

**GOLDER RANCH FIRE DISTRICT  
GOVERNING BOARD MEETING  
PUBLIC NOTICE AND AGENDA  
Tuesday, February 20, 2024, 9:00 a.m.  
1600 East Hanley Boulevard, Oro Valley, Arizona 85737**

*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, February 20, 2024**. The meeting will be held at the Fire District Headquarters Board Room, which is located at **1600 East Hanley Boulevard Oro Valley, Arizona 85737**. 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**

- PROMOTIONS
  - ALBERT ORTIZ, ENGINEER

**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- JANUARY 16, 2024, REGULAR SESSION**

**B. APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT WITH PINAL COUNTY  
ELECTIONS AND RECORDERS' DEPARTMENTS FOR ELECTION AND VOTER**



REGISTRATION SERVICES FOR A POSSIBLE ELECTION TO FILL THREE VACANCIES ON  
THE GOVERNING BOARD TO BE HELD IN NOVEMBER 2024

**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
  - BOARD SERVICES
  - FINANCE
  - HUMAN RESOURCES
  - INFORMATION TECHNOLOGY
  - PUBLIC/MEDIA RELATIONS
  - COMMENDATIONS/THANK YOU CARDS RECEIVED
- LEADERSHIP TEAM REPORT – PRESIDENT JONES

**B. COMMUNITY RISK REDUCTION DIVISION'S REPORT - ASSISTANT CHIEF PERRY**

- UPDATES ON THE FOLLOWING AREAS:
  - FIRE AND LIFE SAFETY
  - COMMUNITY SERVICES

**C. SUPPORT SERVICES DIVISION'S REPORT - ASSISTANT CHIEF CESAREK**

- UPDATES ON THE FOLLOWING AREAS:
  - PLANNING
  - LOGISTICS
  - FACILITIES MAINTENANCE
  - FLEET
  - SUPPLY

**D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION'S REPORT – ASSISTANT  
CHIEF GRISSOM**

- UPDATES ON THE FOLLOWING AREAS:
  - EMERGENCY RESPONSE
  - PROFESSIONAL DEVELOPMENT
  - HEALTH AND SAFETY
  - WILDLAND
  - HONOR GUARD/PIPES AND DRUMS
  - SPECIAL OPERATIONS



## **8. REGULAR BUSINESS**

- A. DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION 2024-0002 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
- B. 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 – March 19, 2024

## **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**

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Sandra Outlaw, 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 Headquarters 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 district headquarters, 1600 E Hanley Boulevard, Oro Valley, Arizona 85737.*

Posted by: Shannon Ortiz 2/14/2024 at 4:00 p.m.





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: February 20, 2024

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

MTG. DATE: February 20, 2024

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

MTG. DATE: February 20, 2024

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 personnel who have achieved employment milestones.

- PROMOTIONS
  - Albert Ortiz, Engineer

### RECOMMENDED MOTION

No motion required for this agenda item.

# **EMPLOYEE RECOGNITION**

Employee Name: Albert Ortiz

Date of Hire: 9/15/20

**Current Position:** Engineer

Reason for Recognition: Job Promotion



**Prepared by:** Andrew Shultz

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



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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 25<sup>th</sup> of the month, prior to the Board Meeting.***

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

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- **GRFD CAREER HISTORY:**

Albert was a member of the 14-1 GRFD transitional academy. After completing probation, he quickly joined the wildland team as an Engine Boss. He has spent much of his GRFD career at fire station 370, which is our wildland station. During that time, Albert has taken the opportunity to run wildland assignments throughout the United States including California, New Mexico, and Wyoming.

Albert has also been able to assist in training new Engine Bosses for Golder Ranch.

He was promoted February 5, 2024 and is currently assigned to Station 379.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Fire Chief's Award of Merit recipient - Albert and his crew earned this award after assisting a disabled resident by significantly improve her home's living conditions.

Wildland Engine Boss certified in 2012 as a member of the Oracle Fire District

B.A.T. Pin award recipient - (Given for excellent performance during a stroke call)

Completed Golder Ranch Fire Academy 2014-1

Currently working towards his ICT-4 Incident Commander certification

- **PERSONAL OR SPECIAL NOTES OF INTEREST:**

Albert is married to his Wife Michelle. He has a 7 year old daughter Mia and a 17 year old son Jose.

When not at work, he enjoys hunting, working on cars, and remodeling houses.

Albert is the self-proclaimed 2nd funniest person in district.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: February 20, 2024

SUBJECT: APPROVE MINUTES – JANUARY 16, 2024, REGULAR SESSION

ITEM #: 6A

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. JANUARY 16, 2024, REGULAR SESSION

### RECOMMENDED MOTION

Motion to approve the February 20, 2024, Consent Agenda.



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

**Tuesday, January 16, 2024, 9:00 a.m.**

**1600 East Hanley Boulevard, Oro Valley, Arizona 85737**

**1. CALL TO ORDER/ROLL CALL**

Chairperson Vicki Cox Golder called the meeting to order on January 16, 2024, at 9:00 a.m.

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

Staff Present: Fire Chief Brandhuber, Assistant Chief Cesarek, Assistant Chief Perry, Assistant Chief Grissom, Deputy Chief Rutherford, Deputy Chief Hilderbrand, Deputy Chief Jarrold, Deputy Chief Wilson, Deputy Fire Marshal Akins, Local 3832 President Jones, Human Resources Director Delong, Finance Director Christian, Information Technology Director Rascon, Division Chief Price, Division Chief Charnoki, Division Chief Hastings, Division Chief North, Battalion Chief Spanarella, Community Relations Supervisor Camarillo, and Board Services Supervisor Ortiz

**2. SALUTE AND PLEDGE OF ALLEGIANCE**

All in attendance recited the Pledge of Allegiance.

**3. FIRE BOARD REPORTS**

There were no reports made by any of the Governing Board members.

**4. CALL TO THE PUBLIC**

Chris Ackerly, the Deputy Chief of the Pima County Treasurer's Office introduced himself. He shared that Beth Ford, the Pima County Treasurer, has announced that she will not be running for re-election. He said he would be happy to answer any questions from the board.

**5. PRESENTATIONS**

**A. PRESENTATION OF PERSONNEL**

- RETIREMENT
  - SCOTT ROBB, ASSISTANT CHIEF



Assistant Chief Robb was not in attendance. This presentation will be tabled for a future board meeting.

- **PROMOTIONS**

- CHRIS CHARNOKI, DIVISION CHIEF OF EMS
- ADAM HASTINGS, DIVISION CHIEF OF PROFESSIONAL DEVELOPMENT
- JEREMY NORTH, DIVISION CHIEF OF HEALTH AND SAFETY
- JOHN SPANARELLA, BATTALION CHIEF

Deputy Chief Rutherford introduced Division Chief Charnoki. His son Wyatt pinned him.

Deputy Chief Hilderbrand introduced Division Chief Hastings. His wife Kelly pinned him.

Deputy Chief Jarrold introduced Division Chief North. His wife Jenn pinned him.

Deputy Chief Rutherford introduced Battalion Chief Spanarella. His wife Kari pinned him.

- **NEW HIRE**

- JUSTIN MINK, PROCUREMENT & SUPPLY SPECIALIST

Division Chief Price introduced the new Procurement & Supply Specialist, Justin Mink.

Chairperson Cox Golder administered both the behavioral and loyalty oaths to Justin.

At 9:25 a.m. the Governing Board took a brief recess. The meeting was reconvened at 9:28 a.m.

## **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- DECEMBER 19, 2023, REGULAR SESSION**

**MOTION** by Vice-Chairperson Vette to approve the January 16, 2024, Consent Agenda

**MOTION SECONDED** by Board Clerk Outlaw

**MOTION CARRIED 5/0**

## **7. REPORTS AND CORRESPONDENCE**

### **A. FIRE CHIEF'S REPORT-** Chief Brandhuber presented the Fire Chief's report to the Governing Board.

- Director Delong presented the Human Resources report to the Governing Board. Board Member Shellenberger asked how GRFD compares in terms of salaries and benefits to other districts. Director Delong said Human Resources looks at salaries and benefits comprehensively. The focus is salaries and where they are



but, when salaries are reviewed, they also look at benefits. A study was done two years ago, and another will be done this year. Once the report is complete, it will be presented to the Board. HR works with a third-party, HR Know, to conduct compensation studies. The Union determines to whom the District compares salaries.

Chairperson Cox Golder asked about the exposure protocol that was mentioned in the HR board report. Director Delong responded that the exposure protocol is an OSHA requirement. When an employee gets exposed on duty, this is the protocol that is followed. Health and Safety oversees it, Human Resources helps coordinate workers compensation, OSHA, etc. Tucson ER and Hospital has been assisting GRFD for about four years. Six months ago, they began helping with exposure protocol. They also assist Northwest Fire District (NWFD) and Tucson Fire Department (TFD).

Chairperson Cox Golder asked about utilization of benefits. Director Delong replied there is a benefits committee comprised of personnel, including Union representation. The benefits broker attends these meetings as well to explain the utilization reports.

- Director Rascon presented IT's report to the Governing Board.
  - Supervisor Camarillo presented the Community/Media Relations report to the Governing Board.
  - LEADERSHIP TEAM REPORT – President Jones presented the Leadership team report to the Board. The Union has been meeting with members of the Pima County Board of Supervisors about health and safety and emergency services in Pima County.
- B. COMMUNITY RISK REDUCTION DIVISION'S REPORT - Assistant Chief Perry presented the Community Risk Reduction report to the Governing Board. He highlighted two items: 1. Community Services was able to interact with 10 of the 12 schools in the District. They were able to positively impact 650 children. 2. The level of code compliance has increased by a little over 400 inspections over the past year. This is due to the Governing Board approving a new inspector position.

