



Northwest Fire District Governing Board

13535 North Marana Main Street
Marana, Arizona

SCHEDULED

FIRE CHIEF'S REPORT

Date: August 27, 2024
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 July 2024:

- Attended Executive Staff meetings
- Attended Labor-Management Committee meeting
- Attended the monthly NWFD Governing Board meeting
- Attended bi-weekly Owner, Architect, and Contractor (OAC) meetings for the Training Center Project
- Attended Division meetings with Fleet, Facilities, and Warehouse
- Participated in Firefighter Recruit interviews
- Attended the 2024 Arizona Fire Chief Association (AFCA)/Arizona Fire District Association (AFDA) Conference in Glendale
- Attended the quarterly Enterprise update for vehicle lease needs

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

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

Strategic:

- Attended Labor-Management Committee meeting
- Attended Finance meeting with Tabitha Walsh
- Attended Narcotics Audit Process meeting with Emergency Medical Services (EMS)
- Attended Awards Work Group meeting
- Attended Safety Committee meeting
- Attended uniform video preproduction meeting
- Attended Uniform Work Group meeting
- Attended hose load and high-rise pack meeting
- Hosted second EMS intern from Pima Joint Technical Education District (JTED)
- Begin development of updated Uniform Manual
- Continued leadership development of WH Division Team
- Conducted Weekly Study Sessions: Extreme Ownership with WH/Equipment Services Center (ESC)
- Discussions with field to identify challenges and develop resolutions/changes to policy

- or process
- Ongoing process analysis and improvements within Division

August Objective:

- Rollout of turnout exchange program

ESC: Erin Fick, Supervisor

- Completed 13 advanced inspections
- Completed eight (8) Self-Contained Breathing Apparatus (SCBA) annual tests
- Finished remaining fit tests from June
- Started the ordering process for upcoming Academy, non-sized gear
- Repaired damaged fill whip on compressor at Station 333
- Repaired three (3) chainsaws in the field
- Installed nine (9) Paratech recovery rings on the struts in the field that didn't have them
- Repaired three (3) SCBA in the field
- Replaced one (1) heat exposed ladder from a fire - to be tested before back in service
- Began work on spare gear loadout for turnout exchange program for AP341
- Began gathering gear for stand-pipe training kit and obtaining quotes for fielding District wide
- Sorted through all "used" structure gloves to be used in Academy. Also sorted by size for ease of use for Training

August Objective:

- Ongoing Suppression support
- Provide additional coaching and learning opportunities
- Attend weekly leadership coaching meetings

Warehouse: Robert Kay, Supervisor

- Hosted intern from JTED
- Participated in the Uniform Work Group meeting to discuss uniform items
- Annual Lucas Thumper and automated external defibrillator (AED) preventative maintenance (PM) was completed and performed by Stryker
- Discussed purchase order (PO) procedures with the Logistics Team to improve tracking and distribution
- Placed restock orders for EMS, janitorial, office, uniform, station, and pharmaceutical supplies

August Objectives:

- Continue to fulfill the needs of District
- Assess for streamlining processes
- Attend weekly leadership coaching meetings

Academy Support

- Completed mock sizing event with WH staff
- Began ordering non-sized items

August Objectives:

- Complete ordering Academy 2024-01 non-sized items

Pharmaceutical Dispensers

- Restocked District pharmaceutical machines bi-weekly
- Checked machine coils for correct products and proper alignment

August Objective:

- Support as needed

Uniforms

- Added new backpack and pant offerings to the uniform portal
- Updated roster for FY24/25
- Completed FY24/25 coupon creation
- Updated pricing on portal

August Objective:

- Monitor vendor performance through order tracker
- Portal and user support as required
- Support new fiscal year ordering

Surplus Project

- None

August Objective

- Identify Surplus items as needed

Facilities: David Davis, Facilities Division Manager:

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

- Completed Administration and Station 336 annual safety inspection
- Attended Training Center project meeting
- Attended tour of storm damage with insurance adjuster
- Attended Labor-Management Committee meeting

GOALS:

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

Attachments

Fleet Metrics
Warehouse Metrics
Facilities Metrics