

Mountain Vista Fire District Board Meeting
2292 W Magee Rd, Suite 180-190
Monday June 21, 2010

Meeting Minutes

Agenda

- I. CALL TO ORDER at 6:30 PM by President Ruhnke followed by ROLL CALL

Members Present

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

Absent

None

Staff Present

Scott Butler, Administrative Chief
Lorrie Palmquist, Executive 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. PUBLIC HEARING

The Public Hearing was opened at 6:35 PM. The floor was opened for discussion, but hearing none, the hearing was closed at 6:40 PM.

- IV. CONSENT AGENDA

The meeting minutes for May 17 and Executive session minutes for May 17 were considered. Director Archuleta moved to approve the minutes. The motion was seconded by Director Phillips. **Motion passed 5/0.**

- V. ADMINISTRATIVE CHIEFS REPORTS AND UPDATES

- a. Correspondence

1. Chief Butler directed the Board's attention to the AFDA information included in the Board packets.
2. Regarding the Chief's report: Director Treece asked Chief Butler to elaborate on the two meetings held with Rural Metro. Director Treece moved to go into Executive Session. Director Phillips suggested that this discussion be carried over into the Executive Session already planned for later in the evening. Director Treece agreed.

b. Website information

1. Lorrie gave a brief discussion on the District website renovation. Updates are being made with the help of a Web designer, Mary Zulli. An archive library of minutes/agendas has been updated on the site. Pictures/announcements can be added as desired. Each Board member was provided with a blue file folder containing their login access to the private Board page. This private page will be used to distribute minutes and Board meeting information. Each Board member has a secure login to the page. The private page will only be used to *disburse* information -- communication with staff should happen through the Board email accounts.
2. Lorrie gave a brief description of the email accounts set up for the Board members through godaddy.com. The District had registered with godaddy.com some time ago and through the registration received several free emails which have now been setup as a separate email account for each Board member. It was suggested that these email accounts be used by to handle District related information separate from personal email accounts. These email addresses are linked to the "Contact the Board" section on the website for use by the public. Director Treece commented that this will help to make sure information is kept private. Director Phillips commented that this is a very good idea.

c. Financial reports for May 2010

Director Treece asked for clarification of travel/meetings line item. Chief Butler commented that this item includes normal mileage expenses. Lorrie commented that part of the travel/meeting expense item includes the registration fee for a governmental accounting workshop to be held in Phoenix.

The May 2010 financial reports were accepted as presented.

d. Strategic planning presentation

Jan Waukon, Ombudsman for the Main Street Business Assistance Program, gave a brief presentation on strategic planning. MVFD has been impacted by recent /ongoing construction and is, therefore, entitled to 40 hours of free consultation services. These services include:

1. An intake visit/ orientation which took place at the District office on June 10 with Jan, Susan Allen, Chief Butler, Chairman Ruhnke, Director Archuleta and Lorrie.
2. Assessment of the organization
The orientation visit showed that strategic planning was a specific need. Strategic Planning is Jan's forte. She has 25 years in the field with a strong background in non-profit and governmental strategic planning.
3. Develop a value base
4. Develop long-term goals and objectives

Ms. Waukon suggested that it may be possible to complete a BASIC (not comprehensive) strategic plan for the District within the 40-hr framework. This basic plan may include a vision statement, mission statement, values statement and basic goals/objectives.

Director Treece asked Ms. Waukon what will happen if we cannot complete a plan within the free 40 hours. He further commented that it would be wise to continue with the person who starts the process. Ms. Waukon responded that the Board would then have to decide how to continue and with whom. She can be hired as an independent consultant within a general range of \$100-\$125/hr.

On behalf of the RTA (Regional Transportation Authority) Main Street Program, Ms. Waukon presented a proposal. She usually does this process for a business within 90 days, but is willing to go up to 180 days for the District. She stated the process will be:

1. Issue a questionnaire to all stakeholders involved (Board members, contract services. . .) to formulate results for a planning process
2. Initial Board retreat -- a 4-6 hour working retreat (daytime, evening, weekend . . .) in which the Board will assess the results of the questionnaire and do a SWOT(strengths,weaknesses,opportunities, threats) analysis, and discuss vision/values
3. Small committee work within about at 3 week timeframe
4. Another retreat to reevaluate
5. Final retreat to develop a draft of the strategic plan

Ms. Waukon stressed to the Board that once the planning has been completed, the staff will be responsible for implementing.