Chairperson Cox Golder asked about the section of his report mentioning therapy dogs. Assistant Chief Perry replied Chief Brandhuber has asked he research therapy dogs in the workplace. There is some research that shows therapy dogs lower stress, lower blood pressure, and overall soothe people. He is looking into a volunteer agency that would provide certified therapy dogs.

Chairperson Cox Golder thanked Assistant Chief Perry for all his hard work on the accreditation process.



Chairperson Cox Golder asked what “Ride to School in a Fire Engine” is. Assistant Chief Perry responded that it is an award-based program where the children are rewarded with a ride to school in a fire truck.

Board Clerk Outlaw asked Assistant Chief Perry what the Narcan Leave Behind program is. He answered it is a program overseen by Deputy Chief Wilson. The State Department of Health Services (DHS) is making Narcan available to agencies to leave behind for patients they suspect may need it.

- C. SUPPORT SERVICES DIVISION’S REPORT - Assistant Chief Cesarek presented the Support Services’ report to the Governing Board. He received feedback from Pinal County regarding Station 378’s plans. They kicked back the plans for five items that need to be addressed. He believes four of the items have already been done and is working with civil engineers to address the fifth item. The engineering firm is Dowel, they are working on addressing concerns regarding the easement.

Board Member Shellenberger asked what the approximate start date is to begin construction on the site. He wondered if groundwork had begun. Assistant Chief Cesarek stated construction has not begun, he is waiting for the permits from Pinal County to begin breaking ground.

- D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION’S REPORT – Assistant Chief Grissom presented the EMS & Fire Response and Professional Development report to the Governing Board. One item he would like to add is the fact that operations is in the process of firefighter recruitment. Over 300 people applied, and they have narrowed it down to 200 applicants.

Chairperson Cox Golder asked how many people they plan on hiring. Assistant Chief Grissom said they haven’t decided on a number yet but approximately in the mid-twenties.

## **8. REGULAR BUSINESS**

- A. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF CITIZEN MEMBERS, LEE MAYES AND ALLISON DELONG, TO THE GRFD PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM’S LOCAL PENSION BOARD

Vice-Chairperson Vette stated the two citizen members of the GRFD Public Safety Personnel Retirement System need to be appointed by the Governing Board.

**MOTION** by Vice Chairperson Vette to appoint Lee Mayes, resident of GRFD, and Allison Delong, who has experience in personnel administration, as citizen members of the Golder Ranch Fire District’s Public Safety Personnel Retirement System’s Local Pension Board pursuant to A.R.S. §38-847(A)(3).

**MOTION SECONDED** by Board Member Shellenberger

**MOTION CARRIED 5/0**



The Board thanked both Allison Delong and Lee Mayes for serving on the PSPRS Local Pension Board.

B. DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION 2024-0001 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

Chief Brandhuber stated this is a typical resolution declaring certain items as surplus. He mentioned Assistant Chief Cesarek could answer any questions the board may have.

**MOTION** by Vice-Chairperson Vette to adopt Resolution 2024-0001 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 or department.

**MOTION SECONDED** by Board Clerk Outlaw

**MOTION CARRIED 5/0**

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

Finance Director Christian presented the Golder Ranch Fire District monthly financials and reconciliation to the Governing Board. He told the Board the District is halfway through the fiscal year. The District is at the mid-point and in about a month, staff will be discussing and preparing the 2025 budget. There was one notable line item for the month of December. Interest revenue did exceptionally well. The rate of return the District has earned from the investment pool monies with Pima County has been phenomenal. The District received the money from the marijuana sales tax. Revenue was in-line with what was budgeted. Expenses were down due to lower labor costs. The labor costs were lower than expected due to lower than projected health insurance costs. Year-to-date the District is \$3.6 million favorable in its revenues.

Chairperson Cox Golder asked what the Pima County Treasurer was investing in to gain such favorable revenue.

Pima County Deputy Treasurer Chris Ackerly responded interest rates have been inverted for a while which means they have been earning favorable returns in the local investment pools and money markets. The situation can't exist forever. The inversion has to correct itself at some point.

Director Christian thanked Deputy Treasurer Ackerly for answering questions and for visiting Golder Ranch Fire District.



Director Christian continued to explain the year-to-date financial report. The District is favorable in property tax revenue, interest revenue, ambulance revenue, and grant revenue. It is favorable in grant revenue due to the COVID funds that were received. There is zero percent variance in labor expenses. Director Christian stated he is very happy with the mid-year financials, \$7.5 million has been added to the cash balance since the beginning of the fiscal year. Ambulance billing continues to outperform the budget. He believes by the end of the fiscal year, there will be seven thousand transports. Director Christian showed a chart of a four-year trend for transports. In 2021 the average for daily transports was 17.2 in 2024 it is 19.1.

Vice-Chairperson Vette asked what caused the spike in write-offs. He wondered why the write-off total is double what it was last year. Director Christian explained that, as the billing department determines the account can no longer be collected, they will write-it off. They are trying to clean up the books, and do not keep accounts on the books that will no longer be collectible. The No Surprises Act limits what billing can and cannot collect.

Chairperson Cox Golder asked how many times a person is billed. Director Christian responded the department does three attempts before the account is sent to collections. Billing Supervisor Massie said she has had turnaround in her department, the personnel in her department are now trained and going thru the books and reviewing them and writing off the uncollectable accounts.

Director Christian said the 2023 Wildland season is now over. There are two fires that have not been collected. He expects to collect \$500,00 for the fire season, this is a typical fire season.

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

**MOTION SECONDED** by Vice-Chairperson Vette.

**MOTION CARRIED 5/0**

**9. FUTURE AGENDA ITEMS**

The next regularly scheduled meeting will be on February 20, 2024

**10. CALL TO THE PUBLIC**

There were no public issues presented at this time.

**11. ADJOURNMENT**

**MOTION** by Chairperson Cox Golder to adjourn the meeting at 9:56 a.m.

**MOTION SECONDED** by Vice Chairperson Cox Golder

**MOTION CARRIED 5/0**

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Sandra Outlaw, Clerk of the Board  
Golder Ranch Fire District  
S/O





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Secretary

MTG. DATE: February 20, 2024

SUBJECT: INTERGOVERNMENTAL AGREEMENT WITH PINAL COUNTY ELECTIONS AND RECORDERS DEPARTMENTS FOR ELECTION AND VOTER REGISTRATION SERVICES FOR A POSSIBLE ELECTION TO FILL THREE VACANCIES ON THE GOVERNING BOARD TO BE HELD ON NOVEMBER 5, 2024

ITEM #: 6B

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 Governing Board has three seats that will expire in December 2024. In order for Pinal County to supply the Golder Ranch Fire District with election and voter registration services, the District must enter into an Intergovernmental Agreement (IGA). Pima County does not require an IGA to conduct the election and voter registration services.

The IGA is included in the board packet for the Governing Board's review.

### RECOMMENDED MOTION

Agenda item is included in the Consent Agenda.

# INTERGOVERNMENTAL AGREEMENT FOR ELECTIONS SERVICES

**THIS INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES** (the “Agreement”) is entered into between the PINAL COUNTY BOARD OF SUPERVISORS, the PINAL COUNTY RECORDER, PINAL COUNTY ELECTIONS DEPARTMENT (collectively the “COUNTY”) AND GOLDER RANCH FIRE DISTRICT, (the “Jurisdiction”). The County and the Jurisdiction may each be referred to individually as a “Party” or “party” and collectively as the “Parties” or “parties.”

**WHEREAS**, pursuant to A.R.S. §§11-952, 15-302(A)(7) and (A)(8), 16-205(C), 16-225, or 16-408(D), the governing body of any election district authorized to conduct an election may enter into an agreement with a County Board of Supervisors, County Election Department and County Recorder for election services with the contracted cost of such election to be a charge against the election district; and

**WHEREAS**, the County and Jurisdiction have determined that the use of certain services of the Pinal County Elections Department and the Pinal County Recorder’s Office is in the public interest; and

**WHEREAS**, the County is willing to provide election services to election districts wishing to conduct vote-by-mail elections, but, with the exception of state primary and general elections, will not provide election services to districts wishing to conduct district based in-person elections unless expressly required by state or federal statute; and

**WHEREAS**, the Jurisdiction wishes to enter into an agreement with the County for the provision of election services subject to the terms and conditions set forth herein,

## **NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. **Provision of Election Services.** The County hereby agrees to provide election services to the Jurisdiction for all consolidated election dates set forth by A.R.S. §16-204 during the effective term of the Agreement. This Agreement shall apply to all categories of elections including but not limited to, primary, general, special and recall elections. Services to be provided by the County, and those that remain the responsibility of the Jurisdiction, are set forth in Section 2 of this Agreement.
2. **Parties’ Responsibilities.**
  - a. **The services provided by the Pinal County Election Department are:**  
(\*\* indicates that responsibility rests with the Election Department only if the Elections Department is acting as the filing officer and is required by Arizona Revised Statutes Titles 11, 15, 16 or 19):



1. Prepare ballot formats to be approved by the Jurisdiction.
2. Provide sample ballots with the District measure positions according to precincts within the boundaries of a District.
3. Provide sample ballots, if required, for public distribution and issue them through the District.
4. Provide ballots to be used in each precinct.
5. Conduct logic and accuracy testing required by state law and publishing all legal notices required therewith.
6. \*\*Provide nominating petitions and other necessary information to prospective candidates for board positions if acting as the filing officer pursuant to Arizona Revised Statutes.
7. \*\*Accept candidates' nomination documents for filing if acting as filing officer pursuant to Arizona Revised Statutes.
8. \*\*Accept candidates' financial disclosure statements if acting as filing officer pursuant to Arizona Revised Statutes.
9. \*\*Accept all campaign statements and expenditure reports from candidates and/or candidates' campaign committees if acting as filing officer pursuant to Arizona Revised Statutes.
10. Prepare and issue certificates of election to candidates declared to be elected.
11. Tally official results of the election(s), utilizing paper ballots or electronic ballot counting equipment.
12. Cause the precinct election boards to utilize manual or electronic copies of precinct registers, prepared from the records of the County Recorder, for the purpose of identifying the elector qualified to vote in the current election.
13. Hire and train poll workers.
14. Administer hand count audit as required by A.R.S. § 16-602.

