

A. Approval of the Minutes of the January 28, 2025, Regular Governing Board Meeting



**Northwest Fire District  
Governing Board**  
13535 North Marana Main Street  
Marana, Arizona

**SCHEDULED**

**MEMORANDUM NO. 25-1080**

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**Date:** February 25, 2025  
**To:** Governing Board  
**From:** Samantha Beal, Administrative Assistant  
**Division:** Administration Services  
**Type of Action:** Formal Action/Motion  
**Strategic Plan Goals:** Other  
**Agenda Item:** Approval of the Minutes of the January 28, 2025, Regular Governing Board Meeting

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**RECOMMENDATION:**

Approve the minutes.

**MOTION:**

Move to approve the minutes of the January 28, 2025, regular meeting.

**DISCUSSION:**

The minutes of the January 28, 2025, regular meeting are attached for review.

**ALTERNATIVES:**

Approve the minutes with revisions or do not approve the minutes.

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**Fiscal Impact**

**FISCAL YEAR:** 24/25  
**BUDGETED Y/N:** N/A  
**AMOUNT REQUESTED:** N/A  
**FISCAL IMPACT:** N/A

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**Attachments**

Minutes 01-28-25 DRAFT

# DRAFT

## NORTHWEST FIRE DISTRICT



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

PHONE: (520) 887-1010 FAX: (520) 887-1034

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



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### Governing Board Regular Meeting Minutes January 28, 2025

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

Present: George Carter, Chairman  
Peg Green, Clerk  
Dave Talas, Board Member (Via Telephone)

Excused: Cyndell West, Board Vice Chair  
Bruce Kaplan, Board Member

#### 2. Pledge of Allegiance

Chairman Carter led the Pledge of Allegiance to the Flag.

#### 3. Presentation of Awards

Chief Bradley recognized the retirement of Gary Watson and presented him with a flag and certificate, retiree pin, and a plaque for his dedicated service to the District for 29 years. Chief Bradley reviewed Watson's career in the fire service and conveyed his appreciation for all of Watson's contributions to the District. Watson thanked the Board for their continued support and friendship.

Captain James LeBrun presented the Fire Family Medal on behalf of Local 3572. LeBrun reflected on the positive impact that Watson made throughout his career and credited the unwavering support of his family as the key to his continued success in the fire service.

Chief Bradley administered the loyalty oath and recognized the promotion of Captain Justin Cornett.

#### 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 December 10, 2024, Regular Governing Board Meeting

**MOVE TO APPROVE ITEMS A-F ON THE JANUARY 2025 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 3 – 0

- B. Approval to Declare Shop 022, a 2002 Pierce Enforcer, as Surplus and Authorize the Sale of the Vehicle to the City of South Tucson in the Amount of \$20,000

**MOVE TO APPROVE ITEMS A-F ON THE JANUARY 2025 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 3 – 0

- C. Adoption of Resolution No. 2025-001 Approving the Submittal of a Grant Application to the Federal Emergency Management Agency (FEMA), Assistance to Firefighters Grant (AFG) Program for Funding to Acquire High-Rise Hose and Appliances

**MOVE TO APPROVE ITEMS A-F ON THE JANUARY 2025 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 3 – 0

- D. Approval of the First Amendment to Option and Site Lease Agreement with STC Five LLC for the Lease of Space on a District Owned Cell Tower

**MOVE TO APPROVE ITEMS A-F ON THE JANUARY 2025 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 3 – 0

- E. Approval to Utilize Logicalis on a 1 Government Procurement Alliance (1GPA) Cooperative Contract for the Purchase of the Network Infrastructure Replacement Plan in the Amount of \$72,000

**MOVE TO APPROVE ITEMS A-F ON THE JANUARY 2025 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 3 – 0

- F. Approval of a \$4,078 Increase to Purchase Necessary Build Equipment for Three (3) North Star Ambulances and the Associated Revision to the Capital Improvement Program (CIP)

**MOVE TO APPROVE ITEMS A-F ON THE JANUARY 2025 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 3 – 0

**6. Fire Chief's Report**

Chief Bradley 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. Business Service Board Report
- E. Administration Services Board Report

**7. Financial Reports**

- A. Financial Reports

Business Services Director, Kim Sotomayor, greeted the Board and reported that both November and December's financial reports were included in the packet due to the early Board meetings in those months. Sotomayor stated that she would focus on December's reports. She reported that general fund expenses in December were \$23.8 million, 47% of total budget, compared to \$23.8 million and 49% of total budget in 2023. She shared that general fund revenues were \$29 million in December, compared to \$28.7 million in December of 2023. She explained that interest earnings were still performing well. Sotomayor stated that property tax collection through December was \$26.7 million compared to \$24.1 million in December 2023, but both were 55% of the expected budget and as anticipated. She reported that ambulance revenues were \$2.1 million through December, with 32% attributable to prior fiscal year services. She reported that pooled cash was in balance, all fund balances were positive, all 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. Discussion Regarding Northwest Fire Medical Direction and the Physician One Specialized Physician Response Program

This item was tabled until the February 25, 2025, regular Governing Board meeting.

