



**SUMMIT FIRE & MEDICAL DISTRICT  
GOVERNING BOARD**

**FY21/22 BUDGET WORKSHOP AND REGULAR BOARD MEETING**

**Wednesday, February 17, 2021**

**Station 32, 8905 Koch Field Road, Flagstaff AZ**

**MINUTES**

**Budget Workshop**

1. **Call budget workshop to order**

Board Chairman Jim Timney called the Governing Board FY21/22 Budget Workshop to order on Wednesday, February 17, 2021 at 3:07pm at Station 32, 8905 N Koch Field Road, Flagstaff Arizona.

2. **Roll Call of Board Members / affirmation of quorum**

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

**Members Present Via Zoom** Board Member Jim Doscocil, Board Member Mike Milich

**Members Absent:** None

**Administration:** Fire Chief Mark Gaillard, Deputy Chief Mark Wilson, Deputy Chief Pat Staskey, Administrative Assistant Tammy Schieffer

**Administration Zoom:** Administrative Officer Chris Gioia

**Public Via Zoom:** None

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

4. **"Circle back" to questions on slides from last month**

**KEY POSITIVES**

IGA: 24000

Lexipol for all Policies in one place

**PROPOSALS FOR FY21/22**

Apparatus and Capital includes no pressing bond for this year, look for FY22

## **REALITIES**

Provide Bond pay plan to board members

**Policy 501 Financial Policy:** Administrative Officer Gioia: This is regarding our Budget Stabilization Fund. There was discussion regarding the 5% fire board goal for Budget Stabilization. Fire Chief Gaillard discussed with the board that the 5% is a low amount, where the city of Flagstaff has a 20%. Deputy Chief Wilson agrees with Administrative Officer that the 5% is a good goal for the district. Fire Chief Gaillard complimented that Administrative Officer Gioia has put us in a good spot. We have had expenses like Transwestern Pipe Line. Deputy Chief Wilson commented the 5% is a good goal. We have \$139,827.86 is the fund right now. Fire Chief Gaillard: That is the 5% of the expenditures. Administrative Officer Gioia suggested to the board to change the Budget Stabilization Goals and the Emergency Reserve. I think the board's goals for the Budget Stabilization should be \$1.3M for next year.

5. Review and discuss Board Policy 502 Public Participation  
Board Member Milich stated this is hardly used and does not need to be changed. Board agreed.
6. Review and discuss Board Policy 503 Compensation  
No changes are needed. Fire Chief Gaillard stated we needed the terminology in place. Was just adopted last June.
7. Review and discuss Board Policy 504 Capital Planning and Budgeting  
The board is comfortable with the \$5,000 for administration. If a budget line item, we do not necessarily bring it to the board, example would be Personal Protective Equipment. No change needed.
8. Review and discuss Board Policy 505 PSPRS Pension Funding Policy  
Administrative Officer Gioia presented that this is mandated for the board to approve each year and posted on our website.
9. Review and discuss new board Policy for hiring  
Administrative Officer Gioia asked the board for more direction on developing a policy for hiring. After discussion on needing a policy on hiring. The applicants go through National Testing Network where information is available. Chris Gioia was asked for a Guideline from the board as to level who is doing what. Deputy Chief Wilson is to present to the board what is on NTN. Board Member Faus suggested a procedure. A presentation from the XO Captain regarding information to applicants.
10. Adjourn Budget Workshop



Board Member Parker motioned to adjourn the Budget Workshop. Board Member Faus seconded the motion.

Vote conducted. Motion carried all in favor.

Board FY21/22 Budget Workshop adjourned at 4:10pm

### **Regular Board Meeting**

11. **CALL TO ORDER**

Board Chairman Jim Timney called the Regular Board Meeting to order on Wednesday, February 17, 2021 at 4:14pm at Station 32, 8905 N Koch Field Road, Flagstaff Arizona.

12. **Roll Call of Board Members / affirmation of quorum**

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

Members Present Via Zoom Board Member Jim Doscocil, Board Member Mike Milich

Members Absent: None

Administration: Fire Chief Mark Gaillard, Deputy Chief Mark Wilson, Deputy Chief Pat Staskey, Administrative Assistant Tammy Schieffer

Administration Zoom: Administrative Officer Chris Gioia

Public Via Zoom: None

13. **CALL TO THE PUBLIC**

There was no public

14. **CONSENT AGENDA**

- a. Approval of Reconciliations and Financial Reports for January 2021
- b. Discussion and Approval of the Regular Board Meeting Minutes of January 20, 2021

Board Member Faus motioned to approve the Reconciliations and Financial Reports for January 2021 and the Regular Board Meeting Minutes of January 20, 2021. Board Member Parker seconded the motion.