15. Administer post-election logic and accuracy testing.

16. The filing officer shall canvass the results of the election pursuant to Arizona Law.

**b. The services provided by the County Recorder are:**

1. Provide copies of precinct registers of qualified electors for precincts contained partially or wholly within the District limits. Said registers shall be prepared from the voter registration records of the County Recorder.

**2. Early Voting**



By checking this box, the Jurisdiction authorizes Pinal County to handle all early voting functions.

\_\_\_\_\_ By checking this box, the Jurisdiction indicates that it will be handling all Early Voting functions. The Recorder will continue to provide the following:

- a. A list of qualified electors who are eligible to vote early. Such lists are to be used solely by the Jurisdiction for Early Voting, or such other election related purposes as may be authorized by law.
  - b. A list of active early voters within the Jurisdiction that are to be automatically be mailed an early ballot. Such lists will be generated from the voter registration records of the County Recorder.
3. Perform signature verification on ballot affidavits and provisional ballots.

**c. Obligation of the Jurisdiction. The Jurisdiction agrees to:**

1. Provide the County Elections Department with a certification of the measures to appear on the official ballot for the Special/Regular election.
2. Return the 210 day Notice of Election to the Elections Department indicating whether the current election will be in person, or vote by mail within 180 days of the election called by the Jurisdiction. If by mail, fees will be charged pursuant to the current Elections Department Fee Schedule. Failure to respond by the date that is 180 days before the election will have the effect of placing the Jurisdiction's election on the next consolidated election date pursuant to A.R.S. 16-204.
3. Provide a certified list of measures and the order of appearance of the measures to the County Elections Department ninety (90) days prior to the election.

4. Provide nomination petitions and other necessary information to prospective candidates for board or council positions.
  5. Publish all legal notices in connection with jurisdictional election with the exception of the logic and accuracy test notification as described in Section 2(a)(5) of this Agreement.
  6. If the jurisdiction chooses to conduct their own early voting, provide the County Recorder, upon receipt and prior to processing early ballots, copies of the complete Applications of Early Ballots for signature comparison by the County Recorder or other officer in charge of elections as required by A.R.S. § 16-550(A). These copies can be provided by mail, hand delivery, or fax.
  7. Pay to County, on a reimbursable basis, all costs of personnel, election material, and supplies extended by county pursuant to this Agreement. The Jurisdiction will make said payment to County within thirty (30) days after presentation by county of demand for said payment.
  8. If the Jurisdiction chooses to conduct their own early voting, a list of all “inactive status” electors who voted in the election pursuant to A.R.S. §16-583 shall be provided to the County Recorder.
  9. Agree to be point of contact in investigating conditional provisional ballots.
3. **Limitation on Eligible Elections.** It is understood and agreed that the services to be provided pursuant to this Agreement shall be provided exclusively for vote-by-mail elections with the exception of state primary and general elections and elections expressly required by state or federal statute to be conducted in person. It shall be the responsibility of the Jurisdiction to establish the legal basis for a requirement that an election is required by state or federal statute to be conducted in person. The County may, in its sole discretion, decline to provide services for any election that it concludes is not required to be conducted in person. The County will not provide services for exclusively vote-by-mail elections during the state and primary general elections, or any special election called by the legislature, which requires in person voting.
  4. **Cancellation of Certain Elections.** As provided in A.R.S. §16-410, if the number of candidates is less than or equal to the number to be elected, the Pinal County Board of Supervisors, may cancel the election no earlier than one hundred five (105) days before the election and appoint the person(s) who filed the nomination petition/paper to fill the position(s). The County shall place all such races on a Pinal County Board of Supervisors agenda for approval of cancellation unless written notice from the Jurisdiction is received by the County Officer in Charge of Elections on or before one hundred twenty (120) days before the election.

## 5. **Compensation.**

- a. **Fees.** The Jurisdiction shall compensate the County for election services provided pursuant to the Agreement in accordance with the fees set forth in the most current fiscal year Election/Voter Registration section of the Pinal County District Fee Schedule. Any additional services required by the Jurisdiction will result in additional charges. Additional services include, but are not limited to, the following: court preparation, court appearances, supplemental mailings, recounts, or any service which will cause the County to incur increased costs or expenses. In the event that additional services are requested, the Jurisdiction should refer to unit hourly pricing information set forth on the fee schedule. The County reserves the right to adjust election service fees annually or otherwise at any time during the effective term of this Agreement notice of which will be posted on the County's website. Revised fee schedules will supersede prior fee schedule and be incorporated in this Agreement at the time of revision.
- b. **Late Fees.** Payment in full for all costs associated with the provision of services pursuant to this Agreement shall be made no later than thirty (30) days following the date of the election. In the event that the required payment is not made by the due date deadline specified herein, the County shall impose a late charge of 2% of the unpaid balance for each 30-day period or portion thereof following the specified deadline for which any portion of the required payment, including unpaid late charges, remains unpaid.
- c. **Termination.** Failure to make payments as required by this Section shall be deemed a material breach of this Agreement and shall be grounds for termination of this Agreement pursuant to Section 8 of this Agreement.

- 6. **Conduct of Elections.** While the County will use its best efforts to provide election services pursuant to the Agreement in a capable and competent manner, it shall ultimately be the responsibility of the Jurisdiction to confirm that all legal requirements have been met and that all other activities related to a given election are carried out as required. Upon request, the County will provide to the Jurisdiction, in advance, all forms, schedules, documents, and other information pertaining to each election conducted pursuant to this Agreement for the Jurisdiction's review and approval. The Jurisdiction may provide to the County all informational materials or other election-related documents generated by the Jurisdiction for review by the County prior to the distribution of such materials or documents.
- 7. **Term of Agreement.** This Agreement shall become effective on the next day after the last party has signed the agreement and shall will expire on December 31, 2026.

8. **Termination.**

- a. **Unilateral Termination.** This Agreement may be terminated by either party upon thirty (30) days written notice to the other Party of intent to terminate and specify the termination date, provided, however, that this Agreement may not be unilaterally terminated by either party within ninety (180) days of the date of the election for which the County would otherwise be providing services pursuant to this Agreement. Any termination of this Agreement shall not relieve the Jurisdiction of its responsibility for costs incurred prior to the effective date of the termination.
- b. **Termination by Mutual Agreement.** This Agreement may be terminated at any time by mutual agreement of the parties.
- c. **Termination for Breach.** In the event of a breach of any term or condition of this agreement, the Party claiming breach shall provide written notice to the other Party specifying the factual basis for the claim that a breach has occurred. If the breach is not remedied within fifteen (15) days after notice is mailed to the Breaching Party at the address provided herein, the Non-breaching Party may terminate this Agreement without further notice.

9. **Conflict of Interest.** This Agreement is subject to the cancellation provisions of A.R.S. §38-511, the pertinent provisions of which are incorporated into this Agreement by reference.

10. **Non-appropriation of Funds.** The parties recognize that the County and Jurisdiction are governmental entities and this Agreement's validity is based upon the availability of public funding. In the event public funds are not appropriated for the performance of either or both parties' obligations under this Agreement, then the County or Jurisdiction, as appropriate, shall notify the other party in writing of any such non-allocation of funds at the earliest possible date, and this Agreement shall automatically expire without penalty to either party. If the County's or Jurisdiction's allocation of funds are reduced, then the scope of this Agreement may be reduced, if appropriate, or this Agreement may be cancelled without further duty or obligation of either party.

11. **Non-Discrimination.** The Parties shall comply with the Office of the Arizona Governor Executive Order 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, nation origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the American's With Disabilities Act (ADA).

12. **E-Verify; Governmental Procurement.** The parties hereby warrant that they will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to the employment of their respective employees and with the requirements of

A.R.S. §23-214 and 41-4401 (together the “state and federal immigration laws”). A breach of the foregoing warranty shall be deemed a material breach of this Agreement and the party who breaches may be subject to penalties up to and including termination of the Agreement.

The Parties further agree to ensure that each subcontractor that performs any work under this Agreement, likewise complies with the state and federal immigration laws at all times during the term of this Agreement.

The Parties retain legal right to inspect the papers of any contractor or subcontractor in order to verify such party’s compliance with the state and federal immigration laws.

13. **Indemnification.** To the fullest extent permitted by law, each Party (as “indemnitor”) agrees to indemnify, defend and hold harmless the other Party, its departments, officers, officials, agents and employees (collectively “Indemnatee”) without limitation from and against any and all claims, damages, losses, liabilities, fees, fines, costs, or expenses (including, but not limited to attorney fees, court costs, and cost of appellate proceedings) relating to, arising from, resulting from or alleged to have arisen from or resulted from this Agreement. Indemnitor’s duty to defend, indemnify and hold harmless Indemnatee shall arise in connection with any and all claims, damages, losses, liabilities, fees, fines or expenses, that are attributable to bodily injury, personal injury, sickness, disease, death, or damage to, or destruction of tangible or intangible property including the loss of therefrom caused in whole or in part by any act, error, mistake or omission of Indemnitor, its departments, officers, officials, employees, agents, vendors, subcontractors or anyone for whose acts Indemnitor may be liable. Indemnitor agrees to waive all rights of subrogation against Indemnatee. The obligations under this Paragraph shall survive the termination of this Agreement.
14. **Property Disposition.** The parties do not anticipate the joint acquisition of property attributable to the exercise of each party’s duties and obligations pursuant to this Agreement. Any property acquired during the term of this Agreement shall be returned to the purchasing party no more than thirty (30) calendar days from the effective date of termination of this Agreement.
15. **Governing Law.** This Agreement and any and all exhibits, attachments, amendments and addendums shall be construed under the laws of the State of Arizona and by applicable federal statute. Any changes in governing laws, rules and regulations that do not materially affect this Agreement will apply during the term of this Agreement and will not require an amendment.
16. **Material Change in Law, Rule or Regulation.** In the event of adoption of legislation, regulations, or instruction or the initiation of an enforcement action by a governmental agency, any of which materially affects the legality of this Agreement or the relationship among parties hereto, either party may propose amendments to this Agreement to bring

this Agreement into conformity with such laws. If the parties are unable to reach agreement on the renegotiation of this Agreement within thirty (30) days of the initiation of negotiations, then either party may terminate this Agreement upon written notice to the other party.

