

**BOARD MEETING**  
**Mountain Vista Fire District**  
2292 W Magee Rd, Suite 180-190

**Monday, January 23, 2012**

**Meeting Minutes**

**Agenda**

- I. **CALL TO ORDER** at 6:34 p.m. by Chairman Archuleta followed by ROLL CALL by Clerk Heidinger.

**Members Present**

Peter Archuleta, Chairman  
Mike Treece, Treasurer  
Donna Heidinger, Clerk  
Jerry Phillips, Director  
Earle Ruhnke, Director

**Absent**

**Staff Present**

Chief Wilkerson  
Jessica Bargaquast, Asst  
Eric Hawkins, Attorney

The Pledge of Allegiance was recited by all present.

- II. **CALL TO THE PUBLIC**

There were no applications to speak from the public.

- III. **CONSENT AGENDA**

**A. Meeting minutes and Executive Session minutes from December 19, 2011**

**B. Meeting minutes from December 28, 2011**

Clerk Heidinger moved to approve both December 19 and December 28 minutes in their entirety. Motion was seconded by Director Phillips. **Vote: Unanimous**

**C. Financial Statements**

Clerk Heidinger moved to accept the financial statements as presented, motion was seconded by Director Ruhnke. **Vote: Unanimous**

Chief Wilkerson clarified to the board that financial statements are still being fine-tuned into a more efficient format. A new integration was to include a three year snap shot of revenue by month.

- IV. **REPORTS AND UPDATES**

**A. District Correspondence**

Chief Wilkerson noted that there was only one piece of correspondence from the Pima County Clerk regarding Open Meetings and indicating that further information can be found on their website.

## **B. Staff Reports**

Chief Wilkerson directed the Board members to the written staff report. He also mentioned he met with Deputy Fire Marshal Treach and received information on hydrants and water distribution for the district. Chief Wilkerson informed the Board that he has asked Mr. Fred Roof to obtain updated information in electronic format as well as maps of the area so that MVFD can have a good understanding of the water distribution & hydrant system in the district.

Chief Wilkerson noted that the new patch design that he has been working on has received support with the personnel assigned to MVFD and that this is a small part of MVFD branding strategy.

Chief Wilkerson explained to the Board that the Hardy property should be closing in the next few days.

## **C. Director's Reports**

Director Ruhnke gave a progress update on the Magee station. Magee station is nearing completion with driveways and carpets in, landscaping is being done, and the kitchen is almost complete.

## **D. Rural Metro Reports**

Chief Wilkerson explained to the Board that he continues to work with R/M Operations Chief Stoltenberg to further enhance our reporting to provide more comprehensive information.

The 4<sup>th</sup> Quarter 2011 Oro Valley report is included in the packet and Chief Wilkerson mentioned that he has spoken with Chief Karrer who has indicated his satisfaction with the improved timeliness and consistency of the Oro Valley reports from MVFD.

## **V. DISCUSSION AND/OR ACTION ITEMS**

### **a. Board discussion and possible action regarding the District 2011/2012 Audit Report.**

Chief Wilkerson traveled to Glendale to meet with the Auditor to go over the 2011/2012 Audit Report and is satisfied with the presented report. This report includes the pension fund which needs to be turned in by January 31.

Director Ruhnke moved to approve, Clerk Heidinger seconded the motion. **Vote: Unanimous**

### **b. Board discussion and possible action regarding a proposed Revised Fee Resolution and Schedule.**

Chief Wilkerson explained to the Board that this item is for information purposes only. He has compared Golder Ranch and Northwest Fire's Fee Schedules and saw that both were very similar. Chief Wilkerson suggests that MVFD does something similar in scope and will have a final draft prepared for the Board meeting in February.

### **c. Board discussion and possible action regarding the 2011 Firefighters Relief and Pension Fund Report.**

Chief Wilkerson reported to the Board that the Pension Fund Report needs to be received by the State Fire Marshal Office not later than January 31.

Chief Wilkerson recommended approving the Firefighters Relief and Pension Fund. He also mentioned he had some issues with the procedures with the funds and intends to make future recommendations to improve the process.

Director Ruhnke motioned to approve the Firefighter Relief and Pension Fund, Director Phillips seconded the motion. **Vote: Unanimous**

**d. Board discussion and possible action regarding revisions to the contract with Rural/Metro Corp.**

Attorney Hawkins asked to move this item to Executive Session.

**e. Discussion and possible action regarding staff proposal for IT at Station 610**

Continuing the discussion from a prior Board Meeting, Chief Wilkerson explained what the IT needs for the new station were. He recommended that the Board approve the staff proposal for IT at Station 610 that includes the switching devices, power switch for the phones and wireless system. These items are proposed to be paid from the from the construction contingency fund.

Director Phillips motioned to approve the staff proposal for IT at Station 610, motion was seconded by Director Ruhnke. **Vote: Unanimous**

**f. Discussion and/or Action to set the time and location of the February regular meeting (Proposal of permanent change to Policies & Procedures regarding time and location of regular meeting).**

Chief Wilkerson explained that there are typographical and grammatical errors in the Policy and Procedures document that need to be corrected.

He also recommended that Board Meetings be restructured. Chief Wilkerson suggested that the Executive Session be moved to the beginning of the meeting; which would be moved to 6:00 p.m. The Regular Session would then start at 6:45 p.m. This will allow for the public to feel more welcome and for the MVFD process to be more transparent.

Attorney Hawkins explained in the event that there is no scheduled Executive Session the regular meeting can still begin at 6:00 p.m. and the public will be notified through the posted Agenda. If the Board needs to go into another Executive Session during the Regular Session, they still have power to do so.

Director Phillips moved to approve the change to the Policies and Procedures document as well as the new time and location of the regular meeting, Director Ruhnke seconded. **Vote: Unanimous**

Attorney Hawkins reiterated that the Board will have to approve the revised Policies and Procedures at their February meeting to allow for the 28 day requirement in the policy.

**g. Discussion and possible action regarding future annexation plans and efforts.**

Chief Wilkerson suggested this item be moved to Executive Session to receive legal advice from counsel.

Director Ruhnke moved to adjourn to Executive Session. Clerk Heidinger seconded. **Vote: Unanimous**

Regular session exited into Executive Session at 7:26 p.m.

Regular meeting reconvened at 8.25 pm.

Chairman Archuleta briefly summarized the direction of the Board regarding the ongoing negotiation with Rural/Metro and the contract and the overall annexation strategy of ongoing annexation efforts. He indicated that both are strategic initiatives that were developed in the adopted Strategic Plan of the District. The following direction was given to staff by Chairman Archuleta with consensus from the Board:

1. Direct the CEO/Fire Chief to continue to work to make progress on possible revisions to Rural/Metro contract, quantifying what MVFD is actually paying for.
2. Direct the CEO/Fire Chief to continue to explore annexation opportunities; specifically the Catalina Foothills area which is currently being pursued by Golder Ranch Fire District and the Camino de Manana area, as well as any other areas that have potential need for emergency services currently not provided that MVFD can provide.

**VI. ADJOURNMENT**

Treasurer Treece motioned to adjourn meeting, Clerk Heidinger seconded.

**Meeting adjourned at 8:30 p.m.**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_