BOARD MEETING MINUTES

Wednesday, January 21, 2026

Station 32, 8905 Koch Field Road, Flagstaff, AZ

- **CALL TO ORDER**
  Board Chair Timney called the meeting to order at 6:00 pm.
- **ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**
  Members Present: Chair Timney, Board Members M. DiVittorio, R Faus, S. Walton. Board Member Parker arrived at 6:12pm.
  Administration: FC Callander, BC Zambeck, T Schieffer, V Fennema
- **Pledge of Allegiance**
- **CALL TO THE PUBLIC:** n/a
- **CONSENT AGENDA**
  - Discussion and Approval of the Regular Board Meeting Minutes of December 17, 2025
  - Approval of Reconciliations and Financial Reports for December 2025.
    Board Member Scott Walton motioned to approve the minutes from December 17, 2025, and the financial reports for December 2025. Board Member DiVittorio seconded the motion.
    Vote Conducted. MOTION PASSED unanimously.
    AYES: Faus, DiVittorio, Timney, Walton NAYES: None

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

a. Monthly Run Report:
BC Fisk reported:

- Run report for December 2025. Total of 114 incidents, with 75 being emergent calls. Call distribution is as follows: District 31 had 29 calls, District 32 had 52, and District 37 had 9.
- Avg response times: Sta# 31 at 10.32 min, #32 at 8.10 mins, and #37 at 6.38.
- Auto aid given by us: 7; Auto aid we received: 5; all of which were FFD.
- Notable calls: Sta #31 had a call out at Walnut Canyon during a winter event, hence the delayed response time that is reflected in the "Average Response Times".

b. Monthly Chief Updates: FC Callander

- We agendized Chief Callander's talking points so that the board can ask questions if needed.
- AFDA conference update: AFDA wants to get more involved in the political aspect of government in hopes to be able to sway some of the decisions affecting Districts (i.e. homeowner's insurance), and one way they will be able to fund that is to increase dues for the larger districts, so everyone will pay based on their district size.
- (BM Parker arrived at the board meeting 6:12pm)
- We had one of our new recruits resign. He will be going down to Rio Verde. We also had a former FF contact us and wants to return, so he will be back 2/8/2026. The GFR academy starts in March, and we have offered 2 individuals positions here pending background checks.
- OBBA Reporting-Staff has been working on pulling overtime reports for the tax year 2025. Part of the new law is some Overtime hours will be tax exempt.
- We have our Home Assessments up and going. Two requests so far, due to insurance issues. Walton asked if State is looking at the WUI code. There is also no one to enforce it, if adopted.

- New BC vehicle; in the future Chief Callander will be bringing those to the board.
- Wanted to recognize the good work that the Union is doing. We got a call from a Fiduciary representing a lady who is under Hospice care that needed some yard cleanup that was required by her insurance company. A handful of the Local Union guys went over and took care of all the issues identified by her insurance.
- We will be submitting for some grants that are coming up.

c. Union Update: R. Brooks

- We have 2 new candidates for the upcoming academy. Also very excited to have Russell Vaughn returning to SFMD.

- **NEW BUSINESS / ACTION ITEMS**

a. Captain **Nik Christian** presented the new Summit "Mission, Vision, and Values" that was developed by a committee comprised of members of each shift, Chief Callander, and Alan Kester from the shop. It was well received by the board, with one suggestion to shorten the Mission statement so that you could easily put it on the side of a truck, making it memorable to the public when they see it.

Motion made by Board Member Faus, seconded by Board Member Walton
Vote Conducted. MOTION PAST ALL IN FAVOR
AYES: Parker, Faus, Timney, Walton and DiVittorio
NAYES: None

b. Vivian advised that we update the Fire Board Handbook annually, if needed. The following changes were made:

- **SFMD History:** addition of the following statement *"The collaboration with Flagstaff Fire continued until October 2025, when Summit hired a new Fire Chief, Earl Callander."*
- **Mission Statement:** Updated to: Mission Statement "To proudly serve our community, its visitors, and the surrounding region".
- **Vision Statement:** To lead our region in fire and emergency services by upholding our values. We strive to adapt to the evolving needs of our community and visitors while building safety and resilience through exceptional and compassionate service.
- Updated org chart to reflect our current staffing.
- Changed requirements for all new "sworn firefighters' to "All Employees."
- BM Parker made this amendment: Board Comments- added "and/or requests"
- Updated Board Signatures: removed Jim Doskocil and added Mike DiVitorrio.
- **Motion made by Board Member Parker to approve the changes to the board handbook, as amended, seconded by Board Member DiVittorio**
  Vote Conducted. MOTION PAST ALL IN FAVOR
  AYES: Parker, Faus, Timney, Walton and DiVittorio
  NAYES: None

c. Engineer **Tyler Harper**, who is the program manager over Facilities, reported on the needs we have here at #32 for adequate sleeping quarters, bathroom facilities, storage, and a workout facility. He was tasked with coming up with alternatives for building and/or remodeling our current stations to maximize the square footage we already have. The suggestion was to convert part of #33 into Administration Office Space, then turn #32 offices into a storage space, new BC quarters, and converting the current conference room into a workout room. We did ask a contractor is give us an estimate on the original concept, and they are saying $500 per square foot.

We also looked at the Cons of moving the Admin Office over to #33.

- The community knows #32 as the "admin office".
- One of his goals was to be here and available for the line personnel.

- Our presence at #33 could be misleading to the community that the station is being manned by firefighters, and possibly stopping with a walk-in medical, expecting trained EMT personnel to be there.

We also need to make sure that the contractor can give us what we need with our current budgeted amount for this project. Whatever we choose to do, we need to make sure we are being fiscally responsible with the taxpayers money during the process.
Chief Callander pointed out that we all know that interior remodels are way cheaper than digging out of the ground. We also have 10 years before we can possibly sell #33, due to the COP Bond being tied into that as collateral, and we must maintain it in the meantime.
-BM Parker said he doesn't care what we do, he just wants us to bring him something in writing saying what the plan is, that way he can approve it or not.
-BM Faus agrees that we need to look into it further and see if it is doable.
-BM Walton just wanted to clarify we don't need additional bay space here. We do not. He agrees with the concept for sure. Make sure we can accommodate a female FF in the future. He asked what Tammy and I thought. Earl spoke up and said they are not for it. They like being here among the folks, building relationships, etc.

Motion made by Board Member Faus 'to allow Chief Callander to investigate alternate options for expansion of Station #32, with potential utilization of Station #33 for Administration' seconded by Board Member Walton.
Vote Conducted. MOTION PAST ALL IN FAVOR
AYES: Parker, Faus, Timney, Walton, and DiVittorio
NAYES: None

Fire Board Comments:

- DiVittorio- Can't believe he has been here a year already. He enjoys it and TU for the opportunity. Helping clean-up the community member's property goes right back to our Mission Statement.
- Faus- glad to see the line involved in the process, especially for professional development.
- Walton-thinking outside the box is important.
- Parker- has faith that we will get this right (renovation), and thanks again for everything.
- Timney-a lot of thought went into this. From the line all the way up vs. coming just from Admin.

ADJOURNMENT: Board Meeting adjourned at 7:12 pm

- **Motion to adjourn by Board Member Parker, seconded by Board Member Faus**
  Vote Conducted. MOTION PAST ALL IN FAVOR
  AYES: Parker, Faus, Timney, Walton and DiVittorio

Respectfully submitted by:

Robb Faus, Board Clerk