



# NORTHWEST FIRE/RESCUE DISTRICT

SERVING RESIDENTS OF THE NORTHWEST FIRE DISTRICT, THE FLOWING WELLS  
COMMUNITY AND THE TOWN OF MARANA  
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## MINUTES OF THE NORTHWEST FIRE DISTRICT REGULAR GOVERNING BOARD MEETING July 27, 2010

### Call to Order/Roll Call/Affirmation of Quorum

Chairman George Carter called the meeting to order at 6:00 p.m. The meeting was held in the Northwest Fire District Training Facility Conference Room, 8165 N. Wade Road, Marana, Arizona.

**Present:** George Carter, Chairman  
Richard Nassi, Vice Chairman  
Lee C. Mellor, Clerk  
Anka Mischel

**Absent:** David Talas (excused)

It was determined a quorum existed with four of five members present.

### Salute to the Flag of the United States of America

George Carter led the Pledge of Allegiance.

### Presentation of Service Awards

Chief Piechura recognized Assistant Chief Kahle and Division Chief Grasham, who will be retiring this month, and thanked them for their many years of service.

### Public Forum

Kyle Canty, President of Local Union 3572, reported that the Union raised \$12,800 for the MDA during the "Fill the Boot Drive". Off-duty personnel were able to attend a Frontline Safety Course at no cost that began today and will run through Thursday. A grant through the IAFF paid all costs for the course.

Mary Schuh, 1660 W. Roller Coaster Road, Tucson, AZ, provided the Board members with supplemental documentation pertaining to her following concerns:



- Regarding the purchase of two Type III Wildland engines, she questioned if interdepartmental funds were used for these purchases and if it was a loan, or what budget year it affected.
- Wildland was to be self-sufficient, but there has not been evidence or financial reporting on any profit or if there were rollover funds from prior years.
- She asked where the Wildland revenues were listed and if they were itemized for rollover or contingency funds.
- She had concerns with taxpayers' funds being used to subsidize any portion of the Wildland/Hotshots programs including equipment and uniforms.
- She was not in favor of large budget items being placed on the Consent Agenda and passed without discussion.

Mary Schuh spoke on behalf of James D. Schuh, who was not able to attend the meeting, about the following comments he said were made to him by the State Land Administrators:

- Local taxpayers' monies should not be used to pay for any Hotshot items.
- Where did the money go since 100% of all fees were paid?
- It was up to the elected officials to oversee the funds.

Anka Mischel welcomed the new recruits who were in attendance at the meeting.

## **CONSENT AGENDA**

### **Approval of Minutes of the July 13, 2010, Special Governing Board Meeting**

**Adoption of Resolution No. 2010-030 Authorizing the Execution of an Amendment to the District's Business Loan Agreement with Bank of America, N.A., and Pima County, for Re-Establishing and Extending Availability of a \$2,500,000 Line of Credit to be used By the District, as Needed, Prior to Collection of Property Taxes**

**Approval of a Correction to the Monthly Dispatch Fee Paid by Golder Ranch Fire District Pursuant to the Dispatch Agreement with Northwest Fire District from \$31,999.13 to \$30,467.85**

**Adoption of Resolution No. 2010-031, Approving a Supplemental Retirement Savings Plan Established by the Arizona State Retirement System Pursuant to Section 38-952, Arizona Revised Statutes, for the Officers and Employees of the Northwest Fire District Who are Eligible to Participate in a 401a Plan, Approval of the Plan Agreement and Appointment of a District Representative**

**Approval to Authorize Staff to Declare One 1994 Pierce Pumper (Shop 945), One 1998 Pierce Pumper (Shop 986), One 1998 Chevy Lumina (982), One 2003 Navistar Cab/Chassis (Shop 031), and One 75 Foot Communication Tower as Surplus Property of the Northwest Fire District and Authorize Sale of the Property using a District Approved Method**

George Carter made the following motion, seconded by Anka Mischel and approved unanimously with four ayes:

Move to approve items A through E on the July 27, 2010, Consent Agenda as presented.

**REPORTS AND CORRESPONDENCE**

**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**

The reports were included in the packet; there was no discussion.

**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**

David Gephart reported that the financial report for June will be provided at the August meeting because it was not received from the County in time to be included in the packet; an email from the County was included that explained the delay. The auditors are scheduled to arrive sometime in September and will prepare the comprehensive annual financial report. The monthly disbursements report was included.

George Carter made the following motion, seconded by Anka Mischel and approved unanimously with four ayes:

Move to approve the District's monthly disbursements as presented.

