

**Mountain Vista Fire District Board Meeting  
2292 W Magee Rd, Suite 180-190**

**Monday, August 15, 2011**

**Meeting Minutes**

**Agenda**

- I. CALL TO ORDER at 6:30 PM by Chairman Archuleta followed by ROLL CALL

**Members Present**

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

**Absent**

**Staff Present**

Lorrie Palmquist, Asst  
Eric Hawkins, Attorney  
  
Chief Stoltenberg, RM

The Pledge of Allegiance was recited by all present.

- II. CALL TO THE PUBLIC

Chief Stoltenberg addressed the Board. July was a busy month. RM responded to 288 calls with 6 exceptions for month. The report also includes an Out-of-District list. Treasurer Treece inquired about the response to N. David and how did RM get there in 5 minutes. Chief Stoltenberg stated that the report actually shows 18 minutes because it was out in Rillito. Fire Marshall Treatch included his monthly inspection report. Treasurer Treece inquired about the ISO rating. Chief Stoltenberg responded that he has everything ready to go when the gentleman returns this week, so the packet of detailed information will go out to the ISO gentleman handling the case as soon as possible. He commented that he is hopeful MVFD will receive a "3" rating.

On behalf of RM, Chief Stoltenberg requested permission to use the EDITH trailer. RM wants to verify that they can continue to use the EDITH trailer. The Board was in agreement that RM can continue to use the EDITH trailer. Director Ruhnke suggested that RM notify him prior to any events so that he can take photos at the events when they occur. Chief Stoltenberg stated that he will instruct Jennifer to email Lorrie.

III. CONSENT AGENDA

- a. Meeting minutes and Executive Session minutes from July 18, 2011
- b. Meeting minutes and Executive Session minutes from August 1, 2011

Per the last Board meeting, the Executive Session minutes provided are more detailed than in the past. Attorney Hawkins suggested that he provide a format for the Executive Session minutes which can be used.

Director Ruhnke motioned to accept the regular meeting minutes from July 18, 2011 and August 1, 2011. Clerk Heidinger seconded. ***Motion passed unanimously.***

The Board directed Attorney Hawkins to review the Executive Session minutes format with Lorrie, and will vote on the revised Executive Session minutes in September.

IV. REPORTS AND UPDATES

- a. July 2011 Financial Statements

Lorrie stated that the tax revenue has not posted yet. Therefore, the financials presented report no revenue and will have to be reissued when the revenue comes in. Treasurer Treece commented that he has been through all the expenses and has no further questions.

- b. District Correspondence

NONE

- c. Update on meeting with GRFD Chief regarding Automatic Aide

Chairman Archuleta and Director Phillips met with GRFD. Chairman Archuleta commented that it was a very cordial meeting and GRFD would like to proceed with the automatic aide agreement. Director Phillips stated that the meeting consisted of a presentation by GRFD which offered an invitation to our District to join them in a similar agreement they have with RM. The Board directed Attorney Hawkins to look at the agreement and then the Board will actually vote on it in September. Copies of the agreement will be provided to the Board members in time to review the agreement before the next meeting.

- d. Update on Status of Admin, Financial HR, and Operational P & P

Chairman Archuleta commented that Lorrie has done a good job researching the Policies and Procedures. He commented that we have a good framework for Operational, Administrative, Financial and HR P & P in progress. He suggested

focusing on HR policies first. Chairman Archuleta pointed out that completing the P & P will fulfill Strategic Plan Initiative #8.

e. Update on information regarding JPA Medical Insurance

Attorney Hawkins has been requested to provide a “draft” letter which can be used to contact the Districts which may be interested in a JPA. Treasurer Treece inquired about who will administer a possible JPA. Chair Archuleta explained the JPA group would have to hire someone to administer the program.

f. Update on statutory change affecting FDAT

Discussion moved to Executive Session.

g. Update on Magee Project

Director Ruhnke stated that most of the window and door frames are in now, and they will start putting up posts for the canopy walkway soon. He shared good news with the Board regarding the TEP line. Shelley Leak, TEP, will refund the \$35,000 because Tucson Power has a new policy which went into effect July 25. Shelley put MVFD at the top of the list, so we will get the project for nothing. Director Treece commented, “You’re doing a good job”.

