



Northwest Fire District Governing Board

13535 North Marana Main Street
Marana, Arizona

SCHEDULED

FIRE CHIEF'S REPORT

Date: February 27, 2024
To: Governing Board
From: Scott Draper, Assistant Chief
Department: Essential Services
Agenda Item Essential Services Board Report

ACTIVITIES:

Essential Services: Scott Draper, Assistant Chief - Essential Services:

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

- Attended Executive Staff Meetings
- Attended Labor-Management Committee Meeting
- Monthly Zoom meeting with KME for updates on the Air-Power (AP) Truck. The AP Truck was delivered to Fleet and is being prepped for decals and equipment.
- Station 330 Inspection - The annual facility and personnel inspection schedule is intended to maximize operational readiness, ensure maximum effectiveness, and meet safety and health regulations. Representatives from Facilities, Health & Safety, and Executive Staff will perform the inspections at the fire station or work site designated for the monthly inspection.
- Attended the monthly NWFD Governing Board Meeting
- Attended a meeting with Human Resource Services (HRS) and Warehouse (WH) to discuss and review job descriptions in WH/Equipment Services Center (ESC)
- Attended the Arizona Fire District Association (AFDA) Board of Directors Meeting via Zoom
- Attended the Red Cross Civilian Code Save Recognition at Station 330
- Attended the Marana Police Department Ceremony for the promotion of Jeff Pridgett
- Attended the Jeff Piechura Tribute Ribbon Cutting Event at the Jeff Piechura Northwest Fire District Training Center
- Attended the RFP 24-05-C28 Evaluation Meeting for the NWFD Training Center Utility Location and Pavement Project

Fleet: Raymond Jones, Fleet Division Manager:

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

- Contact with the Town of Marana on preemption issues at a few intersections within the District (ongoing)
- Vendor (Myer's Tire) tire repair class at Golder Ranch (Emergency Vehicle Technicians (EVTs) attended)
- EVT and Automotive Services Excellence (ASE) classes and testing

- Arizona Department of Environmental Quality (AZDEQ) validation conducted with the ADEQ representative
- Two Fleet personnel attended the Jeff Piechura Tribute Ribbon Cutting Event at the Jeff Piechura Northwest Fire District Training Center
- Fleet Manager attended the RFP 24-05-C28 Evaluation Meeting for the NWFD Training Center Utility Location and Pavement Project
- Fleet budget submission for fiscal year FY24/25
- Darin Bagley worked with IT, Facilities, and Warehouse on AssetWorks data load and implementation
- New Air/Light/Rehab delivery - currently working with Fire Truck Solutions (FTS) and KME for repairs. Also working with Arizona Correctional Industries to restart the process for decal installation

February Goals:

- Insurance Service Office (ISO) data collection
- AssetWorks data validation for several standardized reports
- Possible vendor selection for RFP 24-05-C28 NWFD Training Center

Warehouse (WH): Kristen Sillett, Warehouse Division Manager:

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

Strategic:

- Attended Chief Piechura Tribute Dedication
- Attended Labor-Management Committee meeting
- Attended Per- and polyfluoroalkyl substances (PFAS) Free Gear Discussion Meeting with Health & Safety
- Attended Warehouse Division job description review meeting
- Attended Awards Work Group meeting
- Attended Strategic Plan quarterly review session
- Attended Pharmaceutical and Emergency Medical Service (EMS) Supply Status meeting
- Attended Finance & Warehouse Discussion meeting
- Met with Golder Ranch Fire District (GRFD) to discuss EMS consumable inventory processes
- Fiscal year (FY) 23/24 budget review and development of FY24/25 budget
- Continued leadership development of supervisors
- Continued improvement of uniform program with further development of key performance indicators (KPIs) for vendors and order fulfillment tracking
- Discussions with field to identify challenges and develop resolutions/changes to policy or process
- Ongoing process analysis and improvements within division

February Goals:

- Continue work on development of Turnout Exchange program
- Complete FY24/25 budget planning
- Update Program Appraisal
- Attend 2024-2028 Strategic Plan Development meeting

ESC, Erin Fick, ESC Supervisor

- Completed 20 advanced Personal Protective Equipment (PPE) inspections for field
- Completed 12 advanced PPE inspections on 2016 shelf stock

- Reassembled 16 cylinders back from hydro testing
- Prepared and rebuilt valves on additional 16 cylinders for hydro testing
- Worked on budget and grant items as needed
- Repaired one (1) chainsaw for field
- Rebuilt one (1) nozzle and hose pump
- Received three (3) SEEK thermal cameras and sent out for repair evaluation at Municipal Emergency Services (MES) Fire
- Warranty repair of charge ports on three (3) Draeger gas monitor pumps
- Started cleaning/repair/testing of eight (8) self-contained breathing apparatus (SCBA) packs from Training Center

February Goals:

- Ongoing suppression support
- Provide additional coaching and learning opportunities
- Attend weekly leadership coaching meetings

Warehouse: Robert Kay, Supply Supervisor

- Collaborated with Procurement to remedy backorders and improve delivery times on various types of orders
- Reviewed open purchase orders with Procurement to identify outstanding items and close as needed
- Picked up N95 mask donation from a nonprofit organization
- Continued development of division manual
- Collaborated with Procurement to obtain budgetary quotes for FY24/25
- Ordered and received numerous uniform, EMS, and janitorial deliveries
- Began receiving and asset assignment of LUCAS chest compression equipment for EMS
- Distributed LUCAS 3 equipment to field

February Goals:

- Complete budget development
- Continue to fulfill the needs of District
- Assess for streamlining processes

Academy Support

- None

February Goals:

- 2024-01 Academy budget development

Pharmaceutical Dispensers

- Ongoing program support
- Kristen Sillett continued training Robert Kay on processes

February Goals:

- Kristen Sillett to shadow Robert Kay on processes and continue training

Uniforms

- Program Management

- Addition of new hats to contract and portal
- Continue utilizing uniform order tracking document
- Working with portal support to continue to clean up descriptions, photos and layout of portal

February Goals:

- Work with Procurement to add cardigans to contract and portal
- Monitor vendor performance through order tracker
- Portal and user support as required
- Continue monitoring back orders and supply chain issues

Surplus Project

- None

February Goals:

- Identify Surplus items as needed

Facilities: David Davis, Facilities Division Manager:

See attached report.

GOALS:

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

Attachments

Fleet Metrics
Warehouse Metrics
Facilities Metrics