



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 November 15, 2011

Call to Order/Roll Call/Affirmation of Quorum

Chairman 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
Bruce A. Kaplan, Clerk
Anka Mischel
Bill Daniell

Absent: None

It was determined a quorum existed with five of five members present at 6:00 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 the following awards to Patricia Aguilar, Debbie Metzger and Lisa McCoy, from the Society of Human Resources Management Workplace Excellence Awards, based on various categories submitted for a competition involving many agencies:

- The first award presented was for Excellence in Technology that was based on an employee group of 126 to 250 employees for their past years' experiences in reaching out and connecting with employees and their families.
- Presentation of a second award was for Human Resources Innovation that was based on their pre-enrollment visits to the employees' workplaces to explain benefits and assist during open enrollment.
- Lisa McCoy received an individual award for her nomination as a finalist as a Human Resources Professional.



Public Forum

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

CONSENT AGENDA

Approval of Minutes of the October 25, 2011, Regular Governing Board Meeting

Approval and Possible Amendments to the 2012 Governing Board Meeting Schedule

Approval of Proposed Budget Calendar for Fiscal Year Ending June 30, 2013

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

Move to approve items A through C on the November 15, 2011, Consent Agenda as presented.

REPORTS

Finance Director's Report regarding Monthly Disbursements – The Board will be asked to approve the District's Monthly Disbursements Report.

Dave Gephart explained that because of the earlier November meeting, the County's reports were not available; the monthly disbursements report was provided in the packet.

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

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

BUSINESS

Discussion and Report on Bond Fund Utilization and Capacity, including Rebuild of Stations 30 and 32 as well as the Central Services Campus

Dave Gephart discussed the cash-based report that was provided in the packet for actual costs incurred through September 30. He pointed out that the last amounts on the first page could have some adjustments regarding possible forthcoming reimbursements. He anticipates completion of Fire Stations 30 and 32 by December 31.

There was discussion that the intent is to spend 100% of the funds on related bond projects and any changes that might need to be made. If there are remaining funds after the contractors have been paid and any additional expenditures, these funds could possibly be applied to the future debt service; there is an estimated \$1.4 million remaining. Another report will be presented at a future meeting.

Adoption of Resolution No. 2011-038 Approving the 2011 Standards of Cover (SOC) Document for Northwest Fire District regarding Emergency Services Provided, Community Expectations and Performance Measurements/Goals, Risk Assessment, Performance Objectives, Compliance Methodology, Overall Evaluation, Conclusions and Recommendations. This document is part of the required criteria for Northwest Fire District's reaccreditation efforts.

Division Chief West and Division Chief Horvath presented this item; a copy of the SOC was provided in the packet. DC West explained and discussed the following points:

- The document is a second edition and is a requirement for the reaccreditation process; it has been developed over a two-year period.
- A first edition was produced in 2006 when NWFD was initially accredited.
- The document provides policies regarding how NWFD assesses the risks and mobile resources within our community.
- The SOC has been submitted to the accreditation team; no major issues have been found.

DC Horvath spoke about Risk Assessment section that was completed by each Captain that consisted of 15 occupancies they considered to be the highest risks in their area; she commented about the following areas:

- A committee reviewed the findings along with fire, EMS, hazmat, TRT, and Wildland.
- Critical task analysis was performed to determine what would be needed in order to have a successful outcome at a residential fire.
- The recommendations in the back of the SOC were from the 2006 document.
 - Some were not able to be implemented or they are continuations from prior recommendations.
 - The pre-planned program recommendation has not been implemented because the technology support has not been available.

DC Horvath acknowledged Jim Long's participation in creating all of the data, charts, maps and assumption lists within the SOC.

Richard Nassi requested the following areas to be corrected in the SOC:

- Page 48, under turnout time, 2009, Rural Zone "B", should be changed from 7:54 to 01:55
- Page 56, add the "A.R.S. Gift Clause" to the first paragraph

Mr. Nassi remarked that the SOC was an excellent document; the Board members concurred. There was discussion that the final SOC would be posted on NWFD's internal Intranet and on the public Internet website; the above-requested corrections will be included in the final document.

