



Northwest Fire District Governing Board

13535 North Marana Main Street
Marana, Arizona

SCHEDULED

FIRE CHIEF'S REPORT

Date: April 22, 2025
To: Governing Board
From: Scott Hamblen, Assistant Chief
Department: Essential Services
Agenda Item Essential Services Board Report

ACTIVITIES:

Essential Services: Scott Hamblen, Assistant Chief - Essential Services:

The following is a list of activities for the month of March 2025:

- Attended Leadership Committee meeting
- Attended Executive Staff meetings
- Attended Governing Board Budget Study Session
- Participated in the monthly station inspection with Executive Staff
- Attended internal meetings with Essential Services Team
- Participated in interviews for the Warehouse Manager position
- Attended the funeral for former NWFD Board Member Patrick Quinn
- Attended the 24-01 Academy Family Night
- Attended the 24-01 Academy Graduation
- Attended a Struggle Well Wrap Up Session

Warehouse: Robert Kay, Supply Supervisor:

The following is a list of activities for the month of March 2025:

- Placed restock orders for Emergency Medical Services (EMS), janitorial, office, uniform, station, and pharmaceutical supplies
- Restocked and performed inventory on all District pharmaceutical machines and checked machine coils for correct products, dates, and proper alignment
- Picked up completed orders from vendors and sent them out to personnel in the field
- Formal uniform items were tailored and delivered to Training Academy 24-01
- Received several oxygen and jump bags that were replaced under warranty and placed them in the Warehouse stock
- Received back-ordered drug boxes and sent them out to the field
- Worked on clearing the back half of Logistics to prepare for the Equipment Service Center items to be relocated
- Organized the Logistics laundry room to accommodate award items and uniform stock
- Repaired Station 334's UCAPIT machine with new motors and replaced coils so it would dispense properly and ensured that the lanes were programmed properly

- Brought the District van to Fleet to have it looked at for potential performance issues
- Attended an AssetWorks meeting at Training
- Attended an online meeting with Operative IQ to learn about the platform and discuss how the program will fulfill the needs of the District

Facilities: David Davis, Facilities Division Manager:

The following is a list of activities for the month of March 2025:

- Attended contractor meeting for the Logistics space remodel
- Attended contractor meeting for Training Division's nozzle test tank
- Attended contractor meeting for Station 332 Fire Alarm Control Panel repair/replace
- Attended Facilities/Procurement meeting
- Attended Leadership Committee meeting
- Attended AssetWorks vendor meeting
- Attended meeting with GLHN Architects & Engineers, Inc. for Station 330 & Station 332 bay heat/hot water engineering

GOALS:

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

Attachments

Fleet Metrics