

A. Approval of the Minutes of the January 23, 2024, Regular Governing Board Meeting



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

**SCHEDULED**

**MEMORANDUM NO. 24-0722**

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**Date:** February 27, 2024  
**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 January 23, 2024, Regular Governing Board Meeting

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**RECOMMENDATION:**

Approve the minutes.

**MOTION:**

Move to approve the minutes of the January 23, 2024, regular meeting.

**DISCUSSION:**

The minutes of the January 23, 2024, regular meeting are attached for review.

**ALTERNATIVES:**

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

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**Fiscal Impact**

**FISCAL YEAR:** 23/24  
**BUDGETED Y/N:** N/A  
**AMOUNT REQUESTED:** N/A  
**FISCAL IMPACT:** N/A

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**Attachments**

1-23-24 Minutes 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](http://NWFDaz.gov)



### Governing Board Regular Meeting Minutes January 23, 2024

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

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

Excused: Cyndell Chanek, Vice Chair  
Bruce Kaplan, Board Member

#### 2. **Pledge of Allegiance**

Chairman Carter led the Pledge of Allegiance to the Flag.

#### 3. **Presentation of Awards**

Chief Bradley introduced Captain Stephen Kelleher to present three (3) Civilian Lifesaving Awards.

Captain Kelleher shared details of the incident wherein three (3) civilians, Christine Zanardi, Mara Farhat, and Shane Wood, assisted in the rescue of a woman who was locked in a vehicle that caught fire.

Chief Bradley thanked Captain Kelleher and his crew for the nomination submission so that the community members could be recognized.

Chairman Carter echoed Chief Bradley and thanked the civilians.

#### 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 December 12, 2023, Regular Governing Board Meeting

**MOVE TO APPROVE ITEMS A-D ON THE JANUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 3 – 0

- B. Approval of Aggregate Contract Expenditure Increase to Request for Proposals (RFP) No. 21-02-C25 Regarding Heating, Ventilation, and Air Conditioning (HVAC) Services

**MOVE TO APPROVE ITEMS A-D ON THE JANUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 3 – 0

- C. Approval of a Three-Year Contract for Services with GovInvest, Inc. for Use of Its Pension and Labor Costing Forecasting Models in the Amount of \$63,000

**MOVE TO APPROVE ITEMS A-D ON THE JANUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 3 – 0

- D. Approval of the First Amendment to the Participation Agreement with Securis Insurance Pool, Inc.

**MOVE TO APPROVE ITEMS A-D ON THE JANUARY 2024 CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, 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 Board Report
- B. Essential Services Board Report
- C. Operational Services Board Report
- D. Human Resource Services Board Report
- E. Administration Services Board Report

7. **Financial Reports**

A. **Financial Reports**

Business Services Director, Kim Sotomayor, greeted the Board and reported that both November and December's financial reports were included in the packet due to the early Board meetings in those months. Sotomayor stated that she would focus on December's reports. She reported that general fund expenses in December were \$23 million compared to \$19 million in December of 2022. She shared that general fund revenues were \$28 million in December, compared to \$24 million in December of 2021. She noted that general fund expenses and general fund revenues were both tracking as anticipated. She stated that property tax collection through December was \$24 million, 55% of the expected budget, and was as anticipated. She reported that ambulance revenues were \$1.6 million through December, with 30% attributable to prior fiscal year services. She reported that all fund balances were positive, all bank statements were reconciled, and the check report was attached for approval. She made herself available for questions. There were no questions.

**MOVE TO APPROVE THE DISTRICT'S DECEMBER 2023 DISBURSEMENTS REPORT AS PRESENTED**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 3 – 0

8. **Business**

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

Thomas Benavidez, attorney for the District, greeted the Board and advised that every year the Governing Board had the opportunity to review the Bylaws and consider if amendments were needed. Benavidez noted one correction on page 15 of the Bylaws and explained that the budget would need to be submitted to the Board of Supervisors of Pima County by August 1<sup>st</sup> rather than July 10<sup>th</sup> due to a change in statute. Benavidez asked if the Board had any questions or proposed changes to the Bylaws. Chairman Carter asked about the establishment of a quorum and how it related to the Bylaw on page 10, item 12, section C. Chief Bradley read the Bylaw to the Board members which showed no exception to the establishment of a quorum if a member participated by way of video or teleconference. Chairman Carter stated that that as long as the bylaws were in line with all statutes and District policies, there were no further changes. Benavidez advised that he would prepare the amendment for the next Board meeting and that the Bylaws could be approved at the March 2024 Board meeting.

**MOVE TO DIRECT STAFF TO PREPARE THE FOLLOWING BYLAW AMENDMENT FOR FUTURE CONSIDERATION BY THE BOARD: CHANGE THE DATE ON THE BUDGET PER THE REVISED STATUTE CHANGE.**

Motioned by Chairman George Carter, 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).

Chief Bradley reminded the Board that there would be a presentation at the February Board meeting to give a general update on annexations in the District.

10. **Adjournment**

**MOVE TO ADJOURN THE MEETING AT 6:11PM**

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

**Vote:** 3 – 0

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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\_\_\_\_\_