17. **Compliance with Law.** The parties shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities in performing this Agreement, including environmental laws. Non-compliance with any election law shall be deemed a material breach of this Agreement and the party who breaches may be subject to penalties up to and including termination of this Agreement.
18. **Severability.** In the event that any portion of this Agreement or application thereof to the County, District, person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Agreement, which can be given effect, without the invalid provision or application and to the end of the provision declared severable.
19. **Waiver.** A party's failure or neglect to enforce any term, covenant, condition, right or duty in this Agreement does not constitute a waiver of any term, covenant, condition, right or duty nor is deemed to be a waiver of that party's rights or remedies under this Agreement. A waiver or extension is only effective if it is in writing and signed by the party granting it. NO single or partial exercise of any right or remedy will preclude any other or further exercise of any right or remedy. One or more waivers by a party of any term, covenant, condition, right or duty in this Agreement shall not be construed as a waiver of a subsequent default or breach of the same covenant, term, condition, right or duty.
20. **Alternate Dispute Resolution.** Pursuant to A.R.S. § 12-1518, disputes under this Agreement may be resolved through the use of arbitration.
21. **Waiver of Jury Trial.** The parties hereby waive their respective rights to trial by jury in any action or proceeding arising out of this Agreement.
22. **Notices.** All notices required by this Agreement, such as notice of termination, shall be sent by U.S. certified mail, return receipt requested, or delivered by hand to the party at the address indicated or such other address requested by notice to the other party. A notice shall be considered given when received. All communications regarding services provided pursuant to this Agreement shall be directed to the following:

<b>COUNTY:</b>	<b>JURISDICTION:</b>
Kelly Pile	Contact: <u>Shannon Ortiz</u>
Elections Operations Manager	Title: <u>Board Services Supervisor</u>
168 S. Main Street	Mailing Address: <u>1600 E. Hanley Boulevard</u>
Coolidge, AZ 85128	<u>Oro Valley, AZ 85737</u>
(520)866-7550	Phone: <u>520-825-9001</u>
kelly.pile@pinal.gov	E-Mail: <u>sortiz@grfdaz.gov</u>

23. **Implied Contract Terms.** Each provision of law and any terms required by law to be in this Agreement are part of this Agreement as if fully set forth herein.
24. **Relationship of Parties.** Nothing contained in this Agreement shall be deemed or construed as creating a joint venture, partnership, agency, employment or fiduciary relationship between the parties. The Parties' employees shall not be considered employees of the other Party, and neither Party's personnel will, by virtue of this Agreement, be entitled or eligible, by reason of this Agreement, to participate in any benefits or privileges given or extended by the other Party to its employees.
25. **Third Parties.** Nothing contained in this Agreement shall create a contractual relationship with or cause of action in favor of a third party against the County or the Jurisdiction. This Agreement is not intended to benefit any third party.
26. **Assignment.** No party to this Agreement may assign any of its rights or responsibilities under this Agreement, either voluntarily or involuntarily, whether by merger, consolidation, dissolution, operation of law, or any other manner, except with the prior written consent of the other parties. No party may delegate any performance under this Agreement, except with the prior written consent of the other parties. Any purported assignment of rights or delegation of performance in violation of this paragraph is void.
27. **Parol Evidence.** This Agreement is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this Agreement.
28. **Waiver.** A party's failure or neglect to enforce any term, covenant, condition, right or duty in this Agreement does not constitute a waiver of any term, covenant, condition, right or duty, or is it deemed to be a waiver of that party's rights or remedies under this Agreement.



A waiver or extension is only effective if it is in writing and signed by the party granting it. No single or partial exercise of any right or remedy will preclude any other of further exercise of any right or remedy. One or more waivers by a party of any term, covenant, condition, right, or duty in this Agreement shall not be construed as a waiver of a subsequent default or breach of the same covenant, term, condition, right or duty.

29. **Execution of Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon, provided such signature page is attached to any other counterpart identical thereto. Each of the Parties may sign any number of copies of this Agreement. Each signed copy shall be deemed an original, but all of them together shall represent one and the same agreement.
30. **Entire Agreement.** This Agreement contains the entire, integrated agreement of the parties and there are no oral agreements, understandings or representations relied upon by the parties. This Agreement supersedes all prior negotiations, representations or agreements, whether written or oral. Any modifications or amendments to this Agreement must be in writing and signed by all parties.
31. **Legal Agreement.** This Agreement is a binding legal document, and each Party warrants that it has had an opportunity to consult with an attorney about the terms set forth herein. By signing this Agreement, each person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute this Agreement and understands the meaning of all terms contained herein and agrees to their application and enforceability.
32. **Binding Effect.** This agreement shall not be legally binding upon either party until signed by the Pinal County Recorder, Pinal County Chair of the Board of Supervisors, and the Jurisdiction.

**REMAINDER OF PAGE LEFT INTENTIONALLY BLANK**

**APPROVALS:**

**COUNTY:**

\_\_\_\_\_  
Pinal County Chairman of the Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pinal County Recorder

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board of Supervisors

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Deputy County Attorney

\_\_\_\_\_  
Date

**JURISDICTION:**

\_\_\_\_\_  
Signature

2/20/2024

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vicki Cox Golder, Chairwoman, Golder Ranch Fire District  
Printed Name and Title



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: February 20, 2024

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
- Board Services
- Finance
- Human Resources
- Information Technology
- Community/Media Relations

Also, under this agenda item the Local 3832 President will present the Union's 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

*January 2024*



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## Chief's Activities for the Month

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- Attended the GRFD January board meeting.
- Attended the Leadership team meeting (labor/management).
- Attended the Arizona Fire Institute (AFSI) meeting.
- Hosted the Pima County Fire Chiefs meeting.
- Attended the ¼ Southeastern Arizona EMS council meeting was elected Vice-Chair for another two-year term.
- Participated in Statewide Healthcare Collaborative Forum.
- Participated in three statewide meetings to discuss new ambulance ground rule changes.
- Participated in two state-wide meetings with multiple stake holder leadership to discuss HB 2290, which would grant hospitals the ability to do inter-facility transport without a CON.
- Attended the National Association of EMS Physicians conference in Austin TX.
- Attended a lunch meeting with the state representative of Struggle Well to finalize classes being offered to GRFD personnel.

- Attended the Chief Jeff Piechura training grounds dedication at NWFD.
- Attended meeting to discuss benefits with District committee.
- Attended the First Responder Appreciation Breakfast.
- Held the monthly AzAA executive board meeting.
- Held weekly executive leadership team meetings (Deputy Chiefs-Assistant Chiefs-Directors)
- Held the Fire Chiefs status update meeting.
- Several Calls with DHS regarding Article 9-10-11-12 rules.
- Promoted 1 BC and 3 DCs' to back fill previous promotions.
- Various 24/25 budget meetings discussions.
- Held strategic meeting to look at performance-based budgeting for the future.
- Held meeting to discuss RFP requirements for strategic plan development.
- Various meetings with personnel.

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## Commendations and Thank You Letters Received for the Month

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- Email received thanking Paramedic Zach Lominac

**From:** [Camarillo, Lydia](#)  
**To:** [Ortiz, Shannon](#); [Rodriguez, Freddy](#)  
**Subject:** Fwd: Paramedic Zach  
**Date:** Friday, February 2, 2024 8:56:21 AM

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Good morning Shannon and Freddy,


We received a very nice message about one of our paramedics. Please see message below.

Thank you,

Lydia

Begin forwarded message:

**From:** noreply <noreply@grfdaz.gov>  
**Date:** February 1, 2024 at 7:12:39 PM MST  
**To:** PIO <PIO@grfdaz.gov>  
**Subject: Paramedic Zach**



**Name**

**Phone**

**E-mail**

**Message Subject**  
Paramedic Zach

**Message**

Today [REDACTED] Golder Ranch came to my aid as I was experiencing [REDACTED] Zach was my medic and took really excellent care of me. He is so kind and professional and made me feel comfortable from the time he arrived to my house to the time I was safely delivered to Oro Valley Hospital. Please thank him again and God Bless you all!

