



PUBLIC NOTICE
REGULAR BOARD MEETING AGENDA
Wednesday, August 21, 2024
Station 32, 8905 Koch Field Road, Flagstaff AZ 6:00 pm

www.zoom.us / Meeting ID: 885 2281 1636 Passcode 432385

<https://us02web.zoom.us/j/88522811636?pwd=dIVDTzJzOHRRZWthaGdnU0gyTWtkQT09>

Pursuant to A.R.S. 38-431.01, notice is hereby given to the Board of Directors and the 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 August 21, 2024, at 6:00 p.m. The meeting will be held in person and remotely through technological means (see above).** The meeting room will be open to the public at 5:30pm. 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.***

1. CALL TO ORDER
2. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM
3. PLEDGE OF ALLEGIANCE

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, in accordance with A.R.S. §38-431.0(H). Those wishing to address the Board regarding an issue within the jurisdiction of this public body may do so by completing a Request to Comment Form and submitting it to the Staff in person. If attending via remote, comments are to be sent to Staff via chat options prior to the start of the meeting. Individuals addressing the Board are limited to two minutes for their comments but may submit written comments for the Board records. The Chairman will recognize each individual. **The Governing Board cannot discuss or take legal action on any issues raised during the Public Forum unless they are agendaed due to restrictions of the Open Meeting Laws.**

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. Discussion and Approval of the Regular Board Meeting Minutes of July 24, 2024
 - b. Approval of Reconciliations and Financial Reports for July 2024



BOARD MEETING MINUTES

Wednesday, July 24, 2024

Station 32, 8905 Koch Field Road, Flagstaff AZ

- **CALL TO ORDER**

Board Chair Timney called the Regular Board Meeting to order at 6:00 pm.

- **ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Members Present: Chair Timney, Board Members Robb Faus, Rick Parker
Scott Walton (Zoom)

Members Absent: Jim Duskocil

Administration: FC Gaillard, DC Fennell, BC Fisk, V Fennema, T Schieffer,
M Allen (Zoom)

- **Pledge of Allegiance**

- **CALL TO THE PUBLIC – N/A**

- **CONSENT AGENDA**

- a. Discussion and Approval of the Regular Board Meeting Minutes of June 19, 2024
- b. Approval of Reconciliations and Financial Reports for June 2024.

Board Member Rick Parker motioned to approve the minutes from the June 19 meeting, and the financial reports for June 2024. Motion was seconded by Robb Faus.

Vote Conducted. MOTION PASSED unanimously.

AYES: Walton, Timney, Parker, Faus

NAYES: None

- **Current Events Summaries, Reports, and/or Correspondence**

- a. Monthly Run Report

BC Fisk reported:

- Run report for June 2024. Total of 143 calls, with 76 being emergent calls. Call distribution is as follows: District 31 had 38 calls, District 32 had 35, and District 37 had 16, and out of district was 25 calls.
- Avg response times: Sta# 31 at 7.19 min, #32 at 7.75 mins, #33 at 10.53, #36 at 11.55 mins. and #37 at 8.26, and Guardian at 11.43 min.
- Benchmark Goal (90% under 10 mins): We were at 88.9%; 97 of 109 calls.
- Capt. Jamison presented a video on a new piece of safety equipment we now have at Summit. It's called "Storm Stick" and it is designed to provide decon after an incident. It sprays water and a cleaning agent directly on the FF before PPE is removed.

b. Monthly Chief Updates: FC Gaillard, DC Fennell

FC Gaillard:

- Chiefs attended the AFCA conference last week. He facilitated a panel discussion on early detection of FF cancers. On the panel were the doctor from Vincere and 4 FF who had cancer that was found using the screening done by Vincere.
- BC Oltrogge and Capt. Chapman lead a discussion at AFCA on the struggle with the insurance industry and wildfire threats.
- Tomorrow the Chief is going to the academy to meet all the new recruits.

DC Fennell:

- Due to the academy, we have put a hold on sending out anyone on wildland callouts.
- Crews have been doing active shooter training, pre-plans for building, and a few requests have come in for public education events (back-to-school, etc.)

Labor 1505: Mike Allen

- Academy started on Monday with 9 new recruits; 3 for SFMD, 5 for FFD, and 1 for Highlands.

