



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
PHONE: (520) 887-1010 FAX: (520) 887-1034 WWW.NORTHWESTFIRE.ORG

NORTHWEST FIRE DISTRICT REGULAR GOVERNING BOARD MEETING

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

**Tuesday, January 26, 2010
1800 Hours**

AGENDA

The Northwest Fire District Governing Board will meet in Public Session for a Regular Governing Board Meeting on January 26, 2010, 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 December 4, 2009, Special Joint Meeting of the Governing Boards of the Northwest Fire District and the Golder Ranch Fire District, Minutes of the December 4, 2009, Executive Session, and the Minutes of the December 15, 2009, Regular Governing Board Meeting
- B. Approval to Reject All Bids Received for Request for Proposal (RFP No. 0904) for Special Inspection and Construction Materials Testing Services for the Central Services Campus Project
- C. Approval of a Change Order Request for the Fire Station No. 39 Design Contract with Welman Sperides Mickelberg (WSM) Architects in the Total Amount of \$16,328

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 and Update about the Relationship with Southwest Ambulance and Giving Notification of Northwest Fire District's Intent to Terminate the Sole Provider Arrangement; Discussion Concerning Provision of Ambulance Service in the District; Discussion Concerning the Legal Authorities Regulating Ambulance Services
- B. Discussion and Possible Action to Authorize Staff to Develop an Emergency Medical Service (EMS) Needs Assessment and Operational Plan to Set and Ensure Consistent Standards for Emergency Medical Care and Ambulance Transportation within the Northwest Fire District

- C. Adoption of Resolution No. 2010-001 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
- D. Adoption of Resolution No. 2010-002 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
- E. Discussion and Possible Action to Enter into a Design Contract with WSM Architects Utilizing Request for Qualifications (RFQ No. 0903) for Fire Station 30 Rebuild and Fire Station 32 Rebuild in the amount not to exceed \$535,000
- F. Discussion and Consideration to Approve Further Direction to the Human Resources Director Based on Survey Information Gathered from other Fire Departments and Fire Districts, as Directed by the Governing Board at the Board Meeting October 27, 2009, for the Fire Chief's Performance Appraisal Tool and Process; this may include Discussion about the District's Vision, Philosophy, Values, and Mission Statement; and the Fire Chief's Current Job Description
- G. Discussion and Possible Action to Evaluate a Field Survey Form as a Possible Additional Tool for the Fire Chief's Performance Appraisal Process
- H. Discussion and Possible Action about the Fire Chief's Alternative Contract (Options) Asked for when the Contract was Last Renewed; Review Draft Alternative Contract Format

VIII. NEW BUSINESS


- A. Adoption of Resolution No. 2010-003 Approving Policies, Procedures and Fees for Use of District Facilities, including, but not limited to, Training Center Classrooms No. 1 and No. 2, Fire Station No. 338, Fire Station No. 330
- B. Approval of a Standby Agreement between Northwest Fire District and the PGA Tour from February 15, 2010 through February 21, 2010, for the District to Provide Standby Emergency Medical Services for the 2010 Accenture Match Play Golf Championships at Dove Mountain in Marana
- C. Approval of Amendment to Extend the Fire Protection Agreement with Arizona Portland Cement for One Year

- D. Approve the Submittal of a Staffing for Adequate Fire and Emergency Response (SAFER) Grant Application to the Department of Homeland Security for 10 Vacant Firefighter Positions
- E. Discussion and Possible Action to Approve the Proposed Budget Adoption Process Schedule for Fiscal Year Ending June 30, 2011
- F. Adoption of Resolution No. 2010-004 Approving a Meet and Confer Process between Labor and Management; This item will include a PowerPoint presentation by a Firefighters' Union Representative regarding the Benefits of Adopting a Meet and Confer Process
- G. Approval to Authorize Staff to begin a Request for Qualifications (RFQ No. 1001) for Construction Manager at Risk Services for Reconstruction of Fire Station No. 30 and Fire Station No. 32
- H. Discussion and Consideration to Approve the Already Budgeted Recruitment and Hiring of a Full-Time Human Resources Assistant to Replace a Current Part-Time Human Resources Representative Who is Leaving the Organization; and, this New Incumbent Will also Back-Up Administration's Receptionist Position
- I. Discussion and Possible Action on Staff's Efforts in Viewing Existing Office Properties in or Near the Fire District for Potential Use as an Administrative Facility for the District

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


George Carter, Board Chair *gc*

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 January 21, 2010