



**SUMMIT FIRE & MEDICAL DISTRICT  
GOVERNING BOARD  
REGULAR SESSION  
MINUTES  
NOVEMBER 14, 2018**

(Agenda items may have been taken out of order at the discretion of the Board Chairman)

**1. CALL TO ORDER**

Board Chairman Rick Parker called the Governing Board Meeting to order on Wednesday, November 14, 2018, at 3:03pm, at Station 37, 5500 N Fort Valley Road, Flagstaff, Arizona.

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

Members Present: Board Chairman Rick Parker, Board Clerk Jim Timney, Board Member Jim Daskocil, Board Member Mike Milich, Board Member Victor Page

Members Absent: Board Member Daskocil arrived at 3:11pm

Administrative: Deputy Fire Chief Jerry Bills, Deputy Fire Chief Pat Staskey, Administrative Officer Chris Gioia, Administrative Assistant Tammy Schieffer

Public: Don Woods, Paul Summerfelt, Jennifer Frank, Mark Frost

**3. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA WAS RECITED**

**4. CALL TO THE PUBLIC There was no response from the public**

**5. CONSENT AGENDA**

- a. Approval of Reconciliations and Financial Reports for October, 2018
- b. Discussion and Approval of the Regular Board Meeting Minutes of October 17, 2018

Administrative Officer Gioia answered any questions from the Board regarding the Regular Board Meeting Minutes of October 17, 2018, and the Reconciliations and Financial Reports for October, 2018.



Board Member Page motioned that the Regular Board Meeting Minutes of October 17, 2018, and the Reconciliations and Financial Report for October 2018, be approved. Board Member Milich seconded the motion.

There were no corrections or additions, Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Milich, Page

NAYES: None

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

a. Monthly Department Updates

Battalion Chief Luna

- There were 108 calls for the month of September 2018.
- We have an engine in California on the fires
- We christened the water tender and put it in service
- There were a few serious EMS calls lately. The Critical Incident Team has been huge in help
- The increase in staffing is working great

**Board Member Doskocil arrived 3:11pm**

Deputy Chief Staskey

- We have completed the captain's promotion assessment. Summit Fire has 7 candidates involved
- There will be the Engineer assessment that will begin early December

Chief Bills

- There is a check for the board to sign from the bond account for communication portable radios
- PPE inspection for crews in completing
- Public Ed had a couple stops at Cromer Elementary School for Fire Prevention Month in October, and Trunk or Treat at the park

b. Westside Fire Station Update

Deputy Chief Bills addressed the board we are in contact with a contractor for a concept plan for the new station.



c. Local 1505 Update

Firefighter Matt Gibbs

- There have been rough calls. The debriefing and Critical Incident Team has helped tremendously
- We all have concerns for our apparatus. There are so many that are not operational and unable to be fixed quick because so many are down
- Captain's testing is completed
- We participated in the Big Brother/Big Sister bowling

d. Other Items

Administrative Officer Gioia addressed the board, The Arizona Fire Districts Association meeting is in January. There are 3 board members that are required to attend for the statutory classes, or take the classes online.

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

- a) Review, discuss and possible action to accept the 2017/2018 Audit as presented – Mark Frost

Jennifer Frank, from Hinton and Burdick presented the findings of the 2017/2018 Audit to the board. (A copy of the audit can be found in the board packet)

**Board Member Page motioned to accept the 2017/2018 Audit as presented. Board Member Daskocil seconded the motion.**

There were no corrections or additions, Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Milich, Page, Daskocil

NAYES: None

- b) Review, discuss and possible action on presentation from Paul Summerfelt regarding Flagstaff Watershed Protection Project and Coconino County Stormwater Plan

Paul Summerfelt presented to board the Flagstaff Watershed Protection Project and Coconino County Stormwater Plan. (a copy of the presentation is included in the board packet)



- c) Review, discuss and possible action on approving Letter of Declaration for SFMD for Calendar Year 2018 with JP Morgan Chase Bank

Administrative Officer Gioia addressed the board this is the same every year. It is our line of credit.

