



Regular Board Meeting Minutes for Wednesday March 23, 2022

1. CALL TO ORDER

Board Chairman Jim Timney called the Regular Board Meeting to order on Wednesday March 23, 2022, 3:10 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, Board Member Mike Milich

Members Present via Zoom: Board Member Jim Daskocil

Members Absent: None

Administration: Deputy Chief Pat Staskey, Administrative Officer Deanna Reed, Battalion Chief Torsten Palm, Fire Chief Mark Gaillard, Captain Keith Cashatt, Administrative Assistant II Tammy Schieffer

Public: Norm Erickson, Bob Braatz, Sam & Brenda Whitted, Liz Rutledge, Casey Robison, Mike Allen, Kyle Davis, Alen Kester

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

- Bob Braatz, 4855 Crestview St, Gave a sheet of paper to the board members and then read from the sheet: What is Metro, Urban and Rural. It is attached. What is rural is anything outside of the city, what is metro and those outside of Phoenix like Glendale are considered Urban. Flagstaff falls within that Urban category. Everything out of the city is rural. It is only about 45 square foot miles in Doney Park and occupied 12-14 thousand well under the 500 people per square mile. The other thing I want to comment on is that I think that the 3-person engine is a good goal, not an immediate goal, one year, two years when you can pay for the people then do it. For right now you can't afford it. You have to remember who you work for; you do not work for the City of Flagstaff, you work for us; the voters and taxpayers of Doney Park, Timberline, Fernwood and all these areas and subdivisions for whom you work. To try to meet their requirements for a rural fire department, I feel is a big mistake. I need to go down to the County and talk Wendy at the elections office to see how to get on the ballot. I have the information need to get on in November to run for the board. With three vacancies coming up. I going to be applying for one of those vacancies. I think it time the voters hear don't close down any stations. That is what the restructuring is doing, and it is just a waste of time. We are paying for three and we need three and that is what we want. I'm leaving to go downtown to pick up my packet, it should be ready, she said I could print as many as I want to get to run for the board.

5. **CONSENT AGENDA**

- Approval of Reconciliations and Financial Reports for February 2022.
- Discussion and Approval of the Workshop/ Regular Board Meeting Minutes of February 16, 2022.

Administrative Officer Reed presented the financial packet. Highlights were an increase of overtime from 192.5 to 315.5 due to a firefighter leaving Summit Fire and Medical District causing a shift to be down a person. Personnel has been moved between shifts to prevent additional overtime. Are there any questions regarding the meeting minutes or the financials presented?

Discussion: None

Board Member Milich motioned to approve the Financial Reports for February 2022 and the Regular Board Meeting Minutes of February 16, 2022. Board Member Parker seconded the motion.

Vote conducted. MOTION CARRIED unanimously by those present.

AYES: Timney, Milich, Faus, Parker, Daskocil via zoom

NAYES: None

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

- b. Monthly Run Report-BC Palm reviewed the run report numbers with a total of Code 3, Delta, Charlie runs for the month of February was 81 calls. SFMD was called for a locomotive on fire between Cosnino and Walnut Canyon which we responded. The lead locomotive caught fire due to leak in the fuel line causing a diesel fire. They were located near an access road, cold weather, and turning off the engine helped to quickly extinguish the fire. They were there for about an hour. Another call Summit and Flagstaff answered was East Walnut Canyon overpass where a semi-truck was parked on the shoulder and a Chevy Avalanche hit it. A fatality was involved however, there was good interagency response with four ambulances to transport 3 injured people of which 2 were critical. The last call was a house fire ignited by the propane grill being left on. The three closest units who responded was station 31, 32 Flagstaff engine 3 and our battalion chief. They did a good job keeping it from extending to the attic to keep it out of the house. If anyone has any questions as to what we do operationally, please feel free to get with me or one of our battalion chiefs or captains. We love to sit and talk about what we do operationally and what that look like out on the front lines.

Board Chairman Timney: Tammy the locomotive fire was out of District, did we bill for it?

Tammy Schieffer: I will check with Nick as I no longer do the billing.

