

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

**Monday, September 19, 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**

NONE

**Staff Present**

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

The Pledge of Allegiance was recited by all present.

- II. CALL TO THE PUBLIC

Felipe Torres, President of Old Pueblo Fire Fighters Association, addressed the Board regarding the Opticom Equipment. He stated that as a firefighter this is an important piece of equipment which is relied upon for firefighter safety, as well as for public safety. He emphasized that the firefighters hope to continue using this equipment because it assures their safety and assures that they meet the response times the District is requiring.

Clerk Heidinger inquired if anyone attended the function on September 17, and if so, did anyone get pictures? Director Ruhnke stated that he attended and took pictures which he will share with the District.

- III. CONSENT AGENDA

- a. Meeting minutes and Executive Session minutes from August 15, 2011
- b. Meeting minutes and Executive Session minutes from August 31, 2011
- c. Executive Session minutes from July 18 and August 1, 2011

Director Phillips motioned to approve all the minutes as presented. Clerk Heidinger seconded. ***Motion passed unanimously.***

#### IV. REPORTS AND UPDATES

a. July 2011 Financial Statements – reissued with posted tax revenue

There were no questions from the Board.

b. August 2011 Financial Statements

There were no questions from the Board.

c. District Correspondence

Lorrie reported that she received an email from Chief Stoltenberg requesting use of the EDITH trailer on September 23.

d. Staff Reports

Attorney Hawkins reported that Chief Stoltenberg has been working on the grant application with Grant Masters and will have it ready for comment on Wednesday, September 21.

Lorrie reported on

- “Managing Public Records” workshop which she and Clerk Heidinger attended on August 26
- placing the District mission statement on the apparatus
- having photos taken of the Board members which will hang in the new Administrative Complex
- completion of the FY 2011 audit

e. Director’s Reports

Chairman Archuleta provided the Board members with a copy of the Sedona Fire District Budget. He suggested that the Board members review the format of this document, and suggested that MVFD should use a similar narrative format for their next budget.

Director Phillips stated that MVFD should attend the Oro Valley State of the Town function to be held on Thursday, October 6. He volunteered to represent the District and inquired if other Board members would like to go. Chairman Archuleta expressed his interest in attending. Clerk Heidinger expressed her interest, and stated that she will reply to Jerry by Friday, September 23.

f. Rural Metro reports

Chief Stoltenberg addressed the Board. He reported that RM responded to 315 total calls for the month, expressing that this was the highest number of calls responded to in a single month. He further stated that there were only 3 exceptions, stating, "... so the guys were on their toes." Chief Stoltenberg pointed out that this was the fewest number of exceptions in a long while. Director Treece asked for details on which apparatus is responding to each call. Chief Stoltenberg stated that he will give that detail to Lorrie and she can pass it on to Board members. Clerk Heidinger inquired if all the construction was slowing them down. Chief Stoltenberg responded, "Not really." Treasurer Treece commented that this was a great job. Chief Stoltenberg stated that the Out-of-District report shows support for stations 80 and 74. Treasurer Treece inquired about calls in the annexation area responding to animal rescue. He inquired if the residents know they will receive a bill for these services.

Chairman Archuleta stated that Chief Stoltenberg and Lorrie will meet next Tuesday to nail down the Out-of-District billings process.

Director Ruhnke inquired why he is no longer on the "Active Fire" call list, stating that he would like to be notified. Director Phillips inquired if it is customary to receive phone calls in the event of a fire. Attorney Hawkins responded that since there is no chief in place right now, the District is depending on emails to notify them of fires. Chairman Archuleta asked, "What is the pleasure of the Board?" Director Ruhnke wants to be notified. Director Phillips commented, "With all due respect, why is RM sending an email to legal counsel on a fire?" Chief Stoltenberg responded that since there is no chief, RM had inquired of the Chairman about who to notify, and the response he received was to email the Chairman and the Attorney. Treasurer Treece stated that he is not sure it is appropriate for Board members to go to fires, although he is in favor of it. Attorney Hawkins stated that a main reason for allowing a Board member to be present at a fire is so that the Board member can be a contact person for the press regarding that incident. Treasurer Treece inquired of Golder Ranch Fire Chief Karrer about their procedure. Chief Karrer responded that their District notifies certain people by email. Clerk Heidinger stated that she recalls an AFDA seminar instructing that Board members could go to a fire, but are not allowed to give any direction to the firefighters. Treasurer Treece commented that some Board members used to have pagers.

