

GOLDER RANCH FIRE DISTRICT GOVERNING BOARD MEETING PUBLIC NOTICE AND AGENDA

**Tuesday, May 16, 2023 9:00 a.m.
3885 East Golder Ranch Drive, Tucson, Arizona**

Pursuant to ARS § 38-431.02, ARS § 38-431.03 and ARS § 38-431.05, the Golder Ranch Fire District Governing Board will meet in Regular Session that begins at approximately 9:00 a.m. on Tuesday, May 16, 2023. The meeting will be held at the Fire District Administration Board Room, which is located at 3885 East Golder Ranch Drive, Tucson, Arizona. The order of the Agenda may be altered or changed by direction of the Board. The Board may vote to go into Executive Session, which are not open to the public, on any agenda item pursuant to ARS § 38-431.03(A)(3) for discussion and consultation for legal advice with the Fire District Attorney on the matter(s) as set forth in the agenda item. The following topics and any reasonable variables related thereto will be subject to discussion and possible action.

1. CALL TO ORDER/ROLL CALL

2. SALUTE AND PLEDGE OF ALLEGIANCE

3. FIRE BOARD REPORTS

4. CALL TO THE PUBLIC

This is the time for the public to comment. Members of the Board are not permitted to discuss or take action on any item raised in the Call to the Public, which are not on the agenda due to restrictions of the Open Meeting Law; however, individual members of the Board are permitted to respond to criticism directed to them. Otherwise, the Board may direct staff to review the matter or that the matter be placed on a future agenda.

5. PRESENTATIONS

A. PRESENTATION OF PERSONNEL

- PRESENTATION OF NEWLY APPOINTED BOARD MEMBER TOM SHELLENBERGER
- YEARS OF SERVICE
 - CORY KAPPEL- 30 YEARS
- NEW HIRE
 - SYSTEMS ADMINISTRATOR LAN- JESUS LIMAS

Behavioral and Loyalty Oaths will be administered

6. CONSENT AGENDA

The consent portion of the agenda is a means of expediting routine matters, such as minutes or previously discussed or budgeted items that must be acted upon by the Board. Any item may be moved to Regular Business for discussion and possible action by any member of the Board.

A. APPROVE MINUTES- APRIL 18, 2023 REGULAR SESSION



- B. APPROVE MINUTES- APRIL 28, 2023 SPECIAL SESSION
- C. APPROVE MINUTES- APRIL 28, 2023 EXECUTIVE SESSIONS
- D. APPROVE MINUTES- MAY 1, 2023 SPECIAL BUDGET STUDY SESSION
- E. APPROVE AND ADOPT THE FOLLOWING UPDATED POLICIES: 335 CARCINOGEN REDUCTION PROGRAM; 600 EMERGENCY VEHICLE DRIVER/OPERATOR TRAINING; 702 VEHICLE AND APPARATUS MECHANICAL INSPECTIONS TESTING AND REPAIR; 900 ILLNESS AND INJURY PREVENTION PROGRAM; 1022 CRITICAL INCIDENT STRESS DEBRIEFING

7. REPORTS AND CORRESPONDENCE

A. FIRE CHIEF'S REPORT – CHIEF BRANDHUBER

- UPDATES ON THE FOLLOWING AREAS:
 - MEETINGS, TRAININGS, AND EVENTS ATTENDED
 - POLITICAL & PUBLIC SAFETY INTERACTIONS/UPDATES
 - DISTRICT ACTIVITIES
 - PERSONNEL
 - COMMENDATIONS/THANK YOU CARDS RECEIVED
 - ESSENTIAL SERVICES
 - BOARD SERVICES
 - FINANCE
 - HUMAN RESOURCES
 - INFORMATION TECHNOLOGY

- LEADERSHIP TEAM REPORT – PRESIDENT JONES

B. PLANNING ASSISTANT CHIEF'S REPORT – CHIEF ABEL

- UPDATES ON THE FOLLOWING AREAS:
 - ASSISTANT CHIEF'S ACTIVITIES
 - PLANNING
 - LOGISTICS
 - FACILITIES MAINTENANCE
 - FLEET
 - SUPPLY
 - FIRE AND LIFE SAFETY

C. EMERGENCY RESPONSE/PROFESSIONAL DEVELOPMENT ASSISTANT CHIEF'S REPORT – CHIEF ROBB

- UPDATES ON THE FOLLOWING AREAS:
 - EMERGENCY RESPONSE
 - PROFESSIONAL DEVELOPMENT
 - HEALTH AND SAFETY
 - WILDLAND



- HONOR GUARD/PIPES AND DRUMS
- SPECIAL OPERATIONS
- COMMUNITY SERVICES AND PUBLIC RELATIONS

8. REGULAR BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATIONS FOR THE GOLDER RANCH FIRE DISTRICT GOVERNING BOARD POSITION OF VICE-CHAIRPERSON FOR THE REMAINDER OF CALENDAR YEAR 2023
- B. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF THE PROPOSED TENTATIVE BUDGET FOR GOLDER RANCH FIRE DISTRICT FOR FISCAL YEAR 2023 – 2024
- C. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF A PUBLIC HEARING DATE FOR THE FORMAL ADOPTION OF THE GOLDER RANCH FIRE DISTRICT BUDGET FOR FISCAL YEAR 2023 – 2024
- D. DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION 2023-0004 TO DECLARE DISTRICT ITEMS AS SURPLUS AND DIRECTION TO STAFF TO ADD DECLARED SURPLUS ITEMS TO A PUBLIC AUCTION SITE OR SELL TO A NEIGHBORING OR MUTUAL AID FIRE DISTRICT/DEPARTMENT
- E. DISCUSSION AND POSSIBLE ACTION REGARDING THE GOLDER RANCH FIRE DISTRICT RECONCILIATION AND MONTHLY FINANCIAL REPORT

9. FUTURE AGENDA ITEMS

This provides an opportunity for the Board to direct staff to include items on future agendas for further consideration and decision at a later date or to further study the matter.

- Regularly scheduled meeting – June 20, 2023

10. CALL TO THE PUBLIC

This is the final opportunity, on this agenda, for a member of the public to address the Governing Board. Please refer to agenda item four (4) for additional clarification and direction.

11. ADJOURNMENT

Wally Vette, Clerk of the Board
Golder Ranch Fire District

To view the meeting online please visit our website at <https://grfdaz.gov/grfd-agenda>, there is an agenda posted, with background information linked to each agenda item, as well as a link to the live Zoom meeting.



If any disabled person needs any type of accommodation, please notify the Golder Ranch Fire District Administration at (520) 825-9001 prior to the scheduled meeting. A copy of the agenda background material provided to Board members (with the exception of material relating to possible executive sessions) is available for public inspection at the administration office, 3885 E Golder Ranch Drive, Tucson, Arizona 85739.

Posted by: Shannon Ortiz 5/10/2023 by 6:00 p.m.



GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: May 16, 2023

SUBJECT: Fire Board Reports

ITEM #: 3

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This item allows for the Fire Board Members to report to the public and/or staff any events, meetings, conferences, etc. they may have attended and/or points of interest that took place throughout the month.

RECOMMENDED MOTION

No motion is necessary for this agenda item.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

DATE: May 16, 2023

SUBJECT: Call to the Public

ITEM #: 4

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This is the time for the public to comment. Members of the Board may not discuss items that are not on the agenda. The Board is not permitted to discuss or take action on any item raised in the Call to the Public, which are not on the agenda due to restrictions of the Open Meeting Law; however, individual members of the Board are permitted to respond to criticism directed to them. Otherwise, the Board may direct staff to review the matter or that the matter be placed on a future agenda.

RECOMMENDED MOTION

No motion is necessary for this agenda item.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

DATE: May 16, 2023

SUBJECT: PRESENTATION OF PERSONNEL

ITEM #: 5A

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This is the time for recognizing new personnel and personnel who have achieved employment milestones or have achieved other distinctions.

- PRESENTATION OF NEWLY APPOINTED BOARD MEMBER TOM SHELLENBERGER
- YEARS OF SERVICE
 - CORY KAPPEL- 30 YEARS
- NEW HIRE
 - SYSTEMS ADMINISTRATOR-LAN- JESUS LIMAS

RECOMMENDED MOTION

No motion required for this agenda item.

EMPLOYEE RECOGNITION

Employee Name: Jesus Limas

Date of Hire: 4/17/23

Current Position: Systems Administrator

Reason for Recognition: New Hire

Prepared by:

Date of Board Meeting: *The third Tuesday of each month.*

The employee named above will be recognized for Years of Service milestone, Job Promotion, New Employee, or Academy Graduate. This information will be used when the employee is recognized at the next GRFD Board Meeting.

Please return to Human Resources via email by the 25th of the month, prior to the Board Meeting.

Questions regarding the completion of this form can be addressed to Human Resources.

GRFD CAREER HISTORY:

New Hire

PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:

I've been working in the IT field for over 18 years in various industries and roles. Most recently I was a Systems Administrator at Unified Women's Healthcare. Currently working on my Bachelor's in IT degree at Western Governors University.

PERSONAL OR SPECIAL NOTES OF INTEREST:

I'm a Rio Rico native. On my personal time I enjoy shooting sports, computer gaming, glamping (glamorous camping), and home improvement projects. I was a volunteer first responder for the Nogales Suburban Fire Department and a Fire Explorer at the Tubac Fire Department. I'm a current member of the Mexican Red Cross for the past 11 years. I met my wife there and we have two children together. I'm also a Trekie and my love for Star Trek started with the Next Generation series. I'm excited to be part of the Golder Fire Family and as Spock would say "Live Long and Prosper!"



**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: May 16, 2023

SUBJECT: APPROVE MINUTES – APRIL 18, 2023 REGULAR SESSION
APRIL 28, 2023 SPECIAL SESSION
APRIL 28, 2023 EXECUTIVE SESSIONS
MAY 1, 2023 SPECIAL BUDGET STUDY SESSION

ITEM #: 6A-D

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

In compliance with A.R.S. §38-431.01, approval of:

- A. APRIL 18, 2023 REGULAR SESSION
- B. APRIL 28, 2023 SPECIAL SESSION
- C. APRIL 28, 2023 EXECUTIVE SESSIONS
- D. MAY 1, 2023 SPECIAL BUDGET STUDY SESSION

RECOMMENDED MOTION

Motion to approve the May 16, 2023 Consent Agenda.

GOLDER RANCH FIRE DISTRICT GOVERNING BOARD MEETING PUBLIC NOTICE AND AGENDA

**Tuesday, April 18, 2023 9:00 a.m.
3885 East Golder Ranch Drive, Tucson, Arizona**

1. CALL TO ORDER/ROLL CALL

Chairperson Vicki Cox-Golder called the meeting to order on April 18, 2023 at 9:00 a.m.

Members Present: Chairperson Vicki Cox-Golder, Board Member Steve Brady, and Board Member Sandi Outlaw

Staff Present: Fire Chief Brandhuber, Assistant Chief Abel, Assistant Chief Robb, Deputy Chief Cesarek, Deputy Chief Perry, Director Delong, Director Christian, Director Rascon, Attorney Aversa, Local 3832 President Jones, and Board Services Supervisor Ortiz

2. SALUTE AND PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

3. FIRE BOARD REPORTS

Board Member Brady said he attended the funeral services for former Board Member Richard Hudgins. Mr. Brady thanked everyone that attended.

4. CALL TO THE PUBLIC

There were no public issues presented at this time.

5. PRESENTATIONS

A. PRESENTATION OF PERSONNEL

- NEW HIRES
 - Fire Accreditation Project Manager Keith Holland
 - IT Specialist Barry Johnston
 - Records Specialist Jenny Wong

Deputy Chief Perry introduced the new Fire Accreditation Project Manager, Keith Holland.

Director Rascon introduced the new IT Specialist, Barry Johnston.

Board Services Supervisor introduced the new Records Specialist, Jenny Wong.



Chairperson Cox Golder facilitated the behavioral and loyalty oaths for the three new employees.

6. CONSENT AGENDA

The consent portion of the agenda is a means of expediting routine matters, such as minutes or previously discussed or budgeted items that must be acted upon by the Board. Any item may be moved to Regular Business for discussion and possible action by any member of the Board.

A. APPROVE MINUTES- MARCH 21, 2023 REGULAR SESSION

Item 6A was removed from consent agenda.

MOTION by Board Member Outlaw to approve the March 21, 2023 Regular Session minutes as amended.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 3/0

B. APPROVE AND ADOPT THE FOLLOWING UPDATED POLICIES: 500 PATIENT CARE REPORTS & 505 CONTROLLED SUBSTANCE ABUSE

MOTION by Board Member Outlaw to approve the April 18, 2023 Consent Agenda as presented.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 3/0

7. REPORTS AND CORRESPONDENCE

A. FIRE CHIEF'S REPORT – Chief Brandhuber presented the Fire Chief's report to the Governing Board. He thanked the Board for the opportunity to serve as the new Fire Chief.

- LEADERSHIP TEAM REPORT – PRESIDENT JONES

President Jones said he is going to coordinate dates to see if he and Chief Brandhuber can meet with board members.

B. PLANNING ASSISTANT CHIEF'S REPORT – Assistant Chief Abel deferred the Planning Assistant Chief's report to Deputy Chief Cesarek.

Chairwoman Cox Golder commented that DC Cesarek did a great job as master of ceremonies at the Change of Command ceremony. He thanked her for the compliment.

DC Cesarek presented the Planning Assistant Chief's report to the Governing Board. He also mentioned Essential Services was given a tour of the Hanley building.



- C. EMERGENCY RESPONSE/PROFESSIONAL DEVELOPMENT ASSISTANT CHIEF'S REPORT – Assistant Chief Robb presented the Emergency Response and Professional Development report. He highlighted the fantastic job Lydia Camarillo is doing, telling the story from an emergency response and community perspective.

8. REGULAR BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION TO DETERMINE THE COURSE OF ACTION FOR BOARD CANDIDATES NOT AVAILABLE TO ATTEND THE SPECIAL SESSION BOARD MEETING

Chief Brandhuber stated the special session board meeting to interview board member candidates was rescheduled. One candidate will be out of town the date of the rescheduled meeting. He said one alternative is to allow the candidate to submit his answers to the interview questions.

Chairperson Cox Golder thought it was fair to allow the candidate to submit his responses.

Board Member Outlaw agreed that she thought it was fair since it was the District that had to reschedule the meeting.

MOTION by Board Member Brady to allow the candidate to submit responses to the interview questions in an alternative format prior to the special session governing board meeting.

MOTION SECONDED by Board Member Outlaw

MOTION CARRIED 3/0

- B. DISCUSSION AND POSSIBLE ACTION REGARDING THE GOLDER RANCH FIRE DISTRICT RECONCILIATION AND MONTHLY FINANCIAL REPORT

Director Christian presented the GRFD reconciliation and monthly financial report.

MOTION by Board Member Outlaw to approve and accept the Golder Ranch Fire District reconciliation and monthly financial report as presented.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 3/0

9. FUTURE AGENDA ITEMS

- Special Session- April 28, 2023
- Budget Study Session- May 1, 2023
- Regularly scheduled meeting – May 16, 2023

10. CALL TO THE PUBLIC

There were no public issues presented at this time.



11. ADJOURNMENT

MOTION by Board Member Brady to adjourn the meeting at 9:29 a.m.

MOTION SECONDED by Board Member Outlaw

MOTION CARRIED 3/0

Vicki Cox-Golder, Chairperson
Golder Ranch Fire District



**GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
SPECIAL SESSION MINUTES**

Friday, April 28, 2023 1:00 p.m.

3885 East Golder Ranch Drive, Tucson, Arizona 85739

1. CALL TO ORDER/ROLL CALL

Chairperson Vicki Cox-Golder called the meeting to order on April 28, 2023 at 1:00 p.m.

Members Present: Chairperson Vicki Cox-Golder, Board Clerk Vette, Board Member Steve Brady and Board Member Sandra Outlaw

Staff Present: Fire Chief Tom Brandhuber, Attorney Aversa, and Board Services Supervisor Ortiz

2. SALUTE AND PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

3. CALL TO THE PUBLIC

There were no public issues presented at this time.

4. REGULAR BUSINESS

A. DETERMINE THE PROCEDURES AND REQUIREMENTS FOR HOW THE MEETING AND INTERVIEWS SHALL BE CONDUCTED

- Approval of list of questions to be asked to each candidate
- Designation of time allotted for each candidate
- Order in candidates will be considered and possible deviation from order as listed in this agenda
- Confirm each of the candidates listed below received at least 24 hours written notice of the meeting pursuant to A.R.S. §38-431.03.A(1)

The Board reviewed and discussed the questions that would be asked. They agreed to the questions that had been asked in previous interviews. The questions had also been reviewed and approved by Attorney Aversa.

Board Services Ortiz stated each candidate was allotted thirty minutes for the interview. She confirmed that each candidate received twenty-four hours notice of the executive session.

The Board determined who would ask each question.



