshop adjourned at 3:48 pm.**



## Regular Board Meeting

### **1. CALL REGULAR BOARD MEETING TO ORDER**

Board Chairman Daskocil appointed Board Clerk Jim Timney to run the regular board meeting. Board Clerk Timney called the Governing Board regular board meeting to order on Wednesday, March 25, 2020, at 3:09 pm, at Station 32, 8905 N Koch Field Road, Flagstaff, Arizona

### **2. ROLL CALL OF BOARD MEMBERS/ AFFIRMATION OF QUORUM**

Members Present: Board Clerk Jim Timney, Board Member Rick Parker, Board Member Robb Faus

Members Present Via Zoom Board Member Mike Milich, Board Chairman Jim Daskocil

Members Absent: None

Administration: Fire Chief Mark Gaillard, Deputy Chief Mark Wilson, Deputy Chief Pat Staskey (via Zoom), Administrative Officer Chris Gioia, Administrative Assistant Tammy Schieffer

Public Via Zoom: Highlands Fire Chief Dirch Foreman, Jayme Jones

### **3. CALL TO THE PUBLIC** No response from public

### **4. CONSENT AGENDA**

- a. Discussion and Approval of the Regular Board Meeting Minutes of February 20, 2020 and Budget workshop minutes from February 26, 2020
- b. Approval of Reconciliations and Financial Reports for February 2020

Administrative Officer Gioia answered any questions from the Board regarding the Reconciliations and Financial Reports for February 2020, Regular Board Meeting Minutes of February 20, 2020, and Budget Workshop minutes from February 26, 2020.

**Board Member Parker motioned that the Reconciliations and Financial Report for April 2019, Regular Board Meeting Minutes of April 17, 2019, and May 8, 2019 Budget Workshop be approved. Board Member Faus seconded the motion.**

Vote Conducted. **MOTION CARRIED**



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

## 5. CURRENT EVENTS SUMMARIES, REPORTS, AND/OR CORRESPONDENCE

### a. Monthly Run Report

Battalion Chief Luna presented the Run Report for January which totaled 103. There were no significant calls in January to report on.

### b. Monthly Chief Updates

Deputy Chief Wilson:

- We have only received two applications for the Head Emergency Vehicle Technician. We may extend the deadline due to the COVID19 pandemic
- Dispatch-EMD Protocol is critical to get us rolling right now. Receive more information
- Met with county regarding map overlay of hydrants good working hydrants in the area that we could tie into
- ISO-XO Captain Duane Deck from Summit Fire has been working the Chief Bills for the upcoming electronic review.

### c. Local 1505 Update

Captain Mike Allen:

Personnel are wrapping heads around our response times

## 6. NEW BUSINESS / ACTION ITEMS

### a. Review discuss and possible action on adopting compensation action as presented in Budget Workshop.

- i. COLA
- ii. Increase to Medic pay

This action item has been tabled until April, depending on the quote for the Workers Comp cost for the year.

### b. Review discuss and possible action on adopting Financial Policy 501 as revised.

**Board Member Parker motioned to adopt Financial Policy 501 as revised and discussed in Budget Workshop. Board Member Milich seconded the motion.**

Vote Conducted. **MOTION CARRIED**



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

- c. Review, discuss, and possible action adopting Public Safety Personnel Retirement System Pension Funding Policy.

**Board Member Parker motioned to adopt the Public Safety Personnel Retirement System Pension Funding Policy as changed and discussed in the board workshop. Board Member Faus seconded the motion.**

Vote Conducted. **MOTION CARRIED**

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

- d. Review, discuss and possible action on COVID-19 information as present by the Fire Chief

Fire Chief Gaillard presented to the board information regarding COVID19

- Command Staff and having staff briefings at the beginning of each shift
- Coconino County has 21 positive cases and 1 death from COVID 19 yesterday. 91% flu symptoms have been tested negative for COVID 19
- We currently have a limited supplies on N95 masks, surgical masks, disposable gowns.
- The plan is every patient that is able to walk to front door put own mask on.
- Paper bags were purchased to put in used supplies. Virus does not survive on paper 24 hours
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## 7. FIRE BOARD COMMENTS

Board Member Parker: Thankful for all operations and administration

Board Member Dorskocil: Get the numbers in for the budget from quotes

Board Clerk Timney: I was a recipient of SFMD services in a MVA. Very professional.

## 8. ADJOURNMENT

**Board Member Parker motioned to adjourn the regular board meeting. Board Chairman Dorskocil seconded the motion.**

Vote conducted. **UNANIMOUS APPROVAL**

AYES: Dorskocil, Timney, Parker, Milich, Faus



NAYES: None

**Regular Board meeting adjourned at 4:54 pm**

**Respectfully Submitted,**

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**Tammy Schieffer, Administrative Assistant**

APPROVED