Director Treece asked how we found Ms. Waukon. She replied that Lorrie asked her friend, Susan Allen, to discuss getting business cards for those members who need them. Ms. Allen came to the District Office to discuss this and in the meeting shared with Chief Butler that MVFD is in the construction zone and, therefore, entitled to 40 hours free consulting services. Ms. Allen works with Ms. Waukon and suggested that we set up an orientation meeting. Director Treece commented that we should look for a consultant who deals specifically with fire districts. Director Heidinger suggested that we review other district's strategic plans. Director Archuleta commented that he has reviewed the strategic plans for Northwest Fire District and the City of Phoenix Fire Department. He further commented that he contacted Balanced Scorecard, the organization which did the strategic planning for Northwest Fire District, and Balanced Scorecard told Pete that MVFD is too small right now to afford their pricetag. Director Archuleta further commented that he is not aware of any firm who prepares strategic plans specifically for fire districts. Director Archuleta commented that it is vital for the District to do this and suggested that the Board move forward on this. Attorney Hawkins said that we could advise staff to proceed, but that the Board needs to place this item on the agenda for the next Board meeting. Director Heidinger asked to have the item put on July's agenda. Ms. Waukon said she was available for questions in the interim.

VI. DISCUSSION AND/OR ACTION ITEMS

- a. Approve the 2010-2011 budget.

Director Archuleta commented that the budget presented includes the projected salary for the Administrative Chief. He suggested that this item be dealt with before the operating budget is adopted. Director Treece commented that he wants more information on the Rural Metro contract and the fire engines because the purpose of this budget is to tell people what we are spending. Chief Butler reiterated that the fire engines will be part of capital expenditures which should be in a separate budget. He further commented that the budget presented is the operating budget which

lines up with the statute used to determine the tax rate and that the District has not yet approved a capital plan. Director Archuleta said that many organizations have 3 parts to their budget: operating budget, capital expenditures budget and capital improvements budget. He further commented that he would like the Board to have a capital budget plan. Director Treece suggested that a footnote be placed on this budget to disclose the use of capital funds to purchase fire engines. Director Heidinger agreed that the Board disclosures need to be transparent.

Director Heidinger made a motion to adopt the 2010-2011 fiscal year budget of \$ 4,786,213 and encumber and transfer the balance of the fiscal budget from 2009-2010 to cover outstanding warrants and expenses from the previous year. Director Phillips seconded.

Vote: E.Ruhnke,yes; J.Phillips,yes; D. Heidinger,yes; P.Archuleta,yes; M.Treece,nay.

Motion carries 4/1.

- b. Authorize Chairman to enter into a contract to purchase two fire engine/pumpers. Contract subject to review by the Attorney.

Director Treece made a motion to select Crimson Fire, Inc. as the vendor and use the specifications for fire engines which he (Director Treece) and the firemen determined the District needed. The motion was seconded by Director Heidinger.

Discussion ensued. Chief Butler described the process he went through to obtain the quotes provided in the Board packets. After reviewing documents and noting minor differences between them, he identified the quotes from the vendors. Chief Butler commented that in order to represent the public responsibly, the lowest bid should be chosen unless it can be invalidated. Director Archuleta commented that architects do not usually even bid jobs. He further pondered why the District should pay a minimum of \$33,000 more. Director Treece responded that he and Director Heidinger did the research and assessed both Pierce, Inc. and Crimson Fire, Inc., with Crimson being substantially cheaper than Pierce. He further commented that KME Apparatus did not choose to participate and the truck was broken so there was no chance to even drive it. He went on to say that in his estimation and that of the firemen he spoke to, it was junk – the quality was poor. Director Treece commented that the estimates obtained by Chief Butler do not represent the truck which the District wants. Chief Butler replied that the specifications he used were approved by the Board. Director Treece stated that those specifications went out before he saw them and that Chief Butler drew up those specifications.

Director Archuleta asked for an explanation of the KME quote. Chief Butler responded that there were two changes from the Pierce pumper, but that these changes were engineered to be in compliance. Director Treece commented on the minimum pounds limit. Director Archuleta commented that the deviations are insignificant. Director Treece said that power steering is proprietary and should have been taken out. Chief Butler stated his disagreement.