- B. Report on the Northwest Fire District Annual Compliance Report (ACR) for the Commission on Fire Accreditation International (CFAI)

Accreditation Manager, Collin Wyckoff, greeted the Board to present the Annual Compliance Report (ACR) for the Commission on Fire Accreditation International (CFAI). Wyckoff explained that the ACR was submitted to CFAI July 15, 2024, and a meeting was held on August 8, 2024, but that it took a long time to process due to an increased number of agencies submitting for accreditation. Wyckoff advised that a site visit was conducted once every five (5) years and that the ACR was submitted every year to track continuous quality improvement in the organization.

Wyckoff referred the Board to the letter from Mike Stallings on page 351 in the packet reaffirming the District's accredited status. Wyckoff stated that page 364 of the packet reviewed response time analyses and noted that although call volume increased, response times remained relatively flat.

Wyckoff referenced the peer team recommendations on page 378 of the packet. He stated that the peer team recommendations were tied to tactical plans within each division, the Strategic Plan, and directly correlated to the budget. He noted that the District had one of the smallest number of peer team recommendations which indicated that the District was doing a good job. He made himself available for questions. There were no questions.

Board Clerk Green stated that it was a stellar report.

C. Report on the Northwest Fire District Insurance Services Office (ISO) Classification Five-Year Evaluation

Division Chief of Prevention, Collin Wyckoff, greeted the Board to present the five-year Insurance Services Office (ISO) evaluation. Wyckoff explained that Verisk, a third-party risk assessment organization, rated approximately 38,000 fire departments across the country on their ability to respond to fires. He further explained that insurance companies used the risk assessment and applied it when assessing insurance premiums.

Wyckoff stated that a site visit was conducted in March 2024 and that the information took quite a long time to compile. He referenced a graphic which demonstrated that the District had a rating of 90.51 and exceeded other comparatively sized organizations in every category.

Wyckoff referred to page 392 in the packet which showed that the District was one of only 498 fire departments in the county to receive a Class 1 rating. He noted that the official ISO letter was on page 410 of the packet and would be displayed on the website for community members to reference.

Chief Bradley stated that the work done for accreditation and ISO resulted in the lowest possible home insurance premiums for members of the community. He added that less than 1% of organizations nationwide were accredited and ISO 1 rated. Chief Bradley stated that Wyckoff led the charge for accreditation and ISO as he served as the Accreditation Manager and ISO Coordinator for the District and worked exceptionally hard to steward the programs. Chief Bradley thanked Wyckoff for his continued efforts.

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

Thomas Benavidez, attorney for the District, stated that a redline version of the District's Bylaws was included in the packet with some suggested changes to keep the Bylaws aligned with statutory language. Benavidez asked the Board for their opinion on modifying the Bylaws to remove the responsibility of minutes from the Board Clerk to administrative staff. He stated that as written, if litigation arose, the Board Clerk could be asked to provide a deposition. Chairman Carter stated that he was okay with the change and asked if anything needed to be included to indicate that the Board was still responsible for oversight. Benavidez stated that the Board would still be legally responsible, but should anything come up, it would be much easier to obtain a declaration or deposition from an administrative member of the organization rather than a member of the Board. Clerk Green and Member Talas agreed to the change. Benavidez took the direction from the Board and advised that he would prepare the amendment for the next Board meeting and that the Bylaws could be approved at the March 2024 Board meeting.

**MOVE TO DIRECT STAFF TO PREPARE THE FOLLOWING BYLAW AMENDMENTS FOR FUTURE CONSIDERATION BY THE BOARD: REMOVE THE RESPONSIBILITY OF MINUTES FROM THE BOARD CLERK POSITION TO ADMINISTRATIVE STAFF**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote: 3 – 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).

10. **Adjournment**

**MOVE TO ADJOURN THE MEETING AT 6:23PM**

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

**Vote: 3 – 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\_\_\_\_\_