BC Palm: I'll follow up on it as I am the program manager.

- c. Monthly Chief Updates

Chief Gaillard: Deanna Reed completed one year of work with us. Please meet Kyle Davis our new mechanic we are excited that he is joining us. Captain Keith Cashatt is shadowing Chief Staskey, he has been helping with the reports.

Chief Staskey: The GFR is working with the new ESO software and are developing new reports. This may change the look of the monthly reports. March moisture and rain kept fire call volume low. We had several personnel attended the Wildland Refresher and are preparing for the wildland season and it is unknown at this time as to what it will look like.

Local 1505 Update-Casey Robinson: Attended the wildland academy in Prescott and working on the restructure project.

County Supervisor Jeronimo Vasquez, District 2: Redistricting the county is in the works, public comment is being accepted at this time. Please review the proposed maps for redistricting on the County website. We will be voting on the new maps on April 12. The window for public comment is closing. The Daily Sun article regarding station closures and hoping that any legislation that is passed will give the funding to keep three stations open. I appreciate all the participation of everyone who engage in the community to keep your voices heard. Thank you to the fire staff for all that you do for keeping us safe.

7. NEW BUSINESS / ACTION ITEMS - Public Comment:

a. Review, discuss regarding the Eastside Restructure Pilot Project.

Chief Gaillard: Our staff will be presenting the data; we have refined the data and went with a 30 day data instead of combined months. It hasn't been apple to apples with data, so we will give you a 30 day picture. We will be giving you information regarding rural data versus an urban. We will be sharing national information from the fire services.

Captain Cashatt presented the monthly data for the eastside restructure.

Chief Gaillard: Will you explain to the public what a good intent call is?

Captain Cashatt: Maybe someone needs assistance out of a wheelchair, to get back into bed or a cat stuck in a tree. It is something that is not part of the ordinary and doesn't fall into a medical or fire call. It is capture under good intent. For the month of February, the crews ran out of station 33 into station 32. He presented the call volume and response times from the charts. The next slide is a benchmark created by the National CPSE a credential agency. NFPA Standard 1710 are national standard regarding dispatch time, turn out time and response times. Call processing time is the time it takes a 911 operator to receive the call and dispatch the unit. Turnout times is the time it takes from the time the station receive the tones, get into turnouts, and start of the wheels of the truck start turning. Travel time according to the Centers of Public Safety Excellence (CPSE); from this time the wheels start turning until the arrival on scene according is 4 minutes Urban and 10 minutes Rural areas. The is goal is to meet these times 90%. As you can see SFMD meets this goal 100%.

Chief Gaillard: What is CPSE definition of a rural area?

Captain Cashatt: Yes, a rural area, incorporated or unincorporated with a total population of less than 10,000 people or a population density of less than 1,000 people per square mile as quoted by the Centers of Public Safety Excellence is what they use to benchmark a rural area.

Don Howard: Today I think we see about \$100,000 fire assistance tax; I believe in 2006 the state legislation decided it was too much money for a fire district, and we went from over \$400,00 to \$100,000 and we lost \$300,000. Over the years Arizona Fire District has been pushing to change this. There is a push by Senator Boyer who put forth a bill HCR 2004 that creates the Arizona Fire Safety Tax. What is provides is 1/10 of a cent increase in sales tax in the State of Arizona which will lead up to 150 million dollars for about 150 Fire Districts. I think that for the board and the staff to extend this period of examining the restructure would be very valuable until we see what happens with this bill as the people of Arizona will have to vote on it. This should create a windfall of money for the Summit Fire District to provide additional salaries for firefighters and keep all three stations on the eastside.

Board Member Parker: What is the time frame on this initiative to get on the ballot?

Chief Gaillard: Mr. Chairman and members of the board, I was prepared to give more information than that on as we discuss the agenda item to set the date as I believe that this legislation provides more options and to walk you through those options if it is acceptable?

b. Review, discuss and possible action for a public meeting date for the Eastside Restructure Project.

Chief Gaillard: I believe you have been given some date options; Chief Howard is very correct.

