



**SUMMIT FIRE & MEDICAL DISTRICT  
GOVERNING BOARD  
FY21/22 BUDGET WORKSHOP AND REGULAR BOARD MEETING  
Wednesday, March 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, March 17, 2021 at 3:05pm, 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, Board Member Mike Milich

Members Present: None  
Via Zoom

Members Absent: Board Member Jim Duskocil

Administration: Deputy Chief Mark Wilson, Deputy Chief Pat Staskey, Administrative Officer Chris Gioia (via Zoom), Administrative Assistant Tammy Schieffer, Battalion Chief Torsten Palm, Engineer Matt Gibbs, Engineer Jeff Miner joined at 3:21 (via Zoom)

Public Via Zoom:

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

**4. Labors Top 5**

**1. Raises-Change pay range back to a step plan.**

Engineer Matt Gibbs: we have 15-to-20-year employees that should already be at the maximum but are not able to get there. We would like to identify how to grow through the ranks.

Deputy Chief Wilson: This is not our projected plan. We will give that to you next month, but it is a true understanding that all things are not created equal. You can't have 50% Cost of Living for every single rank and expect that to be: doable, sustainable, and that is going to be something each of those different layers can

actually aspire for. Right now, it is 0. It is a COLA sometime if we can afford it.  
Engineer M. Gibbs: We want to see some studies and do our research before we ever put this pen to paper. Bring you all something well thought out and can actually execute. We are looking at seeing what we can do this year. Putting this out for the following year. It was too rushed to actually get it funded for 21/22. We would like a plan funded for 3 to 5 years.

**2. Cover Family healthcare**

**3. When giving COLAS, use the National Level for Cost of Living**

Engineer M. Gibbs: We said if we are going to get COLA's lets do it based on the National Average, what the Cost of Living truly is. If we are going to get a true COLA, lets get the true COLA. When we do the compensation study, we will see what that true number is. National Standard.

Deputy Chief Wilson: We will put together a budget and talk about COLA and come to agreement what the National Standard. We also recognize there is fiscal responsibilities. In November or December, if something catastrophic hits our district, that will be one of those discussions that we will have to have. Can we afford the COLA? Can we make that happen?

**4. Restructure Fire District to support an ongoing step pay plan and for Capital needs.**

Board Chairman Timney: do we leave the MIL rate as is or max it?

Deputy Chief Wilson: that will be a discussion.

Fire Chief Gaillard: wants to reduce the MIL rate.

**5. Education/Tuition Reimbursement**

Fire Chief Gaillard wants to stay on the education for promotion and hiring.

Board Member Milich: Tuition reimbursement is budgeted for \$10,000. Is that all being used.

Board Member Parker: Can staff do a survey to see who plans to use it.

Deputy Chief Wilson: Expect 5 to 7

**Board Member Parker: need to get labor going to get numbers of who will be using this.**

**5. Adjourn Budget Workshop**

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

Vote conducted. **UNANIMOUS APPROVAL**

**BUDGET WORKSHOP WAS ADJOURNED AT 3:39 PM**

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## Regular Board Meeting

### 1. CALL TO ORDER

Board Chairman Jim Timney called the Governing Board Regular Meeting to order on Wednesday, March 17, 2021 at 3:39pm, 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, Board Member Mike Milich

Members Present: None  
Via Zoom

Members Absent: Board Member Jim Duskocil

Administration: Deputy Chief Mark Wilson, Deputy Chief Pat Staskey, Administrative Officer Chris Gioia (via Zoom), Administrative Assistant Tammy Schieffer, Battalion Chief Torsten Palm, Engineer Matt Gibbs, Engineer Jeff Miner joined at 3:21 (via Zoom)

Public Via Zoom: None

### 3. CALL TO THE PUBLIC

Duane Deck spoke he would like to address the board, but sees it is a line item.

### 4. CONSENT AGENDA – Items on the consent agenda are of a routine nature or have been previously studied by the Governing Board. Items on the Consent agenda are intended to be acted upon in one motion unless the Board wishes to hear any of the items separately.

- a. Approval of Reconciliations and Financial Reports February 2021
- b. Discussion and Approval of the Regular Board Meeting Minutes of February 17, 2021

Board Member Parker motioned the Reconciliations and Financial Reports for February 2021, and the Regular Board Meeting Minutes of February 17, 2021 be approved. Board Member Milich seconded the motion.

