



# **DRAFT**

## **NORTHWEST FIRE DISTRICT**

*Our Mission is to Save Lives, Protect Property, and Care for Our Community*

PHONE: (520) 887-1010 FAX: (520) 887-1034

[NWFDaz.gov](http://NWFDaz.gov)



### **Governing Board Regular Meeting Minutes August 27, 2024**

#### **1. Call to Order / Roll Call / Affirmation of Quorum**

Present: George Carter, Chairman  
Bruce Kaplan, Board Member  
Dave Talas, Board Member

Excused: Cyndell West, Vice Chair  
Peg Green, Clerk

#### **2. Pledge of Allegiance**

Chairman Carter led the Pledge of Allegiance to the Flag.

#### **3. Presentation of Awards**

Chief Bradley administered the loyalty oath and recognized the following new hires:

- Joseph Gulotta, Fire and EMS Data Analyst
- Carolina Sargent, Clinic Coordinator

Chief Bradley recognized the retirement of Marcela Hammond and presented her with a flag and certificate, retiree pin, and a plaque for her dedicated service to the District for five (5) years. Chief Bradley stated that he appreciated the work Marcela had done throughout the years in the Prevention Division and Peer Support Team.

#### **4. Public Forum**

Speakers are limited to a three-minute oral presentation and may submit written comments of any length for Governing Board files. Those wishing to address the Governing Board should complete a Citizen Information Card prior to the meeting being called to order. The Governing Board is required under law to accept any materials presented. At the conclusion of the public forum, individual Board Members may respond to criticism made by those individuals who have addressed the Governing Board and may ask staff to review a matter and place it on a future agenda. However, Board Members may not discuss or take action on a matter raised during a call to the public, that is not already on the agenda, and are not obligated to comment upon materials or presentations made by the public.

Chris Ackerly, Pima County Treasurer, greeted the Board and introduced himself. He asked the District to reach out to him personally should questions arise.

Chief Bradley stated that he appreciated the gesture and that he looked forward to working with him in the future.

Chairman Carter and Member Kaplan thanked Ackerly for his attendance.

#### **5. Consent Agenda**

The Consent Agenda contains items which might require action by the Board, but which are generally routine items not requiring Board discussion. Usually, a single motion will approve all items on the Consent Agenda, including any resolutions. However, a Board Member may remove any item from the Consent Agenda, and that item will be discussed and voted upon separately.

Approval of Consent Agenda

- A. Approval of the Minutes of the June 11, 2024, Governing Board Strategic Plan Study Session

**MOVE TO APPROVE ITEMS A-G ON THE AUGUST 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Board Member Bruce Kaplan

**Vote:** 3 – 0

- B. Approval of the Minutes of the July 23, 2024, Regular Governing Board Meeting

**MOVE TO APPROVE ITEMS A-G ON THE AUGUST 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Board Member Bruce Kaplan

**Vote:** 3 – 0

- C. Approval of the Deletion of Policy 403, Maximum Occupancy - Overcrowding

**MOVE TO APPROVE ITEMS A-G ON THE AUGUST 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Board Member Bruce Kaplan

**Vote:** 3 – 0

- D. Approval to Authorize Staff to Release Request for Proposals (RFP) No. 25-03-C29 Regarding Traditional Fire Helmets

**MOVE TO APPROVE ITEMS A-G ON THE AUGUST 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Board Member Bruce Kaplan

**Vote:** 3 – 0

- E. Approval to Authorize Staff to Release Request for Proposals (RFP) No. 25-04-C29 for Occupational Health Services

**MOVE TO APPROVE ITEMS A-G ON THE AUGUST 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Board Member Bruce Kaplan

**Vote:** 3 – 0

- F. Approval of the Microsoft Office 365 Enterprise 3-Year Agreement with CDW Government, LLC

in the Amount of \$323,160.47

**MOVE TO APPROVE ITEMS A-G ON THE AUGUST 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Board Member Bruce Kaplan

**Vote:** 3 – 0

- G. Approval of the Two-Year Maintenance Agreement With Stryker Sales Corporation in the Amount of \$52,962.44

**MOVE TO APPROVE ITEMS A-G ON THE AUGUST 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Board Member Bruce Kaplan

**Vote:** 3 – 0

6. **Fire Chief's Report**

Chief Bradley stated that reports were included in the packet and that staff was available to answer questions.