- B. CHAIRPERSON'S NOTICE: EXECUTIVE SESSIONS ARE CONFIDENTIAL AND THOSE PRESENT DURING EXECUTIVE SESSION ARE PROHIBITED BY STATUTE FROM DISCLOSING EXECUTIVE SESSION INFORMATION PURSUANT TO A.R.S. §38-431.03(C)

Chairperson Cox-Golder read the chairperson's notice stating everything said in executive session is confidential.

MOTION by Board Clerk Vette to enter into executive session.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 4/0

Those present in the executive session were the Board Members, Chief Brandhuber, Attorney Aversa, and Board Services Supervisor Ortiz.

Tom Shellenberger, Andrew Ballman, and Todd Oswald were present for their individual interviews held in executive session.

The Board reconvened into regular session at 3:23 p.m.

Chairperson Cox Golder reminded those in attendance, Executive Sessions are confidential pursuant to ARS §38-431.03(C).

- C. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF A PERSON TO FILL THE VACANCY ON THE GOVERNING BOARD FOR THE UNEXPIRED REMAINDER OF THE TERM

Discussion took place amongst the Board Members.

MOTION by Board Clerk Vette to appoint Tom Shellenberger to fill the vacancy on the Governing Board for the unexpired remainder of the term

MOTION SECONDED by Chairperson Cox-Golder

MOTION CARRIED 4/0

Chairperson Cox Golder instructed Chief Brandhuber to request Director Delong notify Mr. Shellenberger of his appointment as well as inform the candidates that were not selected. She instructed Board Services Supervisor Ortiz to prepare and provide Mr. Shellenberger the material for the budget study session scheduled on Monday, May 1, 2023.

- D. POSSIBLE ADMINISTRATION OF OATH AND DIRECTION TO NEWLY APPOINTED BOARD MEMBER REGARDING ORIENTATION AND TRAINING

Attorney Aversa stated she reviewed the statute and it only requires that the oath of office be administered prior to the meeting. So, it could be administered to Mr. Shellenberger prior to the Monday, May 1, 2023 special session board meeting. He



would also have to review the open meeting law twenty-four hours prior to the board meeting.

5. **ADJOURNMENT**

MOTION by Board Clerk Vette to adjourn the meeting at 3:30 p.m.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 4/0

Wally Vette, Clerk of the Board
Golder Ranch Fire District
s/o



**GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
SPECIAL SESSION MINUTES
Monday, May 1, 2023 10:00 a.m.
3885 East Golder Ranch Drive, Tucson, Arizona**

1. CALL TO ORDER/ROLL CALL

Chairperson Vicki Cox-Golder called the meeting to order on May 1, 2023 at 10:00 a.m.

Members Present: Chairperson Vicki Cox-Golder, Board Clerk Vette, Board Member Steve Brady, Board Member Sandra Outlaw and Board Member Tom Shellenberger

Staff Present: Fire Chief Tom Brandhuber, Assistant Chief Abel, Assistant Chief Robb, Deputy Chief Cesarek, Fire Marshal Akins, Deputy Chief Perry, Deputy Chief Grissom, Deputy Chief Pearce, Division Chief Rutherford, Division Chief Price, Division Chief Hilderbrand, Director Delong, Director Christian, Director Rascon, Attorney Aversa, Local 3832 President Jones, Battalion Chief Taylor, Battalion Chief Leslie, Community Relations Coordinator Camarillo and Board Services Supervisor Ortiz

2. SALUTE AND PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

3. CALL TO THE PUBLIC

There were no public issues presented at this time.

4. REGULAR BUSINESS

A. BUDGET STUDY SESSION

Chief Brandhuber opened the meeting and welcomed everyone. He explained the draft budget would be presented to the Governing Board which included an increase to the mill rate. He mentioned a lot of time and effort was invested in compiling the budget which was the fourth version compiled by staff. Two large aspects of the budget, in reference to the mill rate increase, were 1. Ensuring the CIP was funded in a consistent way, \$2.5 million per year and 2. Prepare for year three, when property values decrease. Chief Brandhuber stated it was a conservative budget that met the needs of District services while still paying attention to the needs of District taxpayers. He stated staff submitted a realistic budget.



Finance Director Christian presented the proposed budget to the Governing Board. He stated the budget was \$45,732,455 million. It represented a 1% decrease from the current fiscal year. The budget was reduced by \$387,00.00 from the current fiscal year. Some costs that will increase are: labor, which has a high rate of inflation; supplies/consumables; equipment; membership and dues. There is a decrease in the Capital Improvement Plan (CIP). Overall, the costs have been reduced by 1%. Director Christian stated it was a fully balanced budget that would build resiliency over the upcoming years.

Chairperson Cox Golder asked if the bond funds had been exhausted.

Finance Director Christian replied the bond funds have been earmarked. Over half of the funds have been spent and the remainder are earmarked for specific projects. Finance Director Christian explained what would be discussed in the meeting were only those items that affected the mill rate.

Finance Director Christian explained the labor costs, direct and indirect expenses, made up approximately 73% of the budget. Within the 73% labor costs, 68% were salaries and wages. The remaining 30% of the labor budget were ERE's- Employee Related Expenses: retirement, health insurance, workers' compensation premiums and employee development. Workers compensation premiums increased substantially. Health insurance also increased. Finance Director Christian stated staff were working hard to keep the costs down, however, there were inflationary pressure on them.

Finance Director Christian noted suppression received the largest portion of the overall budget. That included labor costs, costs of the stations and costs related to suppression services. Fire Headquarters (HQ) was a distant second, next was Fleet, Training, etc. which were less than 5%.

Board Member Brady asked if the station rollout was maintenance on the stations.

Finance Director Christian answered the station rollout was a consolidation of all of the stations. It consisted of maintenance, supplies, consumables, utilities and insurance costs.

Finance Director Christian reported 83% of revenues would come from the property tax levy. The ambulance transports would be approximately 10% and everything below that would be less than 5%.

Board Clerk Vette asked what percentage of property tax revenues were residential versus commercial.

Finance Director Christian responded that the predominant source of property tax revenue was residential. He explained the breakdown of the mill rate. The current mill rate for the current fiscal year was \$2.43. The additional mill rate needed to balance the budget was .07 cents. This would generate approximately \$1 million.



Finance Director Christian explained the various revenue sources for the proposed budget. The total budget would be \$45,732,455.00 which was a \$2.50 mill rate.

Finance Director Christian explained the debt service rate remained unchanged from the current fiscal year. The debt service mil rate remained at .14 cents. The aggregate mill rate proposed was \$2.64. The current mill rate was \$2.57. Another fire district nearby has a current mill rate of approximately \$3.05. GRFD is about .60 cents less.

Board Clerk Vette asked what the size of the reserve was.

Finance Director Christian responded the total reserve was approximately \$12 million. There were three sub-components earmarked for specific things, however, all were available through Board action.

Finance Director Christian reviewed the labor budget.

Chairperson Cox Golder asked what the extra duty overtime was.

Finance Director Christian clarified the extra duty overtime was the estimated cost to call personnel in to cover shifts that floats were not available to cover.

Chairperson Cox Golder asked what PEHP was.

Chief Brandhuber responded that PEHP was the Post-Retirement Healthcare Plan.

Finance Director Christian stated there were currently 291 employees, six vacancies and two new positions were being proposed. That would bring the total employee count to 299. The two new positions proposed were a Health and Safety firefighter and a fire inspector/investigator.

Chief Brandhuber explained that there were other positions requested in the previous draft versions of the budget. These two were selected because of the safety they offered the public.

Fire Marshal Akins requested an additional fire inspector/investigator to align with NFPA standards, the potential of additional points in the next ISO process and to align with the goals of the strategic plan.

Board Member Brady asked if there were different requirements from the various jurisdictions the District encompasses such as Pinal County, Pima County and the Town of Oro Valley.

Fire Marshal Akins answered the requirements throughout Arizona are the same. The various levels of an inspector determine what type of inspections the person can



complete. The person hired would more than likely be an apprentice inspector and at this level would complete prevention inspections.

Deputy Chief Grissom presented the need for a new Health and Safety firefighter in the Division of Health and Safety. Currently one captain, Captain North, runs the division. The new person would help with the PPE carcinogen reduction program, the hood exchange program, the wash down procedure, peer fitness program, return to work program, OSHA inspections, NFORS reporting and additional areas where needed.

Chairperson Vicki Cox Golder asked if the person would be a new hire.

Deputy Chief Grissom answered the person would be someone from within the organization that would be promoted to the position.

Board Clerk Vette asked if staffing, at the stations, was at a necessary level.

Deputy Chief Pearce responded that staff invested a lot of time in the staffing model and after the last academy and lateral recruitment, suppression was at the point where it was staffed fully. The only place where they lacked was in the ranks. The Training Division was working to offer classes to promote through the ranks.

Finance Director Christian commented on the Capital Improvement Plan (CIP). The five year Capital Improvement Plan amounted to \$18,000,354. Within the plan were two items that would be good projects for financing. They were a \$4 million warehouse that would be constructed in 2026 and a \$1.7 million ladder truck, which was on order and would be delivered in approximately two and a half years.

Chairperson Cox Golder asked if land would need to be purchased or if the warehouse would be built on existing land.

Chief Brandhuber responded that it would be built on the lot next to the Hanley building that was already purchased.

Finance Director Christian, explained that if the \$6 million that would be borrowed was deducted from the \$18 million that left \$12.6 million. The \$12.6 million divided by five years equals about \$2.5 million per year. The goal was to keep the CIP constant. The total cash outlay was \$2.5 million but the District was going to self-fund the CIP at a slightly higher level, \$2.536 million. The projects for the 5 year CIP were provided to the Board.

Board Clerk Vette asked what the lifespan of the burn tower was.

Division Chief Hilderbrand explained that burn towers last a long time, however, Professional Development is looking to the future and believes it is time to upgrade the tower. It allows for training of structures that are in currently in the District, TRT



options, availability to reconfigure spaces and allows for upgraded training. The current training tower was seventeen years old.

Board Clerk Vette asked if there was availability to offer other agencies to use it.

Division Chief Hilderbrand responded that ideally that was the goal.

Board Clerk Vette asked if fees could be charged for other agencies to use it.

Division Chief Hilderbrand responded he could not answer the question of fees.

Chief Brandhuber commented that the District allowed smaller districts the use of the training facility in return for other services.

Board Member Outlaw had a question about leasing versus purchasing the Zoll cardiac monitors.

Finance Director Christian explained that for the District, it made sense to do a capital lease because technology was always changing. At the end of the lease, the equipment could be returned and updated equipment could be obtained. He clarified it was important to stay on the cutting edge for this type of patient care technology.

Chief Rutherford explained the lease agreements for the Zoll cardiac monitors.

Finance Manager Christian discussed the Debt Service section of the proposed budget. He mentioned the District would be making the final payment on the bond that was taken out in 2005. The debt service mill rate was for the servicing of the bonds. The mill rate was .14 cents on the bond levy. It did not affect the O & M rate.

Finance Director Christian explained the capital lease schedule. This was all of the traditional financing that had been done that would affect the mill rate. The total cash outlay was \$3.2 million. District would be making the final payments on a couple of leases. This would cause it to drop to \$3 million in 2025.

Finance Director Christian presented the Budget Rollup that included the individual divisions budgets. He mentioned that they were discretionary budgets and did not include labor costs, insurance, utilities, or capital.

Chief Brandhuber said it was the fourth version of the budget and there were reductions in the previous three versions.

Staff presented their individual budgets and answered questions from the Board.

Board Member Brady stated he believed it was a clean budget. Most of the departments were conservative with their budgets.



Board Member Outlaw commented that she believed they needed to respect Director Christian's plans to prepare for the upcoming economy. She thought the budget was responsible and visionary.

Board Clerk Vette said it was a great budget, staff did a phenomenal job. The question was how should it be funded. He asked if it there should be less of a tax increase and if reserves could be used to help balance it.

Chief Brandhuber replied that using reserves was discussed at length. Staff were attempting to prepare for three years, when the property taxes will be reduced significantly. Staff was trying to build the capacity in the mill rate. If the mill rate was to be held down artificially for one or two years, then in year three, when the property taxes are reduced, the mill rate will have to be increased substantially. So, the staff was attempting to provide an incremental approach to year three. Albeit, .07 cents did not appear to be incremental. Staff was trying to present an incremental approach to year three. Reserves could be used, however the proposed budget incrementally prepares for year three when property taxes will be reduced. The District can do an incremental increase to stabilize as opposed to eating away at the reserve and having to do a dramatic rate increase in a few years. What staff tried to do was prepare for the future and lessen the impact. It will be an impact this year at .07 cents but it is believed to be the best for District residents in three years.

Board Member Outlaw mentioned the 2008 recession and said to look at what happened to property valuations after that. She claimed she personally experienced it. Board Member Outlaw added that it lags a couple of years. She wanted to make sure the District was funded appropriately to prepare for the bad times that are coming.

Board Member Shellenberger said he was opposed to using reserves when it does not have to be done. He said the District can afford to do it now. He did not think it was a responsible thing to do at this point.

Chairperson Cox Golder asked if there was anywhere in the budget that could be cut.

Chief Brandhuber said he would be happy to go back and look at the budget. He said staff did present a good faith budget.

Board Member Shellenberger asked if there was a rate the Board would like.

Chairperson Cox Golder said she would like to see it at .04 cents. She said the District had never seen a rate increase like this before in the history of Golder Ranch. She did not feel comfortable raising it .07 cents. She said she is big taxpayer in the District and this year she saw huge values. If mill rates increase, she believed people would rebel, especially businesses.

The Governing Board took a brief break at 11:40 a.m. They reconvened at 12:20 p.m.



Chief Abel thanked the Board for their fiscal mindedness. He also thanked Chief Brandhuber for his fiscal mindedness. Through Chief Brandhuber's leadership the proposed budget was preparing for the future. The budget was building capacity for a future decrease in property tax revenue. The District wants to be prepared and have what is needed to ensure the firefighter's safety and provide the services needed to the citizens. Chief Abel stated that although .07 cents sounded like a lot, he believed it was truly responsible, in the sense of being prepared for the future. Cuts would have to be made in capital and labor if it were reduced.

President Jones spoke on behalf of the Local 3832. He told the Board that, for the first time in several years, the Union was engaged and involved in preparing the budget. On behalf of the Union, he offered their support of the budget as presented. He believed the fourth version of the budget was the most reasonable and responsible to continue to provide the services, the District is committed to providing, to the community.

Chief Brandhuber informed the Board that Finance Director Christian located information that shows the historical data of the mill rate over the years. He would like to show it to the Board to give historical context.

Finance Director Christian presented the mill rate from the previous ten years. He mentioned the average increase in the mill rate was .08 cents. This is partly due to an .18 cent increase in 2017-2018. Without the one time .18 cent increase, the median increase was .05 cents. Finance Director Christian stated that the proposed budget was a balanced budget, that built resiliency, to prepare for the future in two or three years when there is a decline in net assessed value. His concern was for a gap increasing between the net assessed value and the full cash value of property. He stated he wanted the District to be prepared when the correction occurs. He continued to say the total costs for the proposed budget were \$45,732,455. He added that there are little costs in the budget that are discretionary. This was a 1% decrease from the current fiscal year's budget. The O&M mill rate was \$2.43. The proposed increase was .07 cents that would total \$2.50. The bond rate was .14 cents. The combined proposed mill rate would be \$2.64.

Board Clerk Vette asked for staff to return with proposals for a .04, .05, and .06 cent increase to the mill rate. He said it was good budget, but to try to be fiscally responsible he would like to see what the impact would be.

Chief Brandhuber responded that he would present options at the next Board meeting.

5. FUTURE AGENDA ITEMS

This provides an opportunity for the Board to direct staff to include items on future agendas for further consideration and decision at a later date or to further study the matter.

- Regularly scheduled meeting – May 16, 2023



6. ADJOURNMENT

MOTION by Board Clerk Vette to adjourn the meeting at 12:38 p.m.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 5/0

Wally Vette, Clerk of the Board
Golder Ranch Fire District
s/o

DRAFT



**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Pete Paddock, Captain

DATE: May 16, 2023

SUBJECT: APPROVE AND ADOPT THE FOLLOWING UPDATED POLICIES: 335 CARCINOGEN REDUCTION PROGRAM; 600 EMERGENCY VEHICLE DRIVER/OPERATOR TRAINING; 702 VEHICLE AND APPARATUS MECHANICAL INSPECTIONS TESTING AND REPAIR; 900 ILLNESS AND INJURY PREVENTION PROGRAM; 1022 CRITICAL INCIDENT STRESS DEBRIEFING

ITEM #: 6E

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

In compliance with A.R.S. §38-431.01, approval of:

POLICIES: 335 CARCINOGEN REDUCTION PROGRAM; 600 EMERGENCY VEHICLE DRIVER/OPERATOR TRAINING; 702 VEHICLE AND APPARATUS MECHANICAL INSPECTIONS TESTING AND REPAIR; 900 ILLNESS AND INJURY PREVENTION PROGRAM; AND 1022 CRITICAL INCIDENT STRESS DEBRIEFING.