Sent from [Golder Ranch Fire District](#)



# JANUARY REPORT

Tom Brandhuber

*January 2024*



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## Community/Media Relations

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### Events:

- Station Tour at 380
- EMS standby for Hot Cocoa 5k
- Quail Ridge blood pressure testing
- Vistoso Village battery changes
- 2024 Blessing Breakfast for first responders and elected officials
- First responders appreciation breakfast at Zion City Oro Valley
- Oro Valley Chamber Board meeting
- Oro Valley Business Summit
- Optimist Club meeting
- IMPACT Board meeting
- Cox Media video edit
- Social media in public safety webinar
- Website committee
- Dashboard updates
- Swag closet inventory, organizing and ordering
- KOLD interview and promos for Hero Fund USA fundraising event with Assistant Chief Grant Cesarek
- The Explorer interview on new fire headquarters building with Chief Cesarek
- Media coverage on garbage truck fire

### Community Presence:

- Community alert on garbage truck fire



- Community alert on truck fire
- Press Release and online post on engineer promotion for Albert Ortiz
- Online posts on regional training on tower rescue techniques
- Online posts on commemorating January 8<sup>th</sup> shooting
- Online posts on Code Save reunion
- Online posts on Firefighter Cancer Awareness Month
- Online posts on a reptile rescue in a resident's backyard
- Online posts on AZ Last Team at Scottsdale Fire Captain's funeral
- Online posts on family Friday showcasing family members that work throughout the district
- Online posts on wildland story with KVOA featuring Captain Colin Port
- Created graphic for Martin Luther King, Jr. Day
- Created several slides for Dashboard highlighting special events, employee anniversaries and spotlights
- Created graphic for New Years Day
- Created graphic for IT Specialist position and promoted job link through online platforms
- Highlight of Engine 373 in new KME calendar
- Highlight of National Law Enforcement Appreciation Day
- Highlight of Casas Christian School safety presentation
- Highlight of training grounds during cold weather
- Highlight of Medical Director Dr. Amber Rice receiving the President's Award at the annual NAEMSP (National Association of EMS Physicians)
- Highlight of monthly board meeting moments
- Highlight of Engine 374 training
- Highlight of crews taking part in extrication training
- Highlight of fire prevention presentation for Senior Citizen "Hug" Club at St. Andrew's Presbyterian Church

#### Social Media and Online Presence Totals:

- Facebook reach is 28,000 and post engagement is 4,000
- Instagram account reach is 3,000
- Twitter impressions are at 14,000; top tweet was on remembering the January 8<sup>th</sup> shooting

#### Future Projects and Events:

- Hero Fund USA phone bank
- Guns and Hoses kickball tournament
- New slides and communication opportunities on Dashboard
- Video on car seat safety checks









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## Board Services

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Record Specialist (RS) Wong responded to 20 records requests for the month of January.

The breakdown is as follows:

Environmental Reports	1
Outstanding Code Violations/Inspection Report	1
Fire Reports	2
Incident Reports	-
Medical Records	15
Other	1

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

Fingerprints	110
I9	12

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GRFD is required to submit its Essential Records to the Secretary of State every five years. Essential Records will be due for submission by the end of this year. The cited Arizona Revised Statute code for the submission of Essential Records is:

ARS §41-151.14 A(4)

A. The head of each state and local agency shall:

4. Once every five years, submit to the director lists of all essential public records in the custody of the agency to the Arizona State Library, Archives & Public Records.

Per the Secretary of State, "Essential Records are Information Technology systems, applications, infrastructure, electronic and hardcopy documents, references, and records needed to support the continued performance of essential functions." They are necessary for the resumption of daily functions and operations of an agency during and after an emergency or records the organization will need access to within 72 hours of less of a disaster. Essential Records can be categorized into three categories. Category I consists of the most critical records. These are records that are necessary for the continuity and/or resumption of operations like after a natural disaster and are needed within the first 12 to 24 hours. Category II consists of legal and financial records that are needed within the first 72 hours to recreate and organization's legal and financial status. Last but not least, Category III consists of historical and unique records, which are most historically valuable to an agency or organization. There is a priority to protect or relocate these records in case of an emergency.

RS Wong has scheduled meetings with all departments to review their essential records and records retention schedules. RS Wong thanks all the departments and their teams for their assistance with this task. It is greatly appreciated!

RS Wong also completed the required annual training in VectorSolutions.

Certificates of destruction were created for four boxes of records and were placed in storage until which time they could be destroyed.

January 4<sup>th</sup> Board Services Supervisor Ortiz attended a website working group meeting. This group is collaborating to determine ways to improve the district website and make it more user friendly.

January 9<sup>th</sup> Board Services Supervisor Ortiz attended an Arizona Municipal Clerk Association Membership/Mentoring and Region Leaders Committee meeting.

January 10<sup>th</sup> Board Services Supervisor Ortiz attended a Leadership Growth Program facilitated by Brandy Ferrer of Pathfinder Strategies. This is a leadership series for middle managers in the District and it will conclude in February.

The GRFD PSPRS Local Pension Board held a meeting on January 18<sup>th</sup> at 10 a.m. An applicant is appealing the board's decision, and a rehearing will be scheduled.

Every month, the Golder Ranch Fire District Governing Board (GRFD) members volunteer their time to prepare and attend Governing Board meetings. At these meetings, they acknowledge and express their appreciation for GRFD personnel. At this time, we the personnel, would like to take the time to say thank you GRFD Governing Board Members, Vicki Cox Golder, Wally Vette, Sandra Outlaw, Steve Brady, and Tom Shellenberger. Thank you for volunteering your precious time to oversee the Golder Ranch Fire District and thank you for your overwhelming support of personnel. We could not do our jobs, at the level we do, without your unwavering support. Included below is a short narrative of each board member that includes their time with GRFD and involvement in the community.

## **Vicki Cox Golder, Chairperson**

**March 7, 1988-Present**

Vicki Cox Golder was administered her first oath of office for the Golder Ranch Fire District Governing Board on March 7, 1988. She was appointed to fill the vacancy created by Chairman Clyde Smith. Mrs. Cox Golder is a native of Arizona and owner of Vicki Cox Golder and Associates Real Estate Agency. Mrs. Cox Golder is well known for her leadership and dedication in numerous organizations, including the Amphitheater School District Governing Board. Mrs. Cox Golder has been associated



with the Tucson Association of Realtors since 1975. Past and present positions include: Realtor-Associate Director, 1975 Realtor Associate of the Year, Women's' Council of Realtors President, Certified Professional Standards Committee, Homeless Task Force, Strategic Planning Committee, Legislative Committee, 1989 Women's Council of Realtors Member of the Year, and Tucson Associates Realtor of the Year. At a national level, Mrs. Cox Golder served as Governor of the National Association of Realtors and was nominated as Arizona Association of Realtors Region II Federal District Coordinator. Mrs. Cox Golder's late husband, Lloyd Golder, was one of the original founders of the Golder Ranch Fire District.

Vicki, thank you for your professionalism, kindness, loyalty, support of, and genuine concern for the Golder Ranch Fire District public and personnel over the past thirty-five years!

Source: 1991 Feature in Governing Board Packet

## **Wally Vette, Vice Chairperson**

**Appointed February 26, 2019- Present**

At a Special Session Governing Board meeting on February 26, 2019, Wally Vette was appointed to the Golder Ranch Fire District Governing Board. He was appointed to fill a vacancy created by the passing of beloved Board Member David Dahl. Mr. Vette worked in the healthcare industry for over thirty years. In that time, he was responsible for all aspects of safety for patients, staff, and visitors of healthcare sites. Mr. Vette is an active member of his community and his service



includes: Board Member of Los Alamos Community Development Council, Board Member of Los Alamos YMCA, Community Asset Award from Los Alamos Chamber of Commerce, President of Sunrise Lions Club, 2010 Recipient of the Citizen Appreciation Award from Las Cruces City Council, Former Member of Las Cruces Chamber of Commerce, Former Member of the American Society of Healthcare Engineering, Former Member of the National Association of Fire Protection, Former Member of the Nation American Society of Food

Service Administrators, Former Board Member and Board President of Mesilla Valley Hospice, and Former Board Member and Board President Casa Arriba (non-profit respite care organization). Mr. Vette currently also serves on the GRFD Public Safety Personnel Retirement System's Local Pension Board as the chairman.

Mr. Vette shows his investment in the district through his well thought out and detailed questions of staff at board meetings.

Mr. Vette, we extend our gratitude for your unwavering support of GRFD personnel and the community. Your backing is truly valued.

Source: 2019 Cover Letter and Resume

### **Sandra Outlaw, Board Clerk**

#### **Appointed January 11, 2022- Present**

Sandra Outlaw was appointed by the GRFD Governing Board to fill the vacancy created by Board Member Albert Pesquiera's resignation at a special meeting on January 11, 2022. Mrs. Outlaw has been an Oro Valley resident since 2013 and a public educator for over 32 years. In her thirty-two-year career she taught AP US Government and Politics, Economics, World History, American History, and Social Studies. In addition to teaching, Mrs. Outlaw is active in her family business, Glen Canyon Communications Inc., where she has served as President since 1995. When she is not teaching or running the family business, Mrs. Outlaw stays active in her community. Her community involvement includes: Sunday school teacher for St. Mark's United Methodist Church, PEO President, Chapter HV-MY, Vernon Hills, Illinois, former member of the Philanthropic group-Leadership/Scholarship for Women, former volunteer EMT for Page Fire Department, and Recipient of Luke's Men Hon Kachina Award for Voluntary Service with PAGES.



Board Clerk Outlaw thank you for your service and support of the Golder Ranch Fire District community.

Source: 2022 Cover Letter and Resume

## **Steve Brady, Board Member**

### **Sworn in December 7, 2004- Present**

Steve Brady was sworn in at a GRFD Governing board meeting in December of 2004. However, he began his career in the fire service as a firefighter in February of 1961 for the City of Buffalo. He started as a firefighter and rose in the ranks including the positions of lieutenant, captain, and ultimately battalion chief. He retired from the City in 1984.

Mr. Brady worked as a County Fire Instructor for Erie County for 13 years, part time in conjunction with his career as a firefighter.

Mr. Brady also served as a State Fire Instructor at the State Fire Academy in conjunction with his aforementioned positions.

He and his wife moved to Arizona in 1984. With his background in fire service training, he formed his own training company, Dorstep. Fire agencies, including Drexel and Pasqua Yaqui contracted with him to provide training.

In 1990 he was hired by the Salt River Pima Maricopa Tribal fire department as training chief where he worked until 1995.

He and his wife moved to Catalina in 1995. He saw a need for training funding at Golder Ranch Fire District (GRFD) and thus ran for an open seat on the GRFD Governing Board. He won the highly contested election, where nine people ran, and began his term on December 7, 2004. With his background in training, Mr. Brady encouraged and supported funding for the training department. At the time, GRFD personnel had to travel to the City of Tucson to complete training. One of his goals was to construct GRFD's own training tower so personnel did not have to travel to the city for training. In his time as GRFD board member, the training division has constructed a tower and experienced immense growth as the training division is now referred to as professional development, to better encapsulate the divisions duties to the organization.

