

BULLHEAD CITY FIRE DEPARTMENT



“Committed to Our Community”

PUBLIC MEETING MINUTES BOND OVERSIGHT COMMITTEE MEETING

December 4, 2018

1. CALL TO ORDER

The meeting was called to order at 2:00pm by Chairman Paul Bull.

2. ROLL CALL

Present: Committee Chairman: Paul Bull
 Committee Member: John Pynakker
 Committee Member: Randy Sierra
 Committee Member: Karla Brady
 Committee Member: Mandy Doumit
 Committee Member: John Tesar

Absent: Committee Vice Chair: Heather Brennan

Staff Present: Fire Chief: Patrick Moore
 Assistant Chief: Scott Neal
 Administrative Clerk: Sarah Zink

3. CHIEF COMMENTS

Chief Moore gave a quick update on several ongoing projects and upcoming presentations. Currently the Platform is at Fire Trucks Unlimited undergoing refurbishment and should be complete January/February, the SCBA product has arrived and will be implemented next week. Upcoming are some Equipment presentations that are time sensitive to avoid upcoming cost increases, Chief Moore has contacted the Fire Board, they are willing to get together early if needed to facilitate the savings.

4. PUBLIC COMMENTS

There were no public comments.

5. BUSINESS

a. Approval of Meeting Minutes – October 2, 2018:

Randy Sierra made a motion to approve the meeting minutes as drafted, John Pynakker seconded the motion, there was no opposition and the motion carried to approve the meeting minutes from the November 6, 2018, meeting.

b. Discussion/Possible Action – Server Infrastructure Quote from SunState Technology Group:

David Verley gave a little background about the current server infrastructure in place that we are looking to upgrade/replace. There are a number of older servers, with a tape backup system that is a slow and old process. We worked with Dell prior to the bond vote to engineer a solution and a budget. \$75,000 was originally budgeted, since then we have been moving towards more cloud based backup, and have been working with a company to store some of our records. Because of that change our need is for a smaller in-house server. SunState Technology Group out of Phoenix has worked with other fire districts, they are a consulting group that also provides labor. Working with SunState we redesigned our needs that include a primary server at Station #1, and a backup at Station #3 that would keep in synchronization with the Station #1 server. Additionally, there would be an off-site backup on a monthly service. This quote includes the labor for installation. Most likely it would be done in two trips, 2-3 days per trip for installation. SunState will work directly with our IT Department to get everything switched over to the new hardware and complete some software upgrades at the same time. David Verley explained the pricing is comparable to the cost of installing in-house and the pricing is well within acceptable pricing. Mandy Doumit wanted clarification that this would upgrade to a more efficient process with the cloud and additional backup and that it is cheaper than the initial budget. David Verley responded that it is about \$15,000 less than originally budgeted. John Pynakker questioned why there is only one proposal? David Verley answered that SunState specializes in this type of product and there is no one in this area that does this type of work. Karla Brady asked if this project went out to bid or if it is a sole source purchase? David Verley answered that it is sole source, the pricing on the hardware is state contract pricing. Karla Brady asked if SunState used a state contract? David Verley clarified that SunState used their own contract but the cost was the same as state contract. John Pynakker asked for clarification for the other items not under the contract pricing? David Verley answered that other vendors might have a slight difference in labor costs. Chief Moore added that for the department, our servers are a concern, the system we are using is fairly antiquated. If we were to suffer a loss, it would be an administrative nightmare to try to regenerate that information. SunState is a specialized company that does nothing but this type of work, we brought them in based on that specialty to ensure we are using the best equipment and the best process. Paul Bull added he agrees and has no problem with the

product and we are saving money compared to the budget, however he would have liked to see another bid for the purchase. There was further discussion about the pricing and possible savings if there were additional quotes. Chief Neal gave some background about the work SunState does throughout the state and the issues we face with companies not wanting to come to this area. Karla Brady added that no bids were requested, and we are not following the procurement policy. Chief Moore added that we can reach out to other companies and receive other bids. John Tesar stated that he thinks comfort with a vendor is huge, building that relationship and trusting them. Chief Neal spoke about problems we have previously faced and problems with companies not being interested. Karla Brady continued to express concern that we are not following policy. Chief Moore interjected that we need to see if we can get another estimate and bring that back to the committee, if it is unsuccessful, then we at least went through the process. Karla Brady stated she would have an objection to this purchase. David Verley reiterated concerns that companies in Phoenix have no interest in coming here, and we end up self-performing the work. Paul Bull expressed that he does not want to waste time, however we should at least try to seek other quotes, that we should be following the procurement policy. Chief Moore stated we will reach out to other companies and get quotes for the same scope of work and bring this back to the committee. Paul Bull asked if there was anything stopping us from going to Las Vegas for quotes? Chief Moore answered no. There was discussion whether the pricing quoted is state pricing, David Verley clarified the pricing is comparable, Karla reiterated that because it is not state pricing, other bids are needed. John Tesar added that he thinks the committee is overstepping that the quote is \$15,000 less than originally budgeted, also this is a company the department is comfortable with. He would move forward with a motion to approve it. Karla Brady asked if the Chief has pulled the item? Chief Moore responded he doesn't believe he has the ability to pull the item, Chief Moore spoke more about sole source and the departments procurement policy, that this item can be postponed and come back to this committee, but that it will be challenging because we already have communicated the price from SunState. Mandy Doumit asked where the pricing came from originally? David Verley answered we worked directly with Dell, he further explained the scope of work is less now, we went with a different architecture, a different style of computer. Originally it was a blade server and this is a larger version of what we currently have. Karla added that tax payer funds are being used and the department is held to higher financial standards. Part of our job is to hold the department accountable in spending public funds and what she is seeing is not following policy. If the department had gone out for a formal bid and received only this one bid, we could have easily approved it, showing that you made the effort to get other bids. There was further discussion of the challenges

