



## Northwest Fire District Governing Board

13535 North Marana Main Street  
Marana, Arizona

**SCHEDULED**

### **FIRE CHIEF'S REPORT**

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**Date:** February 25, 2025  
**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 Hamblen, Assistant Chief - Essential Services:**

The following is a list of activities for the month of January 2025:

- Attended Leadership Committee meeting
- Attended Executive Staff meetings
- Participated in the monthly station inspection with Executive Staff
- Attended internal meetings with Essential Services Team

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

The following is a list of activities for the month of January 2025:

- Completed public surplus auctions for eight (8) vehicle lifts and (1) one antenna mast
- Submitted paperwork for four (4) vehicles to be sold via Enterprise Remarketing
- Completed an Arizona Department of Environmental Quality (AZDEQ) inspection for Fleet Technicians as part of the District's emissions program
- Conducted Hero breakfast in conjunction with Community Relations and Public Education Division and Desert Sun Realty
- Fleet Technicians signed up for Cummins online training

##### **Warehouse (WH): Robert Kay, Supply Supervisor**

The following is a list of activities for the month of January 2025:

- Saline stock was restored due to the ongoing efforts of District vendors and Procurement
- Picked up completed orders from vendors and sent them out to personnel in the field
- Received correspondence from vendor to get Meret bags replaced under warranty
- Sent monitors from Station 341 and Station 334 to ZOLL for repairs
- Performed office and janitorial inventory for the Warehouse
- Placed restock orders for Emergency Medical Services (EMS), janitorial, office, uniform, station, and pharmaceutical supplies.

##### **February Objectives:**

- Continue fulfilling the needs of District

- Assess for streamlining processes
- Attend weekly leadership coaching meetings

### **Academy Support**

- Continued receiving Academy uniform items for graduation
- Ongoing support as needed

### **February Objectives:**

- Ongoing support as needs are identified
- Final sizing for Academy formal uniforms

### **Pharmaceutical Dispensers**

- Saline has been fully restored and the allocations have been removed
- Restocked District pharmaceutical machines bi-weekly
- Performed quarterly cycle count (non-controlled) and checked machine coils for correct products and proper alignment
- Pulled expired medications from machines and replaced them

### **February Objectives:**

- Support as needed
- Conduct machine physical counts (non-controlled items)
- Continue Operative IQ implementation

### **Uniforms**

- Updated the uniform portal to reflect changes with uniform items
- Continued wear test of structure gloves
- Continued wear test of alternative duty pants
- Continued wear test of alternative Hi-Viz hiker rescue shirt
- Monitor vendor performance through order tracker
- Continued portal and user support as needed

### **February Objective:**

- Support as needed

### **Surplus Project**

- Identified several Technical Services items as defunct with no surplus avenue for disposal

### **February Objective:**

- Identify surplus items as needed

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

The following is a list of activities for the month of January 2025:

- Completed Station 330 solar/heating evaluation with GLHN Architects & Engineers
- Attended meeting regarding gate operation install strategy
- Completed Station 338 roof inspection
- Completed Station 330 and Warehouse annual safety inspections
- Attended Essential Services meeting

- Attended Logistics building modification site walk
- Attended Leadership Committee meeting

**GOALS:**

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

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**Attachments**

Fleet Metrics