**Board Chairman Parker motioned to approve the Letter of Declaration for Summit Fire & Medical District for Calendar Year 2019 with JP Morgan Chase Bank. Board Clerk Timney seconded the motion.**

There were no corrections or additions, Vote conducted. **MOTION CARRIED.**

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

- d) Review and discuss and possible action on adding board members and Chiefs to signature page for County Accounts to take effect on December 1, 2018.

Administrative Officer Gioia addressed the board this is to add new board member Don Woods, Deputy Chief Mark Wilson, and Deputy Chief Pat Staskey to the county accounts. There will still be only one staff member allowed to sign the warrants and one board member. Two board members will be required to sign on the bond account.

**Board Chairman Parker motioned to add board members and chiefs to signature page for County Accounts to take effect on December 1, 2018. Board Member Paged Timney seconded the motion.**

There were no corrections or additions, Vote conducted. **MOTION CARRIED.**

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

- e) Review, discuss and possible action on the sale of the GMC 1989 Water Tender, 2003 Dodge Pickup, 2005 Ford F250. As well as 3 Precor EFX 546 Elliptical Trainers. All items will be auctioned on Public Surplus site.

Deputy Chief Bills addressed the board these items have no use to the district. They are getting up in age and mileage on them. There will be a minimum reserve place on the vehicles.

**Board Chairman Parker motioned to accept the sale of the GMC 1989 Water Tender, 2003 Dodge Pickup, 2005 Ford F250, and 3 Precor EFX 546**



**Elliptical Trainers on Public Surplus Site. Board Member Page seconded the motion.**

There were no corrections or additions, Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Milich, Page, Daskocil

NAYES: None

f) Recognize Victor Page for his service to Summit Fire and Medical District

Deputy Chief Bills and the board recognized, thanked Board Member Page, and presented him a plaque for his service to the Summit Fire and Medical District.

g) Recognize Firefighter of the Year Jake McQuaid

Deputy Chief presented and recognized Firefighter of the Year Jake McQuaid to the board. Firefighter McQuaid has been employed with Summit Fire & Medical District for four years.

h) Recognize Battalion Chief Klassen for 23 years, 4 months and 27 days of Service to SFMD

Deputy Chief Bills recognized retiring Battalion Chief Klassen for the 23 years, 4 months, and 27 days of service to SFMD. Deputy Chief Bills presented Battalion Chief Klassen a plaque for his recognition and service to the department.

i) Review, discuss and possible action on discussion on Hall vs Summit Lawsuit with Attorney Jeff Matura. The Fire Board may vote to go into Executive Session as stated in A.R.S. §38-431.03.A.4 Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation

**Board Chairman Parker motioned to adjourn the regular board meeting and go into Executive Session. Board Clerk Timney seconded the motion.**

There were no corrections or additions, Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Milich, Page, Daskocil

NAYES: None



The regular board meeting was adjourned at 4:02pm to move into Executive Session.

Board Chairman Parker called the regular board meeting back into session at 4:06pm

8. Oath of Office for newly elected Fire Board Members, Rick Parker, Mike Milich and Don Woods, who take their seats December 1, 2018

Deputy Chief Bills recited the Oath of Office for newly elected Fire Board Members, Rick Parker, Mike Milich, and Don Woods, who will take their seats December 1, 2018.

**Board Clerk Timney motioned to adjourn the regular board meeting and move into Executive Session. Board Member Page seconded the motion.**

There were no corrections or additions, Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Milich, Page, Dorskocil

NAYES: None

**The regular board meeting was adjourned at 4:08pm to go into Executive Session.**

**Board Chairman Parker called the regular board meeting back into session at 4:59pm.**

9. FIRE BOARD COMMENTS

There were no Fire Board Comments

10. ADJOURNMENT

**Board Member Milich motioned to adjourn the regular board meeting. Board Member Page seconded the motion.**

There were no corrections or additions, Vote conducted. **MOTION CARRIED.**

AYES: Parker, Timney, Milich, Page, Dorskocil

NAYES: None

**The regular board meeting was adjourned at 5:00pm.**

**Respectfully Submitted**

---

**Tammy Schieffer, Administrative Assistant**