



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: Scott Draper, Assistant Chief
Department: Essential Services
Agenda Item Essential Services Board Report

ACTIVITIES:

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

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

- Attended Executive Staff meetings
- Attended Labor-Management Committee meeting
- Attended the monthly NWFD Governing Board meeting
- Attended the Apparatus Work Group meeting
- Attended Meet & Confer
- Attended the NWFD Governing Board Budget Study Session
- Attended the CORE kickoff meeting for the NWFD Training Center Utility Relocation and Paving Project
- Attended the Marana State of the Town Luncheon at Ritz-Carlton

Fleet: Raymond Jones, Fleet Division Manager:

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

- Department of Health Services (DHS) inspections conducted on three District ambulances
- Spoke with Braun NW sales representative for rechassis, process, costs, and timeframe planning
- District Aerials (LD334 and LD331) were inspected by Underwriters Laboratories, which included Non-Destructive Testing (NDT)
- Began receiving Nissan Frontiers from Enterprise
- Provided passenger vehicle support for Operational training
- Fleet Supervisor and Technicians attended Apparatus Work Group meeting
- Fleet Services Coordinator attended AssetWorks annual training
- Completed internal budget transfers and purchase order adjustments
- Received weekly updates on Air/Light/Rehab truck repairs from the vendor, Fire Truck Solutions (FTS)
- Reviewed report and permission settings within AssetWorks
- Submitted Emergency Vehicle Technician (EVT) Certification renewal for one EVT Mechanic

April Objectives:

- Complete Rosenbauer factory training for two Technicians in anticipation of new aerials and pumpers
- Renew 609 Certification (Technician training for refrigeration and air conditioning systems) for Fleet Services Manager
- Complete 609 Certification training for one (1) EVT Mechanic
- Receive weekly updates on Air/Light/Rehab truck repairs from our vendor, Fire Truck Solutions (FTS)
- Put leased Nissan Frontiers in service. They have been received and are upfitted.
- Complete leased vehicle returns for at least three vehicles

Warehouse (WH): Kristen Sillett, Warehouse Division Manager

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

Strategic:

- Attended weekly pharmaceutical and Emergency Medical Services (EMS) supply status meetings
- Attended EMS meeting with Dr. Rice regarding Drug Enforcement Administration (DEA) requirements
- Attended Labor-Management Committee meeting
- Attended Safety Committee meeting
- Attended Governing Board Budget Study Session
- Attended vendor meeting with Mr. Tees
- Met with Facilities to continue discussions surrounding relocating the Equipment Services Center (ESC) to Warehouse
- Development of lapel pin for Retirees
- Met with the Media Specialist to begin creation of WH Division video
- Scheduled Cardiac Monitor, Automated External Defibrillator (AED), and Lund University Cardiopulmonary Assist System (LUCAS) device inspections for July and August
- Continued leadership development of supervisors
- Conducted "Weekly Study Sessions: Dichotomy of Leadership" with WH/ESC
- Continued improvement of Uniform Program with further development of key performance indicators (KPIs) for vendors and order fulfillment tracking
- Discussions with field to identify challenges and develop resolutions/changes to policy or process
- Ongoing process analysis and improvements within Division

April Objectives:

- Continue work on development of turnout exchange program

ESC, Erin Fick, ESC Supervisor

- Completed 34 advanced personal protective equipment (PPE) inspections
- Completed eight (8) annual self-contained breathing apparatus (SCBA) inspections
- Rebuilt 15 SCBA masks for the upcoming Academy
- Sanitized and cleaned 52 SCBA masks to be reissued as needed
- Repaired one (1) positive pressure ventilation (PPV) fan

- Performed six (6) SCBA field repairs
- Repaired three (3) damaged hydrant wrenches
- Cleaned/inspected 300' of rope used by Special Operations for regional training
- Cleaned/inspected 400' rope for Twin Tension Rope System (TTRS) Kit to be used by Training

April Objectives:

- Ongoing Suppression support
- Complete SCBA Recertification
- Complete PPE Technician Training with Globe Manufacturing for Fire Equipment Services Technician I
- Provide additional coaching and learning opportunities
- Attend weekly leadership coaching meetings

Warehouse, Robert Kay, Supply Supervisor

- Restocked medications for the pharmaceutical dispensers
- Worked with Media Specialist to build a Division introduction video for future Firefighter Recruits
- Had a meeting with Dr. Rice to sign the DEA handling and acknowledgement documentation
- Reviewed the DEA controlled substance storage document with WH Manager
- Sent out 3 ZOLL monitors to be serviced
- Developed a ZOLL battery exchange program with the Stations to ensure the monitor batteries are being cycled and replaced as needed
- Placed restock orders for EMS, janitorial, office, uniform, Station, and pharmaceutical supplies
- Worked with Procurement to secure replacement supplies for Station 338's HazMat exposure medications
- Worked with ZOLL and Stryker to schedule preventive maintenance for the monitors, AEDs, and LUCAS devices

April Objective

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

Academy Support

- None

April Objective:

- Academy 2024-01 discussions if needed

Pharmaceutical Dispensers

- Kristen Sillett worked with Dr. Rice to have Letter of Attorney (LOA)/Power of Attorney (POA) revised to include Robert Kay.
- Robert Kay took over program support. Kristen Sillett will continue to manage and monitor program.

April Objective:

- Support as needed.

Uniforms

- Program management
- Added cardigans to web portal
- Work with vendors to clean up back ordered items and update estimated times of arrival (ETAs)
- Continue utilizing uniform order tracking document

April Objective:

- Monitor vendor performance through order tracker
- Portal and user support as required
- Continue monitoring back orders and supply chain issues

Surplus Project

- None

April Objective

- Identify surplus items as needed

Facilities: David Davis, Facilities Division Manager:

See attached report.

GOALS:

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

Attachments

Fleet Metrics

Warehouse Metrics

Facilities Metrics