Chairman Archuleta summarized that the Board wishes to allow RM to respond to the fires and allow their PIO to handle the media, and further, to add Director Ruhnke to the call list. Treasurer Treece commented that he thinks it is "great" that Director Ruhnke is willing to go to the calls on an unofficial capacity. Director Phillips commented that in lieu of the fact that the District has no PIO and no Chief, he feels that a phone call to a designated contact would be appropriate, further adding that if the media could contact Director Ruhnke, for example, he would be able to discuss with them in an educated manner because of his years of experience

as a firefighter. Director Phillips stated that there should be a designee from the District, a point person for the meida. Clerk Heidinger agreed.

As the final part of the RM report, Chief Stoltenberg provided information about the grant application process. He stated that he hopes to have the narrative portion done by Friday. Treasurer Treece commented that it seems like we have horses pulling wagons, instead of actual engines . . . it looks desperate. Chief Stoltenberg responded that he will sit with any Board member to discuss the points. He commented that with a grant application, it is normal to represent that you are truly in need of the monies being requested. He stated that we will be using any grant monies for 4 LP12 @ \$ 22,000 and 3 MDT @ \$5000 each. Treasurer Treece stated that it seems like this information may not be good for the public record. Clerk Heidinger clarified that with a grant application, you have to show that you are in need of what is being requested. Treasurer Treece inquired, “Doesn’t the term ‘obsolete’ concern you?” Attorney Hawkins stated that he sees no liability issue. The Attorney further stated that the application calls for 3 recommendations, which are currently listed as Chairman Archuleta, Attorney Hawkins, and Chief Stoltenberg, but that these could change. He further commented that he sees no reason for himself to be listed, and suggested another Board member, possibly Director Ruhnke.

Director Phillips said, “ Thank you Chief and firefighters. Thank you for a very good month.”

## V. DISCUSSION AND/OR ACTION ITEMS

### a. Adopt the Board Policies & Procedures which were approved August 1, 2011

Attorney Hawkins commented that the District had to wait the required 28 days before adopting the Policies & Procedures which were reviewed and officially approved on August 1.

Clerk Heidinger moved to adopt the P&P approved on August 1. Treasurer Treece seconded. ***Motion passed unanimously.***

### b. Discussion and/or action regarding increase to MVFD general liability insurance

In response to the Mutual Aid Agreement with Golder Ranch, Chairman Archuleta contacted the District’s insurance carrier, Koty-Leavitt, for insurance information. It will cost the District \$393 right now to pay for an increase to the required coverage. The additional premium per year will be \$1768. The insurance coverage will also have to be increased once the Magee Staion is completed, making the new premium for total required coverage approximately \$ 12,500. Treasurer Treece inquired if RM meets this requirement. Chief Brandhuber responded that RM did have to match insurance requirements per the Mutual Aid agreement and had to update it within the last 6 months to meet current legislation. Chief Karrer stated

that these are pretty standard requirements and Golder Ranch uses this for other entities as well.

Attorney Hawkins stated that it makes sense to consider agenda items (b) and (c) together for discussion purposes.

c. Discussion and/or action regarding the Mutual Aid Agreement with GRFD

Attorney Hawkins stated that he is comfortable with the Mutual Aid agreement as handed out this evening. It is consistent with what he would recommend. Chairman Archuleta clarified that Chief Karrer received a copy and it does mirror the current Mutual Aid agreement with RM and other Districts, a pretty standard boiler-plate format.

Director Ruhnke inquired who determines what apparatus is to be sent. Attorney Hawkins responded that currently it is our Chief, or his designee. Director Ruhnke stated that it should be the fire alarm office or dispatching center. He suggested that the fire alarm office should have discretion because they know about the manpower/equipment available to respond.

Chief Karrer commented that MVFD is in a unique position right now, stating that, historically, the Chief would be the person to say who responds. He commented that if Golder calls for mutual aid, they want to know someone is available 24/7.

Chief Brandhuber stated that RM is contracted to provide service, therefore, they should be able to make the decision in real time and should be accountable. He further commented that the more layers, the harder the mutual aid becomes.

