



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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MINUTES OF THE NORTHWEST FIRE DISTRICT REGULAR GOVERNING BOARD MEETING April 26, 2011

Call to Order/Roll Call/Affirmation of Quorum

Chairman Carter called the meeting to order at 6:04 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
Bruce A. Kaplan, Clerk
Anka Mischel
Bill Daniell

Absent: Richard Nassi, Vice Chairman (excused)

It was determined a quorum existed with four of five members present at 6:04 p.m.

Salute to the Flag of the United States of America

The Pledge of Allegiance was led by George Carter.

Presentation of Service Awards

Chief Piechura presented appreciation awards to the following individuals for their heroic actions that saved many lives during the January 8, 2011, shooting incident: David Bowman, M.D.; Nancy Bowman, R.N., Jeff Gold, M.D., and Roger Salzgeber.

Public Forum

Kyle Canty, President of Local Union 3572, was present to answer questions.

CONSENT AGENDA

Approval to Renew the District's Insurance with the Current Provider, Emergency Services Insurance Program (ESIP), for Property and General Liability Insurance, through The Mahoney Group, to be Effective May 1, 2011



Adoption of Resolution No. 2011-012 Approving Amendment No. 1 to Renew the Intergovernmental Agreement between Northwest Fire District and the Pima County Sheriff's Department to Provide for Ongoing Skills Maintenance through Field Emergency Vehicle Ride-Alongs for the Pima County Sheriff Department's Medically Trained Personnel

Adoption of Resolution No. 2011-013 Designating the Week of May 15 through May 21, 2011, as Emergency Medical Services (EMS) Week in the Northwest Fire District

Discussion and Possible Action to Approve a Contractual Agreement with the University of Arizona College of Medicine's Arizona Simulation Technology and Education Center (ASTECC) and Summit Contract Management, LLC, for the Purposes of Writing and Submitting a Grant Application Titled "Advances in Patient Safety through Simulation Research"

Adoption of Resolution No. 2011-014 Authorizing Submittal of a Grant Application to Receive Funds from the Governor's Office of Highway Safety (GOHS) for the 2012 Federal Fiscal Year Grant in the Amount of \$14,400 for the Installation of Retro-Reflective Striping on 24 Emergency Response Vehicles Owned and Operated by the Northwest Fire District

George Carter made the following motion, seconded by Bruce A. Kaplan and approved unanimously with four ayes:

Move to approve items A through E on the April 26, 2011, 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 Wildland 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 property tax collections were on schedule, and each fund balance is positive.

George Carter made the following motion, seconded by Bruce A. Kaplan and approved unanimously with four ayes:

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

BUSINESS

George Carter requested that items VII, tabs 11 H, 12 I, and 13 J be discussed as the next items; there were no objections:

Discussion, Review, and Possible Action on the Proposed Five-Year Capital Improvement Program (CIP) for Fiscal Years Ending June 30, 2012 – June 30, 2016

Dave Gephart explained that the purchase of video conferencing equipment was estimated at slightly over \$100,000 and was included in the CIP; a 10% contingency was also included. He discussed the following projected five-year CIP summary schedule that is anticipated to pay for capital items:

- District bond funds – slightly over \$5.7 million
- Capital funds – slightly over \$1.7 million
- District general funds – slightly over \$4.4 million
- District grant funds – slightly under \$1 million

Provided in the packet and discussed were:

- CIP projects overview for F/Y 2011-2012 through F/Y 2015-2016
- CIP projects expenditures summary schedule
- CIP projects funding source summary schedule
- CIP project profile schedules

Mr. Gephart pointed out that the major change in this year's CIP will be the purchase of MDT replacements in order to utilize the City of Tucson's new dispatch software.

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

Move to approve the Northwest Fire District Capital Improvement Program (CIP) for the Fiscal Years Ended June 30, 2012 – June 30, 2016, as presented.

Presentation, Discussion and Possible Action regarding the Meet and Confer Process between Labor and Northwest Fire District Management regarding the Policy, Procedures, Potential Costs, Benefits and Comparison for Additional Compensation and Benefit Enhancements for the Local 3572 Union Membership and all other Employees and Employee Groups

Anka Mischel recused herself from the dais at 6:30 p.m. because of a conflict of interest for the reason that her husband works for NWFD.