There is this glimmer of optimism to see some improvement in the fire districts finances. I have been tracking this opportunity in the legislation, it is a significant boost to fire districts who have for so long been somewhat victimize by various constrained statutory environment regarding our

revenue. We saw this go through the House side and it went down in flames. We were very discourage; but we knew it was not over as there is a parallel effort by the Senate bill that will be a petition base ballot initiative. That is still the case, but recently about two weeks ago that Senator Boyer has picked up the issues on behalf of the Fire Districts. Senator Boyer has been a friend to the Fire for quite some time. We are cautiously optimistic that the legislation may place this on the November ballot. The amount of funds, we do not know what that looks like, but it could be in the order of about 67% of our current tax revenue from taxes. This will certainly give the board more options than it has been given in the last seven years that I've been working with the board. In light of that the board has given us direction to pick a date to schedule a public discussion regarding closing one of our stations. The board has given us clear direction regarding next year's budget ; we will provide to you a balance budget for next year. If the board would like, they could table this issue of a public meeting and take no further action and continue the eastside restructure pilot as it is currently running and continue to capture data but table the necessity of a public meeting until we determine whether this will make the ballot. At that point in time, if it is successfully placed on the ballot, we can continue this effort until we see the outcome of the election. If at that time, we determine it will not be on the ballot; the board can pick up the public conversation again regarding closing a station. If it is on the ballot, you can continue on until we see the outcome of the election. If it successful, then the board has a different financial situation in which to work. You have more choices to achieve goals, to achieve safe staffing and provide services. What that looks like; because of the influx of revenue is significant because we haven't given you much to work with in the last few years because of there hasn't been much to work with. The board can decide whatever they like, I am just proposing several options for you. If you table this issue tonight is one option; or you could continue to have a public dialog as well. If it is successful, we can come to the board with more options that we ever had. If unsuccessful we are in the same financial situation we are right now and we pick up the community discussion on how to move forward. I offer this as a path to the board and to await their decision.

Board Member Parker: Good idea to table it. It will give us time especially now with the financial ramifications, with inflation and how well the public will be open up to any idea of an increase to taxes. It will give us time to look at that too. The possibility of the mil rate it will give us an option to look at that too. I would not be opposed to table the line item tonight.

Board Member Milich: I feel the same way, are they talking about putting it on the ballot this next November election? This is my understanding ; I just want to confirm.

Chief Gaillard: Yes, sir. Right now, it seems to be gathering more momentum, so we are very cautiously optimistic.

Board Member Milich: Is the Senator going to push to get this on the ballot or is it going to be dependent on a citizens driven petition?

Chief Gaillard: The Senator's efforts is to put it on the ballot; if that fails there is still an effort being led by the Professional Fire Fighters of Arizona to gather signatures to put it on the ballot. Its being led and currently going on.

Board Chairman Timney: Is it a parallel track with both of these efforts.

Chief Gaillard: Yes, it is sir.

Board Clerk Faus: I've followed a little bit on this bill, when I saw it, I said here we go this is going to be our saving grace. I am hopeful for that but cautiously optimistic to quote the Chief. I am for tabling this at this time to see if it ends up in November.

Board Chairman Timney: I'm in favor of operating as we are right now. We are saving a little bit of money when one station is closed even though it is an alternating station. I think we should table any future decision on that until November's election and then readdress it then. The only question I have is do we feel we need to continue on with some sort of meeting with the public or are we comfortable as a board to table the whole thing of not having a public meeting? That is really what this agenda item is about having this meeting.

Board Member Parker: I think the public needs to know whether through a meeting or through the website or word of mouth, as I have talked with Deanna as to the incoming calls and there has

been very little input as far as the result of possible closing a station. We have all the information, it we could get that out there, without any people skewing the message, I think we will be fine without a public meeting. If the people are concern, they can call in they can be told that the meeting has been tabled until November.

