



Regular Board Meeting

1. CALL TO ORDER

Board Chairman Jim Timney called the Regular Board Meeting to order on Wednesday December 15, 2021, 3:05 pm 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 and Board Member Rick Parker

Members Present via Zoom: Board Member Mike Milich

Members Absent: Board Member Jim Duskocil

Administration: Deputy Chief Mark Wilson, Deputy Chief Pat Staskey, Administrative Officer Deanna Reed, Battalion Chief Chris Zambeck, Fire Chief Mark Gaillard

Public: Norm Erickson, Keith Klassen

Public Via Zoom: Brandon Swatzell, Don Howard

3. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA-Recited

4. CALL TO THE PUBLIC

- Keith Klassen, 12280 N Peaks Parkway. Follow up on map of residents who would be outside of the 5 mile radius of a fire station or which station will close? Chief Gaillard stated that we have signed an agreement with the consultant, and they will start work on the first of the year to develop this map.
- Tim Steffen, 11600 Homestead Lane. Thanked the board members for being board members as this is a rural fire department. Is the timeline proposed hard and fast and it sounds like March will be when a decision is made on the restructure? Chief Gaillard stated yes sir it is hard and fact as long as the board members want to a make it; they have all the control; it is just the plan as there are budgeting factors that need to be addressed.

5. CONSENT AGENDA

- Approval of Reconciliations and Financial Reports for November 2021
- Discussion and Approval of the Workshop/ Regular Board Meeting Minutes of November 17, 2021.

Administrative Officer Reed presented the financial packet and asked if there were any corrections to the meeting minutes or the financials discussed.

Discussion: None

Board Member Parker motioned to approve the Financial Reports for November 2021 and the Regular Board Meeting Minutes of November 17, 2021. Board Clerk Faus seconded the motion.

Vote conducted. MOTION CARRIED unanimously by those present.

AYES: Timney, Milich, Faus, Parker

NAYES: None

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

- b. Monthly Run Report-BC Zambeck presented the Run Report numbers for the month of November. Highlights for the month was a MVA tractor trailer accident on the bridge with made limited access as well as turned into a wildland fire down the canyon for which the crews did a great job. Our first winter storm resulted in the freeway being a mess with 15-20 vehicles pulled over with most of them being tractor trailers. The freeway was shut down in both directions.

Monthly Chief Updates

Chief Gaillard-Annual Strategic Update meeting, this year Chief Wilson facilitated it. It was good to bring command staff and labor together to talk strategically where we are headed in the next few years. We developed a solid plan and identified some issues that impact our ability to be successful. Plan will be updated and upon completion will be presented to the board.

Deputy Chief Wilson: Thank you to the GFR Honor Guard, and combined participation of Summit and Flagstaff Fire Departments for their presence at retired Captain Clayton Dillahunty's funeral. Chief Bills has secured a grant for ballistic equipment. There were cradle point issues that have been resolved. First net gave us new SIMS cards to resolve the issue. Working with the developers of Tall Pines stating we do not want to drop annexation. We made progress on the annexation plan so please look for this next month. ESO training started this week and migration process is starting to upgrade our software systems.

Local 1505 Update-Casey Robinson

Attended the strategic planning meeting and it was refreshing that the Chiefs' have labor on their minds. Finished thanksgiving families and working with Christmas families. I've spoken to several Summit Personnel however have not been able to contact everyone. The people I have talked to are very positive regarding the Eastside Restructure. Call volume is up for the guys, and they really like that. Budget, DC Wilson said we needed to put a tourniquet on it and that the tourniquet is working which we like, and everyone seems to fine with the new way of doing business. Labor is pretty happy right now.