MOTION

Motion to approve the May 16, 2023 Consent Agenda.

Carcinogen Reduction Program

335.1 PURPOSE AND SCOPE

Golder Ranch Fire District (GRFD) is taking preventative actions to reduce exposure to harmful chemicals, toxins, and carcinogens by minimizing exposure from cross-contamination through a carcinogen reduction program. Harmful chemicals, toxins, and carcinogens are transferred from the fire scene by means of contaminated personnel, personal protective equipment (PPE), tools, and apparatus used at the incident. This cross-contamination exposes the public and firefighters to secondary health risks. GRFD's carcinogen reduction program minimizes potential contaminants from personnel, PPE, tools, and the cab area of the apparatus, thus reducing cross-contamination and secondary exposure to the public and firefighters.

This policy applies to all apparatus that can accommodate the carcinogen reduction program. Personnel assigned to apparatus that are not capable of fully carrying out the practices outlined in the program should apply as many practices as possible that are identified in this policy and corresponding procedures. (NIOSH 2016 bulletin 68).

335.2 POLICY

It shall be the policy of the district that every measure shall be taken to adhere to the carcinogen reduction program for the safety of the public and its members to the greatest extent possible, dependent on the apparatus, in an effort to decrease potential health ailments in the future (NFPA 1851 4.5.1).

335.3 CARCINOGEN REDUCTION PROGRAM

To reduce cross-contamination, thereby decreasing potential health ailments, all PPE and equipment that has been contaminated by products of combustion, bodily fluids/infectious diseases, or hazardous materials shall be kept out of the interior passenger compartment of all apparatus (NFPA 1851 9.1.6). This includes but is not limited to:

- PPE
- Self-contained breathing apparatus (SCBA)
- EMS equipment
- Tools

335.3.1 INCIDENT SCENE

At the scene of an incident all personnel involved in suppression activities shall participate in the procedures listed below:

- Firefighter Wash-Down Procedure
- On-Scene Rehabilitation Procedure (NFPA 1584 7.2.2)
- Emergency Operating Guidelines, Southern Arizona Auto Aid Council (Section 202 Rehab)

Carcinogen Reduction Program

- Carcinogen Reduction Procedure

335.3.2 POST INCIDENT

Once released from the incident, personnel are to return to the station out of service, if resources permit, to finish decontamination of the equipment and personnel. Out of service duration will be driven by decontamination needs and left to the captain's discretion. It is the responsibility of the captain to ensure the appropriate battalion chief is aware of out-of-service status and time frames. Battalion chief(s) shall manage district resources to best accommodate the carcinogen reduction program.

Within one hour of being released from the incident, personnel involved in suppression activities should shower and dress in clean clothing (NFPA 1584 7.3.1, 7.3.2). While wearing proper PPE, personnel should:

- Launder contaminated clothing separate from non-exposed clothing (NFPA 1584 7.3.3.1, NFPA 1700 11.12.3)
- Wash contaminated PPE to include helmet, detachable helmet components, face shield, facemask, gloves, and footwear (NFPA 1851 7.3.12.1, 7.3.12.4, 7.3.12.5, 7.3.13.2, 7.3.14.2)
- Remove contaminated equipment and tools from service and properly decontaminate (NFPA 1500 14.4.2, 14.4.3, 14.5.4)
- Decontaminate apparatus with emphasis on the cab area

335.3.3 PROTECTING THE PUBLIC

The public shall not be exposed at any time, except during emergency operations, to soiled or potentially contaminated protective ensembles or ensemble elements (NFPA 1851 4.5.3). Additionally, soiled or potentially contaminated ensembles or ensemble elements shall not be brought into the home or taken to public facilities (NFPA 1851 4.5.4).

Emergency Vehicle Driver/Operator Training

600.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Golder Ranch Fire District members who operate authorized emergency vehicles as part of their duties, receive appropriate training.

600.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized emergency vehicle - Any of the following vehicles (ARS § 28-101(4)):

- (a) A fire department vehicle
- (b) An ambulance or emergency vehicle of a municipal department or public service corporation that is designated or authorized by the District or a local authority
- (c) Any other ambulance, fire truck or rescue vehicle that is authorized by the District in its sole discretion and that meets liability insurance requirements prescribed by the District.

600.2 POLICY

It is the policy of the Golder Ranch Fire District that all members who operate emergency vehicles shall successfully complete driver training that meets or exceeds the requirements of National Fire Protection Association (NFPA) 1002 or a recognized driver/operator training program.

Training should include written, oral and practical evaluations to demonstrate proficiency. The Division Chief of Professional Development shall annually audit and update driver/operator training materials to ensure compliance with local, state and federal requirements.

600.3 PROCEDURES

All members who operate emergency vehicles should have certification and training validating competent operational and driving skills consistent with NFPA 1002 or the International Fire Service Accreditation Congress (IFSAC) driver/operator certification standards.

600.4 DIVISION CHIEF OF PROFESSIONAL DEVELOPMENT RESPONSIBILITIES

It shall be the responsibility of the Division Chief of Professional Development to ensure that any member required to drive emergency vehicles as a part of their normal duties has received all training required for competent, safe operation of the emergency vehicle. The Division Chief of Professional Development shall coordinate with the district member appointed to monitor driver license status to ensure members have valid driver licenses, in accordance with the Driver License Requirements Policy.

Vehicle and Apparatus Mechanical Inspections, Testing and Repair

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the testing, inspection, repair and maintenance responsibilities of members with regard to district vehicles and apparatus. Vehicles and apparatus shall comply with all regulations specified in the Arizona law and/or the National Fire Protection Association (NFPA) 1002, 1071 and 1911. Inspections also ensure that vehicles and apparatus are properly equipped, maintained and refueled and present a professional appearance (ARS § 28-981).

702.1.1 DEFINITIONS

Definitions related to this policy include:

Ambulance - A vehicle used for out-of-hospital medical care and patient transport that provides a driver's compartment; a patient compartment to accommodate an emergency medical services provider (EMSP) and at least one patient located on the primary cot positioned so that the primary patient can be given emergency care during transit; equipment and supplies for emergency care at the scene as well as during transport; safety, comfort, and avoidance of aggravation of the patient's injury or illness; two-way radio communication; and audible and visual traffic warning devices

Apparatus - Vehicles designed for the purpose of firefighting. This includes pumpers, ladder trucks and aerial devices, tiller trucks, wildland firefighting, aircraft rescue firefighting (ARFF) and mobile water supply (water tender) units.

In-reserve - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Fire and Emergency Services Division or that is pre-positioned to be readily available to on-duty Fire and Emergency Services personnel for calls for service (e.g., firefighting apparatus).

Out-of-service - When an emergency vehicle is not usable due to an unsafe or inoperable condition.

Staff vehicles - District vehicles assigned to members for their use during official district business.

702.2 POLICY

It is the policy of the Golder Ranch Fire District that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. In-service vehicles and apparatus shall be inspected daily. In-reserve apparatus should be inspected weekly. Vehicles and apparatus that are out of service for testing, maintenance or repair need not be inspected until they are returned to service or released to in-reserve status.

702.3 PROCEDURE

Golder Ranch Fire District

Policy Manual

Vehicle and Apparatus Mechanical Inspections, Testing and Repair

702.3.1 APPARATUS AND AMBULANCE DAILY INSPECTIONS

Operators shall be responsible for conducting a daily inspection of all apparatus and ambulances that has been established by the District and includes all of the items and provisions identified to ensure safe operational status. An inspection list is detailed in the applicable sections of NFPA 1002. The district daily inspection list shall be approved by the Fire Chief. Operators shall utilize the district's digital inspection platform to document inspections.

When an apparatus and ambulance become inoperative or in need of a repair that affects safe operation, the Captain shall be immediately notified. Based on the determination of the Captain, if the apparatus or ambulance cannot be used in a safe manner, it shall be immediately removed from service. The Captain shall notify the Battalion Chief of any vehicles placed out-of-service.

An apparatus or ambulance shall be considered unsafe and placed out of service if deficiencies are detected in one or more of the following areas:

- Battery(ies)
- Braking system
- Coolant system
- Electrical system
- Fuel
- Hydraulic fluids
- Oil
- Tires
- Steering system
- Belts
- Tools, appliances, and equipment
- Built-in safety features

Other deficiencies may or may not require an apparatus or ambulance to be placed out of service. Any safety-related deficiency that does not require the apparatus or ambulance to be taken out of service shall be repaired as quickly as possible.

702.3.2 STAFF VEHICLE DAILY INSPECTIONS

Members who are assigned staff vehicles should be responsible for the inspection and daily maintenance of their assigned vehicles. Daily maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of a repair that affects the safe operation of the vehicle, it should be immediately removed from service for repair.

Golder Ranch Fire District

Policy Manual

Vehicle and Apparatus Mechanical Inspections, Testing and Repair

702.3.3 TESTING AND REPAIR

Fire pumps on apparatus shall be tested as specified in NFPA 1911. Aerial devices shall be inspected and service tested by a qualified person as specified in NFPA 1071.

All repairs and preventive maintenance to apparatus shall be made by personnel deemed qualified as specified in NFPA 1071.

702.4 RECORDS

The District shall maintain a record of inspections, testing, repairs and maintenance for each vehicle or apparatus using the appropriate forms for the vehicle type. Completed forms should be retained by the District based on established records retention schedules.

Illness and Injury Prevention Program

900.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Golder Ranch Fire District, in accordance with the requirements of the Arizona Division of Occupational Safety and Health (ADOSH) (29 CFR 1910.11 et seq.; AAC § R20-5-602).

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by district procedures outside the policy manual.

This policy does not supersede but supplements any related Districtwide safety efforts.

900.2 POLICY

The Golder Ranch Fire District will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

The Health and Safety Officer (HSO) in collaboration with professional development is responsible for developing an IIPP that should include:

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of IIPP guidelines.
- (d) Recognizing members who perform safe work practices.
- (e) Member evaluation processes, including member safety performance.
- (f) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
 - 1. New member orientation, including a discussion of safety and health policies and procedures.
 - 2. Regularly scheduled safety meetings.
- (h) Posting or distributing safety information (AAC § R20-5-609).
- (i) A system for members to anonymously inform management about workplace hazards.
- (j) A system for reviewing whether safety mandates are being met that relate to:
 - 1. Bloodborne pathogens (29 CFR 1910.1030).
 - 2. Personal protective equipment (PPE) (29 CFR 1910.132).
 - 3. Fire prevention plan (29 CFR 1910.39).

Golder Ranch Fire District

Policy Manual

Illness and Injury Prevention Program

4. Respiratory protection (29 CFR 1910.134).
5. Emergency Action Plan (29 CFR 1910.38).
- (k) Availability of forms that address:
 1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.
 2. Investigations and corrective actions taken regarding individual incidents or accidents.
 3. Training records of each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (l) Establishing a safety and health committee, which will:
 1. Meet regularly.
 2. Prepare a written record of safety and health committee meetings.
 3. Review the results of periodic scheduled inspections.
 4. Review investigations of accidents and exposures.
 5. Make suggestions to command staff for the prevention of future incidents.
 6. Review investigations of alleged hazardous conditions.
 7. Submit recommendations to assist in the evaluation of member safety suggestions.
 8. Assess the effectiveness of efforts made by the District to meet standards.
- (m) Establishing a process to ensure workplace accidents involving a fatality or in-patient hospitalization of members are reported as required by ADOSH (29 CFR 1904.39; AAC § R20-5-629).
- (n) Provisions for traumatic event counseling by licensed mental health professionals (ARS § 38-673).

The HSO must conduct and document a review of the IIPP at least annually.

900.4 HEALTH AND SAFETY OFFICER

The Health and Safety Officer's responsibilities include but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

Illness and Injury Prevention Program

- (d) Completing required forms and reports relating to injury and illness prevention; such forms and reports shall be submitted to the Deputy Chief of Professional Development and Human Resources
- (e) Notifying the HSO when:
 - 1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
 - 2. New, previously unidentified hazards are recognized.
 - 3. Occupational injuries and illnesses occur.
 - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
 - 5. Workplace conditions warrant an inspection.

900.5 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor through the chain of command (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and the dates they are completed shall be documented on the district's electronic platform.

The Health and Safety Officer will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

900.6 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

900.7 RECORDS

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

Critical Incident Stress Debriefing

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing (CISD) program. The Golder Ranch Fire District recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Crisis response services - Consultation, risk assessment, referral and onsite crisis intervention services provided by the peer support team to a designated member (ARS § 38-1111).

Critical incident stress - A strong emotional, cognitive or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord and loss of ability to function.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

1022.2 POLICY

It is the policy of the Golder Ranch Fire District to implement a CISD program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

1022.3 CISD PROGRAM

The District should establish a peer support team responsible for implementing and managing the CISD program. The Fire Chief or the authorized designee is responsible for appointing members to the peer support team who are representative of all levels of district personnel. The district's Health and Safety Officer or designee serves as the team chairperson.

State, local and peer organizations provide CISD programs and critical incident stress management teams. These resources can prove beneficial and reduce costs.

Functions of the team include, but are not limited to:

- Providing input and assistance to the development and implementation of the CISD program.
- Recommending the type and content of critical incident-related programs, workshops or seminars.

Critical Incident Stress Debriefing

- Distributing CISD-related information to members.
- Providing the administrative and technical support needed to implement CISD and individual crisis response services.
- Assisting in the recruitment and training of peer support personnel.
- Coordinating and following up on requests for CISD or individual crisis response services.

1022.4 CISD COMPONENTS

The CISD program should include pre-incident, on-scene and post-incident activities, including education, diffusion of emotional reactions and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support personnel and trained professionals, such as physicians, psychologists or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor Management Wellness-Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

1022.4.1 ACTIVATION

The following are examples of incidents that may initiate CISD or individual crisis response services:

- Major disaster or mass casualty incidents
- Serious injury, death or suicide of a firefighter, police officer or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts unusually heavy media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate or delayed emotional response
- Cumulative trauma from multiple incidents

Any time it has been determined that a critical incident has occurred, and intervention may be needed, a CISD should be requested. The request may be made directly to peer support personnel. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

Critical Incident Stress Debriefing

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy, and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident including, but not limited to, communications personnel, law enforcement officers and paramedics or ambulance personnel.

Any member may request peer support, professional help or crisis response services as needed, on an individual basis.

1022.4.2 CISD PROVIDERS

CISD providers should include mental health professionals and peer support members.

- (a) The duties and responsibilities of mental health professionals include the following:
 - 1. Supervise and advise on all clinical aspects of the program.
 - 2. Ensure the quality of CISD services.
 - 3. Offer clinical support and program guidance to the peer support personnel.
 - 4. Assist in the selection of new peer support personnel.
 - 5. Provide guidance to peer support personnel.
 - 6. Assist in training peer support personnel and with continuing education.
 - 7. Advise on the development of policy and written operational CISD protocols.
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
 - 1. Be a licensed mental health professional.
 - 2. Be trained and experienced in a recognized CISD model.
 - 3. Demonstrate experience in counseling emergency services personnel.
- (c) The duties and responsibilities of peer support members include the following:
 - 1. Assist and support the CISD mental health professionals as necessary.
 - 2. Provide referrals to mental health professionals, where appropriate.
 - 3. Provide support and basic education to members and their families.
 - 4. Serve as a CISD provider with mental health professionals.
 - 5. Complete training and supervision necessary for the role.
- (d) Members involved in the CISD program as peer support personnel should have the following qualities:
 - 1. Good negotiating skills
 - 2. Ability to communicate effectively
 - 3. The respect and trust of peers

Critical Incident Stress Debriefing

4. Ability to maintain confidentiality
5. Ability to adhere to established limits and criteria
6. Ability to learn about the psycho-social process
7. Good listening skills
8. Good rapport with fellow emergency workers
9. Sensitivity to the problems of others
10. Be an emergency service provider or a member of a related service
11. Possess experience and knowledge about the types of incidents and situations to which members may be exposed

Peer support personnel should participate in both initial and continuing education and training regarding CISD principles and procedures.

1022.5 DEBRIEFING

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

- (a) On-scene debriefing: Peer support personnel or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support personnel. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- (c) Formal debriefing: Debriefing led by a CISD program mental health professional and peer support personnel that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support and understanding.
- (d) Follow-up debriefing: If deemed necessary, follow-up may be facilitated by the CISD mental health professional and peer support personnel several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

Critical Incident Stress Debriefing

No one has rank during a debriefing process. Everyone is equal.

Following any intervention, should members feel a need for additional assistance, contact may be made with peer support personnel to obtain information regarding a referral.

1022.6 ATTENDANCE

Only those involved in the incident and peer support members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Attendance will not be mandatory, members attending should not be obligated to speak or express their feelings during the CISD.

During debriefings, members involved should be out of service with radios, cell phones or other distractions turned off.