• **NEW BUSINESS / ACTION ITEMS**

- a. Approval of the IGA between SFMD, Highlands, and Pinewood for the management of the Redemption Counseling Contract. Pinewood is acting as the host (manager) for this term of the contract.

**Motion to approve IGA was made by Board Member Parker, seconded by Board Member Faus. Vote Conducted. MOTION PAST ALL IN FAVOR
AYES: Timney, Walton, Parker, Faus**

• **Fire Board Comments:**

- ✓ Parker asked if retirees could utilize the cancer screening through Vincere. (We will check on it)
- ✓ Walton commented on the lack of quality on our volume through ZOOM. We will check with our I.T. department to see about a drop mic for the middle of the room.
- ✓ Faus thanked our regularly attendees for coming (Ruggles)
- ✓ Timney thanks us for all we do.

• **ADJOURNMENT:** Board Meeting adjourned at 6:47 pm

**Motion to adjourn by Board Member Parker, seconded by Board Member Faus. Vote Conducted. MOTION PAST ALL IN FAVOR
AYES: Timney, Parker, Walton, Faus**

Respectfully submitted by:

Robb Faus, Board Clerk

Summit Fire & Medical District Account Balances

Registered Balance	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025
Budget Stabilization	\$2,621,004.43											
OWA	\$206,544.54											
Petty Cash	\$1,903.94											
Capital	\$120,044.52											
Westside Capital	\$438,719.52											
Emergency	\$269,075.35											
Debt Services / GO	\$12,593.23											
Contingency / COP	\$1,777,204.90											
TOTAL	\$5,447,090.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ACTUALS	YTD actuals	YTD Budgeted	Over / Under	% of Budget
Revenue	\$75,316.55	\$119,207.58	-\$43,891.03	63%
Expenses	\$393,783.26	\$373,931.03	\$19,852.23	105%
Net Income	-\$318,466.71	-\$254,723.45	-\$63,743.26	125%

Summit Fire District Profit & Loss Budget vs. Actual July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1100 TAX REVENUE				
1101 Property Tax	17,002.87	23,212.54	-6,209.67	73.25%
1102 FDAT	1,591.10	3,027.63	-1,436.53	52.55%
1103 Delinquent Property Tax	133.19	0.00	133.19	100.0%
Total 1100 TAX REVENUE	18,727.16	26,240.17	-7,513.01	71.37%
1200 GRANTS				
1210 Other Grants	0.00	0.00	0.00	0.0%
Total 1200 GRANTS	0.00	0.00	0.00	0.0%
1300 MISC INCOME				
1301 OWA Income	38,082.72	79,166.68	-41,083.96	48.1%
1302 Interest	0.00	8,632.37	-8,632.37	0.0%
1304 Contracts with Towers	3,384.89	3,384.49	0.40	100.01%
1305 Out of District Calls	0.00	149.50	-149.50	0.0%
1310 Misc. Income	0.00	333.37	-333.37	0.0%
1311 Maint Facility Income	14,771.78	1,251.00	13,520.78	1,180.8%
1312 Community Room Rental	350.00	50.00	300.00	700.0%
Total 1300 MISC INCOME	56,589.39	92,967.41	-36,378.02	60.87%
Total Income	75,316.55	119,207.58	-43,891.03	63.18%
Gross Profit	75,316.55	119,207.58	-43,891.03	63.18%
Expense				
2000 PERSONNEL SALARIES				
2009 Acting Pay				
2009 .1 Acting Pay BC	552.00	15.43	536.57	3,577.45%
2009 .2 Acting Captain	704.00	11.29	692.71	6,235.61%
2009.3 Acting Engineer	709.50	451.50	258.00	157.14%
Total 2009 Acting Pay	1,965.50	478.22	1,487.28	411.0%
2033 OWA OT	1,136.48	0.00	1,136.48	100.0%
2034 OWA Eng Boss	560.00	0.00	560.00	100.0%
2036 OWA Single Resource OT	194.88	0.00	194.88	100.0%
2070 Battalion Chief	13,932.38	22,424.69	-8,492.31	62.13%
2071 Administrative Officer	4,899.75	5,716.36	-816.61	85.72%
2072 Admin Assistant II	2,611.94	4,380.65	-1,768.71	59.62%
2073 EVT Mechanic III	4,681.50	5,653.18	-971.68	82.81%
2073.2 EVT Mechanic II	4,450.93	5,374.75	-923.82	82.81%
2075 Captains	44,124.23	22,116.96	22,007.27	199.5%
2076 Engineer	37,607.35	61,217.95	-23,610.60	61.43%
2077 Firefighters	50,616.60	64,629.68	-14,013.08	78.32%
2081 FLSA	3,670.90	2,972.50	698.40	123.5%
2082 Overtime				
2082.2 OT FireOfficer Recall	-36,091.71	0.00	-36,091.71	100.0%

