



## Northwest Fire District Governing Board

13535 North Marana Main Street  
Marana, Arizona

### SCHEDULED

### FIRE CHIEF'S REPORT

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<b>Date:</b>	September 24, 2024
<b>To:</b>	Governing Board
<b>From:</b>	Kim Sotomayor, Business Services Director
<b>Department:</b>	Business Services
<b>Agenda Item</b>	Business Services Board Report

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### ACTIVITIES:

#### Kim Sotomayor, Business Services Director

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

- Attended Executive Staff meetings
- Attended multiple meetings with the District benefits broker, CBIZ
- Attended multiple meetings with Human Resource Services and Finance
- Attended meeting with 1582, LLC
- Attended meeting with Banner about Occupational Health and National Fire Protection Association (NFPA)
- Attended meeting with Mahoney Group, the District's Property/Liability broker
- Attended Leadership Committee meeting
- Attended meeting with Finance and Facilities
- Attended kick-off meeting with Fidelity, the District's new Health Savings Account (HSA) vendor
- Attended a check-in meeting with ClearGov on the progress of the Budget Book
- Attended a check-in meeting with GovInvest on the progress of the Compensation Module
- Attended Station Inspection at Station 336
- Attended Governing Board meeting
- Attended the monthly meeting with the District's ambulance billing provider, Digitech

#### Human Resource Services (HRS)

#### Nichole Robertson, Human Resource Services Manager:

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

- Attended bi-weekly meetings with Public Safety Pension Retirement System (PSPRS)
- Attended bi-weekly meetings with CBIZ (benefit broker)
- Attended Awards Committee meeting
- Attended Leadership Committee meeting
- Attended meeting with United HealthCare (UHC) and CBIZ to review District medical benefit setup
- Attended demonstration of BLR, an HR training software
- Attended demonstration of Alliance Work Partners (AWP), an Employee Assistance

Program (EAP) vendor

- Attended demonstration of Curalinc, an EAP vendor
- Attended meeting with CBIZ and Employee Navigator to discuss the employee benefits portal
- Attended General Staff meeting
- Attended meeting with 1582, the District's annual physical and pre-employment physical provider
- Attended meeting with Banner Occupational Health
- Facilitated and attended local Pension Board meeting
- HRS Analyst attended internal Self-Funding 101 training
- Continued interviews for the 2024-01 Firefighter Recruitment

### **Goals:**

Short Term:

- Continue to create efficiencies within the HRS Division
- Finish review and updates to all job descriptions
- Standardize employee files

Long Term:

- Design and implement a cross-training program for succession planning

### **Metrics:**

- 282 Current FTE
- 0 Separations
- 1 Retirement
- 0 New Hires
- Turnover Rate 0.35%

## **Finance Services Division**

**Tabitha Walsh, Finance Services Manager:**

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

- Attended the Leadership Committee meeting
- Attended a U.S. Forest Service & U.S. Fire Administration Funding Opportunities webinar
- Attended the Securis webinar update
- Attended the Division Chiefs/Managers meeting
- Attended the Governing Board meeting with the Principal Accountant
- Centers for Medicare and Medicaid Services (CMS) discussions with the Business Services Director and Emergency Medical Services (EMS)
- The Principal Accountant attended the General Staff meeting
- The Senior Accounting Specialist attended two (2) PSPRS Pension Administration meetings and one (1) webinar hosted by Mission Square on Q2 2024 plan monitoring
- The Buyer attended the Struggle Well class
- Procurement attended the NIGP Webinar: Supplier Performance Evaluations and the National Institute of Governmental Purchasing (NIGP) meeting on State Procurement Office (SPO) Determinations Library
- The Procurement and Contract Specialist attended the AZ NIGP Conference for Criteria Design & Committee Facilitation and Contract Administration

**Sandy Russell, Grants Manager:**

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

- Attended the Leadership Committee meeting
- Attended the General Staff meeting
- Participated in a U.S. Forest Service & U.S. Fire Administration Funding Opportunities webinar
- Attended a meeting regarding the ClearGov Budget Book structure
- Attended a Pump Pod training demonstration at Station 331 for the Water Infrastructure Finance Authority of Arizona Board Members

**Metrics:****Requisitions**

	August 2024	Fiscal Year To Date
Issued	115	315
Dollar Amount	1,529,041.36	6,481,295.30

**Purchase Orders**

	August 2024	Fiscal Year To Date
Issued	112	319
Dollar Amount	1,519,803.11	15,490,052.22

**Payments**

	August 2024	Fiscal Year To Date
Issued	333	556
Dollar Amount	3,240,421.77	6,042,124.30

1.76 - Average days from a Requisition Form being received to the Purchase Order being sent to the vendor.

24 - Purchase Orders issued in August and completed (closed)

5 – Change Orders on existing Purchase Orders

**GOALS:**

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

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**Attachments**