

A. Approval of the Minutes of the February 25, 2025, Regular Governing Board Meeting



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

SCHEDULED

MEMORANDUM NO. 25-1103

Date: March 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 February 25, 2025, Regular Governing Board Meeting

RECOMMENDATION:

Approve the minutes.

MOTION:

Move to approve the minutes of the February 25, 2025, regular meeting.

DISCUSSION:

The minutes of the February 25, 2025, regular meeting are attached for review.

ALTERNATIVES:

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

Fiscal Impact

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

Attachments

Minutes 02-25-25 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

NWFDZAZ.gov



Governing Board Regular Meeting Minutes February 25, 2025

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

Present: Cyndell West, Board Vice Chair
Peg Green, Clerk
Bruce Kaplan, Board Member

Excused: George Carter, Board Chair
Dave Talas, Board Member

2. Pledge of Allegiance

Board Vice Chair, Cyndell West, led the Pledge of Allegiance to the Flag.

3. Presentation of Awards

Chief Bradley administered the loyalty oath and recognized the following promotions:

- Diego Hurtado, Paramedic
- John Ream, III, Paramedic
- Aaron Stelly, Paramedic

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 January 28, 2025, Regular Governing Board Meeting

MOVE TO APPROVE ITEMS A-K ON THE FEBRUARY 2025 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- B. Adoption of Resolution No. 2025-002 Ordering the Monje Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 12480, 12488, and 12496 N. Camino de Oeste (Pima County Parcels 219-34-007A, 219-34-007B, and 219-34-007C) and is South of Moore Road and West of Oldfather Road in Marana, Pima County, Arizona

MOVE TO APPROVE ITEMS A-K ON THE FEBRUARY 2025 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- C. Adoption of Resolution No. 2025-003 Ordering the Martin Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 4670 W Camino De Mañana (Pima County Parcel 216-01-002K) and is South of Tangerine Road and West of Camino de Oeste in Marana, Pima County, Arizona

MOVE TO APPROVE ITEMS A-K ON THE FEBRUARY 2025 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- D. Approval to Utilize Logicalis, Inc. on a 1 Government Procurement Alliance (1GPA) Cooperative Contract for Technology and Audio/Visual Solutions Estimated to be \$178,000

MOVE TO APPROVE ITEMS A-K ON THE FEBRUARY 2025 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- E. Approval to Utilize Zoll Medical Corporation on a National Purchasing Partners (NPP) Government Cooperative Contract for the Purchase of One (1) Cardiac Monitor in the Amount of \$60,015 and Authorization to Use Ambulance Fund Balance

MOVE TO APPROVE ITEMS A-K ON THE FEBRUARY 2025 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- F. Essential Services Board Report

MOVE TO APPROVE ITEMS A-K ON THE FEBRUARY 2025 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- G. Approval to Utilize Courtesy Auto of Mesa LLC on a State of Arizona Cooperative Contract for the Purchase of a 2025 Dodge Ram Rapid Extraction Module Support (REMS) Truck in the Amount of \$85,680

MOVE TO APPROVE ITEMS A-K ON THE FEBRUARY 2025 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- H. Approval to Utilize Stryker on a Sourcewell Cooperative Contract for the Purchase of One (1) Lund University Cardiopulmonary Assist System (LUCAS) Device and Maintenance Plan in the Amount of \$27,000 and Authorization to Use Ambulance Fund Balance

MOVE TO APPROVE ITEMS A-K ON THE FEBRUARY 2025 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- I. Approval to Utilize Pueblo Mechanical & Controls on a Mohave Cooperative Contract for the Purchase of a Condenser Replacement at Station 332 in the Amount of \$64,000

MOVE TO APPROVE ITEMS A-K ON THE FEBRUARY 2025 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- J. Approval of Changes to Policy 1057, Differential Pay

MOVE TO APPROVE ITEMS A-K ON THE FEBRUARY 2025 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Clerk Peg Green