**PUBLIC HEARING FOR THE PROPOSED NEW LOCAL AMENDMENTS OF THE NORTHWEST FIRE DISTRICT ADOPTED 2006 EDITION OF THE INTERNATIONAL FIRE CODE DEFINING INSTITUTIONAL FACILITIES AND R-4 OCCUPANCIES AND R-4 OCCUPANCIES FIRE SPRINKLER REQUIREMENTS**

**Review of the Proposed Fire Code Update and Amendments**

Division Chief Kimble explained that voting on this item would need to occur at a future meeting because approval for the amendments has not been received from the State Fire Marshal due to their lack of staffing. He suggested moving forward with the hearing and explained that these amendments provided a clearer definition for R-4 occupancies. In response to Ms. Mischel asking why we have to wait to hear back from the State Fire Marshal, Mr. Benavidez said it was in the State Statute for adopting the amendments into the Code.

**Hearing of Public Comments Regarding the Proposed Update and Amendments**

George Carter made the following motion, seconded by Anka Mischel, and approved unanimously with four ayes:

Move to open the public hearing at 6:19 p.m.

There were no public speakers at this time.

George Carter made the following motion, seconded by Richard Nassi, and approved unanimously with four ayes:

Move to close the public hearing at 6:20 p.m.

**Approval of Resolution No. 2010-032 Authorizing the Proposed Amendments to the Northwest Fire District Fire Code – 2006 Edition of the International Fire Code**

This item was tabled to a future meeting pending approval of the proposed amendments from the State Fire Marshal's Office.

**BUSINESS**

**Discussion and Possible Action to Approve Entering into a Contract with Raytheon Fire Department for Northwest Fire District Personnel to Provide Firehouse Software Consulting Services for Raytheon Fire Department, and Setting Fees for These Services; Also Designation of Consulting Revenue for District Personnel Training**

Jim Long explained that he and Mr. Gephart analyzed the financial aspects of the Raytheon contract and found that the hourly rate requested will exceed any costs incurred. Mr. Long spoke about using the consulting revenue to send personnel to training. He anticipates the cost to be approximately \$2,000 which includes airfare, hotel and additional costs/fees.

George Carter made the following motion, seconded by Lee C. Mellor; the motion did not pass, all four Board members voted nay:

Move to approve entering into a contract with Raytheon Fire Department for Northwest Fire District personnel to provide Firehouse Software Consulting Services for Raytheon Fire Department and setting fees for these services; also designation of consulting revenue for District personnel training.

During discussion of the motion, Mr. Nassi said he supports the first part of the motion but was not in favor of the revenue being used for personnel training and felt the monies should be placed in the general fund and not in a special fund. There was discussion about the rate covering legal expenses, and Mr. Gephart said it would cover overhead costs necessary to put the agreement into place. Fixed costs are unknown at this time, and either party may terminate the agreement with proper notice. In response to Mr. Carter asking Chief Piechura if the funds could be placed in the general fund, he said they could.

Richard Nassi made the following motion, seconded by George Carter, and approved unanimously with four ayes:

Move to approve entering into a contract with Raytheon Fire Department for Northwest Fire District personnel to provide Firehouse Software Consulting Services for Raytheon Fire Department and setting fees for these services.

**Discussion and Possible Action to Approve the Preparation of a Staffing for Adequate Fire and Emergency Response (SAFER) Grant Application for Submittal to the Department of Homeland Security for 14 New Firefighters to Provide Permanent Staffing for Fire Station 39**

Division Chief Grasham explained that approval of this item would allow the grant application to be submitted when the application period opens sometime in August. The funds can be refused if we are not in a position to accept.

George Carter made the following motion, seconded by Richard Nassi, and approved unanimously with four ayes:

Move to authorize staff to prepare a Staffing for Adequate Fire Emergency Response (SAFER) Grant Application for submittal to the Department of Homeland Security for 14 new firefighter positions for Fire Station No. 39.

During discussion of the motion, Mr. Nassi asked DC Grasham what the timeframe was to prepare the application and if he would be able to prepare it. He explained that the application period is open for 30 days, and he will not have time to prepare the application before retiring on Friday; Division Chief West will be assuming the grant responsibilities.

**Update and Discussion Regarding the Submittal of Two, 2010 Assistance to Firefighters Grant (AFG) Applications for Equipment and Training (\$910,597) and a New CAD System (\$1,250,000)**

Division Chief Grasham explained that the grant application period will close around the end of April, and it could take up to a year before hearing about disbursement of funds for both grants. He commented we have six partners applying for new CAD system regional grant.