Chairman Archuleta clarified that for timeliness, RM should be able to make that decision and then notify our Chief as soon as possible. Treasurer Treece clarified that RM is responsible for what RM does and is accountable to the District. Chief Karrer stated that it makes sense that if the system is already in place, then the District should use it and hold RM accountable. Treasurer Treece asked for RM to provide a written procedure. Chairman Archuleta stated that he and Chief Brandhuber are currently working on the operational Policies and Procedures. Chief Karrer stated the fact that MVFD will be calling for GR more than GR calling for MVFD, so it makes sense to make this process seamless. He further stated that he would love to see an Automatic Aid Agreement, but it is not possible right now, maybe in the future.

Clerk Heidinger moved to approve the increase in general liability insurance and approve the Mutual Aid Agreement. Director Ruhnke seconded. ***Motion passed unanimously.***

Attorney Hawkins clarified that the District will go through RM now until we have a Chief in place.

d. Discussion and/or action regarding Traffic Preemption System Agreement with GRFD

Chief Brandhuber stated that this agreement is totally separate from RM. It is really the IGA between MVFD and GR.

Attorney Hawkins stated that while reviewing the agreement to include MVFD, Chief Karrer suggested that it should be a separate IGA. Attorney Hawkins developed a separate IGA and proposed it to GR with some of the same terms in the agreement. He clarified that the agreement is largely on the same page, that the new one clarifies that the intersections in question are within MVFD and the opticom equipment is already in the apparatus. Treasurer Treece stated that he is in favor of the opticom system. Director Phillips commented that the equipment is a lifesaver. Chief Karerr stated that it is a liability-saver.

Chairman Archuleta asked permission of the Board for Director Phillips to sit with Chief Karrer and discuss the IGA. Treasurer Treece stated interest in the costs involved. Chief Karrer stated that GR owns the opticom system on Oracle down to Ina, affecting both the intersection at Oracle/Magee and the Suffolk Hills area. He stressed that MVFD utilizes this equipment on a daily basis. Chief Karrer stated that GR paid \$15,000 per intersection, even though our one-time fee to get into the agreement would be \$5000, and if the system fails, then there will be a 3-way split between the entities. Under the Mutual Aid Agreement the Opticom System will still operate for the District. Treasurer Treece inquired about the \$5000 fee. Chief Karrer commented that at one time the equipment failed at Oracle/Magee and the cost for repair was \$2300. If MVFD buys into the IGA then GR can recoup the costs, and will split any costs in the future by thirds. Treasurer Treece inquired that since RM works for the District, then haven't we already bought into it? Attorney Hawkins stated that for negotiation purposes the District would come up with a whole new agreement and have a committee. Treasurer Treece inquired if this could be funded through grants.

Chief Karrer stated that it is important to recognize the reality that MVFD has purchased their own apparatus and have additional liability. He further stated that if MVFD wants to be a part of the existing Opticom system, they need to buy into the agreement. . .a cost-share.

e. Discussion and/or action regarding the CEO employment contract

Clerk Heidinger motioned to adjourn to Executive Session.

Director Ruhnke seconded.

Regular meeting adjourned to Executive Session at 7:32 PM.

Reconvene to regular session at 9:00 PM.

Chairman Archuleta motioned to approve the counteroffer from the CEO candidate with the following edits:

Item F: no remaining acquired sick leave will be paid upon termination/retirement

Item I: retirement contribution reduced from 7% to 5%

Additions: from the candidate's cover letter, all requests related to:

(1) Education

Reimbursement of pre-approved costs for tuition, fees and books for classes taken towards obtaining a BA/BS or graduate degree at a rate of 75% with the employee paying the remaining 25%, reimbursement conditional upon a passing grade of "C" or above, or as per the MVFD Policies and Procedures

(2) Relocation Assistance

Up to \$8,500 in approved relocation expenses, receipts to be submitted for Board approval

(3) Cell phone allowance

Reasonable allowance for smartphone service for both business and personal use

Clerk Heidinger seconded the motion.

Vote: Chairman Archuleta, yes; Treasurer Treece, yes; Clerk Heidinger, yes; Director Phillips, no; Director Ruhnke, no.

***Motion passed 3/2.***

VI. ADJOURNMENT

Clerk Heidinger moved to adjourn the meeting.

Chairman Archuleta seconded.

Meeting adjourned at 9:05 PM.

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

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