



**SUMMIT FIRE & MEDICAL DISTRICT
GOVERNING BOARD
PUBLIC HEARING AND REGULAR BOARD MEETING
May 15, 2019
MINUTES**

Public Hearing FOR 2019/2020 BUDGET

1. CALL TO ORDER

Board Chairman Daskocil called the Governing Board Public Hearing for 2019/2020 Budget to order on Wednesday, May 15, 2019, at 3:01 pm, at Station 37, 5500 N Fort Valley Road, Flagstaff, Arizona.

2. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Members Present: Board Chairman Jim Daskocil, Board Clerk Jim Timney, Board Member Mike Milich, Board Member Don Woods

Members Absent: Board Member Rick Parker

Administration: Deputy Chief Mark Wilson, Deputy Chief Pat Staskey, Administrative Officer Chris Gioia, Administrative Assistant Tammy Schieffer

Public: None

3. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

4. PUBLIC HEARING - Proposed Fiscal Year 2019/2020 Budget, GO Bond Budget and GO Bond Repayment Budget

a. Overview of Proposed Fiscal Year 2019/2020 Budget

Administrative Officer Gioia, and Deputy Chief Wilson presented to the board the Proposed Fiscal Year 2019/2020 Budget and answered any questions. (A copy of the proposed budget is included in the board packet in the attachments).



b. Overview of Proposed Fiscal Year 2019/2020 GO Bond Budget

Administrative Officer Gioia presented to the board the Proposed Fiscal Year 2019/2020 GO Bond Budget. (A copy of the proposed budget is included in the board packet in the attachments)

c. Public Hearing/Comments: There were no public comments.

5. Discussion and possible Action on adopting the Fiscal Year 2019/2020 District Budget and Operational Plan for 20-day posting.

Deputy Chief Wilson and Administrative Officer Gioia answered any questions from the board regarding adopting the Fiscal Year 2019/2020 District Budget and Operations Plan for 20-day posting.

Board Member Milich motioned to adopt the Fiscal Year 2019/2020 District Budget and Operational Plan for 20-day posting. Board Clerk Timney seconded the motion

Vote Conducted. **MOTION CARRIED**

AYES: Dorskocil, Timney, Milich, Woods

NAYES: None

6. Discussion and possible Action on adopting the Fiscal Year 2019/2020 GO Bond Budget for 20-day posting

Board Member Milich motioned to adopt the Fiscal Year 2019/2020 District GO Bond Budget for 20-day posting. Board Clerk Timney seconded the motion

Vote Conducted. **MOTION CARRIED**

AYES: Dorskocil, Timney, Parker, Milich, Woods

NAYES: None

7. **Adjourn Public Hearing**

Board Member Milich motioned to adjourn the Public Hearing. Board Clerk Timney seconded the motion.

Vote conducted. **MOTION CARRIED**

Public Hearing adjourned at 3:12 pm



Regular Board Meeting

1. **CALL TO ORDER REGULAR BOARD MEETING**

Board Chairman Jim Daskocil called the Governing Board Regular Meeting to order on Wednesday, May 15, 2019, at 3:12 pm, at Station 37, 5500 N Fort Valley Road, Flagstaff, Arizona.

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

Members Present: Board Chairman Jim Daskocil, Board Clerk Jim Timney, Board Member Mike Milich, Board Member Don Woods

Members Absent: Board Member Rick Parker

Administration: Deputy Chief Mark Wilson, Deputy Chief Pat Staskey, Administrative Officer Chris Gioia, Administrative Assistant Tammy Schieffer

Public: No public

3. **CALL TO THE PUBLIC** No response from public

4. **CONSENT AGENDA**

- a. Approval of Reconciliations and Financial Reports for April
- b. Discussion and Approval of the Regular Board Meeting Minutes of April 17, 2019 & May 8, 2019 Budget Workshop

Administrative Officer Gioia answered any questions from the Board regarding the Reconciliations and Financial Reports for April, 2019, Regular Board Meeting Minutes of April 17, 2019, and May 8, 2019 Budget Workshop

Board Clerk Timney motioned that the Reconciliations and Financial Report for April 2019, Regular Board Meeting Minutes of April 17, 2019, and May 8, 2019 Budget Workshop be approved. Board Chairman Daskocil seconded the motion.