7. NEW BUSINESS / ACTION ITEMS - Public Comment:

- a. Review, discuss and possible action regarding the Eastside Restructure Pilot Program, to include benchmarks and mailer options. DC Wilson presented the example of the mailer. Casey Robinson suggested talking to core construction to see if they would be able to cover the cost of mailers. Board Chairman Timney asked about the three different proposals in the packet. DC Wilson explained that we are quoting the middle ground of \$5,000 as one proposal was higher, and the other was lower which caused concerns on how they bid. Board Clerk Faus continued the discussion regarding concerns over the lower bid. Discussion was regarding board member Parker's question of are we prepared for when the mailers are completed. This was regarding increase phone calls to administration and how it was to be managed. It was we are as prepared as we are going to be with the emphasis on directing the questions to our website for answers. Chief Gaillard stated that we are planning on public meetings. Board member Milich stated that the citizens have an obligation to stay informed, not in favor of the mailers, he says staff has done a great job in putting this information on the website, however, agrees it will be a learning experience. Board member Parker stated it will be a learning experience and will help to squash rumors. Board Chairman Timney suggested we should add that we will schedule public meetings on the website so that they have a reason to go back to the website. Add the email address to the mailer. BC Zambeck presented the

run numbers and maps for the Eastside Restructure. Engine 3 entered SFMD district twice, however, was cancelled in route. DC Wilson reminded the board that these are for emergent calls of Charlie, delta, and code three. DC Wilson stated that there are many variables, one is that these units maybe mobile and we cannot assume all calls started at the station. Chief Gaillard stated that with the technology we have today, we want the closes available unit to the scene and with auto aide. DC Wilson presented the financial savings. We have seen significant drop in overtime and are meeting the goals of a 3 person als staffing. We continue to carry 4 vacancies within the district and continue to up to six with the Eastside Restructure. We do not see any additional known vacancies in the near future. Board Chairman Timney stated that FY 20/21 is not a good year to compare overtime with Covid. DC Wilson asked if we included FY 19/20 as a benchmark for OT. Board Chairman Timney agreed.

Public Comments: Tim Steffen stated he felt that it is appropriate to send out the mailer. I watched the website and understood the standards. The public pays for services that they may never need to use. The money is tight, and you need to keep staff. Safety card on the website, fitness and driving kills firefighters not two man engines and therefore we should focus on the money. Board member Parker stated that a 2 man person engine does not significantly affect the fire fighter, however, it would be a big difference to the person receiving services and their outcome.

Board member Parker made a motion to proceed with the mailers with noted changes for the Eastside Restructure and for staff pick the appropriate vender and to not exceed \$5,000 in costs. Board Clerk Faus seconded.

Discussion: None

Vote conducted. MOTION CARRIED unanimously by those present.

AYES: Timney, Milich, Parker, Faus

NAYES: None

- b. Review, discuss and possible action regarding Form of Declaration & Resolution 2021-08 Line of Credit for 2022. Administrative Office Reed presented the letter to the bank stating it is the same as years past.

Board member Parker made a motion to sign the Form of Declaration for the 2022 line of credit and to accept resolution 2021-08 as written. Board Clerk Faus seconded.

Discussion-none

Vote conducted. MOTION CARRIED unanimously by those present.

AYES: Timney, Milich, Parker, Faus

NAYES: None

- c. Review, discuss and possible action of mid-year budget review and forecast for FY 21-22
- DC Wilson presented the midyear budget statistics. He explained the new tiers system in spending. Tier ones (in blue) are the critical needs and tier two (yellow) are ongoing maintenance. He reviewed the difference in tracking the wildland call out in this year's budget compared to previous years. Chief Gaillard stated that the tier systems empower the program managers to here is how you can manage your budget. Due to limited funds, there are limits, however it is good to empower the folks to get their critical needs. DC Wilson stated the reason that the tier ones have not been fully expensed is that some of the needs are needed over the course of the year, ems supplies is the perfect example. They are only used as needed and their replacements are spread throughout the year. Property taxes received is 2% over, however this