and whether it is a sole source project. Paul Bull stated he is not willing to entertain a motion for approval, that we have to follow the procurement process. Chief Moore agreed and asked that we take some time to get further quotes and bring it back to this committee. Mandy Doumit made a motion that we revisit this at the next meeting to give additional time to obtain additional quotes. Randy Sierra Seconded the motion. John Tesar opposed the motion, motion carried.

c. Discussion/Possible Action – Purchase of Specialized Extractors for Gear:

Chief Neal presented the group with the specifications of the chosen Extractors made by Unimac. Extractors are commercial grade washing machines we will use solely for our gear. The department is putting together a cancer initiative to limit the amount of toxins our firefighters are exposed to. We propose to put an extractor at every fire station, currently we have one extractor at Station 2. That extractor is 15 years old and is almost at the end of its lifespan. The new units have about the same lifespan, however the one unit services the whole department and the new units will service the stations individually, we might be able to get additional life out of these units. Curtis is the only authorized dealer for the state of Arizona, it is a sole source purchase. The date on the quote has expired, Chief Neal spoke with the Curtis representative and the price will not change through the end of the year and we will be getting an updated quote with the updated expiration. The total cost of the units is \$73,600.88, this includes the units and hookup. The second phase of this project is updating the hookups & location for the machines. We have collected bids for the project. The challenge is, our facilities were not planned for extractors, the extractors require a 220-volt electric outlet and a 3-inch floor drain. There is a significant amount of work in running electrical and plumbing depending on the location chosen at each station. Mandy Doumit asked about having one location for all the machines. Chief Neal explained we do not have space currently for something like that. Chief Moore added that having all the machines in one location takes away the efficiency, taking units across town and out of service to wash gear. Chief Neal added that creating an additional structure adds additional cost as well, we would prefer finding space in the existing floor plan, close to the existing laundry. The bids that are attached for the plumbing and electrical, seven contractors were contacted. We only received the two bids, contractors either are not interested or are too busy. The culmination of the two bids is approaching \$40,000 for installation of all the units. In addition, we need to upgrade the size water heater at some locations, the machines require dedicated hot water at a certain temp, for a specific amount of time. In some situations, the water heater is the wrong size and in others the water heater is too far away and would need dedicated recirculating lines to the machines. Because of all the variables with the installation, we asked each contractor to give us the worst

case scenario for each one. Depending on the installation either the plumber or the electrician will be in that worst case situation. This is going to be a complex installation at each station, the worst case scenario will not be for each contractor at each location. We are asking to proceed with purchasing the units to lock in the price and continue with making all the installation decisions later. John Pynakker agreed with the contractor situation in town, they are short-handed and busy, he does not think waiting to go back out for pricing again after the units are on site would be wise. There was some discussion about the installation cost being above the budgeted amount where that excess would be accounted for, Chief Moore stated that anything over the budgeted amount would come out of the contingency. Karla Brady mentioned any motion would have to say not to exceed because of the quotes, Chief Neal agreed. Also Karla Brady calculated the quotes at \$34,760. Chief Neal would like to include a little bit of leeway to include any unknowns uncovered in construction. Chief Moore added that if we have any changes that cause an increase in price or change in contractor we would come back to you with that information, and any overage would come from contingency. Chief Neal added that he has followed our procurement policy and tried to get three bids for the work, this is the only quote we have received. John Pynakker made a motion to proceed with the purchase of the extractors at a cost of \$73,600.88, Randy Sierra Seconded the motion. All were in favor, motion passed. Karla Brady made a motion for utility improvements required for the installation of the extractors, that the maximum be set at \$35,000.00. Chief Moore asked for clarification on how the overage is shown, it was decided to show it under the extractor line item as an overage, but covered by contingency. John Pynakker seconded the motion, all were in favor. Motion passed.

d. Discussion/Possible Action – Facility Group:

No presentation for the Facility Group.

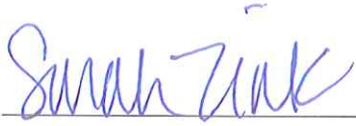
6. FUTURE AGENDA ITEMS/COMMITTEE DIRECTION TO STAFF

Next meeting scheduled for Monday December 17, 2018 at 2pm, with a regularly scheduled meeting on Tuesday January 8, 2018 at 2pm (date change because January 1, 2018 is a holiday).

7. ADJOURNMENT

Meeting was adjourned at 2:42pm.

Minutes prepared by,



Sarah Zink, Administrative Clerk

Approved by,



Paul Bull, Chairman
Bond Oversight Committee