

D. Business Services Board Report



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

SCHEDULED

FIRE CHIEF'S REPORT

Date: April 22, 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 March 2025:

- Attended Executive Staff meetings
- Attended Leadership Committee meeting
- Attended a meeting with Medicine for Business and Industry (MBI), the District's Occupational Health Provider
- Attended a meeting with Wells Fargo Bank about the P- card Program
- Attended multiple meetings with the District benefits broker, CBIZ
- Attended multiple meetings with Human Resource Services and Finance
- Attended the Governing Board Budget Study Session
- Attended Government Finance Officers Association (GFOA) webinar
- Attended meetings with the GovInvest Customer Success Team
- Attended a Curt Varone Webinar, "Firefighter Schedules in the 21st Century"
- Attended Academy 24-01 Graduation
- Attended Struggle Well Wrap-Up Session
- Attended a meeting with Office of Strategic Planning and Budget
- Attended a Galloway Webinar, "Arizona Deferred Retirement Option Plan (DROP)/Retirement"
- 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 March 2025:

- Attended bi-weekly meetings with Public Safety Personnel Retirement System (PSPRS)
- Attended bi-weekly meetings with District benefits Broker, CBIZ
- Attended Pima Joint Technical Education District (JTED) advisory meeting

- Attended a meeting with MBI, the District's Occupational Health Provider
- Attended Awards Work Group meeting
- Attended Budget Study Session Meeting
- Attended multiple Business Services meetings
- Attended bi-weekly meeting with Operations
- Attended monthly Leadership Committee meeting
- Attended JTED internship discussion meeting
- Attended one day of the last week of Academy 24-01 with Local 3572 to discuss pension with the soon to be graduates
- Attended Academy 24-01 Graduation
- Facilitated and attended NWFD Local Pension Board meeting
- HRS Generalist attended Sentinel Peak High School's Jobs in the Fire Services Day
- HRS Manager and HRS Analyst attended Professional Fire Fighters of Arizona (PFFA) Workers' Compensation Technician Level class
- HRS Analyst attended The Society for Human Resource Management's (SHRM's) webcast, "How to Evaluate Requests for Job Accommodations with JAN"
- HRS Manager and HRS Generalist attended "Introducing E-Verify+" webinar presented by the U.S Citizenship and immigration Services (USCIS)

Goals:

- Continue to create efficiencies within the HRS Division

Metrics:

- 298 Current FTE
- 1 Separation
- 2 Retirements
- 0 New Hires
- Turnover Rate 0.75%
- Average Tenure 11.3 years

Finance Services Division

Tabitha Walsh, Finance Services Manager:

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

- Attended a meeting with Wells Fargo representatives
- Participated in an ARPA funding update webinar hosted by the ICA with the Principal Accountant
- Attended the Leadership Committee meeting
- Attended the Budget Study Session with the Principal Accountant
- Attended a meeting with Public Education Division and the Principal Accountant
- Attended GFOA's, "Calculating Net Investment in Capital Assets" webinar with the Principal Accountant
- The Principal Accountant attended GFOA's, "No Vacation from Estimating Compensated Absences" webinar
- The Principal Accountant and Senior Accounting Specialist attended the GovInvest labor costing training
- The Senior Accounting Specialist attended an advanced labor costing webinar
- The Finance Division attended a meeting with the Fire Chief
- The Finance Division attended the Academy 24-01 Graduation
- The Principal Accountant attended the Governing Board meeting

- The Procurement and Contract Specialist attended the AZ State Procurement Office Academy Training, “Legal Aspects of Contracting”
- The Procurement and Contract Specialist attended the following National Institute of Governmental Purchasing (NIGP) webinars:
 - Ethics - Ensuring Integrity and Compliance in Procurement
 - Connecting the Dots of Contract Management, and a uniform product and accessory expo event
- Procurement attended a meeting with the OMNIA representative

Sandy Russell, Grants Manager:

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

- Attended the Leadership Committee meeting
- Participated in an ARPA funding update webinar hosted by the ICA
- Attended the Governing Board Budget Study Session
- Participated in an online labor costing discussion and training session
- Attended Division meeting with the Fire Chief
- Attended the Academy 24-01 Graduation
- Participated in a Google Meet meeting with a Compliance and Reporting Manager of the Governor’s Office of Strategic Planning and Budgeting (OFSPB) regarding ARPA funding

Metrics:

Requisitions

	March 2025	Fiscal Year To Date
Issued	73	845
Dollar Amount	454,820.63	10,201,422.21

Purchase Orders

	March 2025	Fiscal Year To Date
Issued	74	851
Dollar Amount	463,441.64	19,175,624.22

Payments

	March 2025	Fiscal Year To Date
Payments Issued	261	2,429
Dollar Amount	2,401,740.54	29,618,947.28
Payables Processed	516	4,766

- 1.25 - Average days from a Requisition Form being received to the Purchase Order being sent to the vendor
- 14 - Purchase Orders issued in March and completed (closed)
- 15 – Change Orders on existing Purchase Orders

GOALS:

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

Attachments