Summit Fire District Profit & Loss Budget vs. Actual July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
2082 Overtime - Other	23,163.35	14,710.38	8,452.97	157.46%
Total 2082 Overtime	-12,928.36	14,710.38	-27,638.74	-87.89%
2083 Vacation Leave	13,745.73	17,475.71	-3,729.98	78.66%
2084 Sick Leave	10,452.54	3,210.54	7,242.00	325.57%
2088 Holiday Pay	3,548.82	2,375.04	1,173.78	149.42%
Total 2000 PERSONNEL SALARIES	185,271.17	232,736.61	-47,465.44	79.61%
2200 PENSION				
2201 NationW Hybrid Tier 3 FD	2,165.69	1,324.16	841.53	163.55%
2202 NationW - Tier 2 FD	153.27	47.30	105.97	324.04%
2206 PSPRS - Tier 1 FD	10,894.96	11,286.23	-391.27	96.53%
2208 PSPRS - Tier 1A & 2 FD	722.64	412.54	310.10	175.17%
2210.2 PSPRS - DB Tier 3	7,022.18	5,339.40	1,682.78	131.52%
2215 ASRS	2,306.33	2,322.28	-15.95	99.31%
Total 2200 PENSION	23,265.07	20,731.91	2,533.16	112.22%
2300 PAYROLL EXPENSES				
2301 Workmen's Comp.	45,226.00	45,226.00	0.00	100.0%
2303 Social Security	1,150.90	529.46	621.44	217.37%
2304 Medicare	3,080.69	1,500.50	1,580.19	205.31%
Total 2300 PAYROLL EXPENSES	49,457.59	47,255.96	2,201.63	104.66%
2400 PERSONNEL INSURANCE				
2401 Medical Insurance	21,547.00	10,600.82	10,946.18	203.26%
2402 Dental Insurance	1,208.22	1,048.90	159.32	115.19%
2404 Life Insurance	315.12	291.15	23.97	108.23%
2405 Vision Insurance	202.80	190.99	11.81	106.18%
Total 2400 PERSONNEL INSURANCE	23,273.14	12,131.86	11,141.28	191.84%
2500 CONTRACTUALS				
2503 Broker Fees Medical Ins				
2503.1 East Flag Medical-Croft	1,800.00	900.00	900.00	200.0%
2503 Broker Fees Medical Ins	780.00	0.00	780.00	100.0%
Total 2503 Broker Fees Medical Ins	2,580.00	900.00	1,680.00	286.67%
2510 FLAGIT Contract Services	0.00	2,090.00	-2,090.00	0.0%
2511 Software Contracts				
2511.10 Fire Manager Software	4,117.00	0.00	4,117.00	100.0%
2511.4 Misc. Software	-143.91	0.00	-143.91	100.0%
2511 Software Contracts - Other	0.00	487.00	-487.00	0.0%
Total 2511 Software Contracts	3,973.09	487.00	3,486.09	815.83%
2514 Bld & Vehicle Insurance	22,027.00	22,027.00	0.00	100.0%
2515 IGA Services				
2515.2 Dispatch	0.00	0.00	0.00	0.0%
Total 2515 IGA Services	0.00	0.00	0.00	0.0%
2519 Memberships & Subscription				
2519.5 Other (Feasibility Study)	2,818.48	2,000.00	818.48	140.92%