Chief Piechura discussed and provided a detailed memo that explained all compensation plans. He reported that the following groups were added to the Meet and Confer process: Logistics' Mechanics, Wildland Firefighters and Life Safety Services (LSS).

Logistics presented the following two issues:

1. On-call hourly pay rate adjustment from \$1.00/hour to \$2.50/hour
2. Holiday pay counting as hours worked

LSS presented the following four issues:

1. On-call hourly pay rate adjustment from \$1.00/hour to \$2.00/hour
2. Uniform allowance adjustment from \$350/person/year to \$500/person/year
3. Holiday pay counting as hours worked
4. Fire investigator stipend provision

The Wildland Firefighters did not have any issues; they only requested to be part of the process.

Local Union 3572 comprised of Firefighters, Paramedics, Engineers, and Captains submitted 17 items that were provided in the packet and discussed. Union Vice President Croy explained that many of the 17 items were current practices the Union wanted to have formalized into the MOU process since the recent update.

Chief Piechura discussed the following joint recommendation items for inclusion in the MOU:

- Development of a 90-day pilot program to measure the impacts of proposed changes to the minimum staffing procedures relating to the less than six-hour shift vacancies

- Include the seniority bid process; existing practice
- Include the hours worked criteria for Suppression Personnel; existing practice.
- Include the hours worked criteria for Suppression Personnel for special assignments
- Include the PTO distribution process at employment separation at 100%
- Include the PTO distribution process at time of retirement; existing practice
- Development of a one-year pilot project to measure the impacts of the EMT Recertification Program not to exceed \$200/person utilizing tuition reimbursement funds
- Include sections A and B of the ALS Refresher Program
- Include the current annual fitness program procedures
- Adopt a new Leave of Absence Policy reflecting the agreed upon criteria

In discussion about the compensation plan, Chief Piechura reported that costs for a 5% partial year implementation this year would be approximately \$299,985, and a full year impact for 2012/2013 is anticipated to be about \$539,537. Included in the packet and discussed were copies of figure 1 hybrid 7-Step pay scale and figure 2 pay scale that listed Grades 1 through 75. The pay scales included all employees except Chief Piechura.

George Carter made the following motion, seconded by Bill Daniell and approved unanimously with three ayes; Anka Mischel was recused:

Move to direct staff to develop the policy change to the 9.2 Paid Time Off Policy to provide for a 100% payout of unused PTO time for individual employees at time of employment separation and/or retirement.

George Carter made the following motion, seconded by Bill Daniell and approved unanimously with three ayes; Anka Mischel was recused:

Move to approve Local 3572 7 Step hybrid pay plan to be effective July 1, 2011 and implemented during the employee annual review date utilizing a Transition Plus Step process for Steps One and Two Engineer, Paramedic and Captain employees, and only a transition for all other positions, utilizing the 2990 hourly factor.

George Carter made the following motion, seconded by Bill Daniell and approved unanimously with three ayes; Anka Mischel was recused:

Move to approve the Local 3572 pay plan request to place Firefighters in Grade 32, Engineer and Paramedics into Grade 43, and Captains into Grade 49, effective July 1, 2011 and implemented during the employee annual review date utilizing a Transition Plus Step process for Steps 1 and 2 Engineer, Paramedic and Captain employees, and only a transition for all other positions.

George Carter made the following motion, seconded by Bruce A. Kaplan and approved unanimously with three ayes; Anka Mischel was recused:

Move to approve the joint-recommendations of the 2011 Meet and Confer process between the employee groups and management and to direct the parties to submit the amended Memorandums of Understanding for Fire Board review and possible action.

