



PUBLIC NOTICE

REGULAR BOARD MEETING AGENDA

Wednesday, October 20, 2021, 3:00 p.m.

Station 32, 8905 Koch Field Road, Flagstaff AZ 86004

This meeting is available remotely for the public through technological means

[www. zoom.us](https://www.zoom.us) / Meeting ID: 86162519295 Passcode

<https://us02web.zoom.us/j/86162519295>

Meeting Agenda is available at www.summitfiredepartment.org

Pursuant to A.R.S. 38-431.01, notice is hereby given to the Board of Directors and the general public that the Summit Fire District will hold a Regular Meeting open to the public. The Governing Board of Summit Fire & Medical District will meet in a **Regular Session on Wednesday October 20, 2021, at 3:00 p.m. The meeting will be held in person and remotely through technological means (see above).**

Members of the Governing Board will attend either in person or by technological means. The Board may vote to go into Executive Session on any agenda item, pursuant to ARS 38-431.03(A)(3) Discussion or consultation for legal advice with the county attorney or attorneys of the public body. **All items are set for possible action.**

Regular Board Meeting

1. **CALL TO ORDER**
2. **ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**
3. **Pledge Allegiance to the Flag**
4. **CALL TO THE PUBLIC**

The Chairman shall announce this portion of the District Board meeting as a Call to the Public which is for public input/comment. The Chairman shall ask those wishing to address the Board to raise their hand so they may be recognized. **They must state their name and address for the record.** Individuals addressing the Board are typically limited to three minutes for their comments. The Governing Board cannot discuss or take legal action on any issues raised during the Public Forum unless they are agendaized due to restrictions of the Open Meeting Laws. However individual Board members may be permitted to respond to criticism directed to them. Therefore, pursuant to A.R.S. 38-431.01(H), action taken as a result of public comment on non-agendaized topics will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. If warranted, issues raised may be placed on the agenda of a future meeting.

5. **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 September 2021
 - b. Discussion and Approval of the Regular Board Meeting Minutes of September 15, 2021
 - c. Discussion and Approval of the Special Board Meeting Minutes of September 28, 2021
6. **Current Events Summaries, Reports, and/or Correspondence**– In accordance with A.R.S. 38-431.02(K), **the Board shall not propose, discuss, deliberate, or take legal action** on any matter in the following summaries:
 - a. Monthly Run Report – On Duty Battalion Chief
 - b. Monthly Chief Updates - Chief Gaillard, Chief Wilson, Chief Staskey, Chief Bills
Board Packet Paper Reduction-Administrative Officer Reed
 - c. Local 1505 Update – Union Rep
7. **NEW BUSINESS / ACTION ITEMS - Public Comment:** Public comment/input is welcomed after each agenda item of New Business/Action Items and Unfinished Business. Individual comments are limited to two minutes per individual and must pertain to the specific agenda item.
 - a. Discussion with Bobby Fendley from Fendley Benefits regarding Alera Group
 - b. Review, discuss and possible action on 2020-2021 Comprehensive Annual Financial Report (CAFR) presented by Jennifer Franks, CPA,CFE,CGFM from Hinton Burdick
 - c. Review, discuss, and possible action on 2021-2023 MOU between SFMD and United Summit Firefighters Local 1505 revision regarding Section 4.4 Uniforms Item C boot allowance.
 - d. Review, discuss and possible action on 2021-2023 MOU Addendum between SFMD and United Fire Firefighters Local 1505 Addendum 1 Minimum Staffing during Eastside Restructure Pilot Program.
 - e. Review and discussion on update on the Certificates of Participation.
 - f. Review, discuss and possible action regarding the Eastside Restructure Pilot Program September Benchmarks.

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

ADJOURNMENT

I, Deanna Reed, do hereby certify that this foregoing notice was posted on or before Tuesday October 19, 2021 at 2:00 p.m. which is at least 24 hours prior to the Regular Board Meeting.