1022.7 ROTATION OF PERSONNEL

Incident Commanders should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Trained peer support personnel may make a request to their Captain or Battalion Chief for relief or reassignment during a shift to participate in CISD activities. The peer support personnel should provide a number of on-scene services, including on-site evaluation, encouragement and consultation. They should also be considered an available resource for assignment to rehab, medical or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. A Battalion Chief is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

1022.8 CONFIDENTIALITY

The District considers all CISD interventions and individual crisis response services, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

The only exceptions to confidentiality should be when (ARS § 38-1111):

Critical Incident Stress Debriefing

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.
- (c) The member has given express consent to divulge the applicable information.
- (d) The member has voluntarily testified to the information, which may compel the CISD member to testify to their knowledge of the same.
- (e) The information relates to a violation of law or policy that is normally enforced by a law enforcement agency.

1022.9 RECORD-KEEPING

Following a CISD intervention, the peer support team chairperson should prepare a summary report and forward it to the peer support team members for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants shall not be recorded.

1022.10 EMPLOYEE ASSISTANCE PROGRAM

In addition to critical incident stress debriefing, assistance is available to employees and their eligible dependents through a District-provided Employee Assistance Program (EAP).

Entry into the program can be:

- (a) Voluntary - Employees and/or dependents may contact the EAP provider directly to schedule an appointment.
- (b) Job-Related/Supervisory Referral - The supervisor, in conjunction with the employee, may schedule an appointment with the appropriate provider through the EAP provider.

If an employee or their eligible dependents seek services through the EAP provider, the first six visits per incident, in a calendar year, shall be provided at no cost. If further visits are deemed necessary, they may also be covered by the district and will be evaluated on a case-by-case basis.

If a supervisor believes an employee should be sent for counseling, the supervisor shall notify their chain of command and the Health and Safety Division of the situation to receive further direction with regard to obtaining approval from the District. Should the employee be required to attend counseling session(s), the cost of the co-payment shall be covered by the District. In such a situation where the employee is required to attend counseling sessions, the employee shall be

Critical Incident Stress Debriefing

compensated for the time required to attend the sessions. Confidentiality in supervisory referrals is imperative.

1022.11 CRAIG TIGER ACT

GRFD firefighters are eligible to receive the following benefits, if suffering from a work-related stress injury deemed as a qualifying event (ARS 38-673):

- (a) Twelve (12) visits with a clinician, with up to twenty-four (24) additional visits provided, if the psychologist/psychiatrist believes additional visits are likely to improve the member's condition, providing the visits occur within one (1) year after the first visit.
- (b) Employer cannot require member to use accrued paid time during the period they are attending a clinician visit including travel to/from the visit, providing the visit occur during regular work hours.
- (c) If psychologist/psychiatrist determines member is not fit for duty, employer must ensure member has no loss of pay and benefits, if all of the following apply:
 - 1. Member unable to work light duty.
 - (a) If the employer offers light duty, the employee must accept, unless determined otherwise by the psychologist/psychiatrist.
 - (b) If the employer offers, but the employee refuses light duty, the employer does not have to ensure a continuation of pay and benefits.
 - 2. Member has exhausted all accrued paid time, or other leave provided by employer's benefit package.
 - 3. Employer offers, and member elects short-term disability benefits, and is deemed ineligible.
 - 4. If all these are exhausted, employer shall ensure that pay and benefits continue for no longer than thirty (30) days from date psychologist/psychiatrist determined member was not fit for duty.
- (d) Employer shall permit member to select own psychologist/psychiatrist. e. Employer must pay psychologist/psychiatrist no less than schedule of fees outlined from the Industrial Commission for mental health visits.
- (e) The doctor MUST be a licensed psychologist or psychiatrist.

The Deputy Chief of Professional Development or designee will assist personnel with navigating the Craig Tiger Act.

1022.11.1 QUALIFYING EVENTS

Qualifying events, established by statute, are as follows:

- (a) Visually witnessing the death or maiming, or visually witnessing the immediate aftermath of such a death or maiming, of one or more human beings.
- (b) Responding to, or being directly involved in, a criminal investigation of an offense involving a dangerous crime against children as defined in ARS 13-705.

Critical Incident Stress Debriefing

- (c) Requiring rescue, in the line of duty, where one's life was endangered.
- (d) Using deadly force, or being subjected to deadly force, in the line of duty, regardless of whether the firefighter was physically injured.
- (e) Witnessing the death of another firefighter while engaged in line of duty.
- (f) Responding to, or being directly involved in, an investigation regarding the drowning, or near drowning of a child.

1022.11.2 STARTING A CASE

Once exposed to qualifying events, GRFD firefighters may begin the process of receiving the benefits of ARS 38-673, by following the below steps:

- (a) Download and complete the [Traumatic Event Reporting Form](#)
 - 1. Company Officer completes report for affected employee
 - 2. Save a copy and send it to the Deputy Chief of Professional Development and Human Resources.
- (b) It is the desire of the GRFD Peer Support Team to assist the member in navigating the benefits provided to them under the provisions of ARS 38- 673, and it is encouraged that a member seeking benefits, directly contact the Peer Support Team for assistance.

1022.11.3 REPORTING GUIDELINES

GRFD Human Resources shall compile the following data and report it to the Arizona Department of Administration (ADOA) by September 1 of each year, for each category of employee:

- (a) The total number of employees who have participated in the program.
- (b) The average number of visits per employee.
- (c) The average number of months that an employee participated in the program.
- (d) The average number of days that an employee who participated in the program missed work.
- (e) The total number of employees who subsequently filed a workers' compensation claim and the number of those claims that were approved and the number of those claims that were denied.
- (f) The percentage of employees who received more than 12 visits.
- (g) The number of employees determined to be not fit for duty by a psychologist/ psychiatrist.
- (h) The total amount of missed work and what benefits were used to compensate the employee for missed work.

Attachments

Traumatic Event Reporting Form.pdf



**Golder Ranch Fire District
TRAUMATIC EVENT
EXPOSURE REPORT FORM**



Reporting Employee: _____ Employee Title: _____

Date of Event: ____ / ____ / ____ Field Incident No: _____

Station/Shift _____

Please List ALL members present at the event:

Member 1: _____ Member 2: _____

Member 3: _____ Member 4: _____

Member 5: _____ Member 6: _____

Traumatic Event Type - Please check all that apply.

- ☐ **Code:** Visually witnessed the death or maiming or visually witnessed the immediate aftermath of death or maiming of one or more people.
- ☐ **Crimes against Children:** Responded to or witnessed an offense involving a dangerous crime against children as defined in A.R.S. 13-705
- ☐ **In line of Duty Rescue:** Requiring rescue in line of duty when your life was endangered.
- ☐ **Child Drowning/Near Drowning:** Responded to or was involved in an incident that involved the drowning or near drowning of a child.
- ☐ **Use of Force:** Using deadly force OR being subjected to deadly force in the line of duty regardless of physically injured.
- ☐ **Witnessed the death of another First Responder in the line of Duty.**

Description of the incident: _____

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

DATE: May 16, 2023

SUBJECT: FIRE CHIEF'S REPORT

ITEM #: 7A

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This allows for the fire chief to provide updates to the governing board on the following areas:

- Meetings/Trainings and Events Attended
- Political & Public Safety Interactions
- District Activities
- Personnel
- Commendations/Thank You Cards Received
- Essential Services
- Board Services
- Finance
- Human Resources
- Information Technology

Also under this agenda item the Local 3832 President will present their report to the Governing Board.

- Leadership Team Report – President Jones

RECOMMENDED MOTION

No motion is necessary for this agenda item.



FIRE CHIEF'S REPORT

Tom Brandhuber

April 2023



Chief's Activities for the Month

- Held weekly executive leadership team meetings (Deputy Chiefs-Assistant Chiefs-Directors)
- Attended the GRFD April board meeting.
- Attended the SAEMS ¼ meeting.
- Attended the Pima Fire Chiefs monthly meeting.
- Participated in the final benefits planning meeting for FY 2023/2024
- Attended the first annual Public Safety Day held at the Tucson Mall
- Attended Mr. Richard Hudgins memorial service.
- Attended the meet and greet with the two finalists for Oro Valley Town Manager, spoke Met with Crews throughout the District.
- Held Several Budget meetings in preparation for the FY23/24 Budget presentation.
- Attended the Leadership team meeting (labor/management)
- Attended the 2023 Economic Outlook luncheon.

- Attended the Governing Board special meeting to fill the vacated board seat.
- Attended the AFSI (Arizona Fire Service Institute) meeting.
- Met with Dave Perry for interview on being the new fire Chief for GRFD
- Meeting with each crew at every station to discuss topics.
- Meeting with personnel in all different divisions.
- Held the monthly AzAA executive board meeting.

Commendations and Thank You Letters Received For the Month

- Oro Valley Police Departments Communications Division sent a thank you card for the pizza sent them for Telecommunicator Week
- Robin Conner of NW District #1365 sent a thank you letter to Public Relations Coordinator, Lydia Camarillo, Captain Michael Waldorf, Firefighter/DO Albert Ortiz, Paramedic Kyle Milligan, Probationary Firefighter Austin Lillestol, Paramedic John "JR" Colby, Probationary Firefighter Victor Campos Cerna, Firefighter Diego Sparkman, and Firefighter Molly Kolt for attending and giving a presentation at the Annual Neighborhood Watch meeting.
- A thank you email was sent to Records Specialist, Jenny Wong and Board Services Supervisor Shannon Ortiz as well as the District personnel
- Girl Scout Troop 1444 sent thank you drawings to the District and dropped off boxes of Girl Scout cookies for personnel

Golder Ranch Fire -

Thank you so much for thinking of us during Telecommunicator Week! We really appreciated the Marcos Pizza. Thanks!

- OVPD Communications





April 22, 2023

Golder Ranch Fire District

3885 E. Golder Ranch Drive

Tucson, AZ 85739

Attn: Lydia Camarillo

Dear Lydia,

Thank you for your assistance with our Annual Neighborhood Watch Meeting held today. We were relieved to see the GRFD arrive shortly after another real call in our neighborhood. They have had a busy week in our hood; including my own home last Monday.

I appreciated the binder (Power point presentation) and look forward to reviewing it soon. The information was appreciated and helpful to our newer residents. Everyone liked the handouts and took home most of those adorable pens.

Please extend this thank you letter to those awesome folks who gave the presentation; we thank you all for your service and are so grateful our area is supported by GRFD!

Sincerely,

Robin Conner

Neighborhood Watch Area Leader, # NW District #1365

Ortiz, Shannon

From: [REDACTED]
Sent: Tuesday, April 11, 2023 8:26 AM
To: Ortiz, Shannon
Subject: [EXTERNAL]: Re: [EXTERNAL]: Re: [EXTERNAL]: Fwd: Incident report for 3/22/23 at 12:30 a.m.

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please let your entire department know how much you all are appreciated.
[REDACTED] SCOV resident.

On Tue, Apr 11, 2023 at 8:23 AM Ortiz, Shannon <sortiz@grfdaz.gov> wrote:

Thank you, we appreciate the kind words.

Sincerely,



Shannon Ortiz, CMC
Board Services Supervisor

Golder Ranch Fire District

Community First

"Proudly serving the communities of Oro Valley, Marana,
Catalina and SaddleBrooke"

P [520-825-5943](tel:520-825-5943)

A [3885 E. Golder Ranch Drive Tucson AZ 85739](#)



CONFIDENTIALITY NOTICE: This e-mail, including any attachments, may contain confidential information which is intended only for the use of the individual(s) or entitled named. If you receive this e-mail message in error, please immediately notify the sender by e-mail and delete it. Dissemination, forwarding, printing or copying of this e-mail without prior consent of the sender is strictly prohibited.

Thank you for your compliance.

From: [REDACTED]
Sent: Tuesday, April 11, 2023 8:17 AM
To: Ortiz, Shannon <sortiz@grfdaz.gov>
Subject: [EXTERNAL]: Re: [EXTERNAL]: Fwd: Incident report for 3/22/23 at 12:30 a.m.

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Shannon, Thank you and Jenny for your prompt and positive responses! I appreciate everything golder ranch fire dept. does for our community. Your sub station here in Sun City is wonderful and life saving!

[REDACTED]

On Tue, Apr 11, 2023 at 8:11 AM Ortiz, Shannon <sortiz@grfdaz.gov> wrote:

That works, thank you.

Thank you!

Troop 1444





Thank
you



♥ thanks
you





ESSENTIAL SERVICES REPORT

April 2023



Essential Services

Deputy Chief Eric Perry - Essential Services Board Report for April 2023

- 1) Center for Public Safety Excellence Accreditation Progress
 - a) Three documents are needed:
 - i) Community Risk Assessment – Standards of Cover Project:
 - (1) Completed and placed on our external website. Work in progress to update our response packages to reflect this document.
 - ii) Strategic Plan Progress
 - (1) Full update provided in last month's report, continuing to work on goals and objectives.
 - iii) Self-Assessment Manual
 - (1) Writing is in process by multiple subject matter experts agency-wide.

(a) We are on track to complete this as scheduled by August 2023 to apply to the CPSE to become accredited.

(b) Second drafts are submitted and being reviewed.

2) ISO upgrade project:

a) We are focusing on accreditation (and the inherent continuous improvement process it entails) to assist us with our ISO level.

i) ISO focuses on structure fire capability, prevention, education, and water supply.

ii) The accreditation focus is on the continuous improvement of ALL programs in the agency, including ISO.

iii) No changes currently

3) Work Process Improvements:

a) None currently

4) Lexipol Policy Project:

a) A project management system for completing tier 2 and below policies has been developed.

i) Completion of this project will assist with increasing our ISO score as well as with accreditation.

ii) Five policies on consent agenda for board approval

iii) Nine policies in the review pipeline

5) Other Projects:

a) Fire Accreditation Project Manager

i) Attended Quality Improvement for the Fire and Emergency Services Workshop (QIFES).

ii) Met with Division and Deputy Chiefs to introduce the Project Management Office (PMO) role.

iii) Read through current Process Improvement submissions to gain familiarization.

iv) Evaluated various PMO applications:

(1) PMO

(2) Smart Sheets

(3) Monday.com

v) Attended Securis-AFDA Webinar regarding Covid related reimbursements.

vi) Spent the day with BC Wilson.

vii) Visited all ten GRFD Stations.

b) Community Education Supervisor position – job offer accepted; member starts 5/27 and will be introduced to the board in June.

i) This position was the previous board-approved public educator.

ii) This position will be directed to complete and maintain the agency's community risk reduction plan.

Board Services

Board Services Supervisor Ortiz and Records Specialist Wong responded to 18 records requests for the month of April.

The breakdown is as follows:

Environmental Reports	1
Outstanding Code Violations/Inspection Report	-
Fire Reports	3
Incident Reports	-
Medical Records	13
Billing Records	-
Other	1

Fingerprinting and i9's taken at the front desk in the month of April:

Fingerprints	92
I9	9

Board Services Supervisor Ortiz and Records Specialist Wong have relocated files in a cabinet from Training into Board Services Supervisor Ortiz's office.

Records Specialist Wong has sorted through approximately four boxes of finance records, 38 floppy disks, four paper journals, and created certificates of destruction for these records. The boxes have been placed in the shed for storage and destruction once they are ready to be destroyed.

Board Services and Human Resources had a meeting on April 11th.

Golder Ranch Fire District received an extensive records request from a local law firm. Board Services Supervisor Ortiz and Records Specialist Wong had a meeting with Finance, Information Technology, and Human Resources on April 13th regarding this records request. The departments had been notified of a Teams Drive to upload their records onto. Records had been redacted and placed into the Teams Drive for review and approval. The number of pages in documents that were reviewed and redacted was 1,767 and 559 emails with attachments. Records Specialist Wong kept the requestor updated on the status throughout this process.

Records Specialist Wong got the opportunity to walk through Hanley on April 17th to see the progress of the building.

Board Services Supervisor Ortiz and Records Specialist Wong assisted in setting up for April's Board Meeting where Records Specialist Wong made it official by taking the behavioral and loyalty oaths!

Throughout the month of April, Board Services Supervisor Ortiz and Records Specialist Wong have responded to emails and phone calls providing information on the process of obtaining records from Golder Ranch Fire District.

Some other tasks that were completed by Records Specialist Wong were registering as a member of the Arizona Municipal Clerks Association, creating labels and folders for Board Members to store records, sending out Certified Restricted Mail, and adding documents into Document Locator, an electronic system that Golder Ranch Fire District uses for records management.

Board Services Supervisor Ortiz and Records Specialist Wong also participated in taking a group photo in front of administration for Administrative Professionals' Day!

