



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



Governing Board Regular Meeting Minutes July 23, 2024

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

Present: Peg Green, Clerk
Cyndell West, Vice Chair
Dave Talas, Board Member

Excused: George Carter, Chairman
Bruce Kaplan, Board Member

2. **Pledge of Allegiance**

Board Vice Chair West led the Pledge of Allegiance to the Flag.

3. **Presentation of Awards**

Chief Bradley administered the loyalty oath and recognized the following promotions:

- Amy Allen, Fire and Life Safety Educator II
- Samantha Beal, Administrative Assistant III
- Patricia Yarborough, Administrative Assistant II
- Frank French, Paramedic
- Scott Olson, Paramedic

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.

No members of the public requested to speak.

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 25, 2024, Regular Governing Board Meeting and Executive Session

MOVE TO APPROVE ITEMS A-E ON THE JULY 2024 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- B. Adoption of Resolution No. 2024-026 Ordering the CLB Real Property Holding Co LLC Annexation, Pursuant to A.R.S. Section 48-262(l); the Annexation Area Consists of Pima County Parcels 217-33-001B, 217-33-001E, 217-33-001F, 217-33-001H, 217-33-002M, 217-33-002S, 217-33-002T, 217-33-002U, 217-33-002V, 217-33-0030, 217-33-0040, 217-33-0050, 217-33-006C, 217-33-006D, 217-33-007A and is Located North of Moore Road and East of Patton Road in Marana, Pima County, Arizona

MOVE TO APPROVE ITEMS A-E ON THE JULY 2024 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- C. Adoption of Resolution No. 2024-031 Authorizing NWFD's Continued Participation in the State of Arizona's Mutual Aid Compact

MOVE TO APPROVE ITEMS A-E ON THE JULY 2024 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- D. Approval of General Operations Policies 300 Through 308, 310 Through 313, 315 Through 319, 321 and 322, Safety Policy 921, and Personnel Policies 1049 and 1062

MOVE TO APPROVE ITEMS A-E ON THE JULY 2024 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- E. Approval of Finance Policies 1209, 1210, and 1216

MOVE TO APPROVE ITEMS A-E ON THE JULY 2024 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

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. There were no 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 June 2024. Sotomayor reported that general fund expenses were \$45 million, 98% of total budget, compared to \$40.5 million in June of 2023, 96% of total budget. She reported that general fund revenues through June 2024 were \$50.2 million compared to \$44 million in June of 2023. Sotomayor reported that property tax collections through June were \$43.8 million and 100% of expected budget which was the same percentage as June 2023. Ambulance revenues were \$3.2 million through June 2024. 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. She made herself available for questions. Sotomayor noted that the numbers were preliminary and unaudited and finalized numbers would be brought back to the Board at a future meeting.

Member Talas asked if there were any changes or costs related to the ongoing Training Center project. Chief Bradley asked if the question was related to costs associated with storm damage from recent storms to which Talas answered in the affirmative. Chief Bradley stated that several facilities needed repair from storm damage and that the current total cost for damages was approximately \$30,000, but repair estimates were still being received.

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

Motioned by Vice Chair Cyndell West, seconded by Board Member Dave Talas

Vote: 3 – 0

8. **Business**

- A. Discussion and Possible Action Adopting Resolution No. 2024-032 Declaring the Month of August 2024 as Drowning Impact Awareness Month in Northwest Fire District

Public Education Coordinator, Christine Leonard, greeted the Board and stated that August was Drowning Impact Awareness Month, a state-wide effort led by the Drowning Prevention Coalition of Arizona. She explained that June through August were peak months for drownings in Arizona and a top cause of injury related deaths among children ages one to five. She stated the District would continue to remind the public of the ABCs of water safety:

- Adult supervision
- Barriers between children and water
- Classes such as Cardiopulmonary Resuscitation (CPR) for adults and swim lessons for children

Leonard concluded and explained that the continued support from the District and its partnering agencies would strengthen the message and hopefully save lives. She stated that she appreciated the Board's support for recognizing August as Drowning Impact Awareness Month.

MOVE TO ADOPT RESOLUTION NO. 2024-032 DECLARING AUGUST AS DROWNING IMPACT AWARENESS MONTH IN NORTHWEST FIRE DISTRICT

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

Vice Chair West read the proclamation for the record.

- B. Discussion and Possible Action Approving the Purchase of One (1) Rosenbauer Cobra Aerial Platform Apparatus at a Price Not to Exceed \$2,000,000

Assistant Chief of Essential Services, Scott Hamblen, greeted the Board and stated that the purchase of the Rosenbauer Cobra Aerial Platform Apparatus was included in the Board approved Capital Improvement Program (CIP). He stated that the vendor agreed to hold the price and concurrently build the additional apparatus with the previously ordered apparatus, both of which would arrive in late 2025 or early 2026. Hamblen stated that the actual price of the apparatus was slightly over \$1.8 million and asked the Board to approve the full \$2 million as staff worked through the pre-construction phase. He stated that he didn't expect to see any increases but asked for approval for the \$2 million to keep it on track should the price increase. Hamblen noted that any change orders that resulted in an increase from the initial \$1.8 million price point would be brought back to the Board. He made himself available for questions. There were no questions.

MOVE TO APPROVE THE PURCHASE OF ONE (1) ROSENBAUER COBRA AERIAL PLATFORM APPARATUS AT A PRICE NOT TO EXCEED \$2,000,000

Motioned by Vice Chair Cyndell West, seconded by Board Member Dave Talas

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).

10. **Adjournment**

MOVE TO ADJOURN THE MEETING AT 6:18PM

Motioned by Vice Chair Cyndell West, seconded by Board Member Dave Talas

Vote: 3 – 0

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.

Posted_____