Deanna D. Reed

Administrative Officer, Summit Fire and Medical District

The complete packet of information from the Board meetings or portions thereof is available from the Administrative Office upon completion of a Public Records Request. The District Administrative Office is accessible to the handicapped. In compliance with the Americans with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations may request those through the Summit Fire and Medical District Administrative Offices (928-526-9537) at least twenty-four hours before the meeting.

Summit Fire and Medical District Fire Board Meeting

Action Consent Agenda 21/22

To: SFMD Fire Board
From: SFMD Administration
Date: October 20, 2021
Title: September Consent Agenda Items¹
Recommended Action: Approve Minutes and Financial reports
Can be approved all together in one motion

Action Summary: Approve Minutes - Regular Board Meeting Minutes of September 15, 2021, Special Board Meeting Minutes of September 28, 2021, and Approve Financial Reports for September 2021

Financial Impacts: Monthly accountability for finances

- a. This is the time of the year when property tax collections are low, and we need to use the stabilization fund to cover business expenses
- b. August total property taxes collected were \$5,979.64 and September total of \$71,497.86. These figures are lower than normal. I met with Coconino County Treasurer Sarah Benatar, she explained this is the impact of higher-than-normal collections during FY 2020-2021 98% collect compared to 97% the prior FY.
- c. There were three pay periods instead of two in the month of September.
- d. Budget stabilization fund however remain in the black at \$112,709.62
- e. October-November is historically when we will receive the first bulk of taxes for the year.

Relation to Goals: *Improve and account for the resources of the District both human and capital

Key Considerations: District is 25 % of the 2021-2022 Fiscal Year
Year to End of September-Revenues are 89.71% of projected budget
Expenses are 5.89% over budget with salaries at 12.65% over budget.
This overage is due to wildland crews' salaries and back fill.

Additional Info:

Overtime increased in September due to sick vacations and COVID.
The attached charts do not include any wildland overtime or backfill.

Attachments:

Last Board Meeting Minutes

Board Report

County Warrant Account

National Bank (Towers)

Petty Cash

Visa

Debt Services Accounts

Westside Capital Fund

Capital Fund

OWA Account

Emergency Account

Summit Fire and Medical District Fire Board Meeting

Action 7A

To: SFMD Fire Board

From: SFMD Administration

Date: October 20, 2020

Title: Fendley Benefits Joins Alera Group

Recommended Action: Fire Board to ask questions regarding this alliance and how it effects SFMD

Action Summary: SFMD will receive enhancements to tools, performance-based solutions, and national support.

Financial Impacts: None- Coverages and Services were remain as budgeted

Relation to Goals: Create efficiencies that improve and sustain the capabilities of the District
And
Improve the resources of the District both human and capital

Key Considerations:

1. Fendley Benefits will not be changing their name. Fendley Benefits has retained its rights to operate business now and, in the future, as is under its current name.
2. There will not be any disruption in our Consulting Services. Fendley Benefits will continue to be the primary contact for SFMD Administration, Board, Staff and Family members. There will be no disruption.
3. This change will not impact the current Consulting Service Cost. Fendley Benefits will continue to charge its current \$20 PEPM rate per month going forward. There are no other financial obligations with the acquisition.
4. SFMD will gain out of our acquisition including, additional tools, services, performance-based solutions, and national support with the same local appeal. Over the course of the next two to three months administration, staff and it's covered family members will see these enhancements.
5. SFMD will gain out of our acquisition from an Intellectual Property: Fendley Benefits now has access to Legal (attorneys/lawyers), Compliance Specialists (ACA, ERISA, DOL), and Actuaries.

Additional Info: We retain a quality partner with enhancements to current service levels, without increase pricing.

