



BOARD MEETING MINUTES

Wednesday, October 18, 2023

Station 32, 8905 Koch Field Road, Flagstaff AZ

1. **CALL TO ORDER**

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

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

Members Present: Chair Timney, Board Members Rick Parker, Robb Faus, and Scott Walton
Board Member Jim Daskocil (via ZOOM)

Members Absent: none

Administration: Chief Gaillard, DC Chris Fennell, DC Mark Wilson, BC Palm, BC Zambeck, and
Tammy Schieffer, Local 1505 C Robinson

3. **Pledge of Allegiance**

4. Tyler Harper was joined by his family for his promotional badge pinning. Congratulations Engineer Harper.

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

6. **CONSENT AGENDA**

- a. Discussion and Approval of the Regular Board Meeting Minutes of September 20, 2023.
- b. Approval of Reconciliations and Financial Reports for September 2023.

Board Member R. Parker motioned to approve the minutes from September 20th board meeting and the financial reports for last month. Motion was seconded by R. Faus.

Vote Conducted. MOTION PASSED

AYES: Parker, Walton, Faus, Timney, Daskocil

NAYES: None

7. **Current Events Summaries, Reports, and/or Correspondence**

- a. Monthly Run Report

BC Zambeck reported:

- Run report for August 2023. Total of 103 calls, with 69 being emergent calls. Call distribution is as follows: District 31 had 17 calls, District 32 had 40, District 33 had 19, District 36 had 1, and District 37 had 5, and out of district was 21 calls.
- Avg response times: Sta# 31 at 6.28 min, #32 at 5.93 mins, #33 at 8.9, #36 at 5.00 mins. GMT average response time was 5.4.
- Increase in MVA (w/ extrication) is trending.

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

FC Gaillard:

- Special Districts meeting was held with the County Treasurer Benatar to discuss alternative funding to help out the fire districts.
- DC Mark Wilson completed the CEOP (Chief Executive Officer Program) 2 week training certification.

DC Wilson:

- True Brown (Forest Service) holding meeting on Friday Oct 20th to discuss the leasing of Sta #33 from SFMD.
- Very happy to report that we are getting all the paperwork signed so that employee merit step increases and/or 6% market increases can go into effect 11/05/2023.

DC Fennell:

- Week 5 of the Recruit Academy, with 4 weeks in a row the FF of the week being a SFMD employee.
- Employee who has been out with a knee injury for quite some time is back on shift today.
- Engineer testing is complete and we have a promotional list with 3 people who are eligible to promote, but no open positions right now.
- Jimmy Unmacht has completed his paramedic training and as of today he is available to work as a medic for us. We have 14 total medics on the dept right now.
- Patrick Burns is retiring effective 11/19/2023 and there will be a flag ceremony at 0730 on 11/19/23 at Fire Station #32.

Local 1505- C Robinson:

- Very excited to have the raises going into effect for our employees; it is a very big deal, and a long time coming. Thank you to the board for making that happen.
- Union Local board 1505 has elections coming up for the VP and Trustee positions. No one was interested in the VP slot so Casey volunteered to remain in that position for 2 more years. There are two people interested in the Trustee spot so the Local will be holding the election for that position.

8. **NEW BUSINESS / ACTION ITEMS**

- a. Shannon Anderson, Deputy City Manager for the City of Flagstaff, gave a presentation on the JPA Feasibility Study. She reviewed the background as to how we got here (IGA for Management Services from FFD Admin), RFP for the Scope of Work to be completed by AP Triton. The total cost for the study will be \$67,107.00, with Summit's share being \$20,132.00 and should be completed in 6-8 months. Next steps are: to provide AP Triton with all the material they need for the evaluation, conduct interviews and site visits. We will hold a final technical review to make sure all the information is accurate, then they will present the study to the Summit Board and City Council.

The actual contract is not present at tonight's meeting. It is being reviewed by the County Attorney, Paul Garns. There was a notated change on the RFP on page #19. Orange County needs to be changed to City of Flagstaff and Summit Fire & Medical District.

Board Member Walton made a motion to move forward with Action item 8a, the JPA Feasibility Study. Motion was seconded by Board Member Faus.

Vote conducted. MOTION CARRIED with a 3 to 2 vote in favor.

AYES: Parker, Walton, Faus

NAYES: Timney, Daskocil.

We will work to get the approval from the County Attorney on the final contract which shows SFMD's portion of the fee being \$20,132.00.

- b. IGA between City of Flagstaff, SFMD, Ponderosa, Pinewood, and Highlands which allows for the City to be the administrator of the grant funds awarded to all parties via the 2022 AFG Grant. Summit will be responsible for \$11,097.93 (our match).

Board Member Walton made a motion to approve the IGA between the City and SFMD for management of the 2022 AFG grand funds awarded for FOLP training. Motion was seconded by Board Member Parker.

Vote conducted. MOTION CARRIED unanimously.

AYES: Timney, Parker, Walton, Faus, Daskocil

NAYES: None

- c. Approval of the 2024 SFMD Board Meeting Calendar.

Board Member Faus made a motion to approve 2024 SFMD Board Meeting Calendar as presented. Motion was seconded by Board Member Parker.

Vote conducted. MOTION CARRIED unanimously.

AYES: Timney, Parker, Walton, Faus, Daskocil

NAYES: None

- 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. They are to be working on a replacement to take over this responsibility.

Board Member Faus 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 Parker.

Vote conducted. MOTION CARRIED unanimously.

AYES: Timney, Parker, Walton, Faus, Daskocil

NAYES: None

ADJOURNMENT: Board Meeting Adjourned at 7:32 pm

Motion to adjourn by Board Member Parker, seconded by Board Member Faus.

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Parker, Faus, Walton, Daskocil

Respectfully submitted by:

Robb Faus, Board Clerk