NORTHWEST FIRE DISTRICT

Our Mission is to Save Lives, Protect Property, and Care for Our Community

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

Fire District Governing Board
Regular Meeting Minutes
August 28, 2018

1. **Call to Order/Roll Call/Affirmation of Quorum**

Present: George Carter, Chairman
Bruce A. Kaplan, Vice Chair
Peg Green, Board Member
Becky Hicks, Board Member

Absent: David Talas, Board Member

2. **Salute to the Flag of the United States of America**
George Carter led the Pledge of Allegiance to the Flag.

3. **Presentation of Service Awards**
Fire Chief Bradley administered the loyalty oath. The following personnel received Paramedic Pins:

Tyler Sterling – Paramedic Pin
Adam Mackey – Paramedic Pin
Daniel Zamora – Paramedic Pin
Jason Santos - Paramedic Pin

Fire Chief Bradley administered the loyalty oath. The following personnel received promotional badges:

Mike Duncan – was promoted to Assistant Chief of Operational Services
Scott Draper – was promoted to Division Chief of Medical, Training, and Dispatch Operations
Scott Hamblen – was promoted to Division Chief of Operational Response

Fire Chief Bradley presented to the Governing Board the CFAI Accreditation Plaque

4. **Public Forum**
No members of the public requested to speak at this time.

5. **Consent Agenda**

MOVE TO APPROVE ITEMS A THROUGH F ON THE AUGUST 2018, CONSENT AGENDA AS PRESENTED

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

A. Approval of the Minutes of the July 24, 2018, Regular Governing Board Meeting

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

B. Adoption of Resolution No. 2018-036 Ordering the Dove Mountain Investors, LLC Lot 135 Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is located at 6355 W Rockpoint Ridge Place (Parcel 218-19-1420) and is North of Boulder Bridge Pass and West of Secret Springs Drive in Marana, Pima County, Arizona

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

C. Adoption of Resolution No. 2018-037 Approving an Automatic Aid Agreement Between the Northwest Fire District (NWFD), the Golder Ranch Fire District (GRFD), and the City of Tucson (COT)

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

D. Adoption of Resolution No. 2018-038 Ordering the Kelly Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is located at 14399 N Wentz Road (Parcel 217-23-008P) and is North of Marana Road and West of Wentz Road in Marana, Pima County, Arizona

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

E. Approval of the Letter of Agreement Between the Northwest Fire District and the Commission on Fire Accreditation International for the Purposes of Finalizing the District's Reaccreditation Status for 2018-2023

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

F. Approval of the Pre-Annexation and Service Agreement with Joe and Patricia Apodaca for Their Property at 12990 W. Grier Rd. in Marana, Pima County, Arizona (Parcel 217-24-005B)

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

6. **Fire Chief's Report**
Reports are included in the packet. No further discussion took place.

A. Fire Chief Report

B. Support Services Report

C. Operations Report

D. Human Resources Report

E. Prevention and Safety Division Fire Marshal Report

F. Community Affairs Report

7. **Financial Report**

A. Dave Gephart, Finance Director, states the reports are included in the packet. The reports cover the period of June 30, 2018. He stated the property taxes over the course of the year ended in a strong position, and the District collected close to 98% of the levy. He noted that the auditors will be in next month. Mr. Gephart states the Districts financial condition remains solid. He is available for any questions.

MOVE TO APPROVE THE DISTRICT'S MONTHLY DISBURSEMENT REPORT AS PRESENTED

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

8. **Business**

A. **Discussion and Possible Action Approving the Northwest Fire District to be a Host Agency for the Purposes of Facilitating Senior Exit Projects (SEP) for the Greater Tucson Area School Districts**

Fire Chief Bradley stated that the NWFD will be a host agency for area high schools as part of their Senior Exit Projects (SEP). He noted the (SEP) is something a number of school districts are adopting as a requirement for high school seniors to graduate.

Chief Bradley states one our Strategic Plan goals is mission-centered relationships and engaging with our school districts, certainly meets those criteria. Chief Bradley is available for any questions.

The Board had questions that Chief Bradley responded to.

MOVE TO APPROVE NORTHWEST FIRE DISTRICT TO BE A HOST AGENCY FOR THE PURPOSES OF FACILITATING SENIOR EXIT PROJECTS (SEP) FOR THE GREATER TUCSON AREA SCHOOL DISTRICT

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

B. **Discussion and Possible Action Approving Ambulance Transportation Billing Policy Changes Related to New Billing Services Provider**

AC Duncan states that in June the Board approved the moving forward of a new billing company, which we'll start with on Sept 1, 2018. He noted that the District billing policies we reviewed with Digitech and they were able to provide us with some new options and guidance.

AC Duncan discussed the new options.

- Attorney request for information medical records.
- Hardship requests

AC Duncan stated that we will no longer charge our employees that have been transported while off duty.

The Board had a few questions that AC Duncan responded to.

MOVE TO APPROVE THE NORTHWEST FIRE DISTRICT APPROVED BILLING POLICIES AS AMENDED

Motioned by Chairman George Carter, seconded by Board Member Peg Green

Vote: 4 - 0 - Unanimously

9. **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).

10. **Adjournment**
MOVE TO ADJOURN THE MEETING AT 8:45 P.M.

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 4 - 0 - Unanimously

Becky Hicks
Board Clerk