Vote: 3 – 0

- K. Approval of Changes to Policy 1058, On-Call Pay

MOVE TO APPROVE ITEMS A-K ON THE FEBRUARY 2025 CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Cyndell West, 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 Report
- B. Essential Services Board Report
- C. Operational Services Board Report
- D. Business Services Board Report
- E. Administration Services Board Report

7. **Financial Reports**

- A. Finance Reports

Business Services Director, Kim Sotomayor, greeted the Board and presented the financial reports for the period ending January 2025. She stated that general fund expenses were \$29 million compared to \$27 million in January of 2024, both at 58% of total expected budget and as expected. She reported that general fund revenues through January 2025 were \$29.9 million compared to \$29.7 million in January of 2024. She noted that the difference was due to the American Rescue Plan Act (ARPA) funds received in 2024. Sotomayor reported that property tax collections through January were \$27.3 million, compared to \$24.9 million the previous year, both 57% of expected budget. Ambulance revenues were \$2.4 million, an increase over the previous year due to Basic Life Support (BLS) transports. She stated that 31% of the ambulance revenues were for services prior to July 1st. Sotomayor reported that pooled cash was in balance, all fund balances were positive, bank statements were reconciled, and the check report was attached for approval. Sotomayor explained that the check report was higher than usual due to the three pay periods in January. Sotomayor gave a reminder that the Budget Study Session was scheduled for March 12, 2025. She made herself available for questions.

Member Kaplan asked why Fund 410, Capital Improvements, was zeroed out on the Fund Balance Report. Sotomayor stated that Fund 410 was an older fund that hadn't been used in several years. She added that Fund 400 was the true Capital Fund and Fund 450 was a reserve for large capital purchases, but that Fund 410 couldn't be removed from the report since it had activity in the past.

MOVE TO APPROVE THE DISTRICT'S JANUARY 2025 DISBURSEMENT REPORT, AS PRESENTED

Motioned by Vice Chair Cyndell West, seconded by Board Member Bruce Kaplan

Vote: 3 – 0

8. **Business**

- A. Discussion Regarding Northwest Fire Medical Direction and the Physician One Specialized Physician Response Program

Dr. Amber Rice, Medical Director for the District, greeted the Board and began a presentation regarding a grant that the Medical Direction team received and how it would be used to assist fire departments and fire districts throughout the Tucson area during roadway traffic accidents. Dr. Rice gave a brief background on statistics related to annual motor vehicle-related deaths in Arizona. She explained that Arizona ranked high in the nation for crash fatalities and pedestrian fatalities and that the number of annual motor-vehicle related deaths steadily increased over the last several decades. She explained that the U.S. Department of Transportation released a Request for Proposals (RFP) for the Safe Streets for All grant (SS4A) which was a program that aimed to prevent roadway deaths and serious injuries. The SS4A grant also supported the

Vision Zero initiative which sought to eliminate fatalities on U.S. roadways. Dr. Rice noted that most grants in the SS4A program were related to crosswalks and roadway maintenance and that the Physician One Program was the first of its kind to be awarded funding through SS4A.

Dr. Rice shared that the Physician One program aimed to implement a staffed Emergency Medical Services (EMS) vehicle during peak call hours to respond to major traffic accidents. The program's other goal was to evaluate the impact of how the resource affected patients who experienced major trauma from roadway accidents. She stated that the program would be implemented with the three largest fire service agencies (Northwest Fire District (NWFD), Golder Ranch Fire District (GRFD), and Tucson Fire Department (TFD)), but could be operational throughout Pima County in the future.

Dr. Rice noted that the grant would expand the physician response program currently in practice. She explained that a physician response program was built several years ago with a vehicle supplied by the District. She stated that there were ten (10) EMS physicians available to staff Physician One and who responded to incidents when they were available. She stated that the grant would allow the response vehicle to be staffed full time. She added that Physician One had assisted with more than 1,000 field responses since its inception and that it was also used for training and special events such as El Tour de Tucson.

Dr. Rice reviewed the Physician One program structure. She stated that the program was operational from 0700 to 2100 and worked in collaboration with NWFD, TFD, and GRFD. She noted that an Emergency Medical Technician (EMT) and Banner University Medical Group (BUMG) Physician would staff the physician response vehicle. Dr. Rice stated that Dr. Gaither ran the program operations while she was responsible for program evaluation.