Vote conducted. **UNANIMOUS APPROVAL**

Yays: Timney, Faus, Parker, Milich  
Nays: None

### 5. Current Events Summaries, Reports, and/or Correspondence

- a. Monthly Run Report – Battalion Chief Palm

Run report for January 2021 was 114 calls  
A little more snow helped with the amount of calls  
BC Palm showed a presentation of a motor vehicle accident they ran on Interstate 40. There were 2 patients that survived the incident. Additional resources were requested from City of Flagstaff.

b. Monthly Chief Updates

Deputy Chief Wilson

- Deanna Reed will be coming to work on the 22<sup>nd</sup> on contingent on return of background check since the state is backed up.
- We are building a base budget.
- Chief Gaillard is currently in Hawaii.

Deputy Chief Staskey

- New Recruit Academy will be starting March 29 with wildland training.
- Wildland season has already started.
- We are in the last phases of leadership training.
- Snowstorms have been keeping crews busy.

c. Local 1505 Update – Engineer Matt Gibbs

- We have sent a Survey Monkey out and it returned the staff would like to be holding union meetings every other month.
- We have been working with administration on the budget.
- The Fire Officer Leadership class has been life changing. I have heard nothing but good about it.

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

a. Review, discuss and possible action on Policy 505 PSPRS Pension Funding Policy

Chris Gioia presented to the board we have to have this Policy in place and on our website. We are now at 67.7% funded.

Board Member Parker questioned if there was anything available or coming from the state to help pay for this.

Deputy Chief Wilson: *I have not heard of anything. I will reach out to the PSPRS Chair and ask, and will bring it back to you.*

Board Member Milich motioned to approve Policy 505 PSPRS Pension Funding Policy. Board Member Parker seconded the motion.

Vote conducted. **MOTION APPROVED UNANIMOUSLY**

YAYS: Timney, Faus, Parker, Milich

NAYS: None

b. Review, discuss and possible action on Policy 501 Financial Policy

Board Member Parker motioned to approve Policy 501 Financial Policy. Board

Member Milich seconded the motion.

Vote conducted. **UNANIMOUS APPROVAL**

YAYS: Timney, Faus, Parker, Milich

NAYS: None

- c. Review, discuss and possible action on IGA with the City from FEMA and the U.S. Department of Homeland from the Assistance to Firefighters Grant Program for a leadership and management program.

Board Member Parker motioned to approve the IGA with the City from FEMA and the U.S. Department of Homeland from the Assistance to Firefighters Grant Program for a leadership and management program. Board Member Faus seconded the motion.

Vote conducted. **UNANIMOUS APPROVAL**

YAYS: Timney, Faus, Parker, Milich

NAYS: None

- d. Review, discuss updates on hiring and promotion process.

Deputy Chief Wilson: This is a carry-over from our discussion before; how do we keep our firefighters? One of our dialogues that is ongoing right now with operations, administration, and labor level are: Paramedic pay.

- e. Review, discuss and possible action on acting pay of \$2 per hour for Tammy Schieffer during transition. This would be retro back to February 1, 2021 to time new Administrative Officer is trained. Estimated time will be through June 30th.

Deputy Chief Wilson informed the board Chris Gioia and I have been communicating about the to give Administrative Assistant Schieffer a \$2.00 per hour acting pay, being retroed back to February 1, 2021 until new Administrative officer is trained. Estimated time will be through June 30<sup>th</sup>.

Board Member Parker motioned to approve acting pay of \$2 for Tammy Schieffer during transition. This would retro back to February 1, 2021 to time new Administrative Officer is trained. Board Member Faus seconded the motion.

Vote conducted. **UNANIMOUS APPROVAL**

YAYS: Timney, Faus, Parker, Milich

NAYS: None

- f. Review, discuss and possible action on a wage issue for Duane Deck and Mike

Allen. Board may go into executive session to discuss (County Attorney will not be able to attend the meeting this month).

38-431.03. A.1 Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee, or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

Board Member Parker motioned to adjourn the regular board meeting and enter into Executive Session. Board Member Milich seconded the motion.

Voted conducted. UNANIMOUS APPROVAL

**Regular board meeting was adjourned at 4:25pm.**

Board Chairman Timney called the regular board meeting back into session at 5:23pm.

Board member Timney spoke: We are directing the issue at hand regarding the wage issue of Duane Deck and Mike Allen to be fully handled by our county attorney. Not to be a board decision.

1. FIRE BOARD COMMENTS - There were no fire board comments.

## **ADJOURNMENT**

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

Vote conducted. **MOTION APPROVED UNANIMOUSLY**

AYES: Timney, Faus, Parker, Milich

NAYES: None

Regular Board meeting adjourned at 5:30pm

Respectfully submitted,

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Tammy Schieffer, Administrative Assistant