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

Move to adopt Resolution No. 2011-038 approving the Standards of Cover document.

Discussion and Update regarding the City of Tucson's 9-1-1 Dispatching Telephone System, which is the System used for Dispatching the District's Emergency Services; Possible Discussion concerning the Agreement the District has with the City of Tucson for Dispatching Services; and the Board may vote to go into Executive Session on this Item, Pursuant to A.R.S. 38-431.03 (A)(3) for the Purposes of Receiving Legal Advice

Jim Long explained that discussions were held with the City of Tucson about three months ago pertaining to the City's 9-1-1 phone system issues. Assistant Chief Ridings, and Battalion Chief Garcia, from the 9-1-1 Communications Center, were present at the meeting.

Mr. Long gave a presentation regarding the following:

- The 9-1-1 call process percentages for 2011 – sharp decline noted for June now seem to be on the upswing
- The times involved from when a call is received and dispatched
- Call process percentiles using NFPA standards
- The 9-1-1 operator cannot immediately detect the exact address where an emergency is located when a call is made from a wireless phone; this is a factor for longer call-processing times.
- The First Watch program was explained in detail which presents data in "real time".
 - The data discussed was sent to NWFD's fire record system about five minutes prior to the presentation that monitors what is currently happening with the CAD data.
 - This is monitored in the system with pre-selected "Triggers" which allows the entire dispatch consortium's current calls to be monitored as well as month-to-date and the amount of time it takes to leave a station.
 - For an example of such a Trigger, when there are over 76 calls, an alert is given and these Triggers can be programmed with other indicators.
 - Calls from the consortium and previous calls can be reviewed.

Mr. Long commented that the 9-1-1 phone system has been improved, and additional staff has been hired; he has not received any complaints since the August meeting. Assistant Chief Ridings, who is also the Chief Administrator of the City's 9-1-1 Communication Center, stated he was given this division 12 weeks ago and with only 48 hours notice. Two Deputy Chiefs, Superintendent Geoff Kuhn and one fulltime Captain were assigned at the Center. The two main objectives were to correct the technical and workplace issues which have improved and are continuing.

AC Ridings emphasized that he considers everyone in the consortium as partners and not as customers. He stated that about 80% of calls are from cell phones and spoke about the challenges that occur with sending the right unit to the correct address. He felt that the NFPA should consider this issue in their call time requirements.

In response to Ms. Mischel asking if there is the capability to tell which cell tower a call is coming from, BC Garcia, who is on special assignment to the Communications Center and the CAD project, said it does not pinpoint the exact location, it uses some GPS data, but it will not detect an exact address and only gives a general location. He spoke about calls lost from a cell phone and stated they are normally from the caller's end. He also anticipates the Communications Center to be at full 24/7 staffing by March.

Mr. Long pointed out that NWFD and the City have a Memo of Understanding that is valid through June, 2013, and if there are any price increases by the City, it would need to be renegotiated.

Discussion and Possible Action to Approve the Purchase of Two HP-Proliant DL385 G7 Computer Servers and One Software Technology Bridge for use with the Sansio Health EMS Electronic Patient Care Reporting System

Battalion Chief Bradley reported that the two servers would house all electronic patient care reports as a backup. This will also interface with the FirstWatch system that was discussed earlier. Funds will be from the 2010 Assistance to Fire Fighters Grant award that requires a 20% match of about \$7,500 that has been budgeted.

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

Move to approve the purchase of the First Watch EPCR technology Bridge performance monitoring software and two HP-Proliant DL385 G7 Computer Servers utilizing the Assistance to Firefighters Grant award and District matching funds not to exceed a total price including tax of \$37,397.84.

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).]

No items were presented at this time.

ADJOURNMENT

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

Move to adjourn the meeting at 6:55 p.m.

Minutes approved by the Northwest Fire District Board at its December 13, 2011, Regular Governing Board Meeting.



Bruce A. Kaplan, Board Clerk