



## BOARD MEETING MINUTES

Wednesday, November 15, 2023

Station 32, 8905 Koch Field Road, Flagstaff AZ

1. **CALL TO ORDER**

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

2. **ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Members Present: Chair Timney, Board Members Rick Parker, Robb Faus, Jim Duskocil and Scott Walton

Members Absent: none

Administration: Chief Gaillard, DC Fennell, DC M Wilson, BC Fisk, V Fennema, and T. Schieffer

3. **Pledge of Allegiance**

4. **CALL TO THE PUBLIC – No requests.**

*Chair Timney requested to move to Action Items 7a & 7b prior to the Consent Agenda due to having people on Zoom presenting on those items.*

7. **NEW BUSINESS / ACTION ITEMS**

- a. The contract for funding between AP Triton, the City of Flagstaff, and SFMD for the JPA Feasibility Study, which has been reviewed by our County Attorney, was discussed.

**Board Member Parker made a motion to approve the scope and contract with AP Triton. Motion was seconded by Board Member Walton.**

**Vote conducted. MOTION CARRIED unanimously.**

**AYES: Parker, Walton, Faus**

**NAYES: Timney, Duskocil.**

- b. Jennifer Franks from HintonBurdick presented the FY2023 (CAFR) report for Summit. (audit)

**Board Member Faus made a motion to approve the audit finding from HintonBurdick for FY2022-23 as presented and approve the Comprehensive Annual Financial Report. Motion was seconded by Board Member Parker.**

**Vote conducted. MOTION CARRIED unanimously.**

**AYES: Timney, Parker, Walton, Faus, Duskocil**

**NAYES: None**

## 8. CONSENT AGENDA

- a. Discussion and Approval of the Regular Board Meeting Minutes of October 18, 2023.
- b. Approval of Reconciliations and Financial Reports for October 2023.

**Board Member R. Parker motioned to approve the minutes from October 18<sup>th</sup> board meeting and the financial reports for October. Motion was seconded by R. Faus.**

**Vote Conducted. MOTION PASSED unanimously.**

**AYES: Parker, Walton, Faus, Timney, Duskocil**

**NAYES: None**

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

- a. Monthly Run Report

BC Fisk reported:

- Run report for October 2023. Total of 94 calls, with 59 being emergent calls. Call distribution is as follows: District 31 had 20 calls, District 32 had 40, District 33 had 13, District 36 had 3, and District 37 had 1, and out of district was 17 calls.
- Avg response times: Sta# 31 at 7.01 min, #32 at 5.56 mins, #33 at 7.85, #36 at 7.82 mins. And #37 at 8.73. We continue to reach the benchmark goal of < 10 minute response times 90% of the time.
- We continue to see numerous MVAs (w/ extrication) in and around our district.

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

FC Gaillard:

- Request from Fort Valley Homeowners Association to have a special meeting. It is scheduled for December 14, 6:00pm, at Fire Station #37. We will post a notice of possible board quorum at that meeting. NO action will be taken.
- Recruit Academy Graduation will be on December 1<sup>st</sup>, at City Hall.

DC Wilson:

- We submitted a draft lease agreement to True Brown with the Coconino National Forest for rental of the first floor of Fire Station #33. The lease will now go through all of the red tape there, then it will come back to us.
- Type III is scheduled to show up in December.

DC Fennell:

- Quarterly Mental Health check-in last week to see how things are going. They say our use is increasing, which is normal for the Fall. Service is available for spouses and kids as well. They are offering remote counseling for members who don't want to meet in person.
- Program managers are excited because it is the time of year when they can purchase what they need.
- This next pay period staff will see their pay increases so that is a huge pick me up. SFMD will now use NeoGov for annual evaluations going forward.
- Patrick Burns is retiring and there will be a flag ceremony at 0730 on 11/19/23 at Fire Station #32.

## 7. NEW BUSINESS / ACTION ITEMS (continued)

- c. Board discussion on appointing a new Board Chair and Clerk. Jim Timney and Robb Faus were asked to continue in their roles for the board.

**Board Member Parker made a motion to approve the reappointment of Jim Timney as Board Chair and Robb Faus as Board Clerk for the upcoming year. Motion was seconded by Board Member Faus.**

**Vote conducted. MOTION CARRIED unanimously.**

**AYES: Parker, Walton, Faus, Duskocil**

**NAYES: None**

**Abstain: Timney**

- d. IGA between SFMD and Woods Fire District for us to provide administrative services for the Woods Fire Board for an annual fee of \$4000. The term will be from July 1, 2023 through June 30, 2024. (updated IGA from last month)  
**Board Member Parker made a motion to approve the IGA between Woods Fire District and Summit Fire & Medical for Fire Board administrative support services for the fiscal year 23-24. Motion was seconded by Board Member Walton.**
- e. Discussion on providing a service contract to Star Charter School located at 145 Leupp Rd, which is 11 miles out of our district. Due to liability concerns the board has requested to have our County Attorney present at the next board meeting, to go into Executive Session, for legal guidance on this matter. NO ACTION TAKEN.

**ADJOURNMENT:** Board Meeting Adjourned at 7:40 pm

**Motion to adjourn by Board Member Parker, seconded by Board Member Walton.**

**Vote Conducted. MOTION PAST ALL IN FAVOR**

**AYES: Timney, Parker, Faus, Walton, Duskocil**

Respectfully submitted by:

---

Robb Faus, Board Clerk