



# DRAFT

## NORTHWEST FIRE DISTRICT

*Our Mission is to Save Lives, Protect Property, and Care for Our Community*

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[NWFDaz.gov](http://NWFDaz.gov)



### Governing Board Regular Meeting Minutes February 27, 2024

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

Present: George Carter, Chairman  
Peg Green, Clerk  
Cyndell Chanek, Vice Chair  
Dave Talas, Board Member

Excused: Bruce Kaplan, Board Member

#### 2. **Pledge of Allegiance**

Chairman Carter led the Pledge of Allegiance to the Flag.

#### 3. **Presentation of Awards**

Assistant Chief of Operational Services, Alex Sepulveda, introduced Division Chief of Emergency Medical Services (EMS) and Dispatch, Shawn Twilling to welcome Lieutenant Colonel (LTC) Retired (Ret.) Alissa McKaig to give a special presentation to Peter Bath.

LTC Ret. Alissa McKaig and Nate Gonzalez presented Peter Bath, recently promoted paramedic, with a sash and challenge coin from the Department of Military and Veteran Services at Pima Community College to recognize him for his service in the United States Navy.

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

Peter Bath, Paramedic  
Antero Gonzalez, Paramedic  
Bradner Lawrence, Engineer  
Brandon Marchello, Paramedic  
Rebecca Rodriguez, Paramedic  
Steven Upton, Engineer  
Jake Wright, Paramedic

Chief Sepulveda recognized the retirement of Michael "Mo" Gran and presented him with a flag and certificate along with a plaque for his dedicated service to the District for 27 years.

Chief Sepulveda recognized the retirement of Jason Lafferty and presented him with a flag and certificate along with a plaque for his dedicated service to the District for 21 years.

Dave Arneson presented the Fire Family Medal on behalf of Local 3572 to the retirees' respective wives which recognized the sacrifices their families had made throughout the duration of their careers.

Chief Sepulveda invited Chief Twilling to return to the podium for a Code Save presentation. Chief Twilling noted that there were three (3) Code Saves on display from 2023 and one (1) plaque from 2024. Twilling highlighted the call from 2024 wherein each step in the chain of survival was executed seamlessly. Those steps included bystander CPR, the use of the automated external defibrillator (AED), instructions from 911, and rapid response from Station 337.

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 January 23, 2024, Regular Governing Board Meeting

**MOVE TO APPROVE ITEMS A-I ON THE FEBRUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Vice Chair Cyndell Chanek

**Vote:** 4 – 0

- B. Adoption of Resolution No. 2024-001 Ordering the 2020 Group, LLC Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located by Pima County Parcels 216-08-005A and 216-08-0040 and is South of Tangerine Road and West of Marana Tech Dr in Marana, Pima County, Arizona

**MOVE TO APPROVE ITEMS A-I ON THE FEBRUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Vice Chair Cyndell Chanek

**Vote:** 4 – 0

- C. Ratification of Resolution No. 2023-034 Correcting the Legal Description Contained in the Tortolita Mountain Estates Annexation, Approved by the Board on August 22, 2023; the Property is Located as Described in Pima County Sequence Number 20230400067 and is North of Tangerine Road and East of Dove Mountain Boulevard in Marana, Pima County, Arizona

**MOVE TO APPROVE ITEMS A-I ON THE FEBRUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Vice Chair Cyndell Chanek

**Vote:** 4 – 0

- D. Adoption of Resolution No. 2024-002 Approving the Submittal of a Grant Application to the Arizona Department of Forestry and Fire Management in the Amount of \$141,203 to Purchase Battery Powered Positive Pressure Ventilation Fan and Tools

**MOVE TO APPROVE ITEMS A-I ON THE FEBRUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Vice Chair Cyndell Chanek

**Vote:** 4 – 0

- E. Adoption of Resolution No. 2024-003 Approving the Submittal of a Grant Application to the 100 Club of Arizona in the Amount of \$16,944.90, for the Purchase of 300 Innotex Particulate-Blocking Hoods

**MOVE TO APPROVE ITEMS A-I ON THE FEBRUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Vice Chair Cyndell Chanek

**Vote:** 4 – 0

- F. Adoption of Resolution No. 2024-004 Approving the Submittal of a Grant Application to the Arizona Governor's Office of Highway Safety (GOHS) in the Amount of \$98,757 to Purchase Two Sets of Battery-Powered Extrication Tools and Accessories

**MOVE TO APPROVE ITEMS A-I ON THE FEBRUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Vice Chair Cyndell Chanek

**Vote:** 4 – 0

- G. Approval to Award Request for Proposals (RFP) No. 24-09-C29 Regarding Liability Insurance Broker Services

**MOVE TO APPROVE ITEMS A-I ON THE FEBRUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Vice Chair Cyndell Chanek

**Vote:** 4 – 0

- H. Approval of Personnel Policies 1040,1041,1044 through 1047, and 1051, and Procedures 1012 through 1014