During his twenty years with GRFD, he is most proud of the development of training and improvement of equipment for suppression. He is extremely proud of how the district has evolved over the past 25 years.

Mr. Brady, thank you for your enthusiastic support of the fire service. Your extensive experience in the field over the years provides valuable context for people to recognize and appreciate the progress of GRFD today. Thank you for your twenty years of service to the district.

Source: Interview





## **Tom Shellenberger, Board Member**

### **Appointed May 2023**

In May 2023, at a Special Session Governing Board meeting, Tom Shellenberger was appointed to the Golder Ranch Fire District Governing Board. He was appointed to fill a vacancy created by the passing of beloved Board Member Richard Hudgins. Mr. Shellenberger and his wife moved to SaddleBrooke in July of 2020. They came from Moab, Utah where he owned his own real estate company. Mr. Shellenberger discovered he had an interest to serve his community and in 1979 answered an ad in the Park City Record newspaper to fill an unexpired term for fire district commissioner. He served in this capacity for 9 years. He claims answering the ad was the second-best decision he has made in his life, second to asking his wife, Randi, to marry him. Mr. Shellenberger also served as a firefighter until 1983, at which time the board decided that it was a conflict of interest to serve as commissioner as well as a firefighter. He resigned his position as firefighter and remained on the board. In 1989, he and his wife moved to Moab, Utah and in 1991, began serving on the Moab's Fire District Commission. He served on that board until 2020, when he retired and moved to Arizona. Mr. Shellenberger's tenure as a fire commissioner ensured that he was familiar with the workings of a fire board, paving the way for his appointment to GRFD's Governing Board. In addition to serving on the Governing Board, he volunteers at Catalina State Park for their Nature Program and is active in the SaddleBrooke Rotary Club. Mr. Shellenberger expressed his appreciation for Arizona and the District, "We love being in Arizona, the people are very welcoming, and we have made many friends. I am looking forward to many years associating with the great folks who work daily to keep our area safe and to maintain the Golder Ranch Fire District as an outstanding Fire District".



Mr. Shellenberger, thank you for your service to, and continued support of, the fire service.

Source: Self submitted biography

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## Finance Report

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The S.E.T. principle for better communication:

When challenges for communicating important financial or budget concepts present themselves, one method that has proven effective is the 'SET' principle: Space, Enjoyment & Time.

**Space:** Some people are not comfortable asking questions in the presence of their peer for fear of being embarrassed or being perceived as uninformed. When this is the case, then finding a safe space where private one-on-one discussion can take place is the key. Much of the time, the best questions are asked not in a public setting, but in private discussions that take place during breaks or in the lunchroom.

**Enjoyment:** Not everyone has a finance mindset, nor should they. To thrive, organizations require employees from different disciplines. As such, I view the role of the finance officer as that of a teacher or mentor to those who don't have a finance background. Demonstrating an attitude of enthusiasm for financial literacy and enjoying the opportunity to educate on new topics to non-finance co-workers is infectious.

**Time:** Research has shown that teachers are more effective when they make several shorter presentations than long drawn-out lectures. From my experience, I have found that it's best to stop talking after 10 minutes and allow an opportunity for discussion. This type of interaction can be a more productive use of everyone's time.

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## Human Resources

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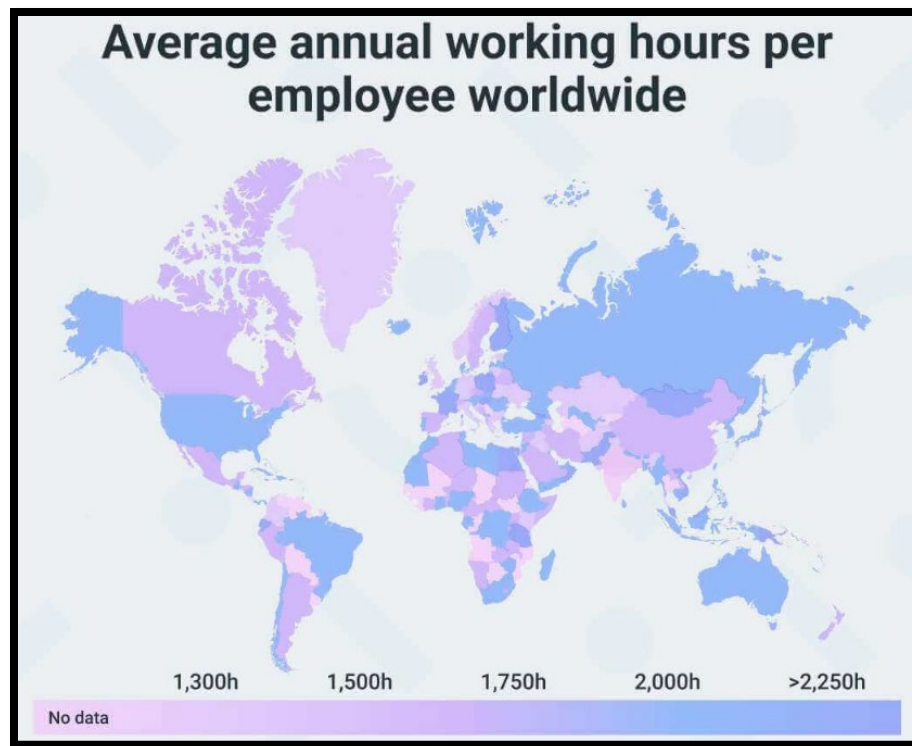
HR participated in all regularly scheduled meetings and completed all regular duties. Additionally, we were involved in the following:

**Recruitments:**

- Currently Open:
  - Firefighter Academy – External
  - IT Specialist - External
- Upcoming:
  - Fleet Maintenance Supervisor – TBD

**Current HR Trends:**

**Work Week and Work-Life Balance:**



At the beginning of 2023, the average workweek of a full-time employee in the US was 36.4 hours per week, or 1,892 hours per year. By the conclusion of 2023, the average workweek dropped to 34.3 hours per week. A full-time employee in the United States works slightly more hours annually than other developed countries.

A longer working week does not necessarily result in higher levels of productivity. As productivity increases, working hours decrease. For example, employees in Ireland work 36 hours per week on average (1,872 hours/year), but their GDP per hour is the highest in the world.

Based on current work schedules, an administrative employee at Golder works an average of 2080 hours per year, and a suppression employee at Golder works an average of 2912 hours per year. (Suppression is a minimum of 2756 hours of straight time and 156 hours of overtime per year.)

In the absence of government standards, 28 million Americans don't have any vacation or paid holidays. According to the US Bureau of Labor Statistics, the average US worker receives only about 10 days of paid vacation and about 6 paid holidays per year — less than the minimum legal standard set in the rest of the world's rich economies.

When it comes to work-life balance, Golder is doing a great job of supporting employees with 13 annual holidays and healthy access to accrued time off (PTO). This helps to limit burn-out and injuries.

## **HR Team Projects:**

- HR is partnering with Professional Development for the next Firefighter Academy. Currently, candidates are completing their video interviews in preparation for the next phase of the process.
- HR is working closely with Health & Safety and Operations to track our people out, or on light duty, due to personal or work-related illness/injury.
  - At this time we have 5 people on that list.
- HR has also been working closely with Health and Safety to:
  - Prepare for Administrative personnel to receive annual physicals from 1582, the same organization Suppression personnel use.
  - Finalize the process for Retirees to participate in annual physicals, at their own expense, from 1582. The exam itself will mirror the Administrative one.
  - Finalize an exposure protocol through Tucson ER & Hospital to protect our employees as they care for patients.
- HR is involved with the website committee. Our goal is to update the website to ensure it delivers resources and valuable information to both internal and external users.
- Performance Evaluation committee:
  - Thank you to the following participants: Alicia Roberson (Finance), Jesus Limas (IT), Charlie Raney (Fleet), Nick Boone (Cpt), James Glover (PM/Union), Brenda Druke (FLS).
  - First meeting will be on Thursday, January 11, 2024.
  - Evaluating performance evaluation options.
  - Assessing what electronic performance evaluations will look like in Paycom.
- HR has begun providing HR Know, our salary survey consulting firm, with the necessary information to begin our biennial salary survey for our organization.
  - The kick-off call is scheduled for Wednesday, January 17, 2024.
  - This will result in a report to present to the Board with the budget documents for consideration.
  - Salaries will be compared to the list of identified agencies outlined in the MOU.
- HR is gathering, analyzing, and reviewing the department's budget data for the upcoming budget building season.
  - We are also available to assist our peers with job analysis, position requests, and ensuring proper labor allocation for proposed positions.
- HR leads the Benefit Committee. We are currently meeting with our insurance broker, Crest to review our utilization of benefits and associated costs as we near the next Open Enrollment. This involves assessing our current offerings and making any necessary adjustments. We love hearing employee feedback, so we know what's working and what could be improved – or maybe what you'd like to see that we haven't thought of yet.
  - Open Enrollment is anticipated to take place in May – more details to come as we get closer.