Approval of Adoption of 2011-2012 Tentative Budget and Scheduling of the Public Hearing on the Budget; Discussion and Possible Action on all Aspects and Elements of the Proposed Tentative Budget Draft, including but not limited to Expenditures, Revenues, General Fund, Wildland Fund, Capital Improvement Fund, Capital Reserve Fund, Grants and Contracts Fund, Ambulance Fund, Medical Self-Insurance Fund, and General Obligation Bond Fund; the Draft Budget's Potential Impact on the District's Tax Rate May Also Be Discussed; Advantages and Disadvantages of Budget Options May Also Be Discussed; Funding for Capital Improvements, Replacement, etc., May Also Be Discussed; the Meet and Confer Process with the Employee Union May Also Be Discussed; The Board may also Set a Future Special Meeting on the Budget

Anka Mischel rejoined the dais at 7:21 p.m.

Dave Gephart explained that the two changes to the tentative budget included the Step/Merit, full year impact and deferring vehicle purchases of \$900,000. These funds were equally divided in the capital reserve fund and in the general contingency fund to prevent running a deficit in future years. He noted that a maximum tentative budget could be approved this evening and reductions made at the May or June meetings.

Ms. Mischel recused herself at 7:25 p.m., after the above comments, because of a conflict of interest pertaining to employee matters for the reason that her husband works for NWFD.

In response to Mr. Carter asking about reductions in cell phones and in Wildland expenses, Chief Piechura did not believe any cell phones were turned in and explained that each employee who has a District cell phone has a payroll deduction to help cover some of the expenses. In referencing Wildland, Chief Piechura remarked that these expenses have always been paid out of operational funds. When the Wildland program was separated into its own fund, it was placed into an "enterprise function" that was self-sustaining. In the past few years, revenues have exceeded expenditures. A process has not yet been developed to transfer these funds into the general fund.

Mr. Gephart reported the following:

- The general contingency fund is \$6,062,165.
- The capital reserve fund that would be used for specified purposes (after budgeted transfers upon budget approval in June) would increase from \$1.88 million to \$2.631 million.
 - If these funds were utilized, there could be implications on future capital projects
 - SCBAs estimated at about \$750,000 are scheduled to be replaced in about two years.
 - Replacement of a ladder truck is estimated at about \$1 million in either year 3 or 4.

George Carter made the following motion, seconded by Bill Daniell and approved unanimously with three ayes; Anka Mischel was recused:

Move to accept a tentative 2011-2012 budget of \$57,054,748 that includes \$32,147,001 for the general fund, \$2,361,872 for the Wildland fund, \$6,918,158 for the capital fund, \$2,631,723 for the capital reserve fund, \$1.5 million for the ambulance fund, \$3,260,260 for the general obligation bond fund, \$2,316,224 for the medical self-insurance fund, and \$5,919,510 for the grants fund, and further, to set a hearing for the 2011-2012 budget to be held on Tuesday, June 28, 2011, at 6:00 P.M., at the Northwest Fire District Training Facility, 8165 North Wade Road, Marana, Arizona.

The meeting recessed at 7:45 p.m. and reconvened at 7:58 p.m. Anka Mischel rejoined the meeting.

Discussion, Review and Possible Action to Approve Revisions to the Governing Board Meeting Protocol and Discussion about Complying with Open Meeting Laws

Carla Reece requested the following additions be added to the meeting protocol: (1) a recusal process under section V for declaring conflicts of interest and (2) adding section VI to provide for telephonic attendance of Board members; this could also include video conferencing and Skype.

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

Move to approve the additions to the protocol as presented.

Discussion and Review of a New Draft Intergovernmental Agreement with the City of Tucson for the Provision of Dispatch Services to the District, as well as the Consortium Partners, Golder Ranch, Avra Valley, Picture Rocks and Three Points Fire Districts, into Fiscal Years 2011/2012 and 2012/2013

Jim Long introduced John Hogan, City of Tucson's Administrative Business Affairs Manager and Finance Communication's Director. Mr. Long explained that this is a new contract instead of a renewal. After City Council approves the final contract, it will be brought back to NWFD's Board for approval. Rates for 2012/2013 will be \$869,542, and this year it will be \$953,893 because we will have three months at the current rate due to the CAD project being behind schedule. NWFD currently pays about \$98,000 a month for the entire consortium; NWFD is responsible for about 55% to 56% of this amount.

Mr. Carter requested that item VII, tab 9, be discussed as the next item; there were no objections.