**MOVE TO APPROVE ITEMS A-I ON THE FEBRUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Vice Chair Cyndell Chanek

**Vote:** 4 – 0

- I. Approval of Increase to Station 331 AC Replacement CIP Fund

**MOVE TO APPROVE ITEMS A-I ON THE FEBRUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Vice Chair Cyndell Chanek

**Vote:** 4 – 0

6. **Fire Chief's Report**

Chief Sepulveda 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. Human Resource Services Board Report
- E. Administration Services Board Report

7. **Financial Reports**

- A. Financial Reports

**MOVE TO APPROVE THE DISTRICT'S JANUARY 2024 DISBURSEMENTS REPORT AS PRESENTED**

Motioned by Chairman George Carter, seconded by Board Member Dave Talas

**Vote:** 4 – 0

Business Services Director, Kim Sotomayor, greeted the Board and presented the financial reports for the period ending January 2024. She stated that general fund expenses were \$27 million compared to \$22 million in January of 2023. She reported that general fund revenues through January 2024 were \$29.7 million compared to \$25 million in January of 2023. Sotomayor reported that property tax collections through January were \$25 million, compared to \$23.5 million last year, both 57% of expected budget. Ambulance revenues were \$1.9 million, 27% of which was for services prior to July 1st. 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. There were no questions.

8. **Business**

- A. Presentation from Medical Director Dr. Amber Rice Regarding the Pedi-PART Study that the District will be Participating In

Dr. Amber Rice, Medical Director, greeted the Board and began a presentation about the Pediatric Prehospital Airway Resuscitation Trial (Pedi-PART), an upcoming research project that the District would be involved in alongside Golder Ranch Fire District (GRFD) and Tucson Fire Department (TFD). Dr. Rice introduced the following community members from The Andra Heart Foundation and welcomed their feedback, questions, or concerns as they pertained to the research project:

- Tony Compagno, retiree of Northwest Fire District
- Jenine Dalrymple, founder of the Andra Heart Foundation

Dr. Rice stated that the presentation was required by the International Review Board (IRB) and noted that research improved healthcare, regardless of the outcome of the study. Dr. Rice explained that research involving emergency conditions was difficult to conduct due to the time constraints between giving informed consent and the necessity of treatment. She explained that,

regarding the Pedi-PART study, patients would be children suffering from cardiac arrest thus there would be no time to talk to the family and/or provide information about the study before treatment was needed. Dr. Rice explained that in studies such as the Pedi-PART Study where there was no time to obtain consent before research was performed, the FDA had explicit rules that allowed for an exception from informed consent (EFIC).

Dr. Rice noted that every 23 minutes in the United States, Emergency Medical Services (EMS) gave life-saving care to a critically ill child who had stopped breathing. She explained the three (3) methods used by EMS personnel to assist breathing which included a bag-valve mask wherein the provider would place a mask over the child and breathe for them, a method that was simple, yet highly effective. Dr. Rice described the other, more advanced, airway management techniques which included intubation and supraglottic airways. Dr. Rice explained that the Pedi-PART Study was designed to determine the best strategy to restore or maintain breathing in children under the age of eighteen (18). She explained that ten (10) EMS agencies across the country would be involved in the study.

Dr. Rice expounded on the procedures of the study. She stated that providers would be randomly assigned to provide one of the three treatment methods each day. Dr. Rice noted that faster treatment, fewer side effects, and better outcomes were all potential benefits of the study and that the risks associated with the study were no different than the risks in standard care.

She explained that patients enrolled in the study would receive the life-saving intervention (airway management) prior to advising their family members, but that the study team would follow up with the family once the child was in the hospital. The study team would then inform the parents that their child was involved in a research study and request consent to collect their information. She advised that all study information would be provided to the participants as soon as possible before, during, or after treatment. Dr. Rice noted that participants could preemptively opt out of the emergency research study by way of special bracelets or other forms of identification that would indicate their refusal. Dr. Rice provided a QR code that linked to the study website as well as her personal email and welcomed any feedback from community members. She made herself available for questions.

Chairman Carter stated that the presentation was excellent.

Member Talas gave his accolades to Dr. Rice and felt that any study the District had the opportunity to participate in was beneficial to EMS personnel. Dr. Rice stated that the District was lucky to participate in such trials and felt that the Pedi-PART Study would provide practice-changing information within the next five (5) years for how children received treatment across the country.

