



BOARD MEETING MINUTES

Wednesday, December 21, 2022

Station 32, 8905 Koch Field Road, Flagstaff AZ

1. **CALL TO ORDER**

Board Chairman Jim Timney called the Regular Board Meeting to order at 6:05pm.

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 Zoom: Board Member Jim Duskocil

Members Absent: None

Administration: Fire Chief Mark Gaillard, Deputy Chief Mark Wilson, Deputy Chief Chris Fennell, Interim Battalion Chief Reuben Gibbs, Administrative Officer Vivian Fennema, and Administrative Assistant Tammy Schieffer

3. **Pledge of Allegiance**

4. **CALL TO THE PUBLIC**

- a. Daniela Harrison: 12540 N Leisure Lane: She asked for information regarding the requirements for applying to be on the board. She wasn't able to find them on the website. They were taken down after the deadline had passed. Wildfire prep for 2023 and information on possible forest closures in the upcoming fire season. and impacts to the District from the fire and flooding.

5. **CONSENT AGENDA**

- a. Discussion and Approval of the Regular Board Meeting Minutes of November 16, 2022.

- b. Approval of Reconciliations and Financial Reports for November 2022.

Vivian reviewed the financial reports and reconciliations. Board Member Parker had one question on the 10k transfer that was done to cover the COP payment for December.

Board Member Parker motioned that the Reconciliations and Financial Report for November 2022, and the Regular Board Meeting Minutes of November 16, 2022 be approved. Board Member Faus seconded the motion.

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Faus, Parker, Duskocil

NAYES: None

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

- a. Monthly Run Report

Interim Battalion Reuben Gibbs reported:

- Run report for November 2022. Total of 112 calls, with 63 being emergent calls. District 31 ran 20 calls, District 32 ran 22, District 33 ran 17, and District 37 ran 4.
- Significant calls included: Each shift-A, B, and C all had a structure fire within a week's time.

b. Monthly Chief Updates: Gaillard, Wilson, and Fennell

Chief Gaillard:

- Next month we will have a rep from the Coconino National Forest talking about the new camping ordinance/ forest access plan part of which will limit vehicular access on specific forest service roads. Neil Chapman will also give up a briefing on updates within the Wildland Fire division.
- In January we will be starting a recruitment process for a Community Risk Reduction Specialist. Part of their responsibilities will be to educate the public on how to protect their property
- The State Fire Marshal's office did an inspection at the "U Pick It" facility and they had numerous fire code violations that will have to be addressed. Chair Timney asked if the investigation was completed. Chief Gaillard replied that they will be putting a timetable together to complete the mitigation but we don't know what that is.
- We are holding Captains' Meetings this month via virtual means.
- Upcoming agenda item- Chief Bills has once again been successful in getting Grant funding for regional blue card training.

Chief Wilson:

- Sta #37 paving of the driveway will have to wait until Spring when we have clearer weather.
- We are making great progress on the JPA scope of work. There should be 1 or 2 more meetings before the entire package can be presented to the Board. If they approve it will move onto Council for approval, then out for a bid on the Scope of Work.
- Property lines were surveyed out at Sta #31 with the result showing the neighboring parcel was clearly overstepping the property line. There was a misconception of where the property line was. The survey was \$800. Chief Wilson and Reuben Gibbs had a very productive conversation with the owners, and they were completely willing to move their personal items from our property within a month's timeframe. There is a trailer that someone is staying in that might need a little more time to find a new acceptable location. They were also advised that they have created a road/path on the utility easement which is not to be driven on. Board Member Parker asked if the neighbors were going to pay for ½ of the Surveyors bill. Chief Wilson said he didn't even ask them to pay. The conversation with them had a great outcome, without causing any hard feelings between our community members and SFMD, so he feels it was worth the money. Parker said that if we ever decide to build a fence between the two properties, we should ask them to pay for half the cost. Chief Wilson feels that the idea of a fence was if we had to go after this legally then a fence may be required to prevent future incidents.
- We will be compiling a monthly report for the entire district starting in January.
- We will address the concern of having a firearms policy during the January Board Meeting. The board will have the opportunity to go into Executive Session with our attorney to discuss this topic.

Deputy Chief Fennell:

- We are getting ready to start promotional testing for Engineer, Captain, and Battalion Chief positions in the Spring. We lost an Engineer this week as he and his family moved to Texas. We are doing GFR firefighter recruitment right now, and today is the last day to submit apps for that.
- CISM training on FF suicide prevention.
- Labor group has already delivered 1 load of Christmas presents to families in need. Tomorrow we are providing a truck to deliver presents to a family in our district that Highlands has been supporting through the Shadows Foundation.

c. Local 1505 Update – no Union Rep present.

d. Coconino County Updates

Coconino County Supervisor Jeronimo Vasquez:

- We are still waiting on Federal funding for the flood and fire mitigation.
- Time of transition with new Governor and state legislature, and Navajo Nation president-building new relationships

