



**GOVERNING BOARD
REGULAR SESSION
Wednesday, April 17, 2019
MINUTES**

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

1. **CALL TO ORDER**

Board Chairman Daskocil called the Governing Board Meeting to order on Wednesday, April 17, 2019, at 3:01 pm, at Station 32, 8905 N Koch Field Road, Flagstaff, Arizona

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

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

Members Absent: None

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

Public: Jean Libby & Richard Eggleton, Dianne Patterson (realtor), Marc Twidwell (Doney Park Water)

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

4. **CALL TO THE PUBLIC** No response from the public.

5. **CONSENT AGENDA**

- a. Approval of Reconciliations and Financial Reports for March
- b. Discussion and Approval of the Regular Board Meeting Minutes of March 20, 2019 and Board Retreat March 26, and Budget Workshop April 10, 2019

Administrative Officer Gioia answered any questions from the Board regarding the Reconciliations and Financial Reports for March 2019; Regular Board Meeting Minutes of March 20, 2019; Board Retreat of March 26, 2019; and Budget Workshop of April 10, 2019.



Board Member Parker motioned to approve the Reconciliations and Financial Reports for March 2019; Regular Board Meeting Minutes of March 20, 2019; Board Retreat of March 26, 2019; and Budget Workshop of April 10, 2019. Board Member Milich seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Daskocil, Timney, Parker, Milich, Woods

NAYES: None

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

a. **Monthly Department Updates**

Battalion Chief Chris Fennell:

- Run Report – There were a total of 114 calls for February 2019
- There were several snow storms that contributed to cars sliding off Interstate 40
- Station 37 and City Station 5 had motor vehicle accident on Highway 180 involving a van full of people with doors needing to be cut open.
- GFR Training
- We went through the hiring process and our 5 new recruits are here tonight: Jacob Tracy, Chris Vargo, James DeGolier, Glenn Koehler. Max Wiedemann was not in attendance, finishing up classes.

Deputy Chief Wilson:

- We are working on getting a list of needed repairs for apparatus and stations

Fire Chief Gaillard:

- There is a letter in your board packet from the Department of Agriculture thanking the staff for opening doors when needed to perform investigation
- Wildfire Preparedness Day is May 4

b. **Labor Updates:** There were no Labor Updates

c. **Other Items:** There were no Other Items



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

- a) Review discuss and possible action on sale of easement at Station 31, 6425 N.Cosnino, Road to Jean Libby for purpose of utilities. Fire Board may go into Executive Session with their Realtor Dianne Patterson to discuss the sale of the property. **A.R.S. §38-431.03.A) 7.**

Realtor Dianne Patterson started the conversation that she is only representing Summit Fire and no one else. Dianne presented the board with the bottom-line amount of selling the 5' strip of land to Jean Libby. There was further discussion between Dianne Patterson, the board, administration, and Jean Libby regarding the sale. Board Member Parker question Marc Twidwell if all the work of laying a water line be performed within a 10' strip if the board agreed to selling? Marc Twidwell stated 10' lots are common. There was further discussion.

Board Chairman Dorskocil wanted to table this issue until administration can contact County Attorney Bryan Furuya for legal representation. Jean Libby is to get confirmation from her contractor that they can work on the 5' strip with no issues.

- b) Topic of the Month with Chief Walton

Training Chief Scott Walton presented to the board:

- where GFR (Greater Flagstaff Region) is currently at. We have recently Pinewood Fire Department. There are 220 members and 48 different apparatus.
- We have had recruit academies with Summit, Flagstaff, and Highlands involvement. The academy focus is: Hose Evolution, Technical Rescue, Wildland Fire, etc.
- Quarterly Multi Company Training
- Blue Card training is a communications model certification that requires 75 hours instruction per person
- Task Books are becoming standard among all departments
- Increase the ability of joint purchases
- Inter-Governmental Agreement opportunities

Where to Go from Here

There was discussion addressed to Chief Walton that he has done a great job with getting this up and going.



- c) Review discuss and possible action on adopting changes to Fire Board Policy 504 Capital Planning and Budgeting.

Deputy Chief Wilson presented to the board this is simple structure change as discussed in the Goal Setting Workshop.

Board Member Parker motioned to adopt changes to Fire Board Policy 504 Capital Planning and Budgeting. Board Member Milich seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

- d) Review discuss and possible action on adopting changes to Fire Board Policy 503 Compensation

Administrative Officer Gioia presented to the board this is for wording adjustment. This includes a new paragraph of Equity Adjustment and definition. Change to policy clarifies Fire Board's compensations options.

Board Clerk Timney motioned to adopt the changes to Fire Board Policy 503 Compensation. Board Member Parker seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

- e) Review discuss and possible action on Purchase Order 190131 for Garage Door Openers for Station 32

XO Captain Duane Deck presented to the board this is to put electric door openers on the three bay doors at Station 32 that do not have them.

Board Member Parker motioned to approve Purchase Order 190131 for Garage Door Openers for Station 32 not to exceed \$6000. Board Clerk Timney seconded the motion.

Vote conducted. **MOTION CARRIED.**

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



f) Review and discuss update at Maintenance Shop

XO Captain Deck presented to the board update on the Maintenance Shop. We are setting up schedules for apparatus maintenance. We are going through Type 1's for maintenance and getting Type 3 ready for wildland assignments.

We are working with Firetrucks Unlimited with preconstruction building of the two engines approved to purchase. One of them failed the Dyno test so it needs in frame engine work done.

