



## BOARD MEETING MINUTES

Wednesday, July 23, 2025

**Station 32, 8905 Koch Field Road, Flagstaff AZ**

- **CALL TO ORDER**

Board Chair Timney called the Regular Board Meeting to order at 6:02 pm.

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

Members Present: Chair Timney, Board Members S. Walton and M. DiVittorio

Members Absent: R Parker, Robb Faus

Administration: FC Gaillard, DC Wilson, DC Fennell, BC Palm, V Fennema, T Schieffer, C Robinson

- **Pledge of Allegiance**

- **Badge Pinning for Captain Matt Gibbs, and Elliott Riggs.**

- **CALL TO THE PUBLIC -N/A**

- **CONSENT AGENDA**

- Discussion and Approval of the Regular Board Meeting Minutes of June 18, 2025

- Approval of Reconciliations and Financial Reports for June 2025.

**Board Member Scott Walton motioned to approve the minutes from June 18 and the financial reports for June 2025. Mike DiVittorio seconded the motion.**

**Vote Conducted. MOTION PASSED unanimously.**

**AYES: Timney, Walton, DiVittorio**

**NAYES: None**

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

- a. Monthly Run Report: BC Palm reported:

- Run report for June 2025. Total of 114 incidents, with 76 being emergent calls. Call distribution is as follows: District 31 had 29 calls, District 32 had 37, and District 37 had 3.
- Avg response times: Sta# 31 at 7.14 min, #32 at 5.44 mins, and #37 at 6.38.
- Auto aid given by us: 17; Auto aid we received: 4, Mutual Aid received: 2, Mutual Aid given 1.
- Highlights for the month: Recruit Academy started on Monday 7/21, we have 4 in this academy.
- We had an Engine go out on an OWA assignment.
- We participated in the City and Doney Park 4<sup>th</sup> of July parades.
- BC Palm shared some pics of incidents we had this past month.

- b. Monthly Chief Updates:

FC Gaillard

- Several folks attended the AFCA/AFDA conference last week. LA County Fire Chief was there and spoke on the challenges they had with the Palisades Fire.
- Fire Insurance continues to be on the forefront of people's minds in fire districts all across Arizona.

DC Wilson

- While we were fortunate to go out on a wildland callout, we did have a warranty issue come up with the brand-new Type 3. It is in the process of being diagnosed and repaired.
- A lot of work being done on our Policies, trying to get those cleaned up and current.

DC Fennell

- Really enjoyed attending the AFDA conference in Phx, lots of good information presented.
- Dispatch is looking at a new CAD system.
- ESO is switching over from NFIRS reporting to NERIS which will improve data accuracy and reporting efficiency.

Labor 1505- C Robinson

- Held a BBQ for new recruits and their families to help welcome them to our organization.
- He has heard of at least 4 people who are interested in applying for the Fire Chief position.

- **NEW BUSINESS / ACTION ITEMS**

- a. Discussion on proposed Policy #150 DROP- Tier 1 Employer Contribution. Board requests to see a cost estimate of the program for the remaining Tier 1 Employees.

**Motion was made by Mike DiVittorio to table item 8a, Policy #150 DROP-Tier 1 Employer Contributions, until the next board meeting. Motion was seconded by Scott Walton.**

**Vote conducted. MOTION CARRIED**

**AYES: Timney, Walton, DiVittorio**

**NAYES: None**

- b. Final board approval on policy #335 Fire Chief Job Description.

**Board Member Walton made a motion to adopt Policy #335 Fire Chief Job Description as written. Motion was seconded by Board Member DiVittorio.**

**Vote conducted. MOTION Carried unanimously.**

**AYES: Parker, Timney, Walton, DiVittorio.**

**NAYES: none**

- c. Update on the recruitment process for Summit's New Fire Chief. Chief Gaillard presented a flow chart showing the process we plan to follow for the interview process.

- The deadline for submittal is August 11, 2025.
    - A short list will be developed by Chief Gaillard, AO Fennema, and Union Rep Robinson.
    - Two (2) Processes will follow: The three (3) BCs and AO Fennema will interview candidates, then a panel consisting of our regional partners will do the same-ranking the candidates and evaluating their strengths and weaknesses. At that point we will identify which finalists we would like the board to see.
    - We are going to consult with the County Attorney on our process.
    - Board members will receive a packet prior to the September Board Meeting which will have the information for each finalist.
    - Plan is to have it on the Sept Board Agenda, where the Board will go into E-Session for the interviewing process of the finalists and hopefully come to a consensus on their pick.
    - NO ACTION TAKEN in E Session.
    - Board reconvenes back to regular board meeting and announces their selection. From there, the rest of the hiring process will be done by Summit Admin staff.

- **Fire Board Comments:**

- Great to see the turnout for the Badge Pinning of M Gibbs and E Riggs.
  - They appreciate all the hard work the chief and DCs have put into Summit over the last few years under the IGA.
  - Chair Timney stated he wishes we could have done this 20 years ago. (Work Collaboratively with FFD and other regional partners)

- **ADJOURNMENT:** Board Meeting adjourned at 7:29 pm

**Motion to adjourn by Board Member Walton, seconded by Board Member DiVittorio**

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

**AYES: Timney, Walton, and DiVittorio**

Respectfully submitted by:

Robb Faus, Board Clerk