



Northwest Fire District Governing Board

13535 North Marana Main Street
Marana, Arizona

SCHEDULED

FIRE CHIEF'S REPORT

Date: April 23, 2024
To: Governing Board
From: Nichole Robertson, Manager
Department: Human Resource Services
Agenda Item Human Resource Services Board Report

ACTIVITIES:

- 283 Current FTEs
- 0 Separations
- 0 Retirements
- 0 New Hires
- Attended bi-weekly meetings with Public Safety Pension Retirement System (PSPRS)
- Attended bi-weekly meetings with CBIZ (Benefit Broker)
- Attended monthly meetings with Banner- the District's Occupational Health Provider
- Attended meeting with AccuSourceHR, possible background check vendor
- Attended Labor-Management Committee meeting
- Human Resource Services (HRS) Team attended the 2024 PSPRS Conference
- HRS Manager attended the Governing Board Budget Study Session
- HRS Manager and HRS Generalist held career path discussion with Administration Services Manager
- Attended Securis Quarterly Claims review
- Attended meeting with Wonderlic
- Attended Quarterly Compliance Conversations with CBIZ Webinar
- HRS Generalist and Specialist attended career day at Canyon Del Oro (CDO) High School
- HRS Generalist assisted Public Education in having a table at the Marana State of the Town Business Showcase
- Opened the 2024-01 Firefighter Recruitment
- Opened Family Care Center Clinic Coordinator Position
- Completed employee education audit

GOALS:

Short Term:

- Continue to create efficiencies within the HRS Division

- Continue to review and update all job descriptions
- Standardize employee files

Long Term:

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

Attachments