

#### D. Business Services Board Report



## Northwest Fire District Governing Board

13535 North Marana Main Street  
Marana, Arizona

### SCHEDULED

### FIRE CHIEF'S REPORT

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

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#### 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 Manger attended bi-weekly meeting with Operations
- HRS Manager attended Amwins dependent audit demo
- HRS Manger attended Paramedic Student testing review
- HRS Generalist, HRS Manager, Business Services Director, and Finance Manger 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

<b>Dollar Amount</b>	3,650,414.75	24,537,645.48
<b>Payables Processed</b>	554	3,749

**GOALS:**

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

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**Attachments**