- Policy reviews and updates – *please see policy section of board packet*



### **Employee Recognition**

*Congratulations on your Golder anniversary!*

*Thank you for being such amazing team members!*

Employee Name	Hire Date	Years of Service
HANSEL, JAMES DOUGLAS	02/27/1997	27
DRUKE, BRENDA JEAN	02/09/2009	15
CISSELL, JAMES DOUGLAS	02/29/2016	8
COLBY JR, JOHN R	02/29/2016	8
CRAMBLIT, RANDY	02/29/2016	8
HAWKINS, DENNY JOSEPH	02/29/2016	8
LOWE, JASON KENNETH	02/29/2016	8
MATHEWS, BUBBA	02/29/2016	8
RHODES, DOMINIC XAVIER	02/29/2016	8
YAUCH II, DENNIS GLENN	02/29/2016	8
ALEXANDER, GARRETT RICHARD	02/06/2017	7
FLYNN, JUSTIN LEE	02/06/2017	7
GARCIA, CAMDEN BRENT	02/06/2017	7
HUBER, DANIEL ADAM	02/06/2017	7
LABAS, JIMMY CARL	02/06/2017	7
MORGAN, JUSTIN LEE	02/06/2017	7
TARBILL, CODY JOHN	02/06/2017	7
ARMENTA, MARC SANTIAGO	02/08/2021	3
BURKS, JESSE RYDER	02/08/2021	3
CAMPBELL, ERIC SCOTT	02/08/2021	3
COOLEY, RYAN THOMAS	02/08/2021	3
DEITERING, BRETT JOSEPH	02/08/2021	3
DYBIS, JACOB DANIEL	02/08/2021	3
HAINS, JONATHON BLAKE	02/08/2021	3
LARA JR., EUSTAQUIO	02/08/2021	3
MEDEL, HECTOR	02/08/2021	3

Employee Name	Hire Date	Years of Service
METZ, ROBERT ROY	02/08/2021	3
NEJADEH, BENNETT	02/08/2021	3
PEELER, BRENDAN ROSS	02/08/2021	3
PEOPLES, RYON	02/08/2021	3
SCHOBEL, RYAN KENNETH	02/08/2021	3
SPARKMAN, DIEGO	02/08/2021	3
STEELE JR., THOMAS RICHARD	02/08/2021	3
TURNBULL, GARRETT SCOTT	02/08/2021	3
ANTISTA, JOEL ANTHONY	02/06/2023	1
CLAUSEN, WES	02/06/2023	1
GARCIA, MANNY	02/06/2023	1
GUIZZETTI, JARED PAUL	02/06/2023	1
HOLZHAUER, LANDON KNIGHTON	02/06/2023	1
KETTERER, JEFFREY STEVEN	02/06/2023	1
KUNZE, RYAN DANIEL	02/06/2023	1
LILLESTOL, AUSTIN ROSS	02/06/2023	1
OHALLORAN, SCOTT THOMAS	02/06/2023	1
PALMER, ANDREW LORAN	02/06/2023	1
RHODES, REISS ROBERT	02/06/2023	1
RINGSTON, CHRISTOPHER A	02/06/2023	1
ROGERS, ERIN LARA	02/06/2023	1
RUIZ, ENRIQUE SANTOS	02/06/2023	1
SARGENTI, DAVID JOHN	02/06/2023	1
SAVAGE, JOHN HOYT	02/06/2023	1
SZEKELY, JULES	02/06/2023	1

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## IT Applications Group Activities/Projects

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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.
- We are continuing the configuration for the new ImageTrend suite. This new software will be part of a unified ImageTrend platform. All divisions will be affected by the new software upgrades. We are currently close to completing the interface that will allow us to receive dispatch data from the City of Tucson dispatch center.

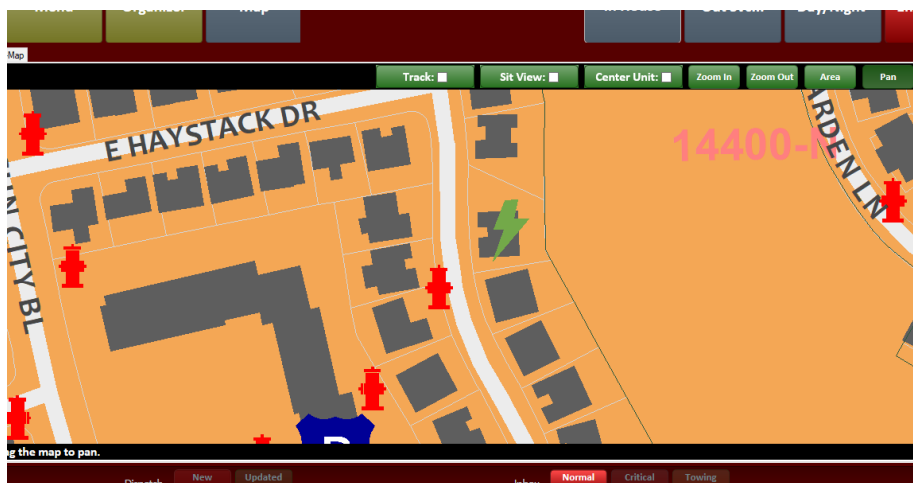
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## IT GIS Activities/Projects

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GIS major February projects were:

- Response predictive modeling for a theoretical road near Station 372 and how the new road might impact response times for both Stations 372 and 373
- Yearly hydrant inspection started – work with NWFD GIS, Deputy Fire Marshal Brad White, and Oro Valley Water to streamline and ensure all 4,596 fire hydrants within our district are inspected.
- Review and add Energy Storage System (ESS) locations to the Mobile Data Terminals (MDTs) on the apparatus.
- Swiftwater event map for Deputy Chief Tony Rutherford
- Assist Assistant Chief Eric Perry with maps and data for ISO 1 Rating project



Select by from each drop down to see data by District, Station, Shift or any combination.

by Fire District

NWFD GRFD RVFD

NWFD Battalion Area

331 332

NWFD stations

All

GRFD Battalion Areas

370 380

GRFD stations

All

RVFD stations

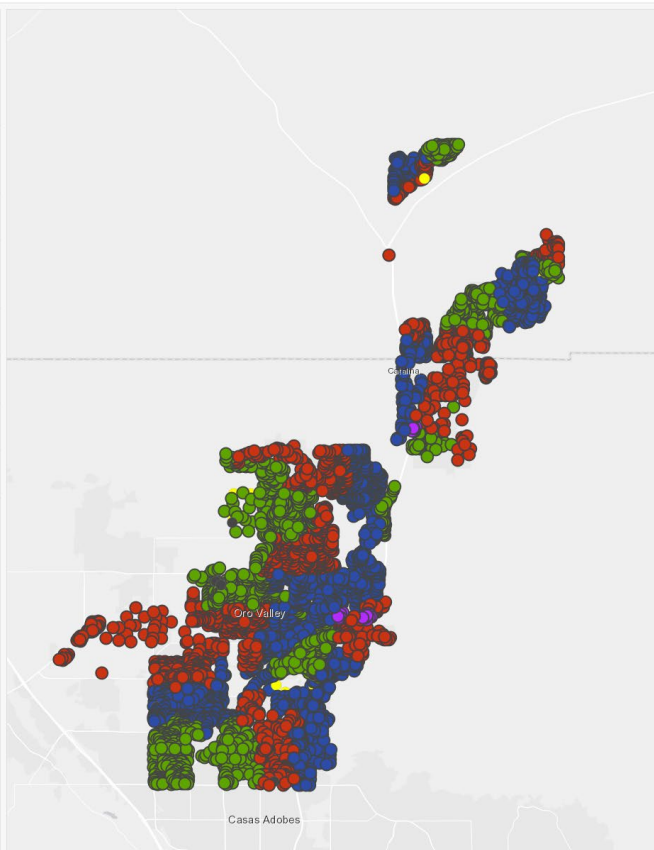
All

by Inspected Date

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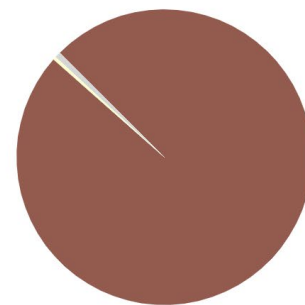
by shift

All



Bureau of Land Management, Esri, HERE, Garmin, USGS, EPA, NPS | Esri, HERE, NPS

Powered by Esri



Inspections Completed

total inspections:

4,596

completed inspections:

17

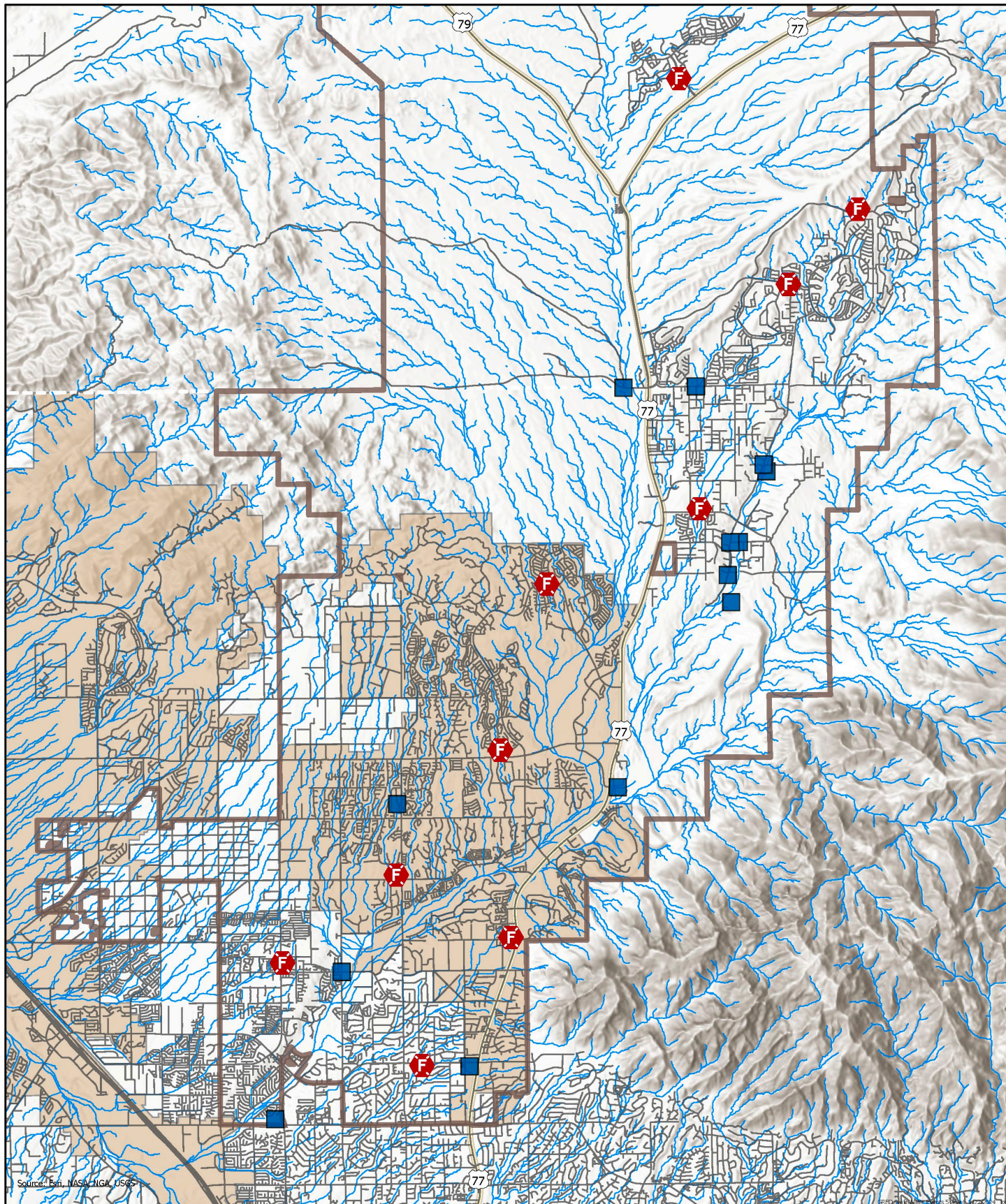
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OOS hydrants Reported to Water Companies/Departments