Finance Report

As the GRFD Fire Board gets closer to approving the budget and associated levy for 2023-2024 Fiscal Year, I thought I would take a moment to discuss in greater detail something that usually gets glossed over in the monthly financial report: Previous Years Tax Revenues. Every month GRFD receives prior year's tax revenues. While this amount is not substantial and I usually report the amount as a single line with the current year's tax revenues, it is worth discussion. In any given year, the tax revenues are usually around 98% of the levy. This is because about 2% of the levy is not paid by property owners. This can be because the property owner cannot for whatever reason pay the taxes, or because the owner has passed on without a decedent, etc. When this happens, the County Treasurer must file a tax lien and then sell the lien to the highest bidder. Usually, the lien gets paid at 100% of the taxes, but sometimes it gets sold at more than 100%. This is because the owner of the tax lien can, if there are no liens on a property, file for a foreclosure on the property and ultimately get title for nothing more than the price of the property taxes owed. This can be a lucrative business and many people who are knowledgeable of the process can and do make money buying tax liens and foreclosing on property. Tax liens never go away and are almost always first in line to get satisfied when a property is sold or transferred. In the current fiscal year, there has been \$491K collected from previous fiscal years going back as far as 2000. Below is how much Pima County Treasurer still has on the books for all previous year's property tax levies.

CASH BALANCE	DOCUMENT HISTORY	ENTER A WARRANT	LEDGERS	REPORTS	TAX COLLECTIONS	TAX DISTRIBUTIONS
-----------------	---------------------	--------------------	---------	---------	--------------------	----------------------


Real Estate Taxes Receivable Accounts

Golder Ranch Fire District

As of 5/2/2023 2:49:13 AM

ACCOUNT	DESCRIPTION	AMOUNT
500.50600.10.10000.10000.10.1800.000	General Fund	167.83
500.50600.10.10000.10000.10.1800.001	General Fund	176.71
500.50600.10.10000.10000.10.1800.002	General Fund	176.71
500.50600.10.10000.10000.10.1800.003	General Fund	180.33
500.50600.10.10000.10000.10.1800.004	General Fund	198.52
500.50600.10.10000.10000.10.1800.005	General Fund	215.01
500.50600.10.10000.10000.10.1800.006	General Fund	1,206.56
500.50600.10.10000.10000.10.1800.007	General Fund	1,280.48
500.50600.10.10000.10000.10.1800.008	General Fund	1,251.13
500.50600.10.10000.10000.10.1800.009	General Fund	2,337.90
500.50600.10.10000.10000.10.1800.010	General Fund	9,252.10
500.50600.10.10000.10000.10.1800.011	General Fund	64,513.72
500.50600.10.10000.10000.10.1800.012	General Fund	95,126.60
500.50600.10.10000.10000.10.1800.013	General Fund	104,349.82
500.50600.10.10000.10000.10.1800.014	General Fund	25,808.80
500.50600.10.10000.10000.10.1800.015	General Fund	65,201.65
500.50600.10.10000.10000.10.1800.016	General Fund	49,817.54
500.50600.10.10000.10000.10.1800.017	General Fund	67,025.95
500.50600.10.10000.10000.10.1800.018	General Fund	83,730.45
500.50600.10.10000.10000.10.1800.019	General Fund	50,425.42
500.50600.10.10000.10000.10.1800.020	General Fund	46,521.06
500.50600.10.10000.10000.10.1800.021	General Fund	44,730.97
500.50600.10.10000.10000.10.1800.022	General Fund	7,488,454.78
500.50600.10.10000.10000.10.1800.088	General Fund	0.00
500.50600.10.10000.10000.10.1800.089	General Fund	0.00
500.50600.10.10000.10000.10.1800.090	General Fund	0.00
500.50600.10.10000.10000.10.1800.091	General Fund	0.00

On Pinal county side, there is a considerable amount of personal property taxes that have been collected from prior years.

 <div> Pinal County Treasurer Monthly Statement </div> <div>Date Range: 4/1/2023 to 4/30/2023</div>				
Account	Period	YTD		
6116491001	Golder Ranch Fire			
Begin Balance:	358,257.31	37,896.99		
Income:	1,097,892.01	5,606,517.25		
LOC Advance:	.00	.00		
Expense:	(358,257.31)	(4,546,522.23)	LOC:	.00
LOC Payments:	.00	.00	Warrants Outstanding:	.00
Cash Balance:	1,097,892.01	1,097,892.01	End:	1,097,892.01
Monthly Statement Summary				
Source Code	Description		MTDAmount	YTDAmount
6116491001	Golder Ranch Fire	Beginning Balance:	358,257.31	37,896.99
11100.2011	2011 Real Estate Taxes		.00	81.74
11100.2019	2019 Real Estate Taxes		.00	(16.78)
11100.2020	2020 Real Estate Taxes		.00	(1,959.66)
11100.2021	2021 Real Estate Taxes		.00	19,283.51
11100.2022	2022 Real Estate Taxes		1,094,877.68	5,318,235.21
12100.2018	2018 Personal Property Taxes		.00	17,419.68
12100.2019	2019 Personal Property Taxes		.00	11,701.71
12100.2020	2020 Personal Property Taxes		.00	11,934.18
12100.2021	2021 Personal Property Taxes		.00	11,759.23
12100.2022	2022 Personal Property Taxes		3,014.33	89,056.43
15130.0	Contributions Fire Assistance		.00	129,022.00
90400.0	Refund Interest		.00	(289.67)
91210.0	Remitted to Agencies		(358,257.31)	(4,546,232.56)
		Ending Balance:	1,097,892.01	1,097,892.01
Monthly Statement Detail				

Human Resources

HR participated in all regularly scheduled meetings, and completed all regular duties. Additionally, we were involved in the following:

Recruitments

- Recently Closed:
 - Fire Chief
 - IT Specialist
 - Systems Administrator-LAN
 - Records Specialist
 - Fire Accreditation Project Manager

- Community Education Supervisor
 - Anticipated start date: May 30, 2023
- Fleet Maintenance Tech Apprentice
 - Anticipated start date: May 22, 2023
- Future Upcoming:
 - Budget Analyst

Congratulations!

- **New Hires:**
 - Jesus Limas, Systems Administrator - LAN

Projects

- The HR team has successfully completed all open external recruitments, with a job offer being made to the incoming Fleet Technician-Apprentice.
- Collaborated with Fire & Life Safety Services to prepare for their internal Deputy Fire Marshal process
- Participated in Zoom call with Securis (workers' comp provider)
- HR, Chiefs, and Labor have wrapped up discussions with Crest Insurance to plan 2023-2024 benefits Open Enrollment. We have had the kick-off meeting, and four follow-ups.
 - 04.25.2023 - Final discussion with recommendations
 - 05.22.2023 – 05.31.2023 - Open Enrollment dates
- The new accreditation process has kicked off. The HR and Board Services Team are looking forward to participating and learning new things.
- Paycom Implementation (replacing ADP):
 - Paycom is fully implemented.
 - Next items:
 - Moving forms into Paycom (SRI, disciplinary documents, etc.)
 - Assessing changes to the current performance evaluation process and implementing the new process in Paycom
- New Performance Evaluation committee – has begun
 - We are currently identifying participants
 - Evaluating performance evaluation options
 - Assessing what electronic performance evaluations will look like in Paycom
- Job Descriptions being moved to the GRFD Intranet site
- Policy reviews and updates – *please see policy section of board packet*

Employee Recognition

Congratulations on your Golder anniversary, and thank you for being such amazing team members!



Employee Name	Hire Date	Years of Service
KAPPEL, CORY ALLEN	05/01/1993	30
BAUMANN, ANDREW MICHAEL	05/12/2000	23
GREENER, SHAUN	05/17/2004	19
GRISSOM, CHRIS	05/17/2004	19
LOGAN, THOMAS KIRK	05/17/2004	19
MORSE, ROB L	05/17/2004	19
PEARCE, FREDERICK H.	05/17/2004	19
WILSON, MARK SHANKS	05/17/2004	19
ZOECHBAUER, AUTUMN ELIZABETH	05/12/2014	9
FISHER, DEBBIE	05/09/2022	1
NOLAND, EMILY	05/23/2022	1

IT Applications Group Activities/Projects

The GRFD IT Applications group has been working on the following projects:

- The application group has been focused on dealing with ongoing tickets, doing regular maintenance, and dealing with documentation on new issues.
- The Applications team will be attending the OperativeIQ conference that will be held from May 7th - 11th. We look forward to looking at any new features or improvements that OPiQ has to offer for this year. This is also a good opportunity to continue to network and build relations with their staff.
- TPFD has recently won a grant that has allowed them to purchase and upgrade to the new Zoll X Series Advanced Monitors. The Applications Team will be working closely with Zoll and TPFD to make sure that their new devices are properly set up.
- The Applications Team has successfully implemented the new Arizona Schematron that includes any new facilities & validation rule updates. Our current Schematron is V3.4 and all Agencies in AZ have been mandated to switch to V3.5 by July 1st, 2023, this mandate requires us to completely update our EPCR software and be on the latest version to qualify for V3.5, IT is still in the testing phases of the new version and projected deployment date is early June.

IT GIS Activities/Projects

- The ambulance analysis project continued for Chief Pearce

- Spreadsheet for the breakdown of all medical types and responses
 - Analysis of Station 380 area and it's first due
- Continual collaboration with Tucson Fire, Public Safety, and Northwest Fire GIS folks to streamline the process of pulling data from dispatch and automating this process
 - Test sample 2022 data pull from dispatch and work on issues with data
 - Ongoing project
- Pre-plans improvement project
 - QA / QC data for building and apartment numbers which have been entered into the Mobile Data Terminal (MDT) by Chad (lite duty); these numbers show up directly in the MDT to assist responders in finding locations faster.
 - Ongoing project
 - Sample area attached
- Swift water rescue project
 - Continue working with GIS folks from NWFD, TFD and Pima County Regional Flood Control District (RFCD) and Information Technology (IT) departments – add GRFD engine crews for access to the app
 - Ongoing project
- Telecommunications database updates
 - Work with Herman and NWFD folks to update our telecommunications data and complete all empty fields.
- Yearly hydrant inspection project – working with Johanna, Brad, Oro Valley Water, and our new contact at AZ Water to streamline and ensure all 4,570 fire hydrants within our district are inspected and repaired as needed.
 - Ongoing project
- Evacuation Zone project with Pinal County Public Works GIS and BC Lee Muscarella
 - Working on creating zones for evacuations in emergencies per initial request from Pinal County
 - Ongoing project
- Inspector map request from Fire Marshal Akins
 - Update to inspector map from 4 to 5 inspectors
 - Map attached.
- Updating GRFD Interactive Map on a public webpage
 - Updates to addresses and any other layers this is an ongoing project



The GRFD IT Systems group has been working on the following projects:

- The System group has been focused on setting up hardware and software for users related to the new organizational move and new inspectors.
- We are very happy to introduce our new employee to the System Administrator Jesus Limas. He has been working in the IT field for over 18 years in various industries and roles. Most recently he was a Systems Administrator at Unified Women's Healthcare. Currently, he is working on a Bachelor's in IT degree at Western Governors University.
- Microsoft 365 Tenant Migration is almost complete. We are organizing data that is subject to various US government regulations and requirements. Also, we are increasing our Information Security posture. Malicious actors no longer attack large corporations exclusively. They are going after organizations of all sizes, in all industries. As of late, they have been particularly focused on educational institutions and healthcare provider organizations. They assume smaller organizations may not always have the resources and expertise to be proactive or have the ability to recover from an attack. GRFD IT has taken measures and continues to implement InfoSec best practices to ensure GRFD, partner Fire Departments and patient data remain secure. Moving to the Microsoft 365 Government Tenant is one of those measures.
- Jesus and Barry have been focusing on Mobile Device Management (MDM). MDM maximizes mobile device support, organizational functionality, and security. Mobile devices are now able to match the same power, access, and functionality of a regular workstation. As such, steps must be taken to safeguard them from malicious attacks while maintaining flexibility in usability. An MDM will offer the ability to remotely lock or wipe a lost or stolen device, whitelist applications, remotely install applications and enable IT staff to troubleshoot issues remotely.
- IT Asset Management: We are reevaluating various asset management database sources, improving how we are tracking IT assets, and streamlining the check-out and check-in process. We are streamlining processes, and implementing new technologies to reduce labor hours while ensuring high accuracy and consistency in process adherence.
- Our current platform, Spiceworks, is no longer supported by the developer nor does it meet the needs of our rapidly growing organization. One of the features we are seeking in an IT service management (ITSM) is a customer-facing Self Service IT Services portal. Within the portal, you will be able to view IT service status notifications, submit support requests, check the status of requests, and access the IT knowledge base.

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Pat Abel, Assistant Chief

DATE: May 16, 2023

SUBJECT: PLANNING ASSISTANT CHIEF'S REPORT

ITEM #: 7B

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This allows for the logistics/planning assistant chief to provide updates to the Governing Board on the following areas:

- Assistant Chief's Activities
- Planning
- Logistics
- Facilities Maintenance
- Fleet
- Supply
- Fire and Life Safety

RECOMMENDED MOTION

No motion is necessary for this agenda item.



ASSISTANT CHIEF'S REPORT

Assistant Chief's Activities for the Month

Meetings Attended & General Information

- Chiefs Brandhuber, Robb, Cesarek, Pearce, Grissom, Perry, and I, along with Directors Christian, Delong & Rascon participated in our weekly Fire Chief's command staff meetings.
- Chief Officers, Directors and Managers (from various divisions) and I, participated in the Fire Chief status meetings held every first Tuesday of each month.
- Planning, Logistics Division (Fleet, Facilities & Fire Supply) – Phase I of the Performance Indicators (PI's) and Critical Criteria (CC's) have been completed and submitted to Chief Perry for the accreditation process. Fire & Life Safety, Logistics & Planning all worked on their budgets for the budget study session scheduled for May 1.
- I continue to attend and serve on the following teams and committees:
 - Arizona Fire Chief's Association (Pima County Regional Representative) – I have given notice to both the Arizona Fire Chief's Association and the Pima Fire Chiefs of my pending retirement May 31. Both are aware and seeking a new representative from Pima Fire Chiefs to serve as the new AFCA representative to take my place. I will continue to participate with the AFCA as an alumni member.
 - Arizona Mutual Aid Committee – This responsibility will more than likely be assigned to the new AFCA representative that replaces me.
 - Optimist Club – May is my last month with this organization as a member of GRFD. Several GRFD members were able to participate in the Optimist Club Scramble for Youth Golf Tournament which is a fund raiser for youth activities and events such as project graduation (see photo below).
 - GRFD events planning group
 - Arizona State Local Assistant State Team (LAST) – Although I will be retiring from GRFD I will still remain active with the team as a civilian

and assist when and where I can to honor our fallen brother and sisters in the fire service. .

- IMPACT of Southern AZ - Board Member – As mentioned before, IMPACT extended my term and voted to have me serve as President of the board until June 2024 to help with the transition of the board. I will remain active as a civilian until that time.
- Station 378 (SaddleBrooke Ranch) update – The Architect, Engineers, Chief Cesarek & I had a preconstruction meeting on the civil aspects of the project with Pinal County for plan submittal requirements and permits. We continue to work closely with the HOA on both the station and signage we plan to put on the property to help make awareness of this future new fire station to the residents of SaddleBrooke Ranch. Going forward, Chief Cesarek will have lead on this project and will update the board on the progress.
- Below is the photo from the Scramble for Youth golf tournament



- Participated in our benefits committee meeting with Crest to discuss next fiscal year's opportunities and impact.
- I attended an AZ Fire Chiefs Assoc. (AFCA) Mutual Aid Committee.

- GRFD Planning, Logistics & Fire & Life Safety personnel had lunch with Retired Deputy Fire Marshal Steve Horbarenko and his wife Harriett to present to Steve his badge, helmet and axe for retirement.



- Farewell Message: After thirty-five years working with Golder Ranch Fire District, my time is coming to a close. My last day before retirement is May 31. I cannot say enough how much I truly love this organization, the people that I have had the opportunity to work with and call my brothers & sisters (family) and the culture that this fire district embraces that has made working here like “living the dream”. I have had the opportunity to work through almost every position in this organization, from Firefighter to Captain / Paramedic, Battalion Chief and currently Assistant Chief. During my time, this organization has given me and others the support, trust and opportunity to excel. I have had the opportunity to see our fire district prosper, grow and lead like no other. This is largely because of the people here. The fire board, the Chief’s, Directors and managers, but most importantly the people that are in the field responding to calls, behind the desks, under the trucks, maintaining our facilities, training our crews, making it a safe place to work, and supporting our people and the mission that have made it happen. We are so fortunate to have such great people working here at GRFD. I appreciate the opportunity to be a part of this organization, the people and for serving this wonderful community that supports all of us. I am better because of it and so is my family. For that I say thank you. You have all made a difference in my life. I look forward to watching as our family and this organization continues to grow and prosper. It has been a great honor to work here alongside the men and women of this wonderful organization and proud to say that I was a part of this awesome family / team. I have been blessed to be able to serve an incredible career with Golder Ranch Fire District and call this place home. I appreciate your friendship and support throughout the years. I wish you all the best and will continue to keep this family and community in my thoughts and prayers. Thank you!