Director Ruhnke received a request from WSM Architects and Lloyd Construction asking if MVFD would be interested in submitting the Shannon station for a Fire Station style award. There will be a 3-way split of the entrance fee, and our share will be \$ 1475.00. We will probably get the money back. Director Ruhnke stated that this is a nationwide publication. MVFD needs to respond within 2 days to meet the entrance deadline of August 18<sup>th</sup>. Director Phillips added that after looking at the Strategic Plan which states that marketing of our Fire District is an important issue, this would help meet that goal. Attorney Hawkins stated that due to the quick turn-around needed on this, the current P & P do allow the Board to approve this now and put the issue on the agenda for formal approval at the next meeting. Clerk Heidinger commented that the current budget provides for marketing. The general consensus of the Board was to direct the staff to proceed with allocation of \$ 1475 for our portion of the entrance fee and to place the issue on the next agenda for formal approval.

Chairman Archuleta inquired about furniture for the new station. Director Ruhnke stated that he and Director Phillips are going to look at appliances this week, with up to \$ 27,000 being budgeted for the appliances. He commented that if Lloyd Construction chooses the appliances, they charge 20% on top. Director Phillips stated that we will do the shopping.

Chairman Archuleta inquired about space in the new fire station. He commented that the District needs to sit down with RM and identify space allocation for their needs as well. Director Ruhnke commented that we need to find out what RM is

looking for and what we have to offer them in the new station. He inquired of Chief Stoltenberg how many offices RM would need if they move into the station, because the station currently has 6 partitioned spaces, but private offices will need to be addressed. Treasurer Treece inquired if RM had agreed to move in. Chairman Archuleta stated his impression was "yes". Chairman Archuleta directed Director Ruhnke to meet with Chief Brandhuber to determine space allocation.

V. DISCUSSION AND/OR ACTION ITEMS

- a. Discussion/action on salary/benefits/pension and length of contract for the CEO/Fire Chief

Discussion moved to Executive Session.

- b. Contract negotiation between RM & MVFD

Issue was tabled.

- c. Advertise for Office Assistant/Bookkeeper position

Discussion moved to Executive Session.

- d. Discussion and Action Regarding CEO Hiring Process Costs

Discussion moved to Executive Session.

Clerk Heidinger motioned to adjourn to Executive Session. Director Phillips seconded.

Meeting adjourned to Executive Session at 7:00 PM.

Regular meeting reconvened at: 8:48 PM

The following action was taken:

Regarding CEO salary:

Clerk Heidinger moved to accept Consultant Sweet's suggested salary range of \$75,000-\$90,000. Chairman Archuleta seconded. Vote: Chairman Archuleta, yes; Clerk Heidinger, yes; Director Phillips, no; Treasurer Treece, no; Director Ruhnke, no.

***Motion failed.***

Director Phillips motioned to offer a salary range of \$ 75,000 - \$ 85,000. Director Ruhnke seconded. Vote: Chairman Archuleta, no; Clerk Heidinger, yes; Director Phillips, yes; Treasurer Treece, no; Director Ruhnke, yes. ***Motion passed 3/2.***

Regarding Vacation:

Clerk Heidinger moved to accept Consultant Sweet’s recommendation. Director Ruhnke seconded. **Motion passed unanimously.**

Regarding Sick Leave:

Clerk Heidinger moved to accept Consultant Sweet’s recommendation. Director Ruhnke seconded. Vote: Chairman Archuleta, yes; Director Ruhnke, yes; Clerk Heidinger, yes; Director Phillips, no; Treasurer Treece, no. **Motion passed 3/2.**

Regarding Health Insurance:

Chairman Archuleta moved to accept Consultant Sweet’s recommendation. Clerk Heidinger seconded. Vote: Chairman Archuleta, yes; Clerk Heidinger, yes; Director Phillips, no; Treasurer Treece, no; Director Ruhnke, no. **Motion failed.**

Treasurer Treece motioned that the issue of Health Insurance be negotiated. Clerk Heidinger seconded. **Motion passed unanimously.**

Regarding Holidays:

Director Phillips motioned to accept Consultant Sweet’s recommendation. Director Ruhnke seconded. **Motion passed unanimously.**

Regarding Uniform Allowance:

Clerk Heidinger motioned to accept Consultant Sweet’s recommendation. Director Ruhnke seconded. **Motion passed unanimously.**

Regarding Mileage:

Attorney Hawkins directed staff to leave it as it is.

Regarding Tuition Reimbursement:

Attorney Hawkins directed that this issue can be addressed on a “per event” basis under the P & P.

Regarding Retirement:

General Consensus that retirement will be negotiable.

VI. ADJOURNMENT

Clerk Heidinger motioned to adjourn the meeting. Treasurer Treece seconded.

Meeting adjourned at 8:58 PM.

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

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

