



## Northwest Fire District Governing Board

13535 North Marana Main Street  
Marana, Arizona

### SCHEDULED

### FIRE CHIEF'S REPORT

---

<b>Date:</b>	March 26, 2024
<b>To:</b>	Governing Board
<b>From:</b>	Scott Draper, Assistant Chief
<b>Department:</b>	Essential Services
<b>Agenda Item</b>	Essential Services Board Report

---

#### ACTIVITIES:

#### **Essential Services: Scott Draper, Assistant Chief - Essential Services:**

The following is a list of activities for the month of February 2024:

- Attended Executive Staff meetings
- Attended Labor-Management Committee meeting
- Station 331 Inspection - The annual facility and personnel inspection schedule is intended to maximize operational readiness, ensure maximum effectiveness, and meet safety and health regulations. Representatives from Facilities, Health & Safety, and Executive Staff will perform the inspections at the fire station or work site designated for the monthly inspection.
- Attended the monthly NWFD Governing Board meeting
- Attended by Zoom the Arizona Fire Districts Association (AFDA) Board of Directors meeting
- Attended several fiscal year FY24/25 budgeting meetings with Essential Services sections
- Attended Years of Service presentation for Mike Duncan (30 years) and Bill Worden (35 years) at Station 341
- Attended second Request for Proposals (RFP) 24-05-C28 Utility Relocation & Pavement Improvements Evaluation Meeting
- Participated in RFP 24-05-C28 Utility Relocation & Pavement Improvements vendor interviews

#### **Fleet: Raymond Jones, Fleet Division Manager:**

See attached report.

#### **Warehouse (WH): Kristen Sillett, Warehouse Division Manager:**

The following is a list of activities for the month of February 2024:

#### **Strategic:**

- Attended weekly pharmaceutical and Emergency Medical Services (EMS) supply status meeting
- Attended AssetWorks discovery call

- Attended budget discussion meeting with Finance
- Attended 40hr Emergency Medical Technician (EMT) continuing education (CE) Applied Resuscitation Education & Specialized Training (AREST) skills training
- Attended discussion with Finance regarding uniform and purchase order (PO) topics
- Attended discussion with Finance regarding Air/Power truck load list
- Attended vendor meeting with Mr. Tees
- Attended General Staff & Strategic Plan Development meeting
- Met with Facilities to determine feasibility of relocating ESC to Warehouse
- Attended Division Chiefs/Managers Meeting
- FY23/24 budget review and submission of FY24/25 budget
- Updated program appraisal
- Continued leadership development of supervisors
- Conducted Weekly Study Session: Dichotomy of Leadership with WH/ESC
- Continued improvement of Uniform Program with further development of key performance indicators (KPIs) for vendors and order fulfillment tracking
- Discussions with field to identify challenges and develop resolutions/changes to policy or processes
- Ongoing process analysis and improvements within Division

#### **March Objectives:**

- Assess for streamlining processes
- Attend FY24/25 Budget Study Session

#### **ESC, Erin Fick, ESC Supervisor**

- Completed 16 advanced personal protective equipment (PPE) inspections
- Distributed 18 sets of new turnouts to field for 2017 replacements
- Completed 18 advanced inspections and repair of 2017 replacement gear for shelf stock
- Removed all 2014 expired turnouts from shelf stock to transfer to “no live fire” training gear (approx. 60 sets)
- Received and sent all required lights to Fleet to outfit new Air/Power truck
- Worked with Equipment Work Group to evaluate 2.5” minute man hose load for our frontline apparatus
- Worked with Operations to get all required items on front line engines to conform to Insurance Services Office (ISO) requirements
- Scheduled online Drager self-contained breathing apparatus (SCBA) recertification program to be completed in March
- Rebuilt two (2) nozzles and three (3) gated wyes
- Repaired one (1) chainsaw
- Completed repairs on two (2) rotary saws
- Worked with Special Operations to gather all expired/obsolete gear from Station 333, NWFD Training Center and Station 338. All is to be returned to regional supply, surplussed, and disposed of. Currently stored at ESC.

#### **March Objectives:**

- Ongoing suppression support
- Complete SCBA recertification
- Coordinate PPE Technician Training with Globe Manufacturing for Fire Equipment Services Technician to be completed in April
- Provide additional coaching and learning opportunities

- Attend weekly leadership coaching meetings

### **Warehouse: Robert Kay, Supply Supervisor**

- Created training and departmental documents as needed
- Collaborated with EMS to identify and obtain new Department of Health Services (DHS) required items due to HB2609
- Participated in Strategic Plan Development meeting
- Completed time trials for truck towel exchange program
- Reorganization and consolidation of the Warehouse

#### **March Objectives:**

- Complete budget development
- Continue fulfill the needs of District
- Assess for streamlining processes

### **Academy Support**

- None

#### **March Objectives:**

- Academy 2024-01 budget assistance

### **Pharmaceutical Dispensers**

- Ongoing program support
- Kristen Sillett continued training Robert Kay on processes

#### **March Objectives:**

- Work with Dr. Rice to have Letter of Attorney (LOA)/Power of Attorney (POA) revised to include Robert Kay
- Robert Kay to take over program support; Kristen to continue to manage and monitor program

### **Uniforms**

- Program management
- Work with vendors to clean up back ordered items and update estimated time of arrivals (ETAs)
- Continue utilizing uniform order tracking document

#### **March Objectives:**

- Work with Procurement to add cardigans and Russell shorts to contract and portal
- Monitor vendor performance through order tracker
- Portal and user support as required
- Continue monitoring back orders and supply chain issues

### **Surplus Project**

- None

#### **March Objective:**

- Identify surplus items as needed

**Facilities: David Davis, Facilities Division Manager:**

See attached report.

**GOALS:**

To save lives, protect property, and care for our community.

---

**Attachments**

- Fleet Metrics
- Warehouse Metrics
- Facilities Metrics