Board Member Dorskocil: I think that from the discussion that I am in favor on tabling a public meeting with the understanding that the pilot project would continue with the alternating stations, as we continue that program and waiting for the November election, not only with the possibility of more revenue coming in for us, but on the back side of that, we will have three board members and dependent of that outcome, administration could be given a whole new direction. I am in favor of tabling this issue.

Don Howard: I think this is a golden opportunity for fire districts as they have been the stepchild to legislation for a good many years. When they reduced that fire district tax it reduced 4 million dollars out of the budget of Summit Fire and really hurt us tremendously. I write our legislators and call them all the time, and I would encourage everybody from every firefighter to every board member every administrator to put this on the Summit Fire website for people who are interested in support the fire districts, the people who respond many, many miles outside the city to provide a high level of care. I encourage everybody to be very active in contacting their legislators ; write them, call them. Have your friends and family members write them and call them. This could be a huge, huge change and could make a great difference to the fire districts in Arizona.

Board Clerk Faus: Before we take a motion, I would like to say that it is super important that we stay in constant communication with the community through the website. As board member Parker stated I don't feel that we necessarily need to hold a meeting, but I would still like to see some venues for information regarding the stations to the public. This is a hot topic, the more information we can get out there the better.

Board Member Parker: One thing in reference to what County Board Vasquez said to use the Daily Sun to get some sort of a blurb in the Daily Sun that would help people to know that the meeting has been cancelled and to call if we have any questions.

Chief Gaillard: Anything that we put out regarding the ballot initiative we will seek a legal review as there are certain restraints that we have in association in advocacies in an election. We will make sure that at any means possible we will educate the public stating they will have a choice, but we would have to be very careful as to not to be seen as an advocate on a voting issue. I just want to remind the board that we will be very sensitive to that.

Board Member Milich: We need more data on the pilot project. Thank you, Chief Gaillard, for the legal update.

Board Clerk Faus: I agree with Board Member Milich, we need more data.

Board Chairman Timney: We need to look deeper into the monetary figures for the pilot as I don't think it will be significant. To be honest with you, under the current circumstances because I think anything we will be saving will be consumed in the fuel tanks. I'm not opposed for tabling the meeting, but we should leave it an open item.

Chief Gaillard: I believe an appropriate motion is to be made as to not let this issue die but ready for the board to pick it up later. I believe that you would seek to maintain the flexibility of the board to seek a tabling motion.

Board Member Parker made a motion to table the public meeting and to address it in the future as more data is obtained. Board Member Milich seconded.

Discussion: None

Vote conducted. MOTION CARRIED unanimously by those present.

AYES: Timney, Milich, Parker, Faus, Dorskocil via zoom

NAYES: None

- c. Review, discuss and possible action on request for SFMD Policy 111 Termination of Employment changes in the Sick Leave Payout.

Administrative Officer Reed: Presented the current termination payout for leave policy. She gave the history that led to her contacting the members of the Arizona Administrative Fire District group for information as to their leave payout when an employee terminates. Upon review of their responses, our vacation payout was compatible with majority of the districts, however, the sick leave was very generous compared to the majority. I gave this information to the Labor Management group and asked them to review the information and to see if they agree that there needs to be a change in our sick leave payout policy. They were reviewed the information and submitted the policy changes presented to you. The put a lot of thought into this and did a great job and I thank them for it.

Board Clerk Faus: This was with the input of labor?

Administrative Officer Reed: All of the changes were labors; I gave them the information from the other Districts. We had a meeting, reviewed the other districts policies, and asked them if we could possibly be compatible with the other districts regarding sick leave payouts. They agreed changes needed to be made and this is their solution which administration agrees with.

Board Member Daskocil: Is there a maximum number of hours for the sick leave?

Administrative Officer Reed: They can accrue up to 1,000 hours. When an employee terminates, we pay only up to 1,000 hours at 50%.

Board Member Daskocil: As I'm looking at this chart of the industry standards, 60% don't pay out or pay only 50% or like other corporations do its 40 hours that you use or lose it. I was wondering as we are looking at this and that it is beneficial for the person who leaves but is that something we want to stick with the financial situation we are in now. The PTO payout is standard, you get what you have at 100%, I'm totally on board with that. They are getting comp time and a lot of places don't even do the comp time but the sick leave maybe we should change it more drastically than that like a lot of corporate places do that its 40 hours you use it or lose it that's it. This is my thoughts on it.