Grant Cesarek- Deputy Chief

- Attended all staff meetings for the month
- Worked with FLS and Logistics for budget adjustments, multiple rounds
- Completed second drafts of assigned performance indicators for accreditation
- Completed pre-construction meeting with Lloyd and WSM for station 378
- Provided guidance to WSM for civil engineering at station 378
- Prepared signage for the land at station 378, approved by Robson Communities
- Attended labor management meeting
- Attended presentation from Fleet and Logistics on the state of the fleet document, which Alex Barraza and Mike Price did a great job on.
- Set up a meeting with Tucson Appliance to facilitate price comparisons to current appliance vendors
- Budget study session preparation. Fire Marshal Akins did a great job preparing data to support her position request

Hanley Update

- Construction team completed the drywall and moved to paint prep
- By the end of the month the southwest offices were painted
- Floor prep started in office spaces
- Finalized the exterior paint colors, gray with red trim
- Worked on signage requirements with the business park board
- Received bids for roller shades on all windows
- Received scope of work for the door locks to enhance our security features
- Electrical items are having longer lead times, made a change in a manufacturer of can lights to shorten a delivery time
- Still anticipating long lead times on HVAC, but they are on track for late June

Michael Price- Division Chief of Logistics

- Service Desk used for repair or service requests: April
 - Fleet: 37 requests
 - Facilities: 43 requests
 - Supply: 20 requests

Facilities

District Stations

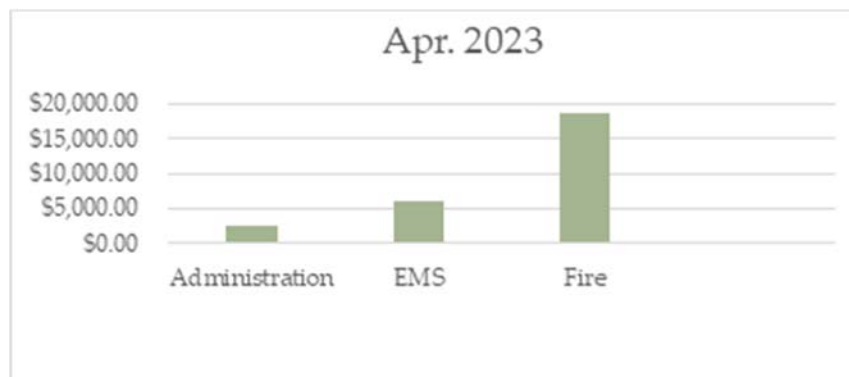
- All ice machine Semi Annual PM's are complete at all GRFD facilities.
- 170 Deep cleaning of Administration North, Professional Dev./Training & Fleet is complete
- 340 Make Up Air unit repaired in training
- 370 Six new recliners were purchased & delivered
- 372 Project 061 Paint exterior of station is complete
- 373 Ice Machine repaired
- 379 Annual PM Operational Service & Load Bank completed
- 380 New washing machine purchased & installed

Daily repairs, scheduled preventative maintenance, regular maintenance & construction projects are on going

Fleet

Monthly vehicle parts Costs

- Administration - \$2,567.58
- EMS - \$5,968.33
- Fire - \$18,742.48



Procurement Specialist

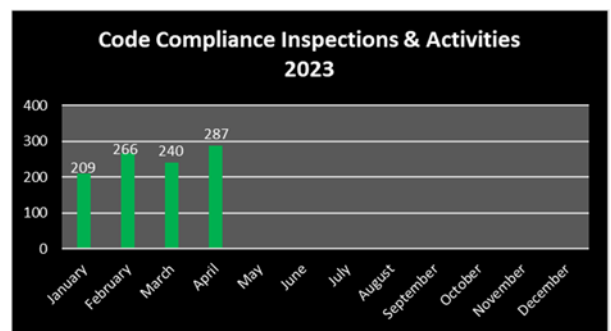
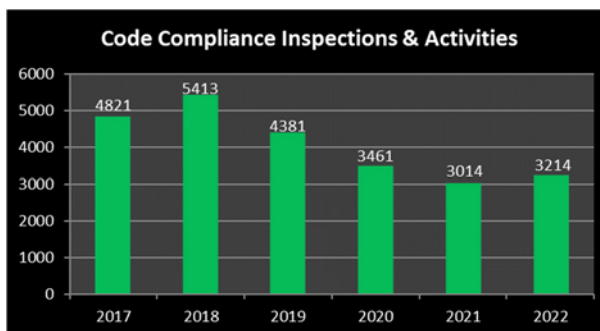
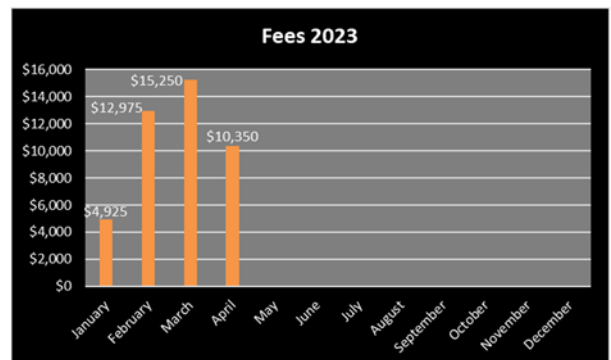
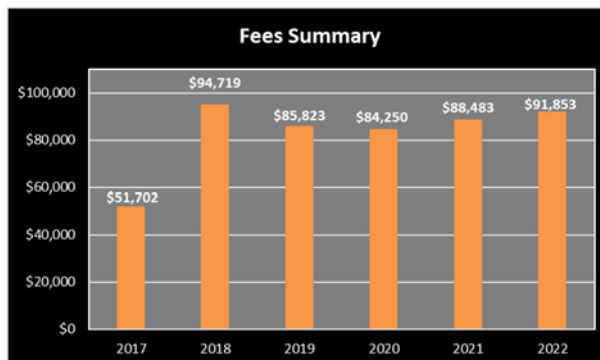
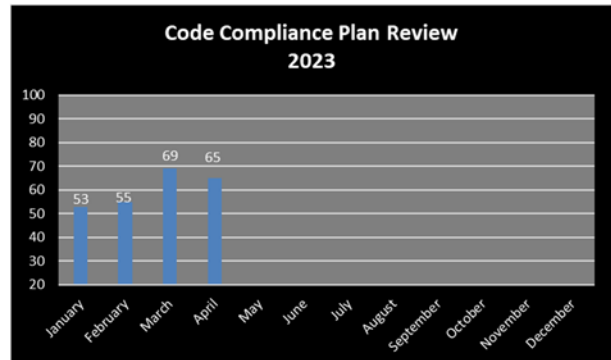
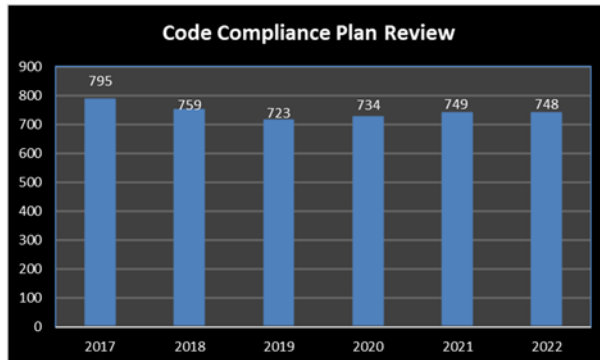
Procurement

- Purchased \$24,282.60 worth of Purchased Fire Supplies
- Purchased \$13,805.03 worth of Admin Supplies and Special Wildland items

Inventory Management

- Completed Annual Hose and Ladder Testing
- Received and Sent in Bunker Gear for Repair

Fire and Life Safety Services



Top 3 Inspections	Quantity
Prevention/re-inspection	129
Residential	71
Commercial	16

Commercial Projects Summary

New projects for this month = **Green**

ZONE 1 Stations 378, 372, 373, 370, 374	ZONE 2 Stations 375, 377	ZONE 3 Stations 376, 379	ZONE 4 Stations 380
Splendido Remodel 13500 N Rancho Vistoso	Design Center T.I. 8454 N Oracle	Davis Pediatric T.I. 10520 N La Canada	Canyon Community Bank T.I. 7981 N Oracle
Desert Palms PT T.I. 12142 N Rancho Vistoso	Freddy's CO2 11143 N Oracle	Highland Clubhouse T.I. 10702 N Highlands	Northwest Corp T.I. 7400 N Oracle Ste 225/239/235
The Motive Wellness 2530 E Vistoso Commerce	ROCHE Building 3 T.I. 1910 E Innovation Park	Goodwill T.I. 10560 N La Canada	Sprouts T.I. 7665 N Oracle
Golder Ranch Vineyard 64496 E Edwin	Oro Valley Dental Group T.I. 750 E Pusche View	The X Noodle T.I. 11931 N First Ste 102	Saffron T.I. 7607 N Oracle
Shell Building T.I. 1826 E Innovation Park	Basis Administration T.I. 10134 N Oracle	Beautiful Savior F.A. 7570 N Thornydale	Dr. Chin Dentistry T.I. 7520 N Oracle Ste 200
Pima Eye Institute T.I. 1884 E Innovation Park	Tangerine Dental T.I. 1880 E Tangerine Ste 190	Circle K T.I. 10410 N La Canada	AMG Medical Aesthetics T.I. 7356 N La Cholla
Camp Bow Wow Fire Alarm 16725 N Oracle	Flex Gymnastics T.I. 11085 N Oracle	Resurrection Lutheran T.I. 11575 N First	Casa Linda Apartments T.I. 699 W Magee
Thin Blue Line T.I. 1171 W Rancho Vistoso Ste 159	Trusting Connections T.I. 1880 E Tangerine Ste 150	Medix Infusion T.I. 2918 W Ina Ste 100	United Urology Medical T.I. 7470 N Oracle Ste 202
Fairfield Homes Sales Office T.I. 3355 E Haswer	PRCA MPR 9500 N Oracle	TOV Community Center T.I. 10555 N La Canada	United Urology Surgical T.I. 7470 N Oracle Ste 201
Harbor Freight T.I. 13005 N Oracle	Stacks Book Club T.I. 1880 E Tangerine Ste 140		Discount Tire T.I. 8125 N Oracle
Healthy Skin T.I. 2295 E Vistoso Commerce	Linda Vista Luxury Rentals 375 E Linda Vista		Landlord Improvement 7350 N La Cholla
Who Received Project Final Inspection	Steam Pump BBQ/Bunk/Pusch 10901 N Oracle		Long Realty T.I. 8580 N Oracle
Nicos T.I. 15665 N Lupine	Oro Valley Hospital T.I. 1551 E Tangerine		Dr. Roberts Dentistry T.I. 7921 N Oracle
Integrative Touch T.I. 7493 N Oracle Ste 103	Aspen Dental T.I. 10580 N Oracle Ste 100		Arroyo Verde Apartments 8020 N La Cholla
	TOV Pusch Ridge Golf T.I. 10000 N Oracle		Eegee's T.I. 7911 N Oracle
	Bailey Vet T.I. 10140 N Oracle		Cabali Tiki T.I. 8195 N Oracle Ste 125
	Lewis & Ivey Salon T.I. 1880 E Tangerine Ste 160		Cold Beer & Cheeseburgers T.I. 7315 N Oracle Ste 141
	3 Degree Sauna Spa T.I. 1930 E Tangerine Ste 100		Brutal Doodle Tatoo T.I. 7980 N Oracle Ste 100
	NW Urgent Care 10568 N Oracle Ste 110		
	NW Primary Care 10568 N Oracle Ste 150		
	Shell Building 10556 N Oracle		
	Nautical Bowls T.I. 10515 N Oracle Ste 167		
	Sportsclips T.I. 2060 E Tangerine Ste 142		

Fire Marshal Akins

- Attended the 2023 Economic Outlook luncheon
- Meeting with Becky Steinnecker regarding mapping for new inspector zone
- Meeting with representative from SERVPRO regarding services they provide to the public
- Attended re-occurring meetings to include TOV pre-construction/DRC/Traffic, Joint Fire Investigations, Fire Chief Status, BC/DC, Chief Planning and Logistics, GRFD Fire Board, SAFMA, AFMA, Shark Tank, TOV Traffic Safety, and FLS Staff

Education/Committees/Training Activities

- DFM White and Inspectors Ross, Hurley, Helvig, Filener, and Druke attended the joint fire investigator meeting
- Inspector Ross attended the FI-210 Wildland Fire Origin & Cause class
- Permit Tech Devine attend the Complete Permit Technician course at AZBO

GRFD Fire Investigations

Date	Type of Call	Property Use	Estimated Property Loss	Estimated Content Loss	Estimated Property Save	Estimated Content Save
01/06/23	House Fire	One-Two Family Dwelling	\$31,253	\$10,418	\$177,098	\$93,758
01/09/23	House Fire	One-Two Family Dwelling	\$25,648	\$2,565	\$487,310	\$253,914
01/13/23	Vehicle Fire	One-Two Family Dwelling	\$8,000	\$0	\$0	\$0
01/31/23	House Fire	One-Two Family Dwelling	\$166,257	\$97,828	\$220,490	\$95,546
02/03/23	Vehicle Fire	One-Two Family Dwelling	\$1,125	\$200	\$6,375	\$200
02/14/23	House Fire	One-Two Family Dwelling	\$0	\$2,000	\$264,324	\$130,162
03/21/23	Building Fire	Commercial - Business	\$337,637	\$180,877	\$144,701	\$60,292
04/06/23	Building Fire	One-Two Family Dwelling	\$3,465	\$1,733	\$343,083	\$171,541
04/19/23	House Fire	One-Two Family Dwelling	\$0	\$300	\$261,005	\$130,203
04/23/23	Vehicle Explosion	Travel Trailer	\$20,000	\$1,000	\$0	\$9,000
		TOTAL	\$593,385	\$296,921	\$1,904,386	\$944,616

- On April 6, 2023, a house fire was reported in the Golder Ranch Fire District.
 - The area of origin was cooking oil on the stove
 - This fire is classified as unintentional
- On April 6, 2023, a house fire was reported in the Northwest Fire District.
 - GRFD assisted with the origin and cause investigation
- On April 10, 2023, a house fire was reported in the Golder Ranch Fire District.
 - The area of origin was a mattress and other debris outside the rear of the home.
 - This fire is classified as intentional and was turned over to PCSD.
- On April 11, 2023, a house fire was reported in the Northwest Fire District.
 - GRFD assisted with the origin and cause investigation
- On April 12, 2023, a house fire was reported in the Northwest Fire District.
 - GRFD assisted with the origin and cause investigation

- On April 16, 2023, a house fire was reported in the Northwest Fire District
 - GRFD assisted with the origin and cause investigation
- On April 20, 2023, a house fire was reported in the Northwest Fire District
 - GRFD assisted with the origin and cause investigation
- On April 21, 2023, a commercial fire was reported in the Northwest Fire District
 - GRFD assisted with the origin and cause investigation
- On April 23, 2023, a mobile home fire was reported in the Golder Ranch Fire District.
 - The fire was caused by an explosion inside a travel trailer due to a propane released through an open gas line
 - The area of origin was near the fridge enclosure
 - This fire is classified as unintentional

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Scott Robb, Assistant Chief of Emergency Response & Professional Development

DATE: May 16, 2023

SUBJECT: EMERGENCY RESPONSE/PROFESSIONAL DEVELOPMENT ASSISTANT CHIEF'S REPORT

ITEM #: 7C

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This allows for the operations assistant chief to provide updates to the Governing Board on the following areas:

- Emergency Response
- Professional Development
- Health and Safety
- Wildland
- Honor Guard/Pipes and Drums
- Special Operations
- Community Services and Public Relations

RECOMMENDED MOTION

No motion is necessary for this agenda item.



ASSISTANT CHIEF'S REPORT

Emergency Response/Professional Development – Scott Robb

April 2023



EMS

EMS Training

- Next set of paramedics will be graduating on June 12, 2023. The announcement will be forthcoming.
- The EMS Division will be delivering the “Jumpstart” Program to the new medic students following graduation.
- EMS Division has cancelled April 2023 Trimester Skills Lab and will be made up in July.
- In station Intraosseous (IO) training will begin in May with our Teleflex Rep.
- University Arizona EMS (UAEMS) training is issued monthly via Vector Solutions.

Other Items of Interest

- GRFD's O2 replacement program has been finalized with Matheson. The remaining supplies are scheduled for delivery on May 2nd. Training and deployment are forthcoming.
- All oxygen racks and lifts have been ordered and received.
- The EMS Division has received all the controlled medications. Training and deployment went very smoothly and is working as forecasted: [Controlled Medications Update and Roll-Out](#)
- The new Power Pro 2 Gurney's by Stryker are scheduled for delivery on May 11th.

- Sent out a Regular Memo to recruit for a 40-hour Paramedic position in the EMS Division: [EMS Division 40 Hour Position](#) (file review and interviews are the week of May 1st).
- The Bureau of EMS & Trauma System with Arizona Department of Health Services (AzDHS) is hosting its first annual Emergency Medical Care Technician (EMCT) of the Year Award contest during National EMS Week (May 21-27, 2023). GRFD has submitted a nominee for our region.