Dr. Rice reviewed the benefits of the Physician One program which included enhanced patient outcomes, additional support for paramedics, and increased efficiency and coordination between the field crews and receiving hospitals. She stated that since the program was entirely funded by a federal grant, it added significant value to fire districts without any additional cost.

Dr. Rice noted that the initial timeline to begin implementation of the program had changed due to delays in funding from the federal government.

Dr. Rice described the emergency response partners involved in the Physician One Program. She stated that the Oversight Board was comprised of members from TFD, NWFD, GRFD, University of Arizona Public Safety, University of Arizona Legal, and University of Arizona Risk. She explained that radio communications would be contracted through the City of Tucson and Pima County Wireless Integrated Network (PCWIN) contracted dispatch services. Lastly, BUMG would help with physician services and the on-campus University EMS would assist with EMS provider services.

Dr. Rice made herself available for questions.

Board Vice Chair West asked how the Medical Direction team planned to triage and respond where it was needed most. Dr. Rice explained that initially there would be a small bubble of calls that they could respond to since there was only one vehicle. However, as the program expanded over the course of five years, more vehicles would be available to respond. Dr. Rice stated that dispatch would be able to see the location of the vehicle(s) and dispatch accordingly. She added that throughout the implementation phase of the project, the Medical Direction team would be able to evaluate where the greatest need was and whether the vehicle needed to be based elsewhere to respond to more calls. She anticipated that most incidents would be freeway related.

Board Vice Chair West asked how the Medical Direction team would address additional needs should other agencies utilize medical direction guidance from Banner University Medical Center (UMC). Dr. Rice explained that NWFD, GRFD, and TFD did not have a base hospital and utilized the physician medical direction group. She stated that the radio room at Banner UMC was used to provide online medical control but could evolve as the program grew.

Member Kaplan thanked Dr. Rice for the presentation and felt that it was an excellent program. He asked how many vehicles and physicians the project would expand to once it was built out.

Dr. Rice stated that, as proposed, the grant would fund three (3) vehicles which would be staggered for deployment throughout the course of the program. She added that the current Physician One vehicle was leased from the District and that the new vehicles would be made available as that one was phased out. Dr. Rice explained that physician wise, the program was well staffed as is but was limited due to funding. She noted that the grant would allow Physician One to be staffed more often. She added that the EMS fellowship program would also expand to two fellows rather than one.

Member Kaplan asked if Physician One would respond to calls outside of the three jurisdictions (NWF, GRFD, and TFD). Dr. Rice explained that initially, it would only respond to calls within the three jurisdictions. Dr. Rice noted that Pima County was interested in the program and was already participating in other SS4A initiatives and that Medical Direction could apply for additional funds to expand the program in the future.

Member Kaplan asked how sustainable the program was, should the federal funding not come through. Dr. Rice explained that the program would continue operating within its current scope of practice which used funding from other contracted services to allow the physicians to respond to calls three (3) to five (5) days of the week.

Clerk Green asked where the vehicle was currently based out of. Dr. Rice stated that it was currently at Banner UMC and would respond to calls during the days that the vehicle was staffed.

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

Attorney for the District, Thomas Benavidez, stated that statutory changes were made to the Bylaws prior to the January Board Meeting. He explained that during the January Board Meeting he proposed a change in the Bylaws to eliminate the responsibilities of the Board Clerk related to maintaining records. He stated that the responsibility would be moved to an administrative function, which was reflective of the District's current practice. Benavidez stated that if there were no additional changes, the Bylaws could be adopted at the next Board meeting. The Board had no additional recommendations or changes.

MOVE TO DIRECT STAFF TO PREPARE THE BYLAW AMENDMENTS AS PRESENTED

Motioned by Vice Chair Cyndell West, 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 6:25PM

Motioned by Vice Chair Cyndell West, seconded by Board Member Bruce Kaplan

Vote: 3 – 0

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 _____