

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

Monday, July 6, 2011

Meeting Minutes

Agenda

- I. CALL TO ORDER at 6:00 PM by Chairman Archuleta followed by ROLL CALL

Members Present

Peter Archuleta, Chairman
Mike Treece, Treasurer
Donna Heidinger, Clerk (present by phone)
Jerry Phillips, Director
Earle Ruhnke, Director

Absent

Staff Present

Lorrie Palmquist, Admin Asst
Eric Hawkins, Attorney

The Pledge of Allegiance was recited by all present.

- II. UPDATES
a. Update on media releases and requests

Attorney Hawkins addressed the Board. He stated that the District did issue a press release regarding the Chief position. He emailed the Board a copy of the press release and instructed Lorrie to send a mass email to the press per a list provided by Anne- Marie. Treasurer Treece stated that there was story on Channel 13. Attorney Hawkins responded that he knew about it and the story was probably in response to a prior story done by Channel 13. He further commented that he did not feel it would be appropriate to add any more details at this time.

- III. EXECUTIVE SESSION

Director Heidinger motioned to adjourn to Executive Session.
Director Phillips seconded.
Adjourned to Executive Session at: 6:04 PM

Regular Meeting reconvened at 7:33 PM.

IV. DISCUSSION AND/OR ACTION ITEMS

- a. Discuss and take action regarding the process to appoint or hire a Fire Chief, including but not limited to:
 1. Action to hire a consultant to assist with the hiring process
 2. Action to approve a job description (SEE BELOW)
 3. Action to set deadlines for the hiring process

Chairman Archuleta stated that at the last Board meeting he was given Chuck Sweet's phone number to contact and determine his interest in helping with the recruitment process. He further stated that Mr. Sweet has prepared a proposal which has been reviewed by Counsel Hawkins. Counsel Hawkins commented that he advised the Board to move expeditiously to recruit and fill the Chief's position. Therefore, the timeline included in Mr. Sweet's proposal calls for the successful candidate to be on board by October 1.

Mr. Sweet addressed the Board. He commented that the documents which Chairman Archuleta gave him included tentative dates which were included in his proposal for consulting services. Mr. Sweet outlined by month what needs to happen to meet the date of October 1. He will prepare the posting for Friday, July 8, and will have the position advertised for 30 days, with a closing date of August 8th. Mr. Sweet recommends an interview panel to narrow the applicants down to the 10 most qualified. From there, he suggests that the interview panel select the top 3 candidates for the MVFD Board to interview by August 29, in hopes of making an offer of employment by September 1. Mr. Sweet recommends that a job announcement, job description, and application be posted on the *DAILY DISPATCH* website (which receives approximately 17, 800 hits monthly), as well as the MVFD website, with applicants directed to contact Mr. Sweet with any questions. Mr. Sweet suggests that actual physical envelopes received at the MVFD administrative office *should be date stamped and remain unopened*. He will stop by the office periodically to pick up anything received in the mail. His cost will be \$85/hour with 90 estimated hours, not to exceed \$ 7,650. Attorney Hawkins suggested adding a confidentiality provision to the contract, stating that Mr. Sweet will refrain from commenting to the media and will not make any representations unless specifically authorized to do so.

Attorney Hawkins clarified that he will not be making any decisions regarding qualifications, that Mr. Sweet will be making decisions about which applicant to bring to Board. Counsel clarified his involvement in the process is purely contract related on behalf of the District.

Treasurer Treece inquired about the interview panel. Mr. Sweet suggested that the panel may include Chiefs from other Districts. Treasurer Treece expressed concern that people in surrounding Districts may have biased opinions and their own agendas. Director Phillips stated, however, that it would be in their best interests to help select the most qualified person. Treasurer Treece suggested that the panel include someone from the City of Tucson. Chairman Archuleta stated that the Board members need to take a little time to read through the proposal and then make suggestions. The question came up regarding advertising this position with no salary listed. Mr. Sweet responded that it would be helpful to post a salary range. Treasurer Treece commented that, technically, this position is a different job than what Administrative Chief Butler was doing. Director Phillips disagreed and stated that it is exactly the same. Attorney Hawkins commented that the Board did discuss a job description. Chairman Archuleta stated that it is not unusual for a job to be advertised without a salary and listed simply as DOE. Director Phillips suggested listing the salary that was paid to the prior Administrative Chief. Chairman Archuleta stated that the real question is what *this* job description requires for a salary. Chairman Archuleta further suggested that the Board forget who was in the job and select what salary is appropriate for the current job description, that it is not unusual or unworthy to consider a salary range higher than what the past Chief had. He further stated that our District is different

because our CEO will have different responsibilities than a Fire Chief who is totally in charge of Fire operations. Treasurer Treece emphasized, however, that the District needs to consider people who *have* had that experience. Chairman Archuleta stated that there may be people who will not want to apply because of this circumstance. Chairman Archuleta asked the consultant if the District can proceed without listing a salary. Mr. Sweet suggested that the position be listed as DOE and give him permission to do some research on developing a competitive compensation package. Mr. Sweet stated that the salary can be announced when the interviews take place.