**B. Discussion and Possible Action to Award Request for Proposals (RFP) No. 24-05-C28 regarding Utility Relocation and Pavement Improvement for the Training Center and the Associated Revision to the Capital Improvement Program (CIP)**

Assistant Chief of Essential Services, Scott Draper, greeted the Board and gave a brief history of the Training Center project. Draper stated that on September 27, 2022, the Board approved the use of Capital Improvement Program (CIP) funds for phase one of the asphalt upgrade at the Training Center, but once excavation started, a water main was hit which led to the discovery that the utilities were not buried to the appropriate depth. Draper explained that following that discovery, several months had been dedicated to discussions amongst civil engineers and staff to formulate a plan for the Training Center. During that timeframe, staff also identified potential funding sources. Draper continued to provide the history of the Training Center project and explained that in May of 2023, the District issued the remaining bond funds to complete the paving project at the Training Center. On September 26, 2023, the Board approved the contract with GLHN for fundamental commissioning services. Lastly, on November 14, 2023, the Board authorized staff to release Request for Proposals (RFP) No. 24-05-C28 for the utility relocation and pavement improvement at the Training Center. Draper explained that the RFP was advertised from November 15, 2023, through December 12, 2023, and solicitation was published over the course of four (4) days in a daily newspaper, the District website, and a national database. The RFP was sent to ten (10) vendors, with one (1) vendor submitting a proposal and two (2) vendors submitting no-bids. Draper explained that the selection committee was comprised of Joyce Kelly of GLHN, David Davis, Facilities Services Manager, Raymond Jones,

Fleet Services Manager, Ian Cassidy, Division Chief of Training, and himself. Draper advised that lowering the utilities to the correct depth and the associated earthwork came at a significant cost and with only one proposal submission, it could not be priced against others. However, Draper noted that the bid was submitted by CORE Construction, a construction company that the District had collaborated with on previous projects. Draper explained that Fred Knapp of CORE Construction, who was heavily involved with the construction of Station 337, Station 341, and the Administration Building, opted to be the project manager. Draper stated that awarding the RFP to CORE Construction would also allow it to be completed in time for Academy 24-01 in October. Draper noted that, if selected, CORE would be open to giving the Board a presentation on the project and scope of work. Draper made himself available for questions and stated that Kim Sotomayor and David Davis were also available to answer any questions.

Board Vice Chair Chanek and Chairman Carter opted to invite CORE Construction to a future Board meeting to give their presentation. Draper stated that the presentation could occur at the March or April Board meeting. He explained that April would give CORE time to start on the project and give an update to the Board. Chairman Carter and Vice Chair Chanek elected to have the presentation in April.

Board Clerk Green asked how long the bid would be honored. Draper replied that it was typically honored for up to thirty (30) days. Clerk Green asked whether the RFP was subject to change once it was awarded. Draper stated that if the RFP was awarded during the Board meeting, the work would begin immediately. Therefore, it would not be subject to change. Draper clarified that the intent of the presentation would be to see the progress at the Training Center. Chairman Carter explained that having the presentation in April would allow CORE Construction to begin and have better insight into the full scope of work needed at the Training Center.

**MOVE TO AWARD REQUEST FOR PROPOSALS (RFP) NO. 24-05-C28 REGARDING UTILITY RELOCATION AND PAVEMENT IMPROVEMENT FOR THE TRAINING CENTER AND THE ASSOCIATED REVISION TO THE CAPITAL IMPROVEMENT PROGRAM (CIP)**

Motioned by Chairman George Carter, seconded by Vice Chair Cyndell Chanek

**Vote: 4 – 0**

C. Presentation on District Annexation Activity from 2020-2023

Board Chair Carter explained that Member Kaplan requested that the presentation on District Annexation Activity from 2020-2023 be postponed to the March Board meeting when he could be in attendance.

D. Discussion to Review the Pima County Property Tax Abstract of Values for the Property Within the District; the Levy Limit Worksheet, and any Discussion about the District's Tax Rate and Budget Planning

Kim Sotomayor, Business Services Director, greeted the Board and began a presentation on the Pima County property tax abstract and values within the District. She explained that FY24/25 assessed values were received and showed a 7.79% increase in property tax values, which was a large increase. She further explained that the increase would result in a net revenue increase of \$3.4 million. After the contingency reserve, the District would net \$2.7 million. Sotomayor explained that increased pension and medical costs, increased workers' compensation rates, inflation, supply chain issues, and a myriad of other things had to be considered as they related to the FY24/25 budget but would be reviewed assiduously prior to the budget study session in March. She made herself available for questions and reiterated that the increase in assessed values was significant. Chairman Carter agreed.

E. Discussion and Possible Action to Review and Propose Amendments to the District's Bylaws

Thomas Benavidez, attorney for the District, greeted the Board and stated that the bylaws had been modified to reflect a statutory change on page 15, Article VIII, Section III. He advised that

the Board could suggest additional changes which would be brought back for review at the March Board meeting. If no additional changes were needed, Benavidez stated that the Bylaws could be approved at the March Board meeting. The Board had no recommendations or changes. Chairman Carter clarified that the only change was a date change to align with statute. Benavidez answered in the affirmative.

**MOVE TO DIRECT STAFF TO PREPARE THE BYLAW AMENDMENTS AS PRESENTED**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 4 – 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).

Chairman Carter stated that the 2020-2023 annexation update presentation would be in March and noted that the presentation from CORE regarding the Training Center project would be done at the April Board meeting.

10. **Adjournment**

**MOVE TO ADJOURN THE MEETING AT 6:38PM**

Motioned by , seconded by

**Vote:** 0 – 0

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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\_\_\_\_\_