



## Northwest Fire District Governing Board

13535 North Marana Main Street  
Marana, Arizona

**SCHEDULED**

### **FIRE CHIEF'S REPORT**

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**Date:** August 27, 2024  
**To:** Governing Board  
**From:** Kim Sotomayor, Director  
**Department:** Business Services  
**Agenda Item** Business Services Board Report

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#### **ACTIVITIES:**

##### **Kim Sotomayor, Business Services Director**

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

- Attended Executive Staff meetings
- Attended multiple meetings with the District benefits broker, CBIZ
- Attended multiple meetings with Human Resources and Finance
- Attended Labor Management Meeting
- Attended Geographical Information Service (GIS) Analyst job description review
- Attended Government Finance Officers Association (GFOA) Best Practices webinar conference
- Attended a demo for an HR on-demand training platform
- Attended a check-in meeting with GovInvest on the progress of the Compensation Module
- Attended a meeting with Finance and Emergency Medical Services (EMS) about Centers for Medicare and Medicaid Services (CMS) reporting
- Attended benefits review with United Healthcare and the District's benefits broker, CBIZ
- Attended finalist demonstrations for Employee Assistance Programs
- Attended a meeting with the District's benefits broker, CBIZ, about the District's benefit enrollment platform
- Attended Governing Board meeting
- Attended the monthly meeting with the District's ambulance billing provider, Digitech

##### **Human Resource Services (HRS)**

##### **Nichole Robertson, Human Resource Services Manager:**

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

- Attended bi-weekly meetings with Public Safety Pension Retirement System (PSPRS)
- Attended bi-weekly meetings with CBIZ (benefit broker)
- Attended Awards Work Group meeting
- Attended Labor-Management Committee meeting

- Attended meeting with Business Services Director and GovInvest to discuss the Compensation Module
- HRS Analyst attended Self-Funding 101: Understanding the Benefits of Alternative Funding Options training
- HRS Generalist, HRS Manager, Business Services Director, Assistant Chief of Administration, and the Technical Services Officer had a meeting to finalize job description revisions
- HRS Generalist, HRS Manager, Business Services Director, Assistant Chief of Operations, Division Chief of EMS, and Deputy Chief of Preparedness had a meeting to discuss revisions to the GIS Analyst job description
- HRS Team conducted onboarding for two (2) new hires
- Interviews were held for the Fire and EMS Data Analyst position
- Credibility assessments were held for the 2024-01 Firefighter Recruitment
- Interviews began for the 2024-01 Firefighter Recruitment

### **Goals:**

#### **Short Term:**

- Continue to create efficiencies within the HRS Division
- Standardize employee files

#### **Long Term:**

- Design and implement a cross-training program for succession planning
- Update the District's employee policies and procedure

### **Metrics:**

- 283 Current FTE
- 0 Separations
- 0 Retirements
- 2 New Hires
- Turnover Rate 0%

### **Finance Services Division**

#### **Tabitha Walsh, Finance Services Manager:**

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

- Attended a meeting with the Fleet Division regarding the CMS ground ambulance data
- Attended the ClearGov data discovery and in product review meeting for the Budget book with the Principal Accountant
- Attended the Safety Committee Meeting
- Attended the Governing Board meeting with the Principal Accountant
- Finance and Procurement attended the new hire onboarding
- Finance and Procurement attended the Labor-Management meeting
- The Senior Accounting Specialist attended two PSPRS Pension Administration meetings
- Procurement attended the National Institute of Governmental Purchasing (NIGP) webinar for maximizing growth potential and the AZ State Procurement virtual conference for Procurement 101 training
- The Buyer met with the Technical Services Division regarding Laserfiche and Prevention related to camera purchases

- Procurement attended the Uniform Work Group meeting

### **Sandy Russell, Grants Manager:**

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

- Submitted reimbursement requests to the City of Tucson for Technical Rescue Team (TRT) training, AZ Department of Environmental Quality (ADEQ) for the International Association of Fire Chiefs (IAFC) Hazardous Material (HAZMAT) Conference, and to the Water Infrastructure Finance Authority of Arizona for the Pump-Pod
- Attended the Labor-Management Committee meeting
- Completed monthly reporting to the Water Infrastructure Finance Authority of Arizona and Pima County
- Completed semi-annual reporting to Federal Emergency Management Agency (FEMA)
- Completed fiscal year end reporting for fixed assets and depreciation
- Completed final Schedule of Federal Expenditures (SEFA) reporting for auditors
- Attended three (3) mornings of virtual training for Pima County's new grant software (mandatory training required of all subrecipients)
- Attended ClearGov virtual meeting regarding approval of data mapping for the Digital Budget Book, verified the data, and requested multiple data updates
- Attended a virtual meeting with the Water Infrastructure Finance Authority of Arizona regarding ECivis software

### **Metrics:**

#### **Requisitions**

	July 2024	Fiscal Year To Date
Issued	200	200
Dollar Amount	4,952,253.94	4,952,253.94

#### **Purchase Orders**

	July 2024	Fiscal Year To Date
Issued	207	207
Dollar Amount	13,970,249.11	13,970,249.11

#### **Payments**

	July 2024	Fiscal Year To Date
Issued	223	223
Dollar Amount	2,801,702.53	2,801,702.53

- 1.85 - Average days from a Requisition Form being received to the Purchase Order being sent to the vendor.
- 68 - Purchase Orders issued in July and completed (closed)
- 8 – Change Orders on existing Purchase Orders

### **GOALS:**

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

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### **Attachments**