



Northwest Fire District Governing Board

13535 North Marana Main Street
Marana, Arizona

SCHEDULED

FIRE CHIEF'S REPORT

Date: March 26, 2024
To: Governing Board
From: Nichole Robertson, Manager
Department: Human Resource Services
Agenda Item Human Resource Services Board Report

ACTIVITIES:

- 283 Current FTE
- 0 Separations
- 2 Retirements
- 0 New Hires
- Attended bi-weekly meetings with Public Safety Pension Retirement System (PSPRS)
- Attended bi-weekly meetings with CBIZ (Benefit Broker)
- Attended monthly meetings with Banner- the District's Occupational Health provider
- Attended Division Chiefs/Manager meeting
- Attended General Staff/Strategic Plan Development meeting
- Attended Labor-Management Committee meeting
- Attended meeting with Sparkhire - the software used by the District for one-way video interviews
- Human Resource Services (HRS) Manager attended a meeting with CoreVisory, the PSPRS Local Board and District's independent medical examination provider
- Attended meeting with Finance, Training and Public Education Divisions to discuss scheduling software
- HRS began preparing for Academy 2024-01 Firefighter Recruitment by scheduling all the necessary pre-employment parts of the process: physicians, psychologist, credibility

GOALS:

Short Term:

- Continue to create efficiencies within the HRS Division
- Continue to review and update all job descriptions
- Standardize employee files
- Conduct employee education audit

Long Term:

- Design and implement a cross-training program for succession planning
- Update the District's employee policies and procedures

Attachments