Casey Robinson: I think that if you take more away you will see your overtime rate go through the roof because the guys are going to be calling in sick on every shift. They are not going to lose their sick time. It would be my suggestion on what we have, what we came up with as we all discussed it for over two months. It is the best option.

Board Member Parker: My experience in the service is that some never use their overtime and others will call in sick. If they see a payout down the road, they may not call in sick and we won't have to recall someone as the overtime will kill us. This is an advantage to us and the firefighter.

Board Member Milich: This is an advantage for us to save on the sick time and allow the firefighter to bank his sick time.

Casey Robinson: We addressed it as to the guys who are leaving here, it is not the guys who have been here 5 to 10 years who are leaving it is guys who are under 5 to 10 years as we looked into our history. We addressed the issue of leaving and getting a payout for Deanna, ourselves, and the public

Board Clerk Faus: I agree with Board Member Milich that this could be an incentive for retention.

Chief Gaillard: In light of our attrition the issue materialized when we found our policy was quite generous when people leave under five years. Like the labor group said, we would really like to curb this issue, we provide a consistent leave accrual rate compared to other employers, but we were hemorrhaging funds with the turnover we were having with staff. The board can set the policy anyway they want, I just want to indicate that the problem that we have and how it was addressed with management and the labor group.

Board Chairman Timney: This is to address those who have been with us very brief as to their payouts. Do you think this will encourage retention?

Casey Robinson: Yes, sir.

Board Member Milich made a motion to accept the changes as written to SFMD Policy 111 Termination of Employment. Board Member Parker seconded.

Discussion; None

Vote conducted. MOTION CARRIED by majority vote.

AYES: Timney, Milich, Parker Faus

NAYES: Dorskocil via zoom

8. Board Member Comments

Board Member Parker : I would like to say first of all I appreciate the labor and all the work they do, and we work with labor, but labor does not run the department. If they come up with something that the board thinks is outrageous and no feasible for us to do for the whole district, I am going to vote no. When they come up with something I agree with and will save the department money and would be a good asset to the district, I am going to be in favor of that. I appreciate the work you do on that. I appreciate the public coming out and we are trying to get the public involved with information regarding the closure of a station. It is obvious to some of you who come out on a regular basis that it is something in which you are interested. All I ask as that when you spread this word that you be sure of the information you give to people and that if you are not sure of the facts, just ask them to call to get the facts. Like this piece of paper here was incorrect, I just want people to understand if you are not sure. I appreciate the gentleman being involved in this process, I just want to make sure everyone is being given the correct information whether it makes us happy or not, just as long as it is correct. The public will be well informed to make good, informed decisions.

Board Chairman Timney: On item B on the agenda, I am not at all opposed to keeping a meeting with the public in mind. I think we need to at some point in time to address it in the future especially as we get more information on this upcoming potential funding issue. I think that at that time as we are getting closer to that would be a good time to have a meeting so we can address our needs for those funds. I think right now I would had voted for a meeting but this this funding boost to hold off until we get information on that and get that out to the public and have a meeting at that point, which is why I voted the way that I did on this. We are holding status quo at the moment ant not closing a station. A meeting is a good way to information out to our community as to what is happening and with this funding increase. I just wanted to clarify that with the people who are here. It's not dead, I think we need to hold it and need to have it later when we know more.

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

Vote conducted. MOTION CARRIED unanimously by those present.

AYES: Timney, Milich, Faus, Parker, Dorskocil via zoom

NAYES: None

Board Meeting Adjourned at 5:35 p.m.