Vote Conducted. **MOTION CARRIED**

AYES: Daskocil, Timney, Parker, Milich, Woods



NAYES: None

5. Current Events Summaries, Reports, and/or Correspondence

a. Monthly Department Updates

Battalion Chief Torsten Palm reported to the board:

- New hire academy with 5 new employees from Summit with 10 new recruits total is going very well. From instructors there, they are a strong group
- there were 97 calls to service for the month of March
 - **Board Chairman Dorskocil requested that the run report shows the runs that are ran in District 36, because of the discussion of station location.**
- Deputy Chief Wilson confirmed the board wants Out of District and District 36 runs from Station 37 be reported.
- On my shift there was a single vehicle roll over on Highway 89. 2 Engines and 1 Battalion chief responded, 1 Guardian Battalion Chief. The scene was handled excellent. Our guys were good at adapting. We scaled to the need.

b. Labor Updates

Firefighter Matt Gibbs:

- Busy with getting the MOU prepared. Chief Palm helped us a lot with policy reviews and firefighter job description.
- Thank you to Chris for everything she does
- Busy Month

c. Other Items

DC Wilson:

DC Wilson updated the board; and answered any questions regarding the work needed on Station 37, that includes fixing the leading shower downstairs, mold and termite abatement. There will be multiple expenses that will come through between \$4000 to \$5000.



DC Wilson explained to the board the Grant income vs. expenses that was questioned at the meeting before. SAFER grant monies will be shown coming out of payroll, not regular/operations expenses.

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

a. Review discuss and possible action on Adopting FY 2020 Pay Range

Administrative Officer Gioia presented to the board and answered any questions regarding the FY2020 Pay Range. This shows the market adjustment to firefighter position only. I added in what will be done later in the Fiscal Year; Medic, Acting BC, Acting Captain, and Acting Engineer pay. Later in the year we will be doing the equity adjustments. The only position changing for market standpoint is the firefighter position.

Board Clerk Timney motioned to adopt the FY 2020 Pay Range. Board Chairman Dorskocil seconded the motion.

Vote Conducted. **MOTION CARRIED**

AYES: Dorskocil, Timney, Milich, Woods

NAYES: None

b. Review discuss and possible action Purchase Order 190154 for the services of creating SharePoint communication platform for SFMD staff

Administrative Officer Gioia introduced Collin Irwin to explain SharePoint communication platform for SFMD staff. It will increase communication with Flagstaff Fire Department. It could be thought of as a "website" to get information for various departments. Will be able to save media from any device on there at any time.

DC Wilson: We will be putting Greater Flagstaff Region policies on there as it is built.

There was further discussion between Collin and the board.

Administrative Officer Gioia stated we have the budget in training.

Board Clerk Timney motioned to approve Purchase Order 190154 for the service of creating SharePoint communication platform for SFMD Staff. Board Member Milich seconded the motion.

Vote Conducted. **MOTION CARRIED**

AYES: Dorskocil, Timney, Milich, Woods



NAYES: None

- c. Review discuss and possible action on Purchase Order 190153 for the purchase of Hose for new Engines

XO Captain Deck presented to the board this PO is to purchase fire hose for the 2 apparatus we just purchased to meet NFPA Standards. The last time hose has been purchased was 1993.

Board Clerk Timney motioned to approve Purchase Order 190153 for the purchase of Hose for new Engines in the amount of \$5852.40. Board Member Milich seconded the motion.

Vote Conducted. **MOTION CARRIED**

AYES: Daskocil, Timney, Milich, Woods

NAYES: None

- d. Review, discuss and possible action on Purchase Order 190159 for purchasing a Tahoe

XO Captain Deck presented to the board: Currently the Battalion Chief's do not have a back up vehicle. If we get called out now for a wildland assignment for Line Medics with the UTV, we would not be able to go, because we do not have a vehicle to pull the UTV. We sold the truck that we were using in surplus. The state contract bid is pricing \$31,000 to \$36,000. It would allow us to have an alike apparatus with our partners in the city. They can move in this Tahoe and be able to have another city BC get in our Tahoe, and it all be alike. The current BC vehicle will become a staff vehicle and be available for the wildland assignments. The state contracting vendors will be Midway Chevrolet, O'Reilly, and another Phoenix dealer. Terryl Marxen could not meet the amount. This will go out for bid.

Board Member Milich motioned to approve Purchase Order 190159 for the purchase of a Tahoe. Board Chairman Daskocil seconded the motion.

Vote Conducted. **MOTION CARRIED**

AYES: Daskocil, Timney, Milich, Woods

NAYES: None

- e. Review, discuss and possible action on Purchase Order 190160 for purchase of used Expedition



Administrative Officer Gioia presented this is just the thought process. XO Captain Deck presented and answered questions from the board regarding a used Expedition. This was a used 2011 Expedition from NAU Surplus with 56,000 miles that had a blown motor for \$2000.00. It was sold. We are looking for staff vehicle and back up vehicle. We would be able to put a motor in it for about \$4000.00. We are trying to look at other alternatives to getting updated apparatus.

There was further discussion between the board and the **board directed administration that if another opportunity of this type comes up, the go ahead and purchase.**

- f. Review discuss and possible action on Policy 505 Public Safety Personnel Retirement System Pension Funding Policy

Administrative Officer Gioia presented to the board and answered any questions. PSPRS wants in policy in place stating that we will pay for our unfunded liability. We have to do this every year. We are on the 20 year plan of paying it off.

