



Northwest Fire District Governing Board

13535 North Marana Main Street
Marana, Arizona

SCHEDULED

FIRE CHIEF'S REPORT

Date:	February 25, 2025
To:	Governing Board
From:	Kim Sotomayor, Director
Department:	Business Services
Agenda Item	Business Services Board Report

ACTIVITIES:

Kim Sotomayor, Business Services Director:

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

- Attended Executive Staff meetings
- Attended Government Finance Officers Association update webinar
- Attended meeting with UnitedHealthcare reviewing pharmacy plan
- Attended quarterly meeting with UnitedHealthcare reviewing medical plan
- Attended multiple meetings with District benefits broker, CBIZ
- Attended multiple meetings with Human Resource Services and Finance
- Attended multiple meetings with Fidelity implementation team
- Attended station visit at Station 338 and Station 330
- Attended meeting with the District's auditing firm, BeachFleischman
- Attended an employment law update webinar
- Attended the Struggle Well Wrap Up Session
- Attended the monthly meeting with the District's ambulance billing provider, Digitech
- Attended a demo meeting for dependent verification audit with Human Resource Services (HRS)

Nichole Robertson, Human Resource Services (HRS) Manager:

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

- Attended bi-weekly meetings with Public Safety Pension Retirement System (PSPRS)
- Attended bi-weekly meetings with CBIZ (benefits broker)
- Attended bi-weekly meetings with Fidelity, the District's new Health Savings Account (HSA) and Flexible Spending Account (FSA) vendor
- HRS Manager attended bi-weekly meeting with Operations
- HRS Manager attended Amwins dependent audit demo
- HRS Manager attended Paramedic Student testing review
- HRS Generalist, HRS Manager, Business Services Director, and Finance Manager held a meeting to discuss and revise the current Finance Division's job descriptions

Goals:

- Continue to create efficiencies in the HRS Division

Metrics:

- 303 Current FTE
- 0 Separations
- 1 Retirement
- 0 New Hires
- Turnover Rate .33%

Finance Services Division Tabitha Walsh, Finance Services Manager:

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

- Attended the H&M Local and State webinar with the Principal Accountant
- Attended the Fidelity implementation meetings
- Attended a job description meeting with HRS
- Attended the Procurement meeting
- Attended the Business Services meeting
- The Principal Accountant attended the Governing Board meeting
- Procurement attended the Uniform and Equipment Work Group meetings
- The Procurement and Contract Specialist attended the following National Institute of Governmental Purchasing (NIGP) webinars: Leading with Purpose, Request for Proposal or Bid Process, and Public Procurement 2025 Key Trends Shaping the Future

Sandy Russell, Grants Manager:

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

- Budget Kickoff – multiple informal meetings with departments regarding budget detail
- Completed Draft FY24/25 Digital Budget Book

Goals:

- Digital Budget Book for FY24-25

Metrics:**Requisitions**

	January 2025	Fiscal Year to Date
Issued	82	697
Dollar Amount	550,735.88	9,013,633.28

Purchase Orders

	January 2025	Fiscal Year to Date
Issued	80	704
Dollar Amount	544,306.83	17,981,035.53

Payments

	January 2025	Fiscal Year to Date
Payments Issued	292	1,915

Dollar Amount	3,650,414.75	24,537,645.48
Payables Processed	554	3,749

GOALS:

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

Attachments