

D. Human Resource Services Board Report



Northwest Fire District Governing Board

13535 North Marana Main Street
Marana, Arizona

SCHEDULED

FIRE CHIEF'S REPORT

Date: February 27, 2024
To: Governing Board
From: Nichole Robertson, Manager
Department: Human Resource Services
Agenda Item Human Resource Services Board Report

ACTIVITIES:

- 285 Current FTEs
- 0 Separations
- 2 Retirements
- 0 New Hires
- Attended bi-weekly meetings with Public Safety Pension Retirement System (PSPRS)
- Attended bi-weekly meetings with CBIZ (Benefit Broker)
- Attended monthly meeting with Banner- the District's Occupational Health Provider
- Attended Strategic Planning meeting
- Attended a meeting with Alchemer - the District's job applications software vendor
- Attended a meeting with DocuSign for the renewal of software for electronic signatures
- Attended a meeting with Concentra – an Occupational Health vendor
- Human Resource Services (HRS) Team visited all District locations to post 2024 Labor Law Posters
- The Occupational Health and Safety Administration (OSHA) 300 Log was submitted and posted at all District locations
- HRS Team sent out general Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) notices for everyone who enrolled in medical coverage effective January 1, 2024
- HRS Team met with the Warehouse and Community Relations and Public Education Divisions to discuss job descriptions

GOALS:

Short Term:

- Continue to create efficiencies within the HRS Division
- Continue to review and update all job descriptions
- Standardize employee files

Long Term:

- Design and implement a cross-training program for succession planning
 - Update the District's employee policies and procedures
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Attachments