Director Heidinger stated that she has a 119 page document and questioned whether that is the document Director Treece is referring to as his recommendation. Director Treece responded that his document was about 15 pages and was based on a review by himself and the firemen who got on the trucks, drove the trucks and discussed what the needs are. He commented again that the KME truck could not even be driven. Further, the firemen drove the Crimson and Pierce trucks and felt

that Crimson was the best, most suitable in size and equipment. Chairman Ruhnke stated that Director Treece obtained this information on his own because he did not trust Director Phillips, Chief Butler of himself (Chairman) to do it. Director Treece responded, "That's right." Chief Butler stated the specifications used in his quotes were reviewed by Chief Fred Roof, Chief Al Moritz, the firemen and Rural Metro. Chief Butler added that he included a lot of Director Treece's specifications, and reiterated that the specifications used were approved by the Board. Director Treece commented again that those specifications went out before he saw them. Director Archuleta questioned that since Director Treece stated the specifications were changed, does the Board need to start over in the process. Director Phillips questioned whether the Board was deviating from the agenda. Attorney Hawkins responded that the agenda wording was broad and that the current direction of the conversation is to put the issue back out for bid. Director Treece stated that the Board is here to select a vendor. Director Treece further commented that the Board needs to select Crimson Fire, Inc. and get new specifications. Director Treece stated, "I am the committee." Director Heidinger questioned if the Board approves this item (b) then who decides on the vendor. Director Phillips questioned whether the Board should add a dollar figure. Director Treece stated that the problem is we need to select a vendor and further commented that he personally did the homework. Attorney Hawkins explained that the language and intent of the agenda item is to authorize the Chairman to enter in to a contract to purchase 2 fire pumpers. He stated that if the Board does not authorize the Chairman to do so, then the Board is essentially sending this out to bid again. He stated that Director Phillips is right and that the current discussion is not within the bounds of the action item. Attorney Hawkins commented that Chief Butler stated the specifications were approved by the Board. Director Treece commented that the specifications he produced were clearly indicated by the firemen he spoke to. Attorney Hawkins stated that the motion as stated requires the Board to go back to Crimson and get new quotes to negotiate specifications and price. He suggested that a different motion be made or table the discussion until next meeting.

Director Treece withdrew his original motion. Director Heidinger withdrew her second.

Director Treece made a new motion to select Crimson Fire, Inc. as the vendor and negotiate new specifications with the Board as a whole and/or with a committee agreed upon by the Board and with input from Rural Metro firemen to negotiate specifications and request a quote from Crimson Fire, Inc. Director Heidinger seconded.

Vote: E.Ruhnke, nay; J. Phillips, nay; D. Heidinger, yes; P. Archuleta, nay; M. Treece, yes.

Motion failed 3 nay/2 yes.

A representative from Crimson Fire, Inc. suggested that one solution would be to take the specifications from Chief Butler and then choose the product with the understanding that there will be modifications at the preconstruction meeting with the vendor.

Director Archuleta made a motion to select KME Apparatus as the low bid. Director Phillips seconded.

Vote: E.Ruhnke, yes; J. Phillips, yes; D. Heidinger, nay; P. Archuleta, yes; M. Treece, nay.

Motions carries 3/2.

Director Treece said, "I'm outta here," and left the Board meeting.

- c. Development of a comprehensive strategic plan for the fire district.

After a brief discussion, the staff was asked to schedule this item for the next meeting.

- d. Admin Chief's employment contract

EXECUTIVE SESSION

- e. Magee facility cost estimates and authorization to proceed with the detailed drawings.

Cost estimates were not available and this item was tabled.

- f. Rural Metro contract amendments

Some of the financial information from Rural metro is still pending and this item was tabled.

- g. IGA contract for fire inspections in the town of Oro Valley

EXECUTIVE SESSION

VII. ADJOURNMENT

At 8:30 PM Chairman Ruhnke called for a 5 minute break before entering Executive Session.

Executive Session convened at 8:35 PM and concluded at 9:25 PM.

Regular meeting reconvened at 9:26.

The next Board meeting is July 21, 2010.

Regular meeting was adjourned at 9:30 PM.

APPROVED BY: _____

DATE: _____