

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



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

SCHEDULED

MEMORANDUM NO. 25-1131

Date: April 22, 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 March 25, 2025, Regular Governing Board Meeting

RECOMMENDATION:

Approve the minutes.

MOTION:

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

DISCUSSION:

The minutes of the March 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 03-25-25 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 NWFDaz.gov

Governing Board Regular Meeting Minutes March 25, 2025

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

Present: George Carter, Chairman
Peg Green, Clerk
Bruce Kaplan, Board Member
Dave Talas, Board Member

Excused: Cyndell West, Board Vice Chair

2. **Pledge of Allegiance**

Chairman Carter led the Pledge of Allegiance to the Flag.

3. **Presentation of Awards**

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 February 25, 2025, Regular Governing Board Meeting

MOVE TO APPROVE ITEMS A-J ON THE MARCH 2025 CONSENT AGENDA AS PRESENTED

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

Vote: 4 – 0

- B. Approval of the Minutes of the March 12, 2025, Governing Board Budget Study Session

MOVE TO APPROVE ITEMS A-J ON THE MARCH 2025 CONSENT AGENDA AS PRESENTED

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

Vote: 4 – 0

- C. Adoption of Resolution No. 2025-004 Ordering the Saguaro Reserve III (A) Annexation, Pursuant to A.R.S. Section 48-262(1); the Annexation Area Includes All of Common Areas A and B and Lots 18-31 and 49-208 as Described in Pima County Sequence Number 20243310114 and is North of Dove Mountain Boulevard and East of Dove Reserve Drive in Marana, Pima County, Arizona

MOVE TO APPROVE ITEMS A-J ON THE MARCH 2025 CONSENT AGENDA AS PRESENTED

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

Vote: 4 – 0

- D. Adoption of Resolution No. 2025-005 Ordering the Saguaro Reserve III (B) Annexation, Pursuant to A.R.S. Section 48-262(1); the Annexation Area Includes Lots 1-17 and 32-48 as Described in Pima County Sequence Number 20243310114 and is North of Dove Mountain Boulevard and East of Dove Reserve Drive in Marana, Pima County, Arizona

MOVE TO APPROVE ITEMS A-J ON THE MARCH 2025 CONSENT AGENDA AS PRESENTED

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

Vote: 4 – 0

- E. Adoption of Resolution No. 2025-006 Approving the Submittal of a Grant Application to the Arizona Governor's Office of Highway Safety (GOHS) in the Amount of \$114,240 to Purchase Two (2) Sets of Battery Powered Extrication Tools and Accessories

MOVE TO APPROVE ITEMS A-J ON THE MARCH 2025 CONSENT AGENDA AS PRESENTED

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

Vote: 4 – 0

- F. Adoption of Resolution No. 2025-007 Approving the Submittal of a Revenue Sharing Application to the Pascua Yaqui Tribe to Obtain Funding for Electric Vehicle Fire Suppression Equipment

MOVE TO APPROVE ITEMS A-J ON THE MARCH 2025 CONSENT AGENDA AS PRESENTED

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

Vote: 4 – 0

- G. Adoption of Resolution No. 2025-008 Approving the Submittal of a Grant Application to the Water

Infrastructure Finance Authority of Arizona for American Rescue Plan Act (ARPA) Funding Allocated to the Arizona Conservation Grant Fund to Purchase a Pump-Pod Direct Recirculating Apparatus Firefighting Training Sustainability (DRAFTS) Unit in the Amount of \$120,602.26

MOVE TO APPROVE ITEMS A-J ON THE MARCH 2025 CONSENT AGENDA AS PRESENTED

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

Vote: 4 – 0

- H. Approval to Utilize GLHN Architects & Engineers, Inc. on a City of Tucson Cooperative Contract for Solar Heating Engineering Design Services in the Amount of \$158,600

MOVE TO APPROVE ITEMS A-J ON THE MARCH 2025 CONSENT AGENDA AS PRESENTED

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

Vote: 4 – 0

- I. Approval of Policy 213, Sexual Abuse and Misconduct Prevention

MOVE TO APPROVE ITEMS A-J ON THE MARCH 2025 CONSENT AGENDA AS PRESENTED

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

Vote: 4 – 0

- J. Approval of Policy 325, Traffic Collisions

MOVE TO APPROVE ITEMS A-J ON THE MARCH 2025 CONSENT AGENDA AS PRESENTED

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

Vote: 4 – 0

6. Fire Chief's Report

Chief Bradley stated that reports were included in the packet and that staff was available to answer questions.

Board Member Talas thanked Chief Bradley for the Budget Study Session and stated that it contained a lot of good information.

