

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

Monday, June 27, 2011

Meeting Minutes

Agenda

- I. CALL TO ORDER at 6:01 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 (present by phone)

Absent

Admin Chief Scott Butler

Staff Present

Lorrie Palmquist, Admin Asst
Eric Hawkins, Attorney

The Pledge of Allegiance was recited by all present.

- II. EXECUTIVE SESSION

Director Phillips motioned to adjourn to Executive Session for the purpose of legal advice and discussion regarding the process to appoint or hire a Fire Chief.

Clerk Heidinger seconded. ***Motion passed unanimously.***

Adjourned to Executive Session at 6:05 PM.

Regular Meeting reconvened at 8:13 PM.

- III. DISCUSSION AND/OR ACTION ITEMS

- a. Discuss, take action to and/or approve process to appoint or hire a Fire Chief

Attorney Hawkins suggested that the Board formulate a motion to put on the record some of the discussion regarding direction to staff and the Board itself. Chairman Archuleta called for a motion to accept the tasks assigned to the Board members in the Summary of Tasks to Address for the Chief's Transition Process.

Treasurer Treece motioned to accept the list of tasks with the modifications which were discussed for #2, 3, 5, 6, 7, 8, 9, 10, and 13. Clerk Heidinger seconded. ***Motion passed unanimously.***

The Board instructed the Chairman and legal counsel to prepare a job description draft for the position of Chief Executive Officer for the District which will be presented to Board prior to their July meeting.

The Board further directed the Chairman to contact some City Managers who could help this Board in their recruitment process. The Chairman will contact people to identify their interest and fees, and then provide the information to legal counsel for the job description draft.

The Board gave direction to the Treasurer to meet with the current auditor to prepare an exit audit for the District.

b. Direction to staff regarding work schedule, tasks and reporting

Attorney Hawkins suggested that the Board direct staff to provide weekly email updates regarding the accounting functions of the District and to keep a daily correspondence log. Clerk Heidinger inquired about contacting the banks. Attorney Hawkins suggested that the Board direct Treasurer Treece to contact the banks. Treasurer Treece inquired if there needs to be a motion to remove Chief Butler as a signer. The Attorney responded in the affirmative. The Board directed the Chairman to discuss work schedule and tasks with staff.

Treasurer Treece motioned to take Chief Butler off all signatory capacities. Attorney Hawkins suggested that prior to motioning for the Chief's removal from signature authority, the Board consider any other motion to reconsider the agreement with Chief Butler.

Director Ruhnke motioned to reconsider the employment contract with Chief Butler. Director Phillips seconded, stating that in an effort to save the District considerable time and money and for the continuity of programs, he recommends that the Board reconsider the contract with Chief Butler and increase the term to 18 months. This friendly amendment was accepted by Director Ruhnke. Clerk Heidinger commented that this would save the Board a lot of work. She inquired about the rate of pay in the contract. Attorney Hawkins responded that it would be \$127,500 for 18 months. VOTE: 3 no/ 2 yes : Chairman Archuleta: no; Treasurer Treece, no; Clerk Heidinger, no; Director Phillips, yes; Director Ruhnke, yes. **Motion failed.**

Clerk Heidinger moved to offer Chief Butler the same contract that was discussed at the last Board meeting and extend it to 12 months, with the change in uniform allowance and retirement. Clerk Heidinger then withdrew the motion. There was no counter motion.

Having exhausted the contract options, Attorney Hawkins then recommended that the Board return to the motion to remove Chief Butler from all signatory power for the banks, vendors, and credit card to be effective June 30. Clerk Heidinger so moved. Treasurer Treece seconded. **Motion passed unanimously.**

c. ADJOURNMENT

Clerk Heidinger moved to adjourn. Treasurer Treece seconded.

Meeting adjourned at 8:33 PM.

Approved By: _____

Date: _____