Attachments: News Release

Suggested Motion No action taken at this time

Summit Fire and Medical District Fire Board Meeting

Action 7B

To: SFMD Fire Board

From: SFMD Administration

Date: October 20, 2020

Title: Fiscal Year 2020-2021 Comprehensive Annual Financial Report (CAFR)

Recommended Action: Approval of the 2020/2021 Comprehensive Annual Financial Report as presented by Jennifer Franks, CPA,CFE,CGFM from Hinton Burdick

Action Summary: Fiscal Year Audit was conducted in accordance with A.R.S. §48-251 ,A.R.S. §48-805.2, U.S. GAAP and GASBS Nos 344 & 37

Financial Impacts: Total liabilities exceed total assets (net position) by \$1,813,562 at the close of the fiscal year.
Total net position decreased by \$164,901
Total revenues from all sources were \$6,391,232 and the total cost of all District programs was \$6,555,323.
Total revenue received in the General Fund was \$137,789 more than the final budget and expenditures were \$14,727 less than the final budget.

Relation to Goals: Diversify and improve revenue streams
Create efficiencies that improve and sustain the capabilities of the District
Improve the resources of the District both human and capital

Key Considerations: **Control Deficiencies: None noted**
Recommendations: We noted improvements were made during fiscal year 2021 in management's identification of necessary accruals and adjustments. We recommend that management continue to review the audit adjustments to understand each adjustment. We recommend continuing efforts to improve controls over year end while accounting and identifying accruals and adjustments prior to the audit.

Additional Info:

Attachments: Audit

Suggested Motion Accept the audit findings from Hinton Burdick for the fiscal year 2020/20201 as presented and approve the Comprehensive Annual Financial Report.

Summit Fire and Medical District Fire Board Meeting

Action 7C

To: SFMD Fire Board

From: SFMD Administration

Date: October 20, 2020

Title: Revised 2021-2023 MOU Section 4.4 Uniforms Item C Boots

Recommended Action: Approval of 2021-2023 MOU between SFMD and Local 1505 revision regarding Section 4.4 Uniforms Item C boot allowance

Action Summary:	The current MOU allows for 56-hour employees to receive \$350 for wildland boots(3 years) and \$250.00 for station boots (2 years) which is not covering actual costs.
Financial Impacts:	Items are budgeted total allowance has not increased. It will enhance personnel decisions on purchasing boots and relieve the administrative burden regarding purchases over the limit
Relation to Goals:	Create efficiencies that improve and sustain the capabilities of the District Improve the resources of the District both human and capital
Key Considerations:	Improvement of efficiency in purchasing department boots, reduces overhead, and allows for members to better plan for both wildfire and station boot needs.
Additional Info:	It was noted that personnel were spending more than the allowable on wildland boots. It was discussed and labor suggested that we change the MOU for a total boot allowance of \$600 every three years for wildland and station boots.
Attachments:	Revised 2021-2023 MOU Section 4.4 Uniforms Section C
Suggested Motion	We accept the revised section 4.4 Uniforms Section of the 2021-2023 MOU between Summit Fire and Medical District and United Summit Firefighters Local 1505

Summit Fire and Medical District Fire Board Meeting

Action 7D

To: SFMD Fire Board

From: SFMD Administration

Date: October 20, 2020

Title: Revised 2021-2023 MOU Addendum 1 Minimum Staffing during Eastside Restructure Pilot Project

Recommended Action: Approval of 2021-2023 MOU between SFMD and Local 1505 Addendum 1 Minimum Staffing during Eastside Restructure Pilot Project

Action Summary: The current 2021-2023 MOU Section 3.1 Staffing Section A does not allow staffing requirements for the Eastside Restructure Pilot Program

Financial Impacts: Allows for one less on our minimum staffing to meet a three station/unit response model of three with ALS on all units. This will decrease OT costs to the district

Relation to Goals: Create efficiencies that improve and sustain the capabilities of the District
Improve the resources of the District both human and capital

Key Considerations: This is an addendum that can be removed without having to revote on the MOU if the Eastside Restructure does not move forward

Additional Info: Admin and Labor worked together to present the recommended change

Attachments: Revised 2021-2023 MOU Addendum #1 and Section 3.1 Staffing

Suggested Motion We accept Addendum #1 of the 2021-2023 MOU between Summit Fire and Medical District and United Summit Firefighters Local 1505