- A. Fire Chief's Board 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. Financial Report

Business Services Director, Kim Sotomayor, greeted the Board and presented the financial reports for the period ending February 2025. She reported that general fund expenses in February were \$32.5 million compared to \$31 million in 2024, both 64% of total budget. She shared that general fund revenues were \$32 million in February, compared to \$31.5 million in February of 2024. Sotomayor advised that the American Rescue Plan Act (ARPA) funds were distributed in 2024 which inflated the revenues and expenditures for February 2024. She reported that property tax collection through February was \$29.3 million compared to \$26.5 million in February 2024, both at 61% of expected collection. She reported that ambulance revenues were \$2.8 million through February, with 28% attributable to prior fiscal year services. Sotomayor stated that there was a large billing increase due to Basic Life Support (BLS) transports. 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.

Member Kaplan inquired about the percentage of ambulance bills collected and paid to the District. Sotomayor explained that most payments came from insurance companies, though there were slight delays in payment processing. For self-pay patients (those without insurance), approximately 50% of bills were collected. She noted that the auditors typically wrote off 50% of uncollected payments each year, a standard practice according to the District's ambulance billing service, Digitech, and professional credit service. Sotomayor added that the statute of limitations in Arizona for ambulance billing was six years. Kaplan then asked about the percentage of self-pay community members, to which Sotomayor responded that it was approximately 35%-40%. Chief Bradley clarified that the payor mix, or the distribution of different forms of payment, consisted of about 78% commercial insurance or other insurance such as Medicaid, and 22% self-pay. He noted that the District's net annualized percentage of collections for commercial insurance payments was typically 50%, which aligned with the industry standard range of 48%-52%.

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

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 – 0

8. **Business**

A. Discussion and Possible Action Declaring the Commercial Real Property Located at 3701 West Quasar Street, Pima County, Arizona, as Surplus and Authorizing Staff to Negotiate Contract Terms to Sell the Property to the Golder Ranch Fire District, Pursuant to A.R.S. 48-805(B)(18)

Assistant Chief of Essential Services, Scott Hamblen, greeted the Board and explained that the District was requesting approval to declare the commercial property at 3701 West Quasar Street as surplus. He stated that the District had owned the property since the early 1990s and that it had been used as Station 33 until that station was later relocated to Ina Road. Hamblen stated that the property was currently being used as the Equipment Services Center (ESC). He explained that ESC staff were moving to the Warehouse as part of the Strategic Plan to consolidate Facilities, Warehouse, and ESC staff in one central location for greater efficiency. Hamblen stated that Golder Ranch Fire District (GRFD) had expressed interest in acquiring the property and that the property was within their jurisdiction. Hamblen made himself available for questions.

Member Kaplan asked when the property fell outside of the District's jurisdiction to which Hamblen replied that it had never been within the District's jurisdictional boundaries even when the property was used as Station 33. Chief Bradley stated that the property lied in various fire district jurisdictions throughout the years including Rural-Metro, Mountain Vista, and eventually GRFD. He noted that there were several jurisdictional challenges in the past when the property served as Station 33. Chief Bradley stated that the District was happy to sell the property to

GRFD, which would also transfer the property to the authority having jurisdiction. Kaplan asked if Rural Metro Fire still owned the property near Quasar Street. Chief Bradley explained that it was a station for Global Medical Response (GMR)/American Medical Response (AMR) rather than Rural Metro Fire since Rural Metro Fire only provided fire protection to the Foothills area after Mountain Vista became operational.

MOVE TO DECLARE THE COMMERCIAL REAL PROPERTY LOCATED AT 3701 WEST QUASAR STREET, PIMA COUNTY, ARIZONA, AS SURPLUS AND AUTHORIZE STAFF TO NEGOTIATE CONTRACT TERMS TO SELL THE PROPERTY TO THE GOLDER RANCH FIRE DISTRICT, PURSUANT TO A.R.S. 48-805(B)(18)

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 – 0

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

Attorney for the District, Thomas Benavidez, stated that no additional changes had been made to the Bylaws since the February meeting and that the only significant change was the transfer of Custodian of Records duties from the Board Clerk to administrative staff.

Chairman Carter asked if there were any questions or additional changes to propose. There were no questions or additional changes

MOVE TO ADOPT THE BYLAW AMENDMENTS AS PRESENTED

Motioned by Chairman George Carter, seconded by Board Member Bruce Kaplan

Vote: 4 – 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 6:13PM

Motioned by Chairman George Carter, seconded by Board Member Bruce Kaplan

Vote: 0 – 0

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 _____