Chairman Archuleta read Mr. Sweet's proposal for consulting services out loud so that Director Hiedinger (present by phone) could understand what is in contract. Director Heidinger inquired about getting word out to people who have retired and are no longer in the fire service. Mr. Sweet commented that the *Daily Dispatch* website gets approximately 17,800 hits monthly. Director Phillips inquired if the website goes international. Mr. Sweet responded that it could. Director Heidinger inquired if we could get the contact information from the recent applicants at Golder Ranch and Picture Rocks. Treasurer Treece commented that people will hear about the job availability through word-of-mouth. Director Heidinger stated that she is fine with Mr. Sweet's contract and has no further questions.

Mr. Sweet inquired if the Board wants to advertise just in-state or beyond. Director Phillips stated that it will be expensive to move someone out here. Attorney Hawkins suggested that verbage be added to the consulting contract regarding the scope of the assignment, specifically that the Board may reduce the scope of work if it chooses to. Mr. Sweet stated that Attorney Hawkins could come up with the language. Director Philips inquired if the District will pay relocation expenses. Mr. Sweet commented that at this level, it is common to pay relocation expense or state an amount which will be applied to those expenses. Director Heidinger inquired if a governmental agency can do that. Mr. Sweet responded that it could. Treasurer Treece inquired about benefits for the position. Attorney Hawkins stated that Mr. Sweet is going to research a full compensation package. Again, Mr. Sweet inquired about the advertising area. Treasurer Treece suggested to advertise in the Southwest area. Mr. Sweet stated that he will be in contact with Attorney Hawkins tomorrow, Thursday, July 7.

Treasurer Treece motioned to approve the consulting agreement subject to the changes by Counsel Hawkins. Director Heidinger seconded. **Vote: Unanimous.**

Director Ruhnke asked if the position information will be available by this weekend so he can take the information to the AFDA conference. Mr. Sweet stated he already has a draft.

Action Item a.(2): Action to approve a job description

Attorney Hawkins will send the document to the consultant when the Board approves it.

Clerk Heidinger motioned to approve the job description with the modifications Counsel Hawkins suggested. Chairman Archuleta seconded. **Vote: Unanimous.**

- b. Introduction, discussion and deliberation of proposed changes to Policies & Procedures regarding Chief position

Attorney Hawkins stated that the Policies & Procedures need to be updated. Chairman Archuleta emailed some suggestions to Counsel. Counsel reviewed the suggestions. He advised the Board to review the comments tonight, but that there should be a presentation and discussion at the next regular Board meeting on July 18. Further, the Board will have to wait 28 days beyond that to approve the changes. Clerk Heidinger moved to continue this discussion and deliberation at the July 18th meeting. Treasurer Treece seconded. **Vote: Unanimous.**

- c. Discussion and/or action to approve an exit audit

Treasurer Treece stated that he spoke with the auditor. The auditor stated that his audit is as thorough as it gets and there will be no additional fees. Treasurer Treece further commented that the auditor advised him about the recent changes in the rules concerning governmental audits, which will increase the scope of the upcoming audit for the District. Treasurer Treece also commented that he met with staff to discuss expenses. He suggested that the Board put in place a policy that any equipment for fire trucks should come in from the firefighters so there is a paper trail and then someone will need to account for where the equipment is.

The Chairman asked Director Ruhnke for an update report on the Magee building project. Attorney Hawkins suggested that all Board members give updates on their assigned duties. He commented that he is delegating as much administrative work to staff as possible. Staff is currently providing a weekly list of tasks/correspondence.

Director Ruhnke asked for the company vehicle to take to the AFDA conference. Attorney Hawkins said that legally the previous direction was to park it and save it for the Chief. Counsel suggested that Director Ruhnke submit a reimbursement for gasoline.

b. ADJOURNMENT

Director Heidinger motioned to adjourn. Treasurer Treece seconded.
Vote: Unanimous.

Meeting adjourned at 8:35 PM.

Approved By: _____

Date: _____