

D. Business Services Board Report



Northwest Fire District Governing Board

13535 North Marana Main Street
Marana, Arizona

SCHEDULED

FIRE CHIEF'S REPORT

Date:	March 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 February 2025:

- Attended Executive Staff meetings
- Attended Leadership Committee meeting
- Attended kickoff meeting for dependent audit vendor, Verifi1
- Attended quarterly claims review meeting with the District's Workers' Compensation vendor, Securis
- Attended multiple meetings with the District benefits broker, CBIZ
- Attended multiple meetings with Human Resource Services and Finance
- Attended the final meeting with Fidelity implementation team
- Attended Government Finance Officers Association (GFOA) webinar
- Attended a meeting with Administration Services for Digital Budget Book updates
- Attended a meeting with the District's labor costing vendor, GovInvest
- Attended the Governing Board meeting
- Attended the monthly meeting with the District's ambulance billing provider, Digitech

Human Resource Services (HRS)

Nichole Robertson, Human Resource Services Manager:

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

- Attended bi-weekly meetings with Public Safety Personnel Retirement System (PSPRS)
- Attended bi-weekly meetings with District benefits broker, CBIZ
- Attended final implementation meeting with Fidelity, the District's new Health Savings Account (HSA) and Flexible Spending Account (FSA) vendor
- Attended Awards Work Group meeting
- Attended kickoff meeting for dependent audit vendor, Verifi1
- Attended multiple Business Services meetings
- Attended bi-weekly meeting with Operations
- Attended monthly Leadership Committee meeting
- Attended Pima Joint Technical Education District (JTED) internship discussion meeting
- Attended the Governing Board meeting

- Attended the Division Managers/Chiefs meeting
- The HRS Manager and HRS Analyst attended the Quarterly Claims review with Securis, the District's Workers' Compensation provider
- HRS Generalist attended Career Night at Robins K-8th Grade with Public Education Division
- HRS team attended Lexipol's "Attract, Engage, Retain: Proven Strategies for Public Safety Recruitment"
- HRS Manager attended Training Captain interviews
- HRS Analyst attended the bi-monthly Safety Committee meeting
- HRS Analyst attended the Society for Human Resource Management's (SHRM) webcast, "Solving the Employee Engagement Crisis"
- HRS Manager and HRS Analyst attended the Society for Human Resource Management's (SHRM) webcast, "Navigating Title VII Compliance Amid Recent DEI Policy Changes"
- HRS Specialist attended a Nationwide Retirement 101 Webinar, and Adobe Acrobat training

Metrics:

- 301 Current FTE
- 2 Separations
- 0 Retirements
- 0 New Hires
- Turnover Rate .66%
- Average Tenure 11.3 years

Finance Services Division

Tabitha Walsh, Finance Services Manager:

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

- Attended the Enterprise Resource Planning (ERP) Pro 10 Financials with the Principal Accountant
- Attended the Governing Board meeting with the Principal Accountant
- Attended the Leadership Committee meeting
- Attended the Safety Committee meeting
- Attended the Procurement meeting
- Attended the Division Chiefs/Managers meeting
- Attended the Wildland meeting with the Senior Accounting Specialist
- Procurement attended a meeting with Pacific Office Automation and All Copy Products, OPUS purchasing demo, and 1GPA webinar.
- The Procurement and Contract Specialist attended the National Institute of Governmental Purchasing (NIGP) webinar, "Effective Communication: Building Influence and Trust", held demos with Book King and Signup Genius, and had a meeting with EMS and Health Current.

Sandy Russell, Grants Manager:

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

- Attended the Leadership Committee meeting
- Participated in Governor's Office of Highway Safety (GOHS) webinar regarding fiscal year 2026 Virtual Grant Training

- Attended the Division Chiefs/Managers meeting
- Participated in a labor costing training

Metrics:

Requisitions

	February 2025	Fiscal Year To Date
Issued	75	772
Dollar Amount	732,968.30	9,746,601.58

Purchase Orders

	February 2025	Fiscal Year To Date
Issued	73	777
Dollar Amount	731,147.05	18,712,182.58

Payments

	February 2025	Fiscal Year To Date
Payments Issued	253	2,168
Dollar Amount	2,679,561.26	27,217,206.74
Payables Processed	501	4,250

1.01 - Average days from a Requisition Form being received to the Purchase Order being sent to the vendor

24 - Purchase Orders issued in February and completed (closed)

14 – Change Orders on existing Purchase Orders

GOALS:

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

Attachments