2022 Cohort Paramedic Program

- Public Safety and Emergency Service Institute (PSESI) and Pima Community College (PCC) “Shift Friendly” Paramedic Program is going very well for GRFD’s students.
- GRFD is supporting (4) individuals who successfully complete PCC’s competitive process. Reference Reg. Memo: [Shift Friendly Paramedic Program](#)
 - (4) personnel tested
 - (4) personnel have been selected and earned a seat through the competitive process
 - (4) personnel are doing very well
- (4) GRFD students began vehicular clinicals in February 2023
- Graduation is June 12, 2023. The announcement is forthcoming.

EMS Team

- Emergency department wait times have been increasing. We continue to have tight communication with hospital liaisons and have been working to find efficient ways of maintaining quick patient transfers.
- Continued collaboration with all hospital partners and EMS agencies.
- Continued monthly meetings with the EMS Team to continuously improve communication across all three shifts with EC talking points.
- The Administration and Operations ECs (EMS Captains) continue to meet with GRFD’s Medical Director and Deputy Director from Banner University Medical Group (B-UMG), focusing primarily on policies and processes.
- 2 ECs are attending Incident Safety Officer (ISO) Class in Phoenix.
- All have completed and passed their certification class.
- Continued work on Performance Indicator’s (PIs) for accreditation.
- All EMS PIs have been submitted prior to the deadline, which was April 28th.
- Worked on and submitted several EMS policies for final approval.
- Created a narcotics email, please reference Reg. Memo: [Narcs Email](#)
- Worked with GRFD’s Billing department to message communication for ePCR signatures: [ePCR Signature Requirements](#)

Monthly EMS Stats

Month of April Details

Transports+/- From Last Month

MD372	0	0
MD376	0	0
MD379	0	0
PM370	91	28
PM371	0	0
PM372	1	1
PM373	96	31
PM374	0	0
PM375	116	-3
PM376	95	-1
PM377	88	-7
PM379	0	0
PM380	123	-2
PM381	29	7

Inter-facility +/- From Last Month

0	0
0	0
0	0
1	-1
0	0
0	0
0	-2
0	0
3	-4
2	1
0	-2
0	0
0	-1
0	0

Transports +/- for the Month

Total Transports for the Month to Date: 639
+/- From Last Month 54
Total Responses 647
Transport % 99%

Inter-facility +/- for the Month

Total Inter-facility for the Month to Date: 5
+/- From Last Month -9

Fiscal Year Details for 2022-23

Transports

Fiscal Year to Date: 5,772
Last Fiscal Year to Date: 5,704
+/- From Last Month 68
Total Responses 5,845
Transport % 99%

Inter-facility

Transports Fiscal Year to Date: 93
Last Year to Today Last Year: 148
+/- From Last Month -55



Driver Operator Course

Courses/Training

- Six people continue to take the Driver Operator/Aerial Operator course
 - Course is running from February 28 – May 1, 2023
- Instructor I Course
 - Course is scheduled to run from April 17 – May 1, 2023 on a firefighter-friendly schedule
 - State testing will take place on May 1st
- Instructor II Course
 - Course is scheduled to run from May 15 – June 1, 2023 on a firefighter-friendly schedule

2022-02 Probationary Year

- Module II books are due June 5, 2023
- Module I & II testing will take place June 13th, 14th, and 15th

23-01 Probationary Year

- Module I and II books are due June 5, 2023
- Module I & II testing will take place June 13th, 14th, and 15th

Miscellaneous

- CRD Spring 2023 began March 6, 2023 and ran through April 18, 2023
 - Covered Ladder Operations, Multiple Lines, and Vehicle Extrication

Recruitment Team

- Marana High School toured the training facilities and got to see demonstrations on EMS, extrication, and fire skills
- Attended recruitment events in Vail and Mountain View High School

Car Seat Program

- One car seat install was done in the month of April

Health and Safety

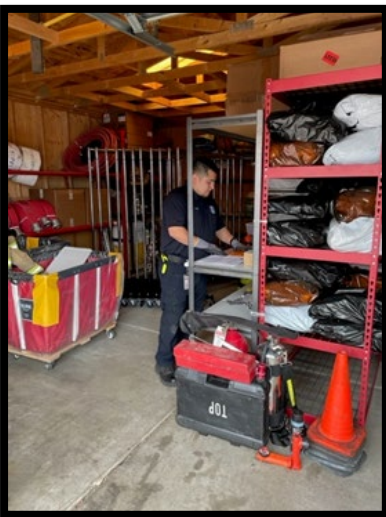
ACE Certification

- Determining need for recerts and new certifications
- 14 personnel from GRFD completed first class, online self-paced platform
 - Students scheduling test dates and times, must be completed by July 3rd, 2023
- O2X conference APP to be distributed to all class participants plus 20 extra (GTFF)
- Peer Fitness trainers for coordination and implementation of 90-day improvement plan



PPE/Safety Committee

- Combined with safety committee for future meetings
- LN Curtis with hood discussion, particulate hoods being mandated by 2024, will have 1 year to comply with NFPA standard
- Extractor capital purchase request completed
- AP 379 in service with all necessary loaner program turnouts (75 sets)
 - The system has been utilized on numerous fires and working through small details
 - Great work by the AP379 staff
- Safety Committee meeting scheduled for May 11th at station 380



Turnout loaner program



TIMS (Traffic Safety Incident Management)

- Four new GRFD TIMS Instructors:
 - Captain Jeremy North
 - Captain Dean Stevens
 - Captain Andrew Smith
 - Battalion Chief Adam Jarrold
- Tentative availability for additional class instructed by GRFD and Catalina Towing (dates and times TBD)

Wellness Wednesday

- Proposal for weekly info: Wellness Wednesday (FDSOA) and training tips (FDNY)

PPE maintenance/cleaning program

- PPE maintenance/cleaning program implementation (7-8-month delivery on new turnouts)
- Extractor/cleaners proposal being developed for NFPA 1851
- Inspection check sheet on OpIQ adjusted
- Instructional class on PPE Exchange program/cleaning process (North to all personnel)
- Collection, inventory, inspection, and cleaning being completed
- Stock AP379 with adequate loaner sets/stock for Supply shed (approx. 100 sets)
- 2023-01 Academy in loaners from new stock and loaner program

Covid/Flu monitoring

- Positive cases monitored (numbers decreased, seasonal sickness up)

Physical Fitness, Wellness, Health and Safety

- GPAT early Spring 2023
- Return to work process
 - 1 RTW personnel completed this month
- Outfitting all front-line apparatus with approved collapsible road cones (DOT regulations)
 - 7/10 stations up-to-par on front-line apparatus (still in ordering phase with Supply)
- 1582 schedule coordination
 - Scheduling of quarter 1 personnel in progress (first appointment email sent)
- EC 377 identification tags in for SAFETY on all hazardous scenes
- AP379 identification vests delivered and in trial

Wildland

Assignments

- 4/25 – 4/27/2023 Babocomari Prescribed Burn
 - GRFD Wildland Team members supported with our Type 6 engine on an approximately 2,000-acre prescribed burn on the Babocomari Ranch, south of Elgin, AZ

- Tuesday, 4/25 Karl Rhein ENGB ICT4(T), Scott Petersen ENGB(T), Rosas FFT1 (T), Milligan FFT2
- Wednesday, 4/26 Ortiz ENGB ICT4(T), Jimmy ENGB(T), Strieter FFT1, R Chavez FFT2
- Thursday, 4/27 Brandy ENGB ICT4(T), Stevens ENGB(T), Sparkman FFT2, Trowbridge FFT2

Training

- Special thanks to FF J. Labas and CEP Behunin for creating this year's refresher outline for GRFD personnel, and a big thank you to CEP Hoffman and FF Ortiz who went to every station on every shift to present this training!
 - Topics included proper PPE, LCES (Lookout, Communications, Escape Routes, and Safety Zones), and different objectives and tactics used to fight wildland fires, such as Direct, Indirect, Big Box, Pump & Roll, and progressive hose deployments.

Honor Guard/Pipes and Drums

Expenditures

- Honor Guard
 - 1 expenditure this month for standard uniform cleaning (J. Miller). Monthly total: \$21.90.
 - District credit card and Honor Guard budget is all squared up.
- Pipes and Drums
 - 0 expenditures this month. Monthly total: \$0.00.

Events

- Honor Guard
 - 4/20 – Monthly Honor Guard meeting held
 - 4/27 – OVPD Awards Ceremony – Thomas and Hoffman
- Pipes and Drums
 - 4/28 – Monthly meeting and band practice

Special Operations

Training

- In April, our Special Operations Team was very busy with training and rescues. The team participated in the regional Hazmat drill, which was held at The Port of Tucson. The discipline covered in this month's drill was Decontamination, with a focus on Gross Decon for Mass Incidents. Our special ops team represented our organization well and worked seamlessly with our automatic aid partners.
- The Regional Hazmat Team is currently hosting a Hazmat Technicians course. GRFD currently has four of its newest team members participating in the 5-week-long course. Captain Ryan Miller is also representing the team as one of the lead instructors.

Calls

- The GRFD Special Operations Team has had a busy month with multiple hiker rescues. Most of the rescues, which included a couple of night rescues, took place in Catalina State Park. Our team, along with crews from NWFD, PCSO, and SARA, were able extricate all the victims safely and transport them to the appropriate hospitals. All incidents were a success, with all agencies working seamlessly.

Golder Ranch in the Community

Coordinated multiple events throughout the community:

- Public Safety Day with Tucson Fire
- Special Olympics event with Oro Valley Police Department
- Push-in ceremony for Engine 373
- IMPACT Expo at Chinese Cultural Center
- Marana High School students got a look into what it takes to be a firefighter
- Celebrate Oro Valley Event
- Painted Sky Elementary station tour
- Oro Valley Chamber of Commerce 2023 Economic Outlook Expo and Luncheon
- First Responder Day at Hopebridge Autism Therapy Center
- All Abilities station tour
- Marana High School Job Fair
- Playground Night at Coronado K-8
- Delivered food to 911 telecommunicators for appreciation week
- Orchard Valley Neighborhood safety presentation
- Tucson Local Media Interview with Chiefs Brandhuber and Karrer
- KOLD interviews on wildfire danger and heat safety

Highlighted great work by crews on social media:

- Rattlesnake season social media post
- Shared pictures of Eli on his first day back to school after the passing of his father, Captain Randall Watts
- Created video of Marana High Schoolers visit to the training facility
- Created flyers for Public Safety Day
- Shared pictures of new Engine 373 and its first fire call
- Created Easter video
- Shared pictures of crash into a power pole
- Shared pictures of multiple hiker rescues and provided quick updates to the community and media
- Highlighted our administrative professionals
- Showcased Wildland team taking part in prescribed burn

Future projects and community events:

- Multiple 'Cool Pool Rules' school demonstrations
- Working on social media posts to highlight fire inspectors for Building Safety Month (May)
- Blood drive with American Red Cross
- Working on Mother's Day post to highlight all the moms throughout the district
- First Responder Night at the Town of Marana's monthly concert series
- Ironwood Ridge and Canyon Del Oro High Schools' Project Graduation



Golder Ranch Fire District Call Load Breakdown

April 2023

CALL TYPE	370	372	373	374	375	376	377	378	379	380	TOTAL
Aircraft											0
Brush / Vegetation											0
Building	2		1							1	4
Electrical / Motor											0
Fires - All Other				1						1	2
Gas Leak											0
Hazmat											0
Trash / Rubbish					1						1
Unauthorized Burning											0
Vehicle											0
Total Fire	2	0	1	1	1	0	0	0	0	2	7
Animal Problem											0
Animal Rescue											0
Assist -Other	7	6	30	9	18	6	8	16	13	6	119
Battery Change	1	11	26	1	7			9	2	2	59
Bee Swarm	2		2		2	1		3			10
Defective Appliance											0
Invalid Assist	6	2	31	9	8	7	2	3	7	15	90
Snake	24	12	54	72	76	51	30	28	38	44	429
Lockout	1										1
Fire Now Out									1		1
Total Service Calls	41	31	143	91	111	65	40	59	61	67	709
Alarms (Fire, Smoke, CO)	3		1	5	4	5	4	3	2	8	35
Cancelled / Negative	9		7	8	8	2	7	7	8	7	63
Smoke / Odor Invest.	1		2	1			1	1	2		8
Total Good Intent	13	0	10	14	12	7	12	11	12	15	106
Motor Vehicle Accident	4				3	1	1	1	4	7	21
Rescue-high, trench, water					3		1				4
Interfacility Transport					3	2					5
All Other EMS Incidents	99	7	117	102	114	81	97	32	125	149	923
Total EMS Type	103	7	117	102	123	84	99	33	129	156	953
TOTAL ALL	159	38	271	208	247	156	151	103	202	240	1775
Percentage of Call Load	9%	2%	15%	12%	14%	9%	9%	6%	11%	14%	100%
Average Calls Per Day	5.30	1.27	9.03	6.93	8.23	5.20	5.03	3.43	6.73	8.00	59.17
Patients Transported				639							
Last 12 Month Call Load				19193							
Last April Call Load				1709							

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

DATE: May 16, 2023

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATIONS FOR THE
GOLDER RANCH FIRE DISTRICT GOVERNING BOARD POSITION OF VICE-
CHAIRPERSON FOR THE REMAINDER OF CALENDAR YEAR 2023

ITEM #: 8A

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

In accordance with the Golder Ranch Fire District Bylaws, Article III, the Board of Directors elects officer positions for each calendar year. The current Bylaws state:

1. The Golder Ranch Fire District shall be administered by a Chairperson, Vice-Chairperson and Clerk.
2. Qualifications - Must be a member of the Golder Ranch Fire District Board.
3. Election - All Officers must be nominated by at least one Board Member and must be elected by a majority vote of the Board.
4. Term - All Officers shall serve for a term of one year and may be re-elected. The term of office shall be calculated from the first board meeting in January of each year.

A.R.S. §48-803(E) provides the statutory requirements for elected officer positions and indicates the Governing Board shall elect from its members a chairperson and a clerk. The Board may also elect a vice-chairperson and/or treasurer if they include a statement to that effect in the district Bylaws.

This election is to fill the vacancy of the Vice-Chairperson seat.

RECOMMENDED MOTION

Motion to nominate _____ as Vice-Chairperson of the Golder Ranch Fire District Governing Board for the remainder of the 2023 calendar year.

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM/TITLE: Dave Christian, Finance Director

DATE: May 16, 2023

SUBJECT: Tentative budget adoption for fiscal years 2023-2024 and 2024-2025

ITEM #: 8B

REQUIRED ACTION: ☐ Discussion Only ☐ Formal Motion ☒ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief

BACKGROUND

At the May 1st, 2023 budget study, Staff were directed to present a budget with an O&M mil rate less than \$2.50/\$100. As directed, Staff presents the board with three options for a mil rate that meets the Board's criteria.

- A. A budget with an additional \$151K of revenues from grants and an O&M mil rate of \$2.49 an increase of 6 cents.
- B. A budget with an additional \$352K of revenues from grants and budget stabilization reserve funds and an O&M mil rate of \$2.48 an increase of 5 cents.
- C. A budget with an additional \$352K of revenues from grants and budget stabilization reserve funds and a removal of the proposed new positions resulting in an O&M rate of \$2.47 an increase of 4 cents.

Title 48-807 (as amended) requires that the Fire Board adopt a budget for the upcoming two fiscal years. As such, a draft budget for FY 2023/2024 & 2024/2025 are provided.

RECOMMENDED MOTION

Motion to pass the tentative Fiscal 2023/2024 and 2024/2025 budgets as presented by choosing one of the following options:

- A. \$48,161,396 in total costs and revenues with an O&M mil rate of 2.49 & a debt service rate of .14 and an aggregate mil rate of \$2.63
- B. \$48,161,396 in total costs and revenue with an O&M mil rate of 2.48, a debt service rate of .14 and an aggregate mil rate of \$2.62
- C. \$48,010,403 in total costs and revenue with an O&M mil rate of 2.47, a debt service rate of .14 and an aggregate mil rate of \$2.61

and to publish the tentative budget for public notice pursuant to A.R.S. §48-805.02.