Administrative Officer Gioia stated our revenue stream comes from work done on Highlands Fire Department engines.

Work done on Flagstaff Fire Department comes with exchange. They let us use their pump test facility behind Station 2 for pump testing.

g) Review and discuss Westside Capital project

Deputy Chief Wilson stated this is a monthly item/topic, requested to be put on here monthly, so there is not a specific topic to discuss.

Board Member Woods stated he appreciate that the present board members have gone through difficult times getting us to where we are today. I think that is tremendous progress. I'm not held captive by the difficulties that you experienced in the past. I am more inclined to look forward as to how we can get to the next step or next steps. What I am seeing is that not only do we have expense of a new fire station, but I am also told that the apparatus. If we look at the projections of what is going to be needed in the years ahead, there's big dollars associated with that too. I am thinking that we need to start thinking about, not only what we are going to do in the next 12 months, but also how we are going to plan for the future with some looming expenses still to come; not only to get back to where we need to be on employee compensation stand point, but relative to the fire station, relative to apparatus, and a number of different things. I am trying to figure out how we are going to get there, even if it does take a few years to do it. I would like us to start thinking in terms more long range as to how we are going to finance this. With all the progress we made, but incremental step that we are trying to do, even for employee compensation; to me isn't getting us there as quickly as we need to get there. I don't have any magic answers, but, I understand there is a resistance to going into debt, because of the great recession, there could be another recession in the next few years. We don't want to go through that agony again with declining revenues, etc, etc. I appreciate that. With that kind of thought process, it starts to limit us from ever starting to make any major improvements in the future, and start to address some real concerns with apparatus. There was discussion relative to the bond that was passed 2 years ago, and, as it turns out, we went for



\$3.1million, but in fact the citizens committee was saying we could have gone for more, but we took the safe approach moving forward. I am wondering if there isn't sometime 2 or 3 years from now, where there is another opportunity, if we lay the groundwork starting now, or soon, as to whether or not we could get another bond issued. I think the only way we are going to make these steps forward, and get us financed where we need to be, is to look at some way of getting more money than just the tax revenues for the incremental approach. I would like to have that kind of thought process.

Getting back to the fire station, Chief Wilson came up with \$250 price per square foot after talking to 5 different contractors. I appreciate that. I would like to see him take the next step. What concerns me is relative to that and some of the other issues, too, is we take a step and then we stop. The momentum stops. A few months go by; 9 months or whatever. Then we think maybe it is time for another step. I would like to see us have a process where we are continuing to move in those steps. I would suggest that we now take what is a pretty simple price per square foot for an industrial building and take it to a schematic design. So many square feet for this part of the station, so many square feet for that, so forth. It doesn't have to look like the building, just schematic design that we now start to find out what we could live with square footage wise. Then we evaluate that and say how can we get creative and reduce some of that square footage. Maybe we can take this type of equipment from that station and move it to this one. Whatever the evaluating answer might be, determine how to get that number more firm. \$2.5 million right? Chief Wilson answered, that is projection based off of option 1, a new station.

Board Member Woods, we need to continue the process forward.

Station 37. I would suggest that we recognize what Station 37 needs in order to make it operational for the firefighters, but also keep in mind, sometime sooner or later, we are going to want to sell it. As we make the improvements to the fire station, also consider making it more saleable. Come up with a dollar amount as to what that is and whether it makes sense. Analyze it, vote on it. It can come out of the \$455,000 that is sitting there. That is an investment. It could be an investment in selling Station 37, but in the mean time, it brings 37 up. I am in favor of doing things like that. I like to have that type of thought process of going forward, instead of Oh dear, we need \$2.5 million, let's stop and not do anything. That's a kind of way to keep moving forward to get to where we eventually need to go, even though it is going to take 2 or 3 years.

Board Member Parker responded stating some of what Board Member Woods stated, we have had that conversation, and hopefully, that is going on right now. I was under the impression what you just said should go on and is going on.



Deputy Chief Wilson stated we have worked out the estimations, that are in your options. We anticipated \$50,000 that will all be funds put in to make it a more functional fire station currently, and also help the resale. That is to put in HVAC through the whole facility, take out all the carpet on the stairs, and main living area and put laminate flooring. We are looking at anything we need to do to make it more saleable and more livable.

Fire Chief Gaillard stated if the Board would like us to, we can hire an architect and get schematic designs. That will be costly and the funds will be coming out of the project funding. There was further discussion regarding projects and the Westside Capital project. After further discussion:

The board directed administration to come up with staff level work on design for architectural design for a station that includes basic concept/need in a station. Chief Gaillard stated we will bring a document next month of a more realistic scope of a station.

- h) Review and discuss adding a Budget Workshop date of May 8, 2019, 3:00 p.m. at Station 32, to introduce the Fire Chief Budget, prior to the Public Hearing scheduled for May 15, 2019.

Administrative Officer Gioia stated there is a need for another Budget Workshop on May 8, 2019 at 3:00pm at Station 32 to introduce the Fire Chief Budget, prior to the Public Hearing scheduled for May 15, 2019.

No vote or approval is needed. This was informational.

8. **FIRE BOARD COMMENTS**

Board Member Parker: I appreciate everybody, and all the information given to us. Thank to the line staff for all their hard work.

ADJOURNMENT

Board Member Parker motioned to adjourn the regular board meeting. Board Clerk Timney seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

Board Meeting adjourned at 5:21 pm.

Respectfully submitted,



Tammy Schieffer, Administrative Assistant

APPROVED