



NORTHWEST FIRE DISTRICT

SERVING RESIDENTS OF THE NORTHWEST FIRE DISTRICT, THE FLOWING WELLS
COMMUNITY AND THE TOWN OF MARANA

PROUD TO BE ACCREDITED BY THE COMMISSION ON FIRE ACCREDITATION INTERNATIONAL

PHONE: (520) 887-1010 FAX: (520) 887-1034 www.northwestfire.org



Minutes of the Northwest Fire District Governing Board Regular Meeting December 13, 2016

- 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
- V. Consent Agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	George Carter, Chairman
SECONDER:	Bruce A. Kaplan, Vice Chair
AYES:	Carter, Kaplan, Talas, Green, Hicks

Approval of Consent Agenda

- A. Approval of the Minutes of the November 15, 2016, Regular Governing Board Meeting
- B. Approval of the Minutes of the November 22, 2016, Special Governing Board Meeting
- C. Adoption of Resolution No. 2016-048 Ordering the Monsanto Company Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at the Northeast Corner of Twin Peaks and North Sanders Road in Pima County, Arizona
- D. Adoption of Resolution No. 2016-051 Ordering the Veteran's Cemetery Sliver Annexation, Pursuant to A.R.S. Section 48-262(I); the Parcel No. is 21706001K and the Annexation Area is Located North of Hardin Road and East of Luckett Road in Marana, Pima County, Arizona
- E. Adoption of Resolution No. 2016-052 Ordering the Fortman Annexation, Pursuant to A.R.S. Section 48-262(I); the Parcel No. is 21602016A and the Annexation Area is Located South of Tangerine Road and East of Twin Peaks Road in Marana, Pima County, Arizona
- F. Adoption of Resolution No. 2016-053 Ordering the Starman Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 5151 W. Tangerine Road and is South of Tangerine Road and East of Twin Peaks Road in Marana, Pima County, Arizona

- G. Adoption of Resolution No. 2016-054 Ordering the Cardinal Annexations, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located South of Tangerine Road and East of Twin Peaks Road and Includes the Following Parcel Numbers: 21602008C, 21602008F, 21602008H, 216020140 (5345 W. Hollywood Blvd.), and 21602008D. Listed Parcels Are Located in Marana, Pima County, Arizona
- H. Adoption of Resolution No. 2016-055 Ordering the Blue Agave Phase I, Lots 1 through 128, Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located Near Dove Mountain Boulevard in Marana, Pima County, Arizona
- I. Adoption of Resolution No. 2016-056 Ordering the Blue Agave Phase I Common Areas "A" (Private Streets), "B" (Open Space), and "C" (Improved Area) Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located Near Dove Mountain Boulevard in Marana, Pima County, Arizona
- J. Approval of Disclosure Statement Regarding Meeting Notice Posting Locations for Northwest Fire District Governing Board Meetings and Local Pension Board Meetings for 2017
- K. Approval to Authorize Staff to Issue Payment to the Pima County Elections Department for Reimbursement of Election Services Incurred During the 2016 General Election, in the Amount of \$53,004.00
- L. Adoption of Resolution No. 2016-058 Authorizing an Application for a Governor's Office of Highway Safety Grant in the Amount of \$10,778 for Eight Child Restraint Systems/Harnesses and One Hundred Thirty Car Seats/Boosters to Enhance Occupant Protection Throughout Northwest Fire District
- M. Approve the Expenditure of \$35,720.50 from the EMS Budget to Pima Community College for the 2016/17 EMT to Paramedic Course
- N. Approve the Health/Safety Policy for Employees of the District
- O. Approval to Authorize Staff to Release Request for Proposals (RFP) No. 1606 to Purchase Keyless Access Lock Systems
- P. Approval to Authorize Staff to Release Invitation for Bid (IFB) No. 1607 to Purchase Formal Uniform Items

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, Prevention and Safety Division 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.