Voted conducted. MOTION CARRIED unanimously

AYES: Timney, Doscocil, Faus, Milich, Parker

NAYES: None

15. **Current Events Summaries, Reports, and/or Correspondence**

a. Monthly Run Report Battalion Chief Fennell

- December 2020 runs
- Calls included some extrication; a UPS truck drove off I40 and up an embankment. Expected 2 fatalities, but there were survivors. BC Palm called in the Heavy Rescue from Station 2. He made sure he knew what was on it. There was a breach baby delivery. The baby had purposeful movement.
- We have an intern named Hamilton studying Exercise Science. He has presented VO2 max under the SCBA mask. March will be nutrition, April will be Mental Health
- Redemption Counseling has provided a couple training sessions regarding trends that was burn out/trauma.

b. Monthly Chief Updates

Fire Chief Gaillard

FEMA Grant do develop resiliency for any firefighter who wish to participate  
Interviewed for Administrative Officer position. They were two great participants

Wilson

Administrative Officer interview, we offered the position to Deanna Reed from Timber Mesa Fire Department. She brings payroll experience and ambulance billing

Deputy Chief Staskey

We have 4 participants remaining to attend the Fire Officer Leadership

We have 2 participants for Blue Card training, Levi Daulton and Jake McQuaid

ODP process once a week on Wednesday

Chief Bills has been writing grants for a Type 3, water tender, PPE, active shooter protection

Board Member Parker asked about coverage for new person. Chris Gioia is still on track to train.

c. Local 1505 Update No update

16. **NEW BUSINESS / ACTION ITEMS - Public Comment:**

- a. Review, discuss and possible action on Cost of COVID to District  
Covered in Budget Workshop
- b. Review, discuss and possible action on Line of Credit Renewal

Board Member Parker motioned to approve the Line of Credit Renewal. Board Member Milich seconded the motion.

Vote Conducted. Motion carried unanimously

c. Review, discuss and possible action on impact of Medic School to district and new Medic School Contract

There was discussion amongst the board and administration. Suggestions for Medic School were if the staff is unsuccessful, they reimburse the district. It was reported the member has a 2<sup>nd</sup> chance to pass without cost. There was concern for hiring short time staff that take the class and then moves on to another department. Another suggestion was to have the member reimburse a percentage of the full total, including the OT when they are in class if they leave within a set time. Needed is more important reasons to keep them here, including benefits, pay, something to entice them to stay.

Board directed Chief Gaillard to look into other agencies regarding cost recovery. Deputy Chief Wilson reported the cost of a new firefighter is \$5,000 for PPE (turn-outs), 10 week academy is \$15,000 to \$20,000. Board Member Parker so for 2 people costs the department \$70,000 to \$80,000 and then they move on. We need to find how to keep them here. Look at budget to keep employees.

Fire Chief Gaillard: At the Strategic Planning meeting, Joint Powers of Authority was brought up. All members are paid the same; there will be 10 fire stations to work; a couple members of City Council and Summit Fire Board sit on one board. This seems the only way for Summit to save money. Would result in reduction of costs. This would close the gap between City of Flagstaff and Summit. The vision is to reduce attrition.

Chris Gioia suggested extending the employment on the Medic School Contract from three years to four.

Research from a couple years ago was performed as to the wages among departments. Board Member Parker directed to have that brought back and see the pay gap between Summit Fire And City of Flagstaff.

Deputy Chief Wilson: we should be setting our target on Highlands Fire Department to compare the wages.

Board Member Parker also brought up some employees only want to be the best firefighter, and not promote to captain, etc. There is no interest to be a paramedic also. Need to look at what to entice them. We need to come up with a solution for down the road.

d. Review, discuss and possible action on re-payment for Transwestern Pipeline

Chris Gioia presented to the board County Treasurer Sarah Benatar said SB1603 is moving through and is specific that state will reimburse Transwestern Pipeline,

and no money will need to come from Summit Fire. This would be a savings of \$127,000 for Summit to use somewhere else.

**17. FIRE BOARD COMMENTS**

Board Member Milich thanked Chris Gioia for hanging in during the transition for the new girl training.

Board Member Parker: I appreciate all the preparation going into the budget and work.

**ADJOURNMENT**

Board Member Parker motioned to adjourn the Regular Meeting. Board Member Faus seconded the motion.

Vote conducted. Motion past unanimously

AYES: Timney, Parker, Milich, Faus, Dorskocil

NAYES: None

Summit Board Meeting adjourned at 5:35pm

Respectfully submitted,

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Administrative Assistant Tammy Schieffer