



NORTHWEST FIRE/RESCUE DISTRICT

SERVING RESIDENTS OF THE NORTHWEST FIRE DISTRICT, THE FLOWING WELLS
COMMUNITY AND THE TOWN OF MARANA
ADMINISTRATION/LIFE SAFETY SERVICES 5225 W. MASSINGALE RD. TUCSON AZ 85743
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NORTHWEST FIRE DISTRICT REGULAR GOVERNING BOARD MEETING

**Northwest Fire District Training Facility
8165 N. Wade Road
Marana, Arizona**

**Tuesday, November 17, 2009
1800 Hours**

AGENDA

The Northwest Fire District Governing Board will meet in Public Session for a Regular Governing Board Meeting on November 17, 2009, at 6:00 p.m., in the Conference Room of the Northwest Fire District Training Facility Located at 8165 N. Wade Road, Marana, AZ.

The following topics will be subject to Governing Board consideration, discussion, approval, or other action. All items on the agenda are set for possible action.

The order of the Agenda may be changed by order of the Board.

- I. CALL TO ORDER/ROLL CALL/AFFIRMATION OF QUORUM
- II. SALUTE TO THE FLAG OF THE UNITED STATES OF AMERICA
- III. PRESENTATION OF SERVICE AWARDS
- IV. 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.



V. CONSENT AGENDA

- A. Approval of Minutes of the October 27, 2009, Regular Governing Board Meeting
- B. Approval to Renew Chalk Heating and Cooling Contract Invitation for Bid (IFB) No. 0607 for Maintenance of District Heating, Ventilation, and Air Conditioning (HVAC) Equipment (now IFB No. 0607C)
- C. Discussion and Consideration to Approve Changes to District Personnel Policies: 4.4, Equal Employment Opportunity (EEO) to Comply with New Law Affecting Genetic Information, to be effective November 21, 2009; and, Family Medical Leave Act (FMLA) to Comply with Previous Governing Board Approval of Meet and Confer Request, to be Effective January 1, 2010; and New Law Affecting Who is Covered by Military Family Medical Leave, and Changes to Definitions to be Effective October 28, 2009

VI. REPORTS AND CORRESPONDENCE

- A. Fire Chief's Report – This is a summary of the activities of the Fire Chief and administrative staff concerning each of the District's Divisions including: Fire Suppression, Emergency Medical Services, Administrative Services, Finance, Human Resources, Special Projects, Logistics, Life Safety Services and Wild Land Fire Fighting; the report might also include Administrative Activities in Annexations, Intergovernmental Relations, Community Assistance Programs, Fleet and Equipment, Labor and Management Relations, District Revenues and Expenditures, Strategic Planning, Information Technology, Status of Construction Projects, Status of Facilities, Public Outreach and Training
- B. Finance Director's Reports – This report is a summary of the District's Financial Status including: Monthly Board Financial Report, Monthly Disbursements Report, Revenue and Expenditure Reports, Real Estate Tax Revenue Spreadsheets, Lease-Purchase Escrow Account Status, Monthly Bond Report and Arizona State Land Billing and Payment Reports. The Board will be asked to approve the District's Monthly Disbursements Report

VII. OLD BUSINESS

- A. Discussion, Update and Possible Action regarding the New Insurance Services Office (ISO) Public Protection Class 3/8B Rating for Northwest Fire District and the Town of Marana and Its Impact on the Community

- B. Presentation and Discussion of the Strategic Plan Quarterly Report, including but not limited to, Strategic Plan Initiatives, Action Plans, and Survey Results for External Satisfaction and Services; Internal Satisfaction, Increase Employee Input Opportunities, Employee Recognition/Awards, Volunteering and Mentoring Initiatives, Improvement of Light Duty, and Conducting Shift Meetings

VIII. NEW BUSINESS

- A. Adoption of Resolution No. 2009-056 Approving an Intergovernmental Agreement between the Town of Marana, Northwest Fire District and Marana Unified School District No. 6 for Development Plans Review and Inspection, Facility Use and Sharing, Fees, and General Cooperation
- B. Adoption of Resolution No. 2009-057 Approving an Intergovernmental Agreement with the Town of Marana for Construction of Drainage and Related Improvements Near the Central Services Campus Project, and Reimbursement of Fees and Costs Therefor
- C. Discussion and Update about the Report regarding District Building Projects, including Bond Fund Utilization and Capacity for Fire Station 30 Rebuild, Fire Station 32 Remodel, Fire Station 33 Remodel, Fire Station 34 Remodel, New Fire Station 38, New Fire Station 39, New Fire Station 40, Training Center, Administration Center, Land Purchase for Future Facilities, Current Facilities Debt Payoff, Non-Budgeted Bond Costs
- D. Discussion and Update regarding the Firefighter Recruitment Process for the Planned April, 2010, Fire Academy, including, but not limited to, Staffing Vacancies, Staffing Plans and Models, Funding and Staffing for Adequate Fire and Emergency Response (SAFER) Grants, and Development of an Eligibility List for Future Hiring
- E. Discussion and Possible Action Concerning Implementation of Governing Board Policies and Directions to the Fire Chief and His Staff in Areas, including, but not limited to:
 - Cutting Back on Employee Take Home Vehicles
 - Buying Gun Safes for Storage of Citizens' Guns at District Facilities
 - Implementing a District-Wide Survey as Part of the Fire Chief's Performance Evaluation
 - Inappropriate Use of Take Home Vehicles
 - District-Wide Organizational Chart
 - Board Member Briefing Books for Governing Board Meetings Ready Too Late for Adequate Study
 - Fire Chief's Alternative Contract (Options) Asked for when Contract Last Renewed

- F. Discussion and Approval of a Contract for the Purchase and Installation of a Monopole Radio Tower and Two Microwave Links to Connect Fire Station 39 to Fire Station 33 and Fire Station 37 through Network Infrastructure Corporation Utilizing the Mohave Cooperative Purchase Agreement
- G. Discussion and Possible Action to Approve the Northwest Fire District's Annual Comprehensive Financial Report (CAFR) for the Fiscal Year Ended June 30, 2009 including the Independent Auditors' Report

IX. FUTURE AGENDA ITEMS

- A. 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).]

X. ADJOURNMENT



Richard Nassi, Board Chair *gn*

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/Life Safety Office located at 5225 W. Massingale Road, Tucson, Arizona 85743 – (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.

The Northwest Fire District Training Facility is accessible to the handicapped. In compliance with the Americans with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations, may request those through the Northwest Fire District "Administrative Services Director" at least twenty-four hours before the meeting.

Posted November 12, 2009