TENATIVE FISCAL YEAR 2023/24 & 2024/25 BUDGETs

	<u>BOND DEBT SERVICE</u>	<u>WILD LAND FUND</u>	<u>AMBULANCE TRANSPORT FUND</u>	<u>CAPITAL PROJECTS FUND</u>	<u>GENERAL FUND</u>	TOTAL FY 23/24	TOTAL FY 24/25 (projected)
REVENUES							
Property Tax	2,113,941	-	-	2,535,660	35,061,587	39,711,188	43,285,195
Fee for Service	-	315,000	4,600,000	-	648,063	5,563,063	6,063,739
Prop 207 State Shared Rev	-	-	-	-	800,000	800,000	900,000
Fire District Assistance Tax	-	-	-	-	800,000	800,000	800,000
EMS Membership	-	-	60,000	-	-	60,000	61,800
Grant Revenue	-	-	-	-	1,050,993	1,050,993	564,582
Interest Income	-	-	-	-	176,152	176,152	181,437
Budget Stabilizatn Reserve	-	-	-	-	-	-	-
TOTAL REVENUES	2,113,941	315,000	4,660,000	2,535,660	38,536,795	48,161,396	51,856,753
EXPENDITURES							
Labor, Benefits & Employee Development	-	300,000	4,263,628	-	29,204,937	33,768,565	34,781,622
Supplies/Software/Consumables	-	-	153,330	-	1,663,770	1,817,100	1,853,442
Vehicle / Equipment	-	-	51,150	-	1,044,645	1,095,795	1,106,753
Utilities / Communications	-	-	1,324	-	467,377	468,701	473,388
Professional Services	-	-	111,062	-	1,411,130	1,522,192	1,537,414
Dues/Subscriptions	-	-	4,010	-	652,197	656,207	662,769
Insurance	-	-	-	-	181,528	181,528	183,343
Repairs / Maintenance	-	15,000	75,496	-	584,529	675,025	681,775
Bond and Lease Principle	1,113,000	-	-	-	2,582,896	3,695,896	3,492,142
Capital Outlay	-	-	-	2,500,810	-	2,500,810	2,535,660
Bond and Lease Interest	919,740	-	-	-	743,786	1,663,526	4,548,445

OPTION A

TENATIVE FISCAL YEAR 2023/24 & 2024/25 BUDGETs

	<u>BOND DEBT</u> <u>SERVICE</u>	<u>WILD LAND</u> <u>FUND</u>	<u>AMBULANCE</u> <u>TRANSPORT</u> <u>FUND</u>	<u>CAPITAL PROJECTS</u> <u>FUND</u>	<u>GENERAL FUND</u>	TOTAL FY 23/24	TOTAL FY 24/25 (projected)
<i>REVENUES</i>							
Property Tax	2,113,941	-	-	2,535,660	34,910,594	39,560,195	43,120,613
Fee for Service	-	315,000	4,600,000	-	648,063	5,563,063	6,063,739
Prop 207 State Shared Rev	-	-	-	-	800,000	800,000	900,000
Fire District Assistance Tax	-	-	-	-	800,000	800,000	800,000
EMS Membership	-	-	60,000	-	-	60,000	61,800
Grant Revenue	-	-	-	-	1,050,993	1,050,993	400,000
Interest Income	-	-	-	-	176,152	176,152	181,437
Budget Stabilizaton Reserve	-	-	-	-	150,993	150,993	-
TOTAL REVENUES	2,113,941	315,000	4,660,000	2,535,660	38,536,795	48,161,396	51,527,589
<i>EXPENDITURES</i>							
Labor, Benefits & Employee Development	-	300,000	4,263,628	-	29,204,937	33,768,565	34,452,458
Supplies/Software/Consumables	-	-	153,330	-	1,663,770	1,817,100	1,853,442
Vehicle / Equipment	-	-	51,150	-	1,044,645	1,095,795	1,106,753
Utilities / Communications	-	-	1,324	-	467,377	468,701	473,388
Professional Services	-	-	111,062	-	1,411,130	1,522,192	1,537,414
Dues/Subscriptions	-	-	4,010	-	652,197	656,207	662,769
Insurance	-	-	-	-	181,528	181,528	183,343
Repairs / Maintenance	-	15,000	75,496	-	584,529	675,025	681,775
Combined Mil Rate	\$ 0.14	\$ -	\$ -	\$ 0.17	\$ 2.31	\$ 2.62	2.64

OPTION B

TENATIVE FISCAL YEAR 2023/24 & 2024/25 BUDGETs

	<u>BOND DEBT SERVICE</u>	<u>WILD LAND FUND</u>	<u>AMBULANCE TRANSPORT FUND</u>	<u>CAPITAL PROJECTS FUND</u>	<u>GENERAL FUND</u>	TOTAL FY 23/24	TOTAL FY 24/25 (projected)
REVENUES							
Property Tax	2,113,941	-	-	2,535,660	34,759,601	39,409,202	42,956,030
Fee for Service	-	315,000	4,600,000	-	648,063	5,563,063	6,063,739
Prop 207 State Shared Rev	-	-	-	-	800,000	800,000	900,000
Fire District Assistance Tax	-	-	-	-	800,000	800,000	800,000
EMS Membership	-	-	60,000	-	-	60,000	61,800
Grant Revenue	-	-	-	-	1,050,993	1,050,993	400,000
Interest Income	-	-	-	-	176,152	176,152	181,437
Budget Stabilizaton Reserve	-	-	-	-	150,993	150,993	-
TOTAL REVENUES	2,113,941	315,000	4,660,000	2,535,660	38,385,802	48,010,403	51,363,006
EXPENDITURES							
Labor, Benefits & Employee Development	-	300,000	4,263,628	-	29,053,944	33,617,572	34,287,875
Supplies/Software/Consumables	-	-	153,330	-	1,663,770	1,817,100	1,853,442
Vehicle / Equipment	-	-	51,150	-	1,044,645	1,095,795	1,106,753
Utilities / Communications	-	-	1,324	-	467,377	468,701	473,388
Professional Services	-	-	111,062	-	1,411,130	1,522,192	1,537,414
Dues/Subscriptions	-	-	4,010	-	652,197	656,207	662,769
Insurance	-	-	-	-	181,528	181,528	183,343
Repairs / Maintenance	-	15,000	75,496	-	584,529	675,025	681,775
Bond and Lease Principle	1,113,000	-	-	-	2,582,896	3,695,896	3,492,142
Capital Outlay	-	-	-	2,500,810	-	2,500,810	2,535,660
Bond and Lease Interest	919,740	-	-	-	743,786	1,663,526	4,548,445
Reseve Fund Surplus	81,201	-	-	34,850	-	116,051	-
TOTAL EXPENDITURES	2,113,941	315,000	4,660,000	2,535,660	38,385,802	48,010,403	51,363,006

OPTION C

O&M Mil rate	\$ -	\$ -	\$ -	\$ 0.17	\$ 2.30	\$ 2.47	2.50
Bond Mil Rate	\$ 0.14	\$ -	\$ -	\$ -	\$ -	\$ 0.14	0.14
Combined Mil Rate	\$ 0.14	\$ -	\$ -	\$ 0.17	\$ 2.30	\$ 2.61	2.64

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

DATE: May 16, 2023

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF A PUBLIC HEARING DATE FOR THE FORMAL ADOPTION OF THE GOLDER RANCH FIRE DISTRICT BUDGET FOR FISCAL YEARS 2023/2024 & 2024/2025

ITEM #: 8C

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This agenda item is included for the purposes of determining a public hearing date for the approval of the Fiscal Years 2024 – 2025 Budget. An excerpt of A.R.S. §48-805.A(2) has been included for reference:

The budget shall be posted in three public places and published in a newspaper of general circulation in the district twenty days before a public hearing at a meeting called by the board or elected chief to adopt the budget and if the fire district maintains a publicly viewable website, the budget shall be posted for the public on the website for at least twenty days before the public hearing. Copies of the budget shall also be available to members of the public on written request to the district. Following the public hearing, the district board or elected chief and secretary-treasurer shall adopt a budget.

RECOMMENDED MOTION

Motion to schedule a public hearing date for the formal adoption of the Fiscal Years 2024 – 2025 budget on June 20, 2023 at 9:00 a.m. in the Golder Ranch Fire District Administration Board Room.

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Michael Price, Division Chief

DATE: May 16, 2023

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE DECLARATION OF DISTRICT UNITS TO BE SOLD OR SURPLUSED. DIRECTION TO STAFF TO ADD DECLARED ITEMS TO BE SOLD OR SURPLUSED.

ITEM #: 8D

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☒ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

The Golder Ranch Fire District has accumulated items in our IT Division that we no longer used or needed. The attached documentation provides a list of those items the district is seeking to surplus or sell to a neighboring or mutual aid fire district. This agenda item is to receive approval to classify these items as surplus and for sale. This operation shall be directed by Chief Price and by Carol Espinoza (Fleet Maintenance).

RECOMMENDED MOTION

Motion to approve Resolution 2023-0004 declaring certain items as surplus to the needs of the District and direction for staff to place the items on the public auction site or sell to a neighboring or mutual aid fire district, department or emergency service provider.

EXHIBIT A

Requested items to be declared surplus and to be placed on a public surplus auction site:

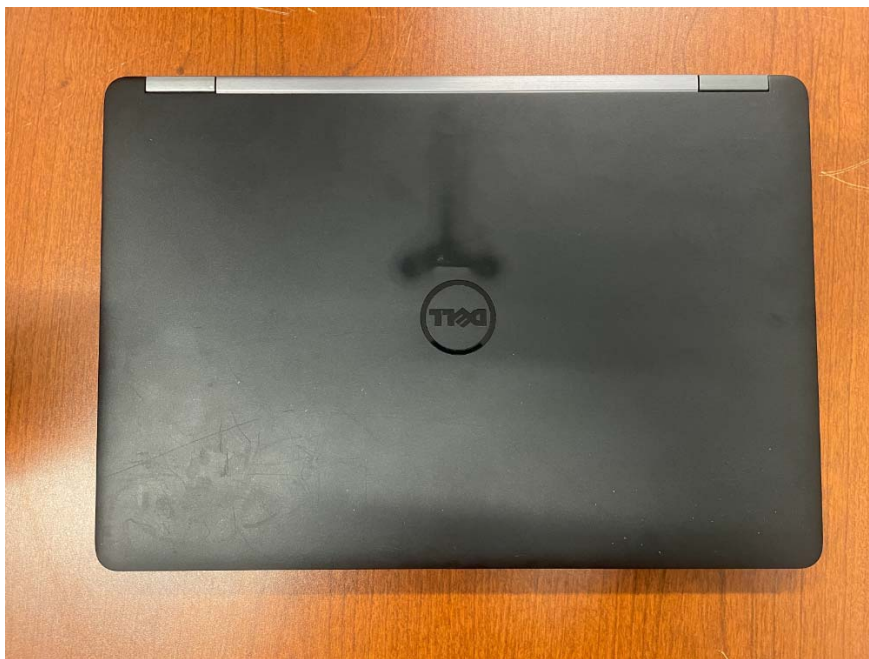
Auction Items (Misc)

- IT Items

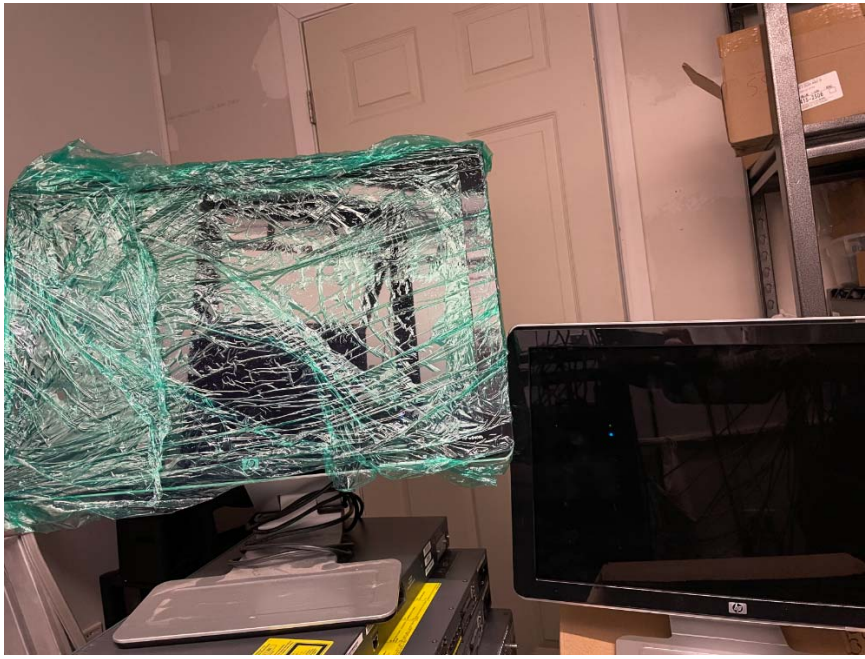
Cisco Routers and Switches



Dell Laptops



Monitors





GOLDER RANCH FIRE DISTRICT

Fire ~ Rescue ~ Ambulance
3885 E. Golder Ranch Drive
Tucson, Arizona 85739

Chief Tom Brandhuber

RESOLUTION NO. 2023-0004

A RESOLUTION OF THE GOVERNING BOARD OF THE GOLDER RANCH FIRE DISTRICT DECLARING THE LISTED ITEMS AS SURPLUS AND DIRECTION TO STAFF TO DISPOSE OF THE DECLARED SURPLUS ITEMS IN SUCH A WAY THAT BEST MEETS THE NEEDS OF THE DISTRICT

The Golder Ranch Fire District Governing Board hereby adopts and sets forth the following Resolution:

WHEREAS, the Golder Ranch Fire District is a fire district and political subdivision of the State of Arizona, and is duly organized and existing pursuant to the constitution and laws of the State; and

WHEREAS, the Golder Ranch Fire District is the owner of the list of District property as described in Exhibit A, attached to this document, as surplus to the needs of the District; and

WHEREAS, the Golder Ranch Fire District has determined that the items listed in Exhibit A are no longer of any value to the District, do not serve a useful function and are not required for the continued effective operation of the District.

NOW, THEREFORE, BE IT RESOLVED; the Governing Board of the Golder Ranch Fire District declares the item listed on Exhibit A, attached to this resolution, as surplus property and is no longer of need to the District; and

BE IT FURTHER RESOLVED that the Golder Ranch Fire District Governing Board directs staff to dispose of such declared items in a way that best meets the needs of the District in accordance with state statutes.



GOLDER RANCH FIRE DISTRICT

Fire ~ Rescue ~ Ambulance
3885 E. Golder Ranch Drive
Tucson, Arizona 85739

Chief Tom Brandhuber

ADOPTED AND APPROVED on this 16th day of May 2023, at a duly noticed public meeting of the Golder Ranch Fire District Governing Board.

Vicki Cox-Golder
Chairperson of the Governing Board
of the Golder Ranch Fire District

ATTEST:

Wally Vette
Clerk of the Governing Board
of the Golder Ranch Fire District

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Dave Christian, Finance Director

DATE: May 16, 2023

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE GOLDER RANCH FIRE DISTRICT RECONCILIATION AND MONTHLY FINANCIAL REPORT

ITEM #: 8E

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Presented are the monthly financial reports and cash reconciliation.

RECOMMENDED MOTION

Motion to approve and accept the Golder Ranch Fire District reconciliation and monthly financial report as presented.

Golder Ranch Fire District
Summary Budget Comparison - SUMMARY BUDGET TO ACTUAL **BOARD PACKET**
From 4/1/2023 Through 4/30/2023

Account Code	Account Title	Current Period Budget	Current Period Actual	YTD Budget	YTD Actual
5000	Labor/Benefits/Employee Development	2,395,035.28	2,431,047.82	27,296,665.86	27,184,256.47
6000	Supplies/Consumables	124,700.74	94,130.53	1,423,303.38	1,164,360.48
6500	Vehicle / Equipment Expense	82,834.47	65,754.32	902,284.70	659,885.82
6750	Utilities / Communications	37,271.67	38,646.51	446,609.66	357,790.72
7000	Professional Services	117,525.99	62,324.02	1,387,086.57	916,382.16
7500	Dues/Subscriptions/Maint. Fees	59,299.83	77,580.08	462,020.65	389,221.39
7750	Insurance	44,132.12	(624.00)	176,528.12	182,704.05
8000	Repairs / Maintenance	49,005.70	34,159.79	501,057.00	388,074.82
9000	Debt Service	2,100.00	6,619.51	1,194,094.00	1,458,003.88
9500	Capital Outlay	92,991.67	18,384.18	2,253,581.70	1,599,531.71
Report Difference		(3,004,897.47)	(2,828,022.76)	(36,043,231.64)	(34,300,211.50)

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: May 16, 2023

SUBJECT: FUTURE AGENDA ITEMS

ITEM #: 9

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This agenda item allows an individual Governing Board member to recommend item(s) to go on future agendas.

Pursuant to A.R.S. §38-431.2(H), the Board will not discuss the items(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.

RECOMMENDED MOTION

No motion is necessary for this agenda item.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

DATE: May 16, 2023

SUBJECT: Call to the Public

ITEM #: 10

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This is the time for the public to comment. Members of the Board may not discuss items that are not on the agenda. The Board is not permitted to discuss or take action on any item raised in the Call to the Public, which are not on the agenda due to restrictions of the Open Meeting Law; however, individual members of the Board are permitted to respond to criticism directed to them. Otherwise, the Board may direct staff to review the matter or that the matter be placed on a future agenda.

RECOMMENDED MOTION

No motion is necessary for this agenda item.