

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

**Monday, August 1, 2011**

**Meeting Minutes**

**Agenda**

- I. CALL TO ORDER at 4:00 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

**Staff Present**

Lorrie Palmquist, Exec Asst  
Eric Hawkins, Attorney

**RM Present**

ChiefBrandhuber  
ChiefStoltenberg  
PIO Braswell

The Pledge of Allegiance was recited by all present.

- II. WORKSTUDY

- a. Discuss and draft updated MVFD Policies and Procedures

The Board directed that the P & P shall state the term "CEO" in place of "Administrative Chief" and/or "Fire Chief". Attorney Hawkins stated that the new CEO is the intended Fire Chief, and the District needs to use the term CEO in the ByLaws and P & P in order to be consistent with the Board's directive. Attorney Hawkins stated that a CEO job description has been written, approved by the Board and advertised, and therefore, the District documents need to reflect that.

Chairman Archuleta suggested replacing the word "supervise" with the word "manage", i.e., the Board will "manage" the CEO. The CEO is directed to handle all administrative and operating aspects of the District. Further, the CEO will conduct operations in conjunction with Administrative and Financial P & P. The Administrative P & P (including human resources) and Financial P & P are in the process of being written. Chairman Archuleta suggested the following wording, "The Board shall evaluate CEO performance at least annually."

Chairman Archuleta commented that page 15 will need to be amended to reflect our new address when we relocate to the new station/Administrative Complex on Magee.

Clerk Heidinger motioned to approve the P & P as modified and discussed. Treasurer Treece seconded. **Vote: unanimous.**

b. Discuss and draft update to District ByLaws:

Attorney Hawkins commented that the ByLaws must also reflect the term “CEO” in order to be consistent with the revised P & P. Chairman Archuleta suggested using the exact wording from

P & P page 14 #1. Clerk Heidinger inquired if the District has to also have a Fire Chief. Attorney Hawkins responded that the Board decided the CEO *will be* the Fire Chief.

Attorney Hawkins reminded the Board that the actual vote to approve these amended ByLaws and

P & P will be in 30 days.

Clerk Heidinger motioned to approve changes to the ByLaws as discussed. Treasurer Treece seconded. **Vote: unanimous.**

III. REPORTS AND UPDATES

a. Update on meeting with GRFD Chief regarding Automatic Aide

Chairman Archuleta received an email from the Chief at GRFD suggesting a meeting on August 11 with GRFD and MVFD. Chairman Archuleta asked Director Phillips to accompany him to the lunch meeting with GRFD. Chairman Archuleta stated that he is expecting an email from NWFD to have a similar meeting, but that as of now, nothing is scheduled with NWFD.

b. Update on Status of Admin & Financial P & P

Chairman Archuleta commented that he is working along with Lorrie to develop both Administrative and Financial P & P. He further commented that Treasurer Treece should review the drafts as well.

c. Update on information regarding JPA Insurance/Benefits

Chairman Archuleta commented that he is working along with Lorrie to determine if a JPA agreement regarding Health Insurance benefits is already in existence in this state. We have a list of all the Fire Districts in AZ and can hopefully identify those Fire Districts with 20 or less employees who may be interested in being a part of a JPA to provide health insurance benefits. The Chairman further commented that it is very costly to provide insurance when the District has only 2 employees, and

therefore, it makes sense to inquire of other Districts in hopes of combining efforts to mitigate costs.

Clerk Heidinger received an email regarding a seminar on August 26 at Oro Valley Town Hall regarding *Managing Government Records in Any Format: Paper or Electronics*. She inquired if anyone else would be interested in attending with her. Chairman Archuleta suggested that Lorrie attend as well.

Director Ruhnke inquired about the TEP check needed for the Magee project. Treasurer Treece commented that he wants to see more backup before signing the check. Director Ruhnke inquired about what other backup is necessary, commenting that he prepared a report and submitted it at the last meeting.

d. Update on insurance requirements from MVFD Broker

Chairman Archuleta commented that he received an email from Koty-Leavitt regarding Certificates of Insurance not of file regarding MVFD “rolling stock”. Chairman Archuleta, Attorney Hawkins, and Chief Brandhuber met and verified that the Certificates do exist, and took steps to have them forwarded to the insurance carrier. The Chairman stated that we did get the necessary Certificates from RM for all rolling stock MVFD owns and RM uses.

In addition, Chairman Archuleta stated that there are some concerns about other coverage regarding Board members/employees using personal vehicles to do District business. Specifically, when any Board member/employee is doing District business with their personal vehicle, MVFD needs to have a copy of their Proof of Insurance and a copy of their Driver’s License on file at the District office. Attorney Hawkins clarified that the District does have sufficient liability coverage, but that in the event of an auto accident occurring while on District business, the personal auto insurance policies will be primarily responsible, and MVFD would be secondarily responsible. As such, it is necessary to have Proofs of Insurance on file. This has always been the case, but has never been implemented. Treasurer Treece inquired if Koty-Leavitt is requiring the District to increase the amount of insurance coverage. Director Ruhnke commented that the Board members, therefore, should be allowed to charge mileage

IV. DISCUSSION AND/OR ACTION ITEMS

Attorney Hawkins suggested that the Board convene in Executive Session.

Clerk Heidinger moved to convene in Executive Session. Treasurer Treece seconded.

Meeting adjourned to Executive Session at 4:35 PM.

Regular Session reconvened at 6:35 PM.

- a. Discuss and take action regarding service to NWFD Annexation areas

Clerk Heidinger moved

1. to cease serving the NWFD Annexation area as of September 30
2. to charge residents in the NWFD Annexation area for Out-of-District calls retroactive to the date of the Mutual Aide Agreement, April 15, 2011
3. to bill for those services at our current published rates
4. And, to deliver a statement to the public that MVFD is not interested in annexing that area.

Director Phillips seconded. **Vote: Unanimous.**

Chairman Archuleta used Anne-Marie, RM PIO Officer, to assist with item 4.

- b. Discuss and take action regarding statutory change affecting FDAT

The Board directed Attorney Hawkins to contact Pima County to conduct an analysis for a potential lawsuit.

- c. Adopt Resolution #4-2011: Updating Rates for Out-of-District Service

This issue was tabled.

- d. Discuss and take action regarding Consultant Services for processing foothills annexation

This issue was tabled.

Treasurer Treece inquired about when CEO salary information will be forthcoming from the Consultant. Attorney Hawkins responded that it will be available at the next meeting.

V. ADJOURNMENT

Director Phillips moved to adjourn the meeting.  
Clerk Heidinger seconded.  
Meeting adjourned at 6:43 PM.

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

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