- A. Fire Chief's Board Report
- B. Essential Services Board Report
- C. Operational Services Board Report
- D. Business Services Board Report
- E. Administration Services Board Report

7. **Financial Reports**

- A. Financial Reports

Business Services Director, Kim Sotomayor, greeted the Board and presented the financial reports for the period ending July 2024. Sotomayor reported that general fund expenses were \$2.5 million compared to \$2.2 million in July of 2023, both at 4.8% total budget. She reported that general fund revenues through July 2024 were \$382,000 compared to \$604,000 in July of 2023. She noted that the difference was related to timing of property tax collection. Ambulance revenues were \$285,000 through July 2024, 93% of which was for services prior to July 1<sup>st</sup>. She noted that Ambulance Fund revenues were 4% higher than July 2023. Sotomayor reported that pooled cash was in balance, all fund balances were positive, bank statements were reconciled, and the check report was attached for approval. Sotomayor stated that the approximate \$500,000 of payments made in the month of July were due to invoices that were received after July 1<sup>st</sup> and would be expensed to the prior year. She made herself available for questions. There were no questions.

**MOVE TO APPROVE THE DISTRICT'S JULY 2024 DISBURSEMENT REPORT, AS PRESENTED**

Motioned by Chairman George Carter, seconded by Board Member Dave Talas

**Vote:** 3 – 0

8. **Business**

- A. Discussion and Possible Action Approving Multiple Change Orders and the Purchase of Necessary Equipment for Two (2) North Star Ambulances in the Amount of \$158,152 and Associated Revision to the Capital Improvement Program (CIP)

Assistant Chief of Essential Services, Scott Hamblen, greeted the Board and stated that the request of \$158,152 would fund necessary equipment for the two (2) North Star Ambulances on order. He explained that a small amount of the request was related to change orders and that the remaining amount of the request, approximately \$153,000, along with the revisions to the Capital Improvement Program, was related to necessary equipment that was originally requested through FY24/25 Congressionally Directed Spending. Hamblen made himself available for questions. There were no questions.

**MOVE TO APPROVE MULTIPLE CHANGE ORDERS AND THE PURCHASE OF NECESSARY EQUIPMENT FOR TWO (2) NORTH STAR AMBULANCES IN THE AMOUNT OF \$158,152 AND THE NECESSARY REVISIONS TO THE CURRENT CAPITAL IMPROVEMENT PROGRAM (CIP) AS DISCUSSED**

Motioned by Chairman George Carter, seconded by Board Member Bruce Kaplan

**Vote: 3 – 0**

- B. Discussion and Possible Action Approving the Purchase of One (1) 2025 North Star Ambulance Plus the Necessary Build Equipment for a Total Purchase Price of \$387,203 and Associated Revisions to the Capital Improvement Program

Assistant Chief of Essential Services, Scott Hamblen, stated that the request for \$387,203 would fund one (1) North Star Ambulance plus the necessary build equipment for an additional ambulance to be built identical to the two (2) already on order. He explained that when the District ordered the previous two ambulances, the manufacturer purchased three chassis rather than two, and that the third chassis would be used to fulfill the new ambulance request. Hamblen added that the third ambulance would be scheduled to arrive with the other two (2) already on order.

**MOVE TO APPROVE THE PURCHASE OF ONE (1) 2025 NORTH STAR AMBULANCE PLUS THE NECESSARY BUILD EQUIPMENT FOR A TOTAL PURCHASE PRICE OF \$387,203 AND NECESSARY REVISION TO THE CAPITAL IMPROVEMENT PROGRAM (CIP) AS DISCUSSED**

Motioned by Chairman George Carter, seconded by Board Member Bruce Kaplan

**Vote: 3 – 0**

9. **Future Agenda Items**

A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).

Member Kaplan asked for an update on the Training Center.

10. **Adjournment**

**MOVE TO ADJOURN THE MEETING AT 6:16 PM**

Motioned by Chairman George Carter

**Vote: 3 – 0**

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Peg Green  
Board Clerk

Two Board Briefing Books containing material related to the Board Meeting are available for public review the day before and the day of the Board Meeting during office hours at the Administration Building located at 13535 N. Marana Main Street, Marana, Arizona 85653 – (520) 887-1010. The two Board Briefing Books are also available for public review at the Board Meetings.

The Northwest Fire District Board may vote to go into Executive Session on any agenda item pursuant to ARS §38-431.03 (A)(3) for discussion and consultation for legal advice with the Fire District Attorney on the matter(s) as set forth in the agenda item. Pursuant to Board Policy, from time to time, it might be necessary for a Board Member to attend a Board meeting via speakerphone.

The Northwest Fire District Administration Building is accessible to persons with disabilities. In compliance with the Americans with Disabilities Act (ADA), those persons with special needs, such as large-type face print or other reasonable accommodations, may request those through Heather Robey, by calling 887-1010, ext. 2929, before the meeting.

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