Board Clerk

4/27/22

Date

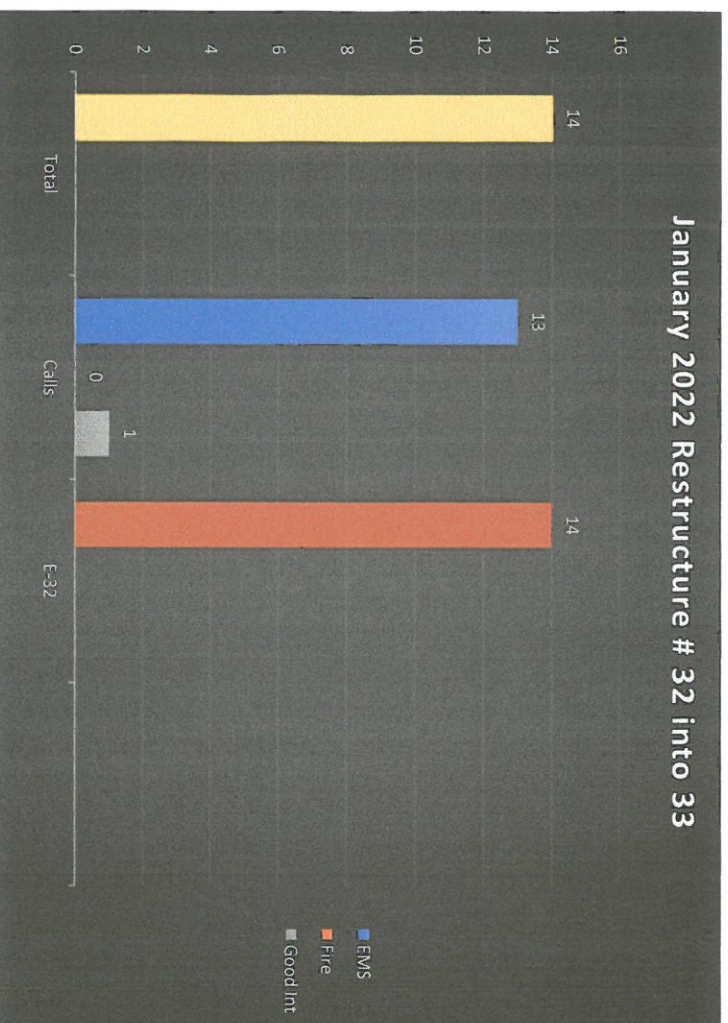
WHAT IS METRO, URBAN AND RURAL

Metro cities are very large and densely populated, and can be industrial or commercial. They have very large populations of 500,000 to 3-4 million+. Phoenix is a Metro city, along with New York, Chicago, Los Angeles, Dallas-Fort Worth and many others in the United States. Tucson is a small Metro City.

Urban cities and the areas surrounding the city are large areas that may be densely settled, but not as populated as a Metro city. Places like Goodyear, Surprise, Scottsdale, Gilbert, Sun City and others. Flagstaff and Prescott generally fall into this category.

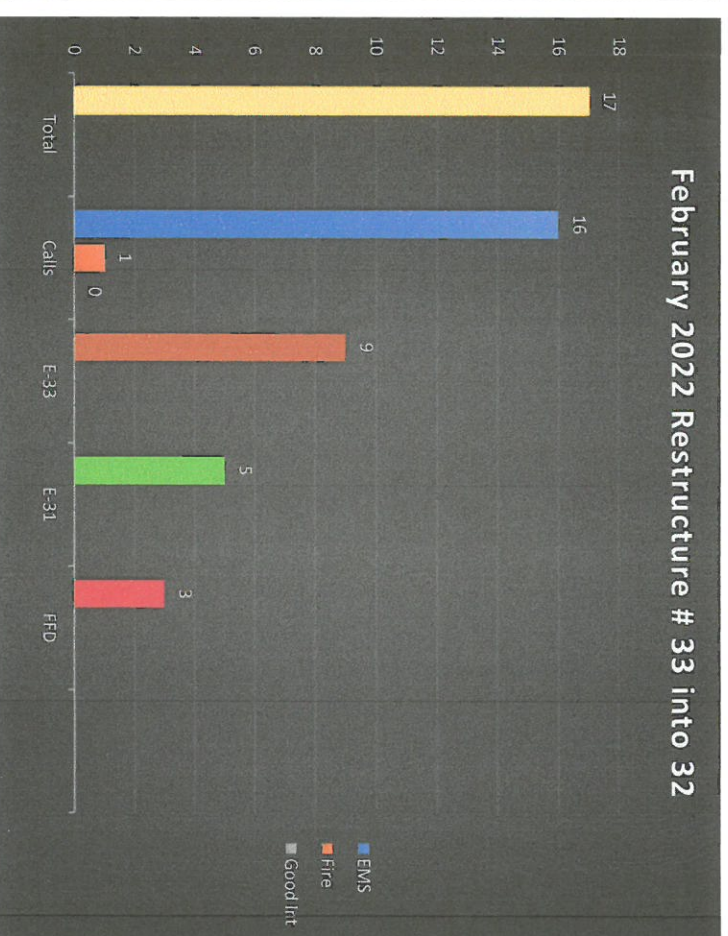
Rural areas are outside the city, in the countryside with open areas and frequent contact with wildlife in the countryside. Many small towns throughout the mid-west are considered rural towns. As a guide, areas with less than 500 people per square mile are considered rural. Using the area serviced by Doney Park Water, which is about 44 square miles, and is generally about the same as the area protected by Summit Fire and Medical Department. It has a population of 12,000 to 14,000 people. Far less than the 500 person per square mile for Rural areas.