Board Chairman Daskocil motioned to approve Policy 505 - Public Safety Personnel Retirement System Pension Funding Policy. Board Member Milich seconded the motion.

Vote Conducted. **MOTION CARRIED**

AYES: Daskocil, Timney, Parker, Milich, Woods
NAYES: None

- g. Review and discuss proposed MOU between Labor and SFMD (no action at this time)

Administrative Officer Gioia presented and answered any questions from the board. Our attorney returned the MOU with adjustments in yellow. This is just informational only at this time. (a copy is included in the fire board packet)

- h. Topic of the Month with Chief Staskey

- Deputy Chief Staskey presented to the board we had a smoke detector outreach on April 27, 2019 in the Fernwood area. This was part of Sound the Alarm National Campaign. There was a total of nationally 1.6M detectors and 582 lives saved. In the Fernwood area 132 homes were



reached with 29 smoke detectors being installed and 2 change of batteries.

- This was good community and district involvement
- There was partnerships with NAU Basketball team assisting us.
- September 2019 will focus on Lumberjack area
- Looking to January 2020 for the westside of the District.

i. Review and discuss Capital projects

Deputy Chief Wilson discussed with the board and answered any questions:
Apparatus Projects: Needs are coming up. We will address these in June.

Station Projects: A request the board had of meeting with an architectural company and firm to be able to work through the process of getting another design build concept that was at a more reliable cost for area. We have reached out to Dick Reese. He was part of Station 31, 36, 37, and the shop. The crews have stated for size, Station 31 is good size footprint with an add or delete option of a community room. Mr. Reese has agreed to put together a cost projection doing a new design based off the model of Station 31 with an estimated cost of that. He would be willing to do that schematic in the \$5000 and \$7500 range. This would not be wasted money. This would be the foundation of what we would go to down the road. Is this something the board is interested in pursuing? There was further discussion. There was not need for a site to get the cost estimate.

With this money we will be getting a new updated set of base plans that will show the floor plan, and an exterior schematic of the facility conceptual design associated with the breakdown cost. Very similar to what we got from Core.
Deputy Chief Wilson: Mr. Reese wants the 2 of us to sit together to make sure everything is right.

The board directed DC Wilson to get with Mr. Reese for an official quote and bring it back.

Deputy Chief Wilson: We had gotten direction from the board about the need of revamping of Station 37 to make it more livable and functional. We estimated it would be around \$50,000 to do the upgrades. We have quotes coming in. The funding will come out of the current capital. It will be investment if we sold the station. This will entail:

Installing a HVAC furnace and AC unit. This will fall in the \$20,000 to \$25,000. Carpet removal in the top floor since it no longer meets cancer initiatives that is being promoted in fire stations. Installing vinyl flooring. We will leave carpet in the bedrooms for a resale value.

The board directed DC Wilson is on the right path and to proceed.



7. FIRE BOARD COMMENTS

Board Clerk Timney: I have a question for Chris. Did you check with Brian, county attorney's office regarding his involvement or appropriate involvement with the land acquisition of Jean Libby.

Administrative Officer Gioia: I spoke with Jean Libby yesterday. I told her she needed to talk to her contractor like you asked her to, and then we will move forward. She has not done anything yet. I told her I needed to know the week before the board meeting, so I can put it on the agenda. I don't expect we are going to hear from her until July. To answer your question about Brian, he and Chief Gaillard are speaking, and I am not sure where they are at with that.

Board Member Woods: Happy to hear that June we are going to have some concepts as to how we can maintain the district in a sustainable fashion in future years. Right now, I don't think we are in a sustainable path forward. I think we are running into crisis. Waiting until the next annual budget to address it isn't the way to do it. We have to do some long-range planning. I also think we are not going to get there just on the income and revenue side. We are going to have to look at the expense side too. That doesn't mean we do away with something essential, but I think we have to do some serious thought about cutting some significant cost. We already had a precedent where we closed 36, and I see there is an opportunity that needs to be explored about closing 33 and seeing how the other 2 stations can cover that area. I imagine that would have some significant cost savings. I can't think of anything else of that magnitude. I think it is time we face up to the fact we can't continue to serve this district with the infrastructure we have. We just can't afford it. Even if we can raise additional funds, it is still not going to cover, and make us sustainable in the long run. I think we need to look at some serious cost savings as to how we operate and what we operate with. None of this has to be done right away. I am not asking that we sell and close station 33, but we need to investigate other options on the expense side, as well as trying to figure out how we are going to get more revenue.

8. ADJOURNMENT

Board Member Milich motioned to adjourn the meeting. **Board Clerk Timney** seconded the motion.

Vote conducted. **MOTION CARRIED**

Board meeting adjourned at 5:22 pm

Respectfully submitted

Tammy Schieffer, Administrative Assistant