0

OOS hydrants Reported to Water Companies/Departments





Source: Esri, NASA, NGA, USGS



# Golder Ranch Fire District Swift Water Rescues 2019 - 2023



Swift Water  
Rescue Event



Incorporated



District  
Boundary



Golder Ranch Fire District (GRFD) gives no warranty, expressed or implied, as to the accuracy, reliability, or completeness of the data displayed within this product. All data is approximate and should not be used for authoritative or legal location purposes. Users should independently research, investigate, and verify all information to determine if the quality is appropriate for their intended purpose. If legally defensible boundaries or locations are required, they should be established by an appropriate state-registered professional.

Per A.R.S. 37-178: A public agency that shares geospatial data of which it is the custodian is not liable for errors, inaccuracies or omissions and shall be held harmless from and against all damage, loss or liability arising from any use of geospatial data that is shared.



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## IT Systems Group Activities/Projects

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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.
- We have been focused on several technology support contracts as new people and applications come on board all contracts must be reevaluated and updated.
- The Systems group will be working on Single sign-on (SSO) integration for our new ImageTrend software. Single sign-on is a session and user authentication service that permits a user to use one set of login credentials -- for example, a username and password - - to access multiple applications.
- The systems team has been assisting our partner agencies with shoring up their disaster recovery readiness, upgrading their Wi-Fi, replacing network equipment, replacing workstations, assisting with preparing their IT budget proposals, and developing their 2024 IT roadmap.
- The systems group is also working on power backup at the stations. Within the district, we have procured the parts and equipment to monitor, service, and replace our power backup systems throughout the district.
- We are also assisting facilities with getting their new door locks to connect to the network.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Eric Perry, Assistant Chief of Community Risk Reduction

MTG. DATE: February 20, 2024

SUBJECT: COMMUNITY RISK REDUCTION 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 Support Services Assistant Chief to provide updates to the Governing Board on the following areas:

- Community Risk Reduction
- Fire and Life Safety
- Community Services

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



# ASSISTANT CHIEF'S REPORT

Community Risk Reduction – Eric Perry

*January 2024*

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## Assistant Chief's Activities

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### Activities:

- Attended weekly District Executive Leadership Team meetings.
- Attended weekly alignment meetings with the Fire Chief (FC) and assistant chiefs (ACs).
- Met with several contractors to discuss approaches to strategic planning.
- Attended the Arizona Fire Districts Association (AFDA) conference in Laughlin.
- Met with Verisk Analytics to discuss our ISO review. Scheduled for 3/6.
- Met with the FC, ACs, and Directors to discuss budget.
- Met with website working group.

### Projects:

- Therapy dog visitation program is still under development and has been delegated to Maggie Hernandez.
- Narcan Leave Behind program with EMS is on hold until April. We need to publish training on Vector Solutions, but we are waiting until after all compliance training is complete not to overwhelm everyone.
- The website working group has developed a conceptual outline for formatting our external website to ensure compliance with laws and regulations and make it accessible for all residents.
- Reviewing strategic planning consultants and approaches to prepare for March strategic planning.
  - We will be sending out RFPs for consultants to do the following:
    - Help us review and assess the relevancy of mission, vision, and values
    - Develop a strategic business plan for the next three years (2025-2028)
    - Develop a performance-based budget concept directly linked to the strategic plan to include developing results-oriented performance measures.
- Reviewing accreditation findings and recommendations in a lead up to budget season.

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## Community Education & Risk Reduction

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### Community Education Supervisor Habinek – Activities and Presentations:

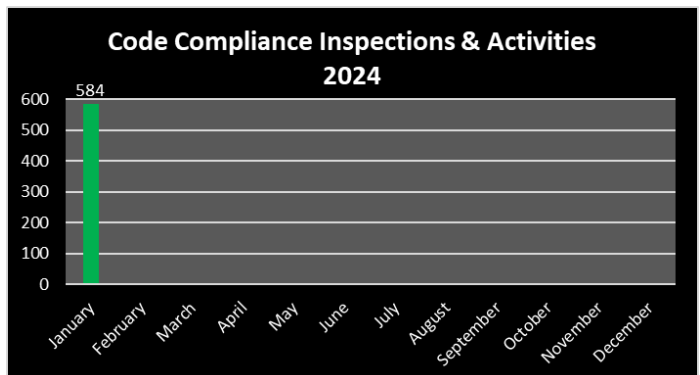
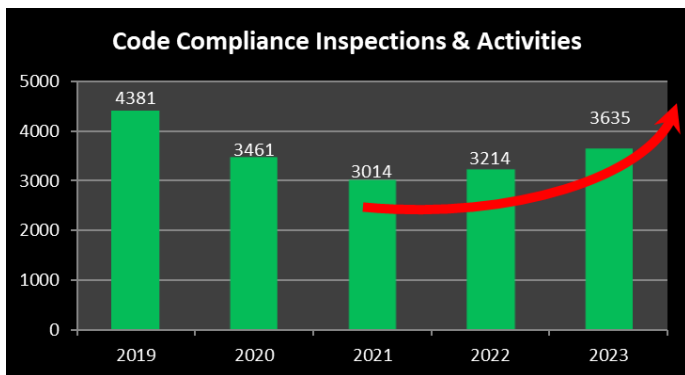
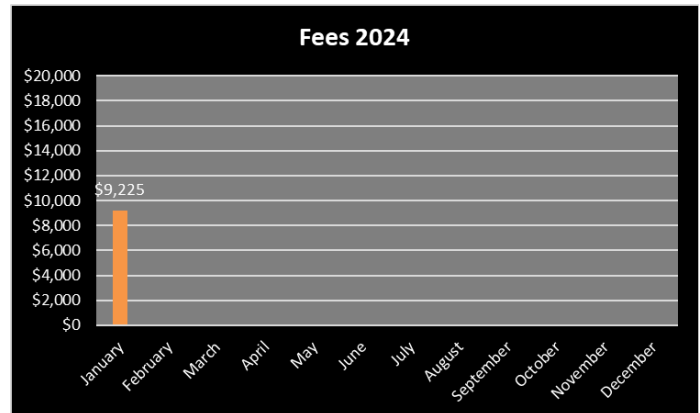
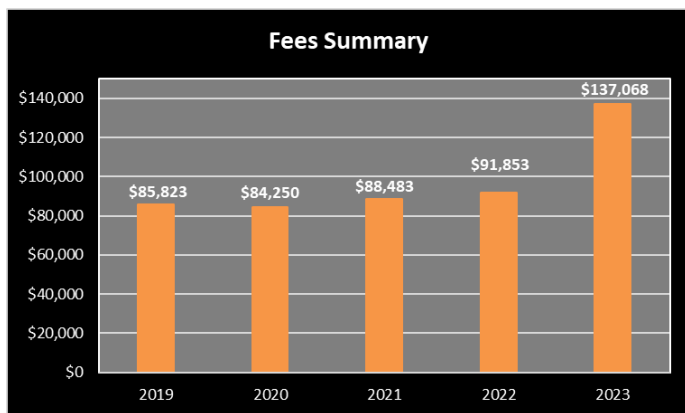
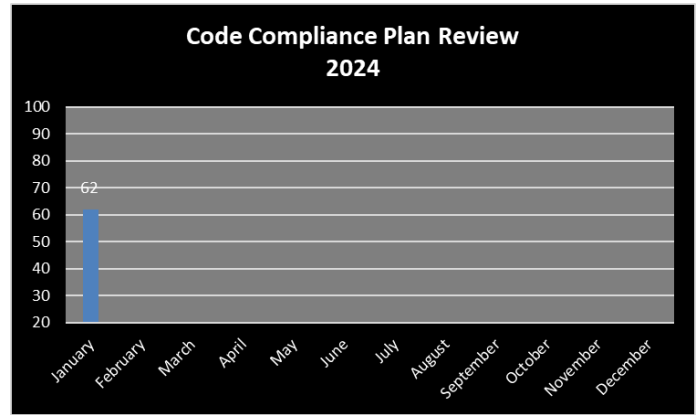