At Station 32



Average Response Times E-32 7:15

At Station 33



Average Response Times E-33 6:06

Average Response Times E-31 9:25

February 2022 SFMD

Response Time Performance-1st on Scene

Emergency (Code 3) Responses that Meet the Defined Standard/All Emergency Responses in the Defined Area
Reference Center for Public Safety Excellence (CPSE)*

The Goal is to be Above 90%

		URBAN		RURAL		Average 911- to On Scene Time SFMD/FFD Response Times
		Response Time		Response Time		
CPSE Times		Dispatch Time NFPA 1710 - 1 Dispatch Time NFPA 1710 - 1 Min		10 Minutes*		
Dispatch Times		Flag Dispatch Majority Code 3 AVG 1:20 EMS				
Feb-22	1:20	1:00	% Calls	% Calls		
Station 31			% Calls	100% 18		8:15
Station 33			% Calls	100% 9		9:46
Station 37			% Calls	100% 5		7:35
City of Flagstaff						8:21

* SFMD/FFD average response time include Call Processing time, Turnout Time and Travel Time

TERMINATION OF EMPLOYMENT		*DRAFT*
SECTION: 100 Rules & Regulations	NUMBER: HR 111	
	FIRE BOARD ADOPTED: 08/19/2020	
SUBJECT: Termination of Employment	ORIGINATOR: Human Resource Strategies	
	3 Pages	

PURPOSE

To aid in the timely and accurate processing of employees who are separating from service, consistent with positive employee relations' practices.

SCOPE

This policy applies to all employees of the Summit Fire and Medical District (SFMD).

POLICY

Termination of employment occurs when an employee is permanently separated from employment at SFMD for any of the following reasons: voluntary resignation, dismissal, retirement, layoff or death.

GUIDELINES

Resignation

- A. An employee wishing to leave the SFMD service in good standing shall file with their Battalion Chief or Administrative Officer ten (10) working days before leaving the service, a written resignation stating the effective date and reasons for leaving. Failure of the employee to comply with this procedure shall be entered on their service record and may be cause for denial of future employment with SFMD.
- B. Upon receiving the signed resignation and proper department release, the Administrative Officer shall prepare the necessary release documents.
- C. Employees who resign must physically work their last day on the job. If the employee uses accrued leave for their entire shift on the last day, then the last day of work will be recorded as the last day the employee physically worked during the notice period.
- D. Final payroll checks will be issued during the next payroll cycle.
- E. Earned vacation leave will be paid out up to 240 hours.
- F. Earned sick leave shall be paid ~~one (1) working day for each two (2) working days of unused time accrued up to 1,000 hours.~~ **at the following percentage based on years of service:**

Months of continuous service for fifty-six-hour employees.