is not free money, this is planned and even though we are \$60,000 now means we will be \$60,000 less until the end of the year. Prop 207 money is remaining in capital; however, we have seen the second annual check yet. However, Prop 207 revenues are up 33% above what they were expecting. December through June forecast with revenue and then look down at expenses and as you can expect we are almost two million dollars in December in budget stabilization fund. Chief Gaillard asked DC Wilson to explain to those you may not know what the budget stabilization fund is to the public. DC Wilson explained it is money used to fund the department. We are funded through property taxes which we receive two significant payments per year, and we have determined that we need one million three hundred thousand in this stabilization fund to keep the department funded between the two big property tax payments. Chief Gaillard said we sign the agreement for the line of credit every year however it is our intention not to use it. We have been able to stay away from borrowing money to fund payroll while we wait for those two big tax payments. DC Wilson pointed at the budget stabilization to the forecast of the about \$70,000 greater than budget, and we have explained to the board that we are slowly increasing the budget stabilization in the next years. This is slow as we have received an 8% inflation rate these past months that are unbudgeted. In a normal year this is a problem as you normally do not budget for an 8% gap, it is this year due to the Eastside Restructure Pilot Program and we stopped the bleed. We have another concern with our Worker's Compensation pool, they have expanded the cancer benefits for retirees from 5 years to 15 years. Which is good for the personnel, however, it will significantly increase our budget expense. With behavioral health, cancer, and medical expenses, Securis our worker's compensation carrier is expecting a 100% increase in cost. This will be an estimated \$76,000 increase to SFMD and to put it in perspective this increase is the full burden cost of one firefighter. Thankfully, due to the pilot program we are not at a critical spot to make major cut back decisions at this time. We are right on track for with our budget, even with the inflation costs and costs to purchase items. OWA expenses and income it shows over budget revenue \$342,000; we have a couple of outstanding that need to be paid out. We have isolated this account, so it no longer intermingles with the general fund. We have estimated that we need \$150,000 in seed money to cover the expenses while we await payment from the state. Of this \$342,000 we want to leave \$150,000 to cover expenses which leaves approximately \$192,000 unaccounted for that is non allocated revenue. We have a new agenda item for a one time payout for our personnel in January to use some of this unallocated revenue from wildland revenues. Board chairman Timney comment regarding the \$150,000 seed money, I really like this as one of the things that have put us in a bind is having to payout of our budget prepay for fuel, repairs and have to wait to get our money reimburse. I really like that seed money.

- d. Review, discuss and possible action of Payroll verification findings and Resolution 2021-07 Michael Allen PSPRS.
 - a. Pursuant to ARS 38-431.03 (A)(3) The Board may vote to go into Executive Session for consultation for legal advice with the county attorney.

Board Member Parker made a motion to go into executive session for consultation for legal advice with county attorney regarding personnel issues. Board Clerk Faus second.

Vote conducted. MOTION CARRIED unanimously by those present.

AYES: Timney, Milich, Parker Faus

NAYES: None

Regular board meeting adjourned 4:40 p.m.

Regular board meeting reconvened at 5:25 p.m.

Board member Parker made a motion to accept Resolution 2021-07 for Michael Allen overpayment of wages. Board Clerk Faus second.

Vote conducted. MOTION CARRIED unanimously by those present.

AYES: Timney, Milich, Parker Faus

NAYES: None

Board Clerk Faus make a motion to approve forgiveness of overpaid employees and to pay employees underpaid to be paid correctly. Board member Parker seconded.

Discussion-None

Vote conducted. MOTION CARRIED unanimously by those present.

AYES: Timney, Milich, Parker Faus

NAYES: None

- e. Review, discuss and possible action regarding one time flat fee longevity payment. DC Wilson request that this line item be removed due to some new issues regarding this line item. Board Chairman Timney agreed.
- f. Review, discuss and possible action regarding a new tower lease with Dish and an addendum to Cellco Partnership d/b/a/ Verizon Wireless Tower Lease.
 - a. Administrative Office Reed answered questions from the Board regarding the Dish tower lease.
 - b. Administrative Officer Reed asked the board to table the second lease with Cellco Partnership d/b/a Verizon Wireless Tower Lease due to the company is seeking legal advice regarding the Arizona Compliance additions to the addendum.

Board member Parker made a motion to accept the tower lease with Dish. Board chairman Timney second the motion.

Vote conducted. MOTION CARRIED unanimously by those present.

AYES: Timney, Milich, Parker Faus

NAYES: None

- 8. Board Member Comments-Board members thanked the administration for their work.

Board Member Parker motioned to adjourn meeting; Board Chairman Timney seconded the motion.

Vote conducted. MOTION CARRIED unanimously by those present.

AYES: Timney, Milich, Faus, Parker

NAYES: None

Board Meeting Adjourned at 5:35 p.m.

Board Clerk

Date