BOARD MEETING MINUTES

Wednesday, October 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 Faus, DiVittorio, Walton and Parker
  Administration: FC Callander, BC Fisk, Fennema, Schieffer. Local Rep Brooks
- **Pledge of Allegiance**
- **CALL TO THE PUBLIC:** none
- **CONSENT AGENDA**
  - Approval of the Regular Board Meeting Minutes of September 16, 2026
  - Approval of Reconciliations and Financial Reports for September 2026.
    Board Member Parker moved to approve the September 2026 minutes and financial reports. Board Member Faus seconded the motion.
    Vote Conducted. MOTION PASSED unanimously.
    AYES: Timney, Faus, Walton, DiVittorio, & Parker
    NAYES: None
- **Current Events Summaries, Reports, and/or Correspondence**

a. Monthly Run Report:
- BC Fisk reported on stats from September 2026. Total incidents were 101; of which MVA calls were the majority. Call distribution is as follows: Unit 31 had 35 calls, Unit 32 had 53, Unit 37 had 15, and 5 calls for the water tenders. Avg response time was 9:41 for the District; Sta# 31 at 11.23 min, #32 at 7.00 min, and #37 at 7:41.

b. Monthly Chief Updates: FC Callander
- Hiring Process- Open for another 3 weeks, we have 51 who have already completed the process. We only need 1 FF here at Summit, with 9 total for the GFR. We will be running a "green" academy meaning recruits only need their EMT to apply. We expect another 50-60 to apply in the last week.
- Our new website is up and running now.
- Paul Oltrogge with FFD passed away this week. Memorial Service will be 11/8 at the Orpheum at 3pm. He will be missed greatly!
- The date for our move to the new Medical Direction company will be November 3rd.

c. Labor Update: Robert Brooks:
- Thank you to all who participated in the Smoke Detector installation project conducted this past weekend in conjunction with the Red Cross. Eighteen (18) homes had new smoke detectors installed.
- Labor is working closely with the other department to come up with a better process for attracting and selecting new recruits that are a good fit, as each department runs a little differently.

- Celebrating one year with new Fire Chief Callander. We have had a lot of things happening and good changes being made.
- Thank you, Scott Walton, for all you have done for our community. Enjoy your 3rd retirement from the fire service 😊

NEW BUSINESS / ACTION ITEMS

a. Jennifer Frank from Squire (formerly Hinton Burdick) presented the audit findings for FY25-26.
   - Internal control and compliance report: no material weaknesses or significant deficiencies.
   - Our net position increased by 1,400,000 in FY26.
   - Auditor praised district's controls and staff efforts; offered availability for questions.
   - **Conclusion**: Clean audit with stable financial trends; controls effective; no recommendations for changes.

   Motion to approve the FY26 Audited Financial Statements (CAFR) by Board Member Faus, seconded by Board Member DiVittorio.
   Vote Conducted. MOTION PAST ALL IN FAVOR
   AYES: Timney, Walton, Faus, DiVittorio & Parker

b. Bi-annual Shop Report presented by Tammy Schieffer: Total Profit for FY26 was $37,789.24, and YTD for FY27 is $2,710.78 **No Motion Needed.**

c. Updated Policy #156-Performance Evaluations: The updated policy outlines the timeline for getting evaluations processed.

   Motion was made to approve the updated policy #156 as written by Board Member Parker, seconded by Board Member Faus.
   Vote Conducted. MOTION PAST ALL IN FAVOR
   AYES: Timney, Walton, Faus, DiVittorio, Parker

d. Updated Policy #148-Compensation Administration and backpay for recently promoted and newly hired employees. Newly hired employees and promoted employees will use the date that occurred as their annual review/evaluation date, instead of November 1st. All employees hired before June 2026 will continue to use November as their annual review deadline. We are asking for Backpay for four (4) employees who, due to past practices, have not received an increase in compensation for well over a year. The cost to the District for this backpay will be $3497.43, and we will move their review dates back to hire date and promotion date.

   Motion to approve updated Policy #148, and backpay four (4) employees was made by Board Member Faus, seconded by Board Member Walton.
   Vote Conducted. MOTION PAST ALL IN FAVOR
   AYES: Timney, Walton, Faus, DiVittorio, & Parker

e. Board Vacancy application process has been extended to November 30th. At the November board meeting, we will pick a date in early December for interviewing candidates. One (1) application was received so far, but it was after the original deadline of November 15.

   Motion was made by Board Member Faus, seconded by Board Member Parker.
   Vote Conducted. MOTION PAST ALL IN FAVOR
   AYES: Timney, Walton, Faus, DiVittorio, & Parker

f. Chief Callander presented a list of goals he has set for himself for the upcoming year. These goals will be used by the board when doing his annual evaluation next year.

Motion to approve Chief Callander's goals as presented was made by Board Member Walton, seconded by Board Member Faus.
Vote Conducted. MOTION PAST ALL IN FAVOR
AYES: Timney, Walton, Faus, DiVittorio, & Parker

g. Thank you, Scott Walton, for your service to our community for the past 4 years. This is Scott's last board meeting as a member of our governing board.

Fire Board Comments:

Thank you to everyone who helped with the audit prep this year, and thank you again to Scott for his service.

ADJOURNMENT: Board Meeting adjourned at 7:32 pm

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

Respectfully
submitted by:

Robb Faus,
Board Clerk

SUMMIT FIRE & MEDICAL DISTRICT

Fire Chief Goals

Next 12 Months 2026/2027

Leadership, culture and accountability

Provide leadership that moves the district forward

- Continue to define our culture and district identity.
- Base our culture and identity on our mission statement.
- Build pride in who we are.
- Develop personal accountability and responsibility throughout the organization.

Board communication and transparency

- Keep the District Fire Board informed in a timely manner.
- Maintain transparency with the board and the public.

Budget and facilities

- Continue to maintain a balanced budget.
- Save for future needs.
- Identify alternate funding sources.
- Continue to pursue wildland revenue.
- Continue to improve facilities.

Regional partnerships and community

- Continue to build relationships across the region and state.
- Remain involved in community events.
- Continue to meet and plan with regional partners on training and operations.
- Explore financial opportunities for partnership.

Aggressive but safe

- Guide the department toward an aggressive but safe approach to operations.
- Provide training opportunities for our members.

Honesty, integrity and trust

Lead with honesty and integrity

Maintain the trust placed in my leadership.