



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 February 28, 2017

- 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

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

Approval of Consent Agenda

- A. Approval of the Minutes of the January 24, 2017, Regular Governing Board Meeting
- B. Adoption of Resolution 2017-006 Ordering the Marana Parcels and the Migitty Lane Right-Of-Way Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Areas Are Located in Marana, Pima County, Arizona
- C. Adoption of Resolution No. 2017-007 Ordering the Dove Mountain Resort Lot 69 Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 6163 W. Seven Saguaros Circle, North of Dove Mountain Boulevard and East of North Secret Springs Drive in Marana, Pima County, Arizona
- D. Approval to Purchase Twenty-Seven (27) Sets of Firefighter Turnout Gear.
- E. Approval to Award Request for Proposals (RFP) No. 1606 to Acquire Keyless Lock Systems for District Facilities.

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

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

VII. Business

- A. Overview, Discussion and Possible Action on Draft 2017-18 Baseline Budget Package and Secondary Assessed Values for Tax Year 2017-2018 Abstract from the Pima County Assessor's Office; Possible General Fund and Capital Fund Additions to the Draft Baseline Budget; Any and All District Revenues and Expenses May be Discussed and Acted Upon; the 2017-2018 Budget Process May Also be Discussed; the Draft Budget's Potential Impact on the District's Tax Rate May Also be Discussed; Advantages and Disadvantages of Any Budget Options Will Also be Discussed; Proposed Timing of Capital Expenses May Also be Discussed

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| RESULT: | DISCUSSED |
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- B. Discussion and Possible Action to Review Proposed Amendments and Suggest Additional Changes to the District's Bylaws.

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

- C. Executive Session: the Governing Board May Vote to Go into Closed Session, Pursuant to A.R.S. 38-431.03 (A) (3), (4) & (7), for Legal Advice and to Discuss the Board's Position and Instruct the District's Representatives Concerning Potential Acquisition of Real Property for Relocation of the District's Station No. 337 in the Dove Mountain Area.

Following the Executive Session, the Board Might Take Action to Instruct the District's Representatives and Authorize Them to Enter into Formal Negotiations.

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

Executive Session: the Governing Board May Vote to Go into Closed Session, Pursuant to A.R.S. 38-431.03 (A) (3), (4) & (7), for Legal Advice and to Discuss the Board's Position and Instruct the District's Representatives Concerning Potential Acquisition of Real Property for Relocation of the District's Station No. 337 in the Dove Mountain Area. Following the Executive Session, the Board Might Take Action to Instruct the District's Representatives and Authorize Them to Enter into Formal Negotiations.

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

Executive Session: the Governing Board May Vote to Go into Closed Session, Pursuant to A.R.S. 38-431.03 (A) (3), (4) & (7), for Legal Advice and to Discuss the Board's Position and Instruct the District's Representatives Concerning Potential Acquisition of Real Property for Relocation of the District's Station No. 337 in the Dove Mountain Area. Following the Executive Session, the Board Might Take Action to Instruct the District's Representatives and Authorize Them to Enter into Formal Negotiations.

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

D. Discussion and Possible Action for Design and Construction Administrative Services for the Remodeling and Renovation of Station 331.

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

E. Executive Session: the Governing Board May Vote to Go into Closed Session, Pursuant to A.R.S. 38-431.03 (A) (3), for Legal Advice and to Consult with Its Attorney Concerning the District's Procedures for Hiring a New Fire Chief.

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| RESULT: | APPROVED [4 TO 1] |
| MOVER: | George Carter, Chairman |
| SECONDER: | Becky Hicks, Board Member |
| AYES: | George Carter, Bruce A. Kaplan, Peg Green, Becky Hicks |
| NAYS: | David Talas |

Executive Session: the Governing Board May Vote to Go into Closed Session, Pursuant to A.R.S. 38-431.03 (A) (3), for Legal Advice and to Consult with Its Attorney Concerning the District's Procedures for Hiring a New Fire Chief.

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

- F. Review and Discussion of the Fire Chief's Succession Plan, Including: Internal and External Costs for an Executive Recruiting Firm(S), Consideration of Conducting an Internal Promotion of a Qualified Employee to Fire Chief, and Revisiting the January 24, 2017, Board Memorandum on the Fire Chief's Succession Plan.

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| RESULT: | DISCUSSED |
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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) Budget changes and adjustments for each department

IX. Adjournment

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

MOVE TO ADJOURN THE MEETING AT 8:23 P.M.

Minutes approved by the Northwest Fire District Board at its March 28, 2017, Regular Governing Board Meeting.

Becky Hicks
Board Clerk