B. Financial 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, Monthly Bond Report and Arizona State Land Billing and Payment Reports. The Board will be asked to approve the District's Monthly Disbursements Report.

Financial Reports

RESULT:	APPROVED [UNANIMOUS]
MOVER:	George Carter, Chairman
SECONDER:	Peg Green, Board Member
AYES:	Carter, Kaplan, Talas, Green, Hicks

VII. Business

A. Discussion, Presentation and Approval of the Comprehensive Annual Financial Report (CAFR) Comprising the District Audited Financial Statements for the Fiscal Year Ended June 30, 2016; Discussion May Include the Audit Process and All Aspects of the Financial Status of the District

RESULT:	APPROVED [UNANIMOUS]
MOVER:	George Carter, Chairman
SECONDER:	David Talas, Board Member
AYES:	Carter, Kaplan, Talas, Green, Hicks

B. Discussion and Possible Action Regarding Resolution No. 2016-057 Authorizing an Intergovernmental Agreement Between the Northwest Fire District, Golder Ranch Fire District, and Mountain Vista Fire District for the Purposes of Regional Automatic Aid.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	George Carter, Chairman
SECONDER:	David Talas, Board Member
AYES:	Carter, Kaplan, Talas, Green, Hicks

C. Discussion and Possible Action Approving the Agreement with ImageTrend for Electronic Patient Care Reports, Fire, Inspections, and Investigative Reporting in the Amount Not to Exceed \$90,000.00 for Initial Set Up and First Year Costs.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: George Carter, Chairman
SECONDER: Becky Hicks, Board Member
AYES: Carter, Kaplan, Talas, Green, Hicks

D. Discussion, Presentation and Possible Action Approving the 2017-2019 Updated Strategic Plan

RESULT: **APPROVED [UNANIMOUS]**
MOVER: George Carter, Chairman
SECONDER: Peg Green, Board Member
AYES: Carter, Kaplan, Talas, Green, Hicks

E. Review, Discussion, and Possible Action on the Fire Chief Succession Plan

RESULT: **DISCUSSED**

F. Discussion and Possible Action Regarding Election of Northwest Fire District Governing Board Officers: Chairman, Vice-Chairman, and Board Clerk for the Upcoming Two-Year Term.

RESULT: **APPROVED [3 TO 2]**
MOVER: George Carter, Chairman
SECONDER: Becky Hicks, Board Member
AYES: George Carter, Peg Green, Becky Hicks
NAYS: Bruce A. Kaplan, David Talas

Discussion and Possible Action Regarding Election of Northwest Fire District Governing Board Officers: Chairman, Vice-Chairman, and Board Clerk for the Upcoming Two-Year Term.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: George Carter, Chairman
SECONDER: Peg Green, Board Member
AYES: Carter, Kaplan, Talas, Green, Hicks

Discussion and Possible Action Regarding Election of Northwest Fire District Governing Board Officers: Chairman, Vice-Chairman, and Board Clerk for the Upcoming Two-Year Term.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: George Carter, Chairman
SECONDER: David Talas, Board Member
AYES: Carter, Kaplan, Talas, Green, Hicks

G. Discussion and Appointment by the Governing Board Chair of a Board Member to Serve as the Local Pension Board Chair, Effective December 13, 2016.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	George Carter, Chairman
SECONDER:	Peg Green, Board Member
AYES:	Carter, Kaplan, Talas, Green, Hicks

VIII. 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).]

This item allows an *individual* Governing Board member to recommend item(s) to be placed on future agendas. The Board will not discuss the item(s) at this time because it would be a violation of the Open Meeting Laws and no voting action will be taken on the recommended item(s).

- 1) Overview of IT security & IT Manager position

IX. Adjournment

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

MOVE TO ADJOURN THE MEETING AT 7:59 P.M.

Minutes approved by the Northwest Fire District Board at its January 24, 2017, Regular Governing Board Meeting.

Becky Hicks
Board Clerk