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

- a. Chief Wilson presented the IGA for Assistance to Firefighter Grand Program. These funds will be used to continue our “Blue Card Train the Trainer” program for the GFR. As with all grant funding there is a cost share portion; this one being 10% funding by the recipients. Summit’s portion of the cost will be \$2,272.00. These funds will cover salaries and ERE, TLM, and any other contractual costs associated with putting 10 new trainers through this program. We originally had 7 trainers, but due to attrition we have lost a number of them, so it is time to get new officers in place to continue providing consistent operational training to the regional.
- **Public Comment; Daniela Harrison-** What is the criteria for picking the 2 staff members who will go for the certification and is there something implied that they have to stick with Summit Fire for a certain amount of time following the training? Chief Wilson responded that we send members who are elevated in Chief Officer positions, people who will be running incidents. So the goal is to get Battalion Chiefs all certified in Blue Card, as well as Academy Instructor Trainers. There is nothing in writing from these individuals, but they are a very tenured group. They have already shown that they are vested in the agency. Daniela’s second question: Is this an annual training? MW: no this is not. It is a Train the Trainer- allowing 10 people in the region who can train others on the program for years to come. We need everyone in the district to be able to respond the same as everyone else. More efficient on calls when working with others, etc. Daniela said that sounds very exciting and she hopes the board approves that.
 - **Board Chair Timney** stated that he can see why Chief Bills is so successful in grant submittals. Offers congratulations to Bills for getting this through.

Motion made by Board Member Parker to approve item 7a. Seconded by Board Member Faus.

Vote Conducted. MOTION PASSES

AYES: Faus, Parker, Dorskocil, Timney

NAYES: None

- b. Deputy Chief Fennel presenting on the Eastside Restructure Pilot November Benchmarks

Daniela has wished to speak on this matter but requests to wait until after she hears the presentation. Ms. Ruggles would also like to wait to speak until after the presentation.

During the month of November Sta #33 was staffed, running calls into District 32. Emergent calls: 1 vehicle fire, 18 EMS, average response time was 7.63 minutes, and Engine 33 ran into 32 district 12 times and D31 into D32 6 times.

Part of 7b was to talk about scheduling a Community Meeting to discuss the pilot project, and Chief Wilson asked if we could hold off on talking about that until we get to item 7e which is the 2023 board calendar.

Two (2) request to speak on item 7b. **First is Marilyn Ruggles**, 11731 W. Copeland. She expressed her concern over the announcement of a Community Meeting needs to be more widespread, not just on the website. She would like to see the newspaper do a story on it the effects of “Prop. 309” not passing will have on rural fire districts. Is can also be announced at the Timberline Fernwood and Doney Park Community meetings. **Second is Daniela Harrison**, Leisure Lane, as she states at every meeting we don’t like to see any stations being closed. She does appreciate that data collection during the last 8 months has been presented and would like to see an annual report with all that data. She wanted to know if the pilot project can be kept going indefinitely to keep the stations alive and no deterioration will be occurring. Also concerned about making sure the public is aware of the community meeting- is there ecards going out, is the press involved?
NO action taken on 7b.

- c. Board Vacancy Application Update: Vivian Presented that we had the vacancy posted from Dec 1st-

15th, with 2 community members turning in applications and letters of interest. BM Faus requests that he would like to hold interviews, as well as ask for resumes from the 2 individuals who applied. There were 2 dates suggested and the board would like to go with January 4th in the afternoon. That will be coordinated by Admin staff.

Motion by BM Parker to set up a Special Meeting for interviews with both candidates on January 4th, 2023 at Sta #32 time TBD. Seconded by Chair Timney.

Vote Conducted. MOTION PASSES

AYES: Faus, Parker, Dorskocil, Timney

NAYES: None

- d. Recommendation to change the date of the regularly scheduled January Board Meeting from the 18th to the 25 due to the entire SFMD admin staff being out of town attending the AFDA conference the week prior. Motion by BM Parker to approve moving the date of the board meeting the the 25th of January, Seconded by Chair Timney.

Vote Conducted. MOTION PASSES

AYES: Faus, Parker, Dorskocil, Timney

NAYES: None

- e. Review and confirm dated for Board Meetings- annual calendar for 2023.
- Request to speak from Marilyn Ruggles: she encourages the board to continues to hold the board meetings in the evening especially with Zoom being an option for people to attend virtually. If the audio could be improved may more people would attend that way.
 - Request to speak from Daniela Harrison: thank you for holding the meetings later in the day. Over the past few months we have seen attendance increase, and she would not have been able to attend if we didn't have the meetings at the later time of 6pm.
 - Chief Wilson reviewed the dates proposed on the draft calendar with changes that we should consider due to Spring Break. BM Parker and Faus said they agree with whatever dates work well for Admin staff-they will make work. Dates selected were 2/22 for the Eastside Budget Workshop, March 22nd, for the regular board meeting in March, Budget workshop April 12, and Community Meeting for March 23 if Cromer is available that day. Chair Timney suggested using Cromer during Spring Break since the school will be vacant, but there was concern over families taking vacations and not being available to attend that week. BM Parker also mentioned we should avoid the weekends due to family time, kids' sports, etc. so a weekday would be better for the Community Meeting.
 - Confirm that the board wants to continue to hold meetings on Wednesdays, with a start time at 6pm.
 - Motion to approve dates as discussed to by Chair Timney, second by Faus.

Vote Conducted. MOTION PASSES

AYES: Faus, Parker, Dorskocil, Timney

NAYES: None

8. BOARD COMMENTS

Thank you to everyone who continues to attend the board meetings and support us. We have had a tough year and we have a tough one ahead of us. Don't feel like you can't ask us questions after the meeting if you have any. Merry Christmas everybody.

ADJOURNMENT

Board Chair made a motion to adjourn the meeting. Board member Parker seconded.

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Faus, Parker, Daskocil

Regular Board Meeting Adjourned at 7:30pm

Respectfully submitted by:

Robb Faus, Board Clerk

DRAFT