0 to 59 months	= 0% of accrued time
60 to 155 months	= 25% of accrued time
156 months and over	= 50% of accrued time

Months of continuous service for forty-hour employees.

0 to 59 months	=	0% of accrued time
60 to 155 months	=	25% of accrued time
156 months and over	=	50% of accrued time

- G. Accrued comp time will be converted to straight time and paid at time and half up to 48 hours.
- H. Holiday time earned will be paid at straight time up to 88 hours.

Retirement

- A. Public Safety Personnel Retirement System (PSPRS) employees must meet with the local PSPRS pension board secretary to work through the process. This process could take up to a two (2) month period.

- B. Arizona State Retirement System (ASRS) employees wishing to retire may follow the steps above for resignation. All paperwork for retirement is handled through ASRS.
- C. Final payroll checks will be issued during the next payroll cycle.
- D. Earned vacation leave will be paid out up to 240 hours.
- E. Earned sick leave shall be paid one (1) working day for each two (2) working days of unused time accrued up to 1,000 hours.
- F. Accrued comp time will be back out to straight time and paid at time and half up to 48 hours.
- G. Holiday time earned will be paid at straight time up to 88 hours.

Reduction in Force

- A. A layoff may occur when one or more of the following conditions exists:
 - a. Shortage of work or funds,
 - b. The District will no longer be providing the same level of service, or
 - c. Other appropriate reasons as determined by the SFMD Fire Board
- B. The SFMD Fire Board, Fire Chief, and United Summit Fire Local 1505 shall determine the specific positions, job family, and/or single classification targeted for reduction.
- C. SFMD's first preference is to reduce its workforce through voluntary options, such as internal reassignment and natural attrition. When these options are insufficient to meet the District's needs, individual positions will be eliminated.
- D. United Summit Fire Local 1505 and designee(s) from Administration shall determine a matrix for a reduction in workforce. To determine objectively which employees are to be part of a reduction in force, the following factors will be used:
 - a. Length of continuous service with the District
 - i. Tenured part-time employee's years of service will be pro-rated based on the number of hours worked.
 - ii. Length of service based on the following scale:

<u>Years of Service</u>	<u>Performance Matrix Score</u>
1 to 5 years	1
6 to 10 years	2
11 to 15 years	3
16 to 20 years	4
21 or more years	5

- b. Employees skills, training, and job knowledge as determined by their three (3) most current annual evaluations.
 - c. Any performance documented outside of the most recent evaluations such as disciplinary actions, or letters of commendation will be included in the performance matrix scoring. If the performance has not been previously documented, it will not be included
- E. The matrix results will be presented to the Fire Chief for review. Fire Chief will present the matrix to the Fire Board for approval.

- F. Once a decision has been made, the parties, consisting of the Fire Chief and/or their designee from the District and a designee from United Summit Fire Local 1505, will meet with the employee(s) subject to layoff due to reduction in force. The employee(s) will be provided information on the placement process, benefits, retirement, unemployment, and the Employee Assistance Program (EAP).
- G. An employee(s) will be notified at least ten (10) working days in advance of a reduction in force.
- H. Employees who are part of a reduction in force and in good standing will remain on the District's re-employment list for one year from the date of reduction.
- I. Final payroll checks will be issued during the next payroll cycle.
- J. Earned vacation leave will be paid out up to 240 hours.
- K. Earned sick leave shall be paid one (1) working day for each two (2) working days of unused time accrued up to 1,000 hours.
- L. Accrued comp time will be converted to straight time and paid at time and half up to 48 hours.
- M. Holiday time earned will be paid at straight time up to 88 hours.

Dismissal

- A. See Policy 120
- B. Final payroll checks will be issued within three (3) business days of dismissal.
- C. Earned vacation leave will be paid out up to 240 hours.
- D. Earned sick leave shall be paid one (1) working day for each two (2) working days of unused time accrued up to 1,000 hours.
- E. Accrued comp time will be converted to straight time and paid at time and half up to 48 hours.
- F. Holiday time earned will be paid at straight time up to 88 hours.