**Adoption of Resolution No. 2010-033 Approving an Intergovernmental Agreement with the City of Tucson, Acting through the Tucson Fire Department, the City of Sierra Vista, and other Eligible Governmental Participants in the Tucson Metropolitan Medical Response System (MMRS) and Urban Areas Security Initiative (UASI) to Govern the Direct Delivery, Immediate Distribution or other Transfer of Supplies and Equipment Purchased by the City Using Federal MMRS or UASI Grant Funds**

Battalion Chief Hughes explained this item allows continuation of our current MMRS agreement which is funded by grant funds and covers all costs.

George Carter made the following motion, seconded by Anka Mischel and approved unanimously with four ayes:

Move to adopt Resolution No. 2010-033 approving the MMRS Intergovernmental Agreement with the City of Tucson.

**Review, Discussion and Possible Action on Filling a Fleet Supervisor Vacancy including Review and Possibly Refining of Job Description and Responsibilities**

Division Chief Emans explained that the former Fleet Supervisor, Jeff Rowe, accepted a position with Golder Ranch Fire District on June 23. He anticipates reviewing the job description and possibly making any necessary changes to better fit the position

because of changes in Fleet management and in fire apparatus that have occurred over the past six years. The position is fully funded and was not vacated because of the early retirement program.

Richard Nassi asked if there was someone within Fleet who could earn the certifications and fill the position. DC Emans said this is a specialized area and that our senior mechanic, Louis Hammond, was temporarily put in the position when Mr. Rowe left, but all of the mechanics, including Mr. Hammond, want to remain in their current positions. He said that one of our captains expressed an interest, but his qualifications needed to be reviewed. Chief Piechura commented that we are always looking to fill positions internally, but we need to find someone who is already qualified in fleet services management.

There was lengthy discussion regarding the following:

- Consideration could be given to open the position internally to find out if someone is qualified or could receive training in a reasonable timeframe
- The current job description is unclear but will not dramatically change and needs to be streamlined so the person has a clear understanding where they stand in the organization.
- This is currently a supervisory position, but it is also a position that is management based.
- Recruitment should begin now because of the long process involved to find a qualified candidate and possibly present any potential candidates at another meeting in 30 days.
- Mr. Rowe's expertise in his field was discussed and that nobody within the organization is currently qualified to fill the position.
- There were concerns that recruitment cannot begin until a job description was in place and present the job description at the next meeting.

George Carter made the following motion, seconded by Anka Mischel and approved unanimously with four ayes:

Move to approve the recruitment for the position of Fleet Supervisor including review of and possibly refining the job description and responsibilities.

### **Discussion and Possible Action to Use Electronic Board Books and other Electronic Equipment in Place of Paper Books for Governing Board Meetings**

Assistant Chief Kahle explained that netbooks would be a more efficient method to present the entire Board book and would eliminate the costs involved to create 22

physical books that contain a large amount of paper and require a lot of time to assemble. There was discussion that an extra netbook would be available as a backup. Our website contains the agenda and all attachments using a program called "Adobe Portfolio". Laptops, kindles and I-Pods were researched; the netbook was found to be less expensive and would better suit our needs.

George Carter made the following motion, seconded by Anka Mischel and approved unanimously with four ayes:

Move to approve the purchase of netbooks for those Board members who wish to use electronic media in lieu of a physical book.

### **Discussion and Update about the Early Retirement Proposals and Separation Incentive Plans and the Employees Who Have Indicated their Intent to Participate**

Chief Piechura remarked that the Assistant Chief of Logistics and Division Chief of Special Projects have applied for the Plan and will be retiring this week; several others are reviewing their options. The Administrative Services Director will be retiring on September 12, and the Fleet Clerk will be retiring at the end of this month. The Procurement Purchasing Clerk is contemplating the proposal. An updated organizational chart was provided in the packet. Chief Piechura spoke about needing to fill some of the vacated positions in order to carry on District business.

### **Discussion and Update about the Recent Purchase of Two Wildland Crew Carrier Chassis Utilizing the Capital Reserve Fund and Reimbursement for these Purchases from the Wildland Fund**

Division Chief Emans explained that one of the crew carriers has been received. A 2011 chassis has been ordered for the second chassis which is anticipated to arrive in October; no pre-2010 chassis were available. In response to Mr. Nassi asking if this purchase could be delayed, DC Emans did not recommend delaying the purchase because of mechanical failures with the current truck that caused the crews to be stranded on the side of the road.

### **FUTURE AGENDA ITEMS**


**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).]**

## **ADJOURNMENT**

George Carter made the following motion, seconded by Richard Nassi and approved unanimously with four ayes:

Move to adjourn the meeting at 7:16 p.m.

Minutes approved by the Northwest Fire District Board at its August 24, 2010, Regular Governing Board Meeting.



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Lee C. Mellor, Clerk of the Board