



**Northwest Fire District Governing  
Board**  
13535 North Marana Main Street  
Marana, Arizona

**SCHEDULED**

**FIRE CHIEF'S REPORT**

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**Date:** September 24, 2024  
**To:** Governing Board  
**From:** Scott Hamblen, Assistant Chief  
**Department:** Essential Services  
**Agenda Item** Essential Services Board Report

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**ACTIVITIES:**

**Essential Services: Scott Draper, Assistant Chief - Essential Services:**

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

- Attended Executive Staff meetings
- Attended Leadership 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 Station 336 Inspection with Executive Staff
- Attended the kick-off meeting for the upcoming Force Conference
- Delivered several service pins with Command Staff
- Attended a NWFD hosted event for the Arizona Water Infrastructure Authority to provide an onsite demo for the Pump Pod unit that was obtained through a grant
- Attended a meeting with the Director of Pima County Fleet Services for Fuel Intergovernmental Agreement (IGA) discussions

**Fleet: Raymond Jones, Fleet Division Manager:**

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

- Moved the KME Air/Power truck to Station 336. Training was conducted with NWFD Emergency Vehicle Technicians on the Bauer system.
- Conducted a walkthrough with Facilities on the possible movement of the two-post lift
- Submitted questions to the Prevention Division about the possibility of moving the large Connex to store some equipment that is currently occupying the Fleet welding bay
- Coordinated with the vendor for parts for air dryer service
- Picked up Ram truck from MHQ Phoenix. Coordinated with Arizona Corrections for upfit and decal installation upfit and coordination

- Coordinated with a few vendors for radiator repairs/replacements and batteries
- Conducted an inspection for a Pima Joint Technical Education District (JTED) apparatus on a truck they would like to get back into a serviceable condition

**September Objectives:**

- Upfit Ram trucks and place them into service
- Obtain Adobe Pro for Emergency Vehicle Technician (EVT) Angel Morales for updating electrical schematics
- Complete Department of Health Services (DHS) inspections for three (3) ambulances

**Warehouse: Kristen Sillett, Warehouse Division Manager:**

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

**Strategic:**

- Attended Leadership Committee meeting
- Attended Awards Work Group meeting
- Attended Division Chiefs/Managers meeting
- Attended uniform video preproduction meeting
- Attended Summer 2024 internship wrap-up meeting at JTED
- Attended vendor meeting with Bauer representative
- Attended vendor meeting with Galls representative
- Conducted Academy 24-01 sizing event with 24 recruits
- Recorded voice over for Warehouse Division video
- Recorded video for how to attach items to award ribbons
- Continued leadership development of WH Division team
- Conducted Weekly Study Sessions: Extreme Ownership with WH/Equipment Services Center
- Discussions with field to identify challenges and develop resolutions/changes to policy or process
- Ongoing process analysis and improvements within Division

**September Objectives:**

- Begin process to implement Operative IQ

**ESC: Erin Fick, Supervisor**

- Completed 16 advanced Personal Protective Equipment (PPE) inspections
- Conducted Academy 24-01 sizing event with 24 recruits
- Ordered the remainder of Academy PPE, boots, turnouts, brush gear, gloves, and other necessary gear
- Assembled all helmets for Academy
- Continued IDing Academy issued gear and tools
- Conducted annual testing of seven (7) Self-Contained Breathing Apparatus (SCBA) – One (1) for state school and (6) for Hazmat Training for District participants to use while attending
- Repaired one (1) gas monitor with new sensor
- Repaired three (3) Survivor flashlights
- Repaired one (1) Vulcan truck light
- Repaired (2) 2 SCBA cylinder valves

- Repaired one (1) Positive Pressure Ventilation (PPV) fan
- Requested two (2) more types of structure gloves for upcoming glove evaluation
- Repaired one (1) rotary saw
- Repaired one (1) suction hose from test apparatus for training

#### **September Objectives:**

- Monitor feedback on structure glove evaluation
- Ongoing suppression support
- Provide additional coaching and learning opportunities
- Attend weekly leadership coaching meetings

#### **Warehouse: Robert Kay, Supervisor**

- Conducted annual cardiac monitor preventative maintenance (PM) at Station 336
- Attended vendor meeting with Staples representative
- Attended General Staff meeting
- Conducted weekly meetings with Warehouse Inventory Specialist (WIS) II staff
- Conducted Academy 24-01 sizing event with 24 recruits
- Placed restock orders for Emergency Medical Services (EMS), janitorial, office, uniform, station, and pharmaceutical supplies
- Restocked District pharmaceutical machines and checked machine coils for correct products and proper alignment

#### **September Objectives:**

- Order and receive Academy 24-01 items
- Continue to fulfill the needs of District
- Assess for streamlining processes
- Attend weekly leadership coaching meetings

#### **Academy Support**

- Conducted Academy 24-01 sizing event with 24 recruits
- Began ordering all PPE and uniform items

#### **September Objectives:**

- Complete ordering of all Academy items
- Receive and sort items for each individual recruit in preparation for delivery on 10/3 during Academy onboarding week

#### **Pharmaceutical Dispensers**

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

#### **September Objective:**

- Support as needed
- Begin initial phases of Operative IQ implementation

#### **Uniforms**

- None

#### **September Objectives:**

- Monitor vendor performance through order tracker

- Portal and user support as required
- Support new fiscal year ordering

### **Surplus Project**

- Technical Services identified one out-of-date asset item for destruction

### **September Objective:**

- Identify surplus items as needed

### **Facilities: David Davis, Facilities Division Manager:**

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

- Attended Training Center project meeting
- Attended General Staff meeting
- Attended Leadership Committee meeting
- Attended Facilities and Finance meeting

### **GOALS:**

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

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### **Attachments**

Fleet Metrics

Warehouse Metrics

Facilities Metrics