Discussion and Possible Action to Approve a Contract with Intergraph Corporation for the Purchase of Computer Aided Dispatch Software Components

Jim Long explained that the purchase of this system was necessary in order to utilize the City's new CAD system; the entire consortium amount will be \$68,422. Intergraph requested that \$34,221 be paid in July; the remainder would be due in November when the system was operational. The cost of the mobile software is \$57,610; \$10,812 is the cost to download records from the CAD. Mr. Long remarked that we originally requested Intergraph to provide for all 82 responding vehicles that are currently equipped with MDTs and was told they would only charge for 41 units because all units were not active at one time.

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

Move to approve the contract between Northwest Fire District and Intergraph Corporation for the purchase of computer aided dispatch software to include 41 mobile computer software licenses and one CAD to ACS Firehouse records system information download interface for the amount of \$68,422.

Mr. Carter requested that item VII, tab 6, be discussed as the next item; there were no objections.

Discussion and Possible Action to Approve a Grant Writing Consultant Contract for Services between the Northwest Fire District and Consultant, Jim Grasham, for an Annual Maximum Cost of \$14,000

Assistant Chief Pesqueira explained that Mr. Grasham worked as a NWFD volunteer to assist in grant writing shortly after his retirement last year. During his 13 years of employment with NWFD, he obtained \$3.5 million in local, state and federal grants. The contract is for one year and provides for an extension of one additional year at the maximum rate of \$14,000; payment to Mr. Grasham will be made upon completion of work.

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

Move to approve a Consultant Contract for Services between the Northwest Fire District and Consultant Jim Grasham for grant writing purposes in an annual maximum amount of \$14,000.

Update regarding the Status and Timelines Pertaining to Potential Annexations for Property Owners in the Camino de Manana III Area [Generally Situated East of Interstate 10 and North of Cortaro Farms Road, in Pima County Adjacent to the District's Current Boundary], Rillito Area [Generally Situated West of I-10 and North of Avra Valley Road, Pima County Adjacent to the District's Current Boundary], Tangerine/Moore Area [Generally Situated West of Thornydale Road, North of Tangerine Road, Pima County Adjacent to the District's Current Boundary], and Teal Blue Trail Area [Generally Situated East of Thornydale Road and North of Moore Road Adjacent to the District's Current Boundary]

Carla Reece reported that, since the writing of her memo that was included in the packet, she has received 113 of the 297 needed signatures, Teal Blue Trail has 13 of the 34 needed signatures, Tangerine-Moore remains at 11 of 31 signatures. Petitions for the Town of Rillito were turned into the County today for validation and verification; results are anticipated in a couple weeks. She explained that we normally have one year to collect signatures, but it is time sensitive because of Rural Metro pulling out on May 1. The public has been and is still being informed about the annexation processes through mailings, meetings held at fire stations, door-to-door visits by Union members and media interviews.

Adoption of Resolution No. 2011-015 Ordering the Motz Signature Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located North of Moore Road and West of Quail Run Road in the Town of Marana

Carla Reece reported this annexation was requested by a single property owner and is not part of the above current annexation processes. The secondary assessed value is \$15,197; based on the combined current tax, annual revenue is estimated to be about \$374.

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

Move to adopt Resolution No. 2011-015 ordering the Motz Signature Annexation.

Discussion and Possible Action to Approve Amendment No. 1 to the State Forester's Cooperative Fire Rate Agreement Changing the Type 1 Hand Crew with Transportation Rate from \$38.00 per Hour to \$40.00 per Hour

This item was tabled to the next meeting.

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).]

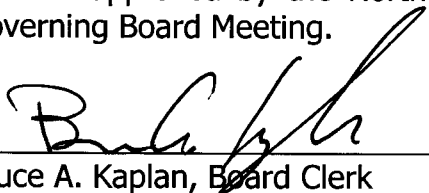
Discussion and possible action regarding expenditures for the Central Services Campus building

ADJOURNMENT

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

Move to adjourn the meeting at 8:35 p.m.

Minutes approved by the Northwest Fire District Board at its May 24, 2011, Regular Governing Board Meeting.



Bruce A. Kaplan, Board Clerk