Summit Fire District Profit & Loss Budget vs. Actual July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
2519 Memberships & Subscrip	0.00		0.00	0.0%
Total 2519 Memberships & Subscri	2,818.48	2,000.00	818.48	140.92%
Total 2500 CONTRACTUALS	31,398.57	27,504.00	3,894.57	114.16%
3000 FLEET SERVICES				
3010 Shop Uniforms	604.22	526.63	77.59	114.73%
3020 Parts for SFMD Vehicles	3,123.64	832.99	2,290.65	374.99%
3025 Shop Outside Customer Exp	1,603.44	0.00	1,603.44	100.0%
3030 EVT Tool Allowance	249.99	166.66	83.33	150.0%
Total 3000 FLEET SERVICES	5,581.29	1,526.28	4,055.01	365.68%
3100 EQUIPMENT				
3110 Apparatus Equipment	0.00	1,583.37	-1,583.37	0.0%
Total 3100 EQUIPMENT	0.00	1,583.37	-1,583.37	0.0%
3200 SUPPLIES				
3210 EMS Program	-2,505.24	4,113.54	-6,618.78	-60.9%
3212 PPE Program		0.00	0.00	0.0%
3220 Office Supplies	501.00	665.00	-164.00	75.34%
3225 BLD/Land Maint.	5,053.88	2,708.37	2,345.51	186.6%
3227 Procurement	849.81	1,000.00	-150.19	84.98%
3235 PIO / Pub ED	2,015.94	200.00	1,815.94	1,007.97%
3241 Honor Guard	0.00	600.00	-600.00	0.0%
Total 3200 SUPPLIES	5,915.39	9,286.91	-3,371.52	63.7%
3300 UNIFORMS				
3310 Uniforms - SFMD	1,573.03	4,141.70	-2,568.67	37.98%
Total 3300 UNIFORMS	1,573.03	4,141.70	-2,568.67	37.98%
3400 FITNESS-HEALTH & SAFETY				
3401 Fitness		1,622.17	-1,622.17	0.0%
3405 Health & Safety				
3405.1 Annual Physicals	-379.30	0.00	-379.30	100.0%
3405.2 Staff Counseling	360.00	720.00	-360.00	50.0%
3405.4 New Hire Physicals & M	1,094.00	0.00	1,094.00	100.0%
Total 3405 Health & Safety	1,074.70	720.00	354.70	149.26%
Total 3400 FITNESS-HEALTH & SAFETY	1,074.70	2,342.17	-1,267.47	45.89%
3500 Wildland SFMD				
3501 New Equipment-Uniforms	0.00	912.12	-912.12	0.0%
Total 3500 Wildland SFMD	0.00	912.12	-912.12	0.0%
4000 UTILITIES				
4005 Fuel for Apparatus	1,689.79	3,380.37	-1,690.58	49.99%
4010 Electric	1,937.50	2,333.37	-395.87	83.03%
4015 Gas / Propane	1,416.21	500.00	916.21	283.24%
4020 Water	1,302.23	1,046.79	255.44	124.4%
4025 Phones / Internet / TV	1,917.06	2,921.81	-1,004.75	65.61%
4030 Trash Pickup	729.97	904.06	-174.09	80.74%

Summit Fire District Profit & Loss Budget vs. Actual July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
4050 Radio Site Rental Elden	350.00	225.00	125.00	155.56%
Total 4000 UTILITIES	9,342.76	11,311.40	-1,968.64	82.6%
4100 Training and Travel				
4105 Training Registration	0.00	500.00	-500.00	0.0%
4110 Lodging	441.52	1,486.94	-1,045.42	29.69%
4115 Food	0.00	316.80	-316.80	0.0%
4125 Travel Fuel Rentals Air	25.53	163.00	-137.47	15.66%
Total 4100 Training and Travel	467.05	2,466.74	-1,999.69	18.93%
4200 OWA Expenses				
4230 OWA Exp.	1,971.38	0.00	1,971.38	100.0%
Total 4200 OWA Expenses	1,971.38	0.00	1,971.38	100.0%
5000 CAPITAL				
5010 Vehicle/Equip Payments	40,731.57	0.00	40,731.57	100.0%
Total 5000 CAPITAL	40,731.57	0.00	40,731.57	100.0%
Reconciliation Discrepancies	14,460.55	0.00	14,460.55	100.0%
Total Expense	393,783.26	373,931.03	19,852.23	105.31%
Net Ordinary Income	-318,466.71	-254,723.45	-63,743.26	125.02%
Net Income	<u>-318,466.71</u>	<u>-254,723.45</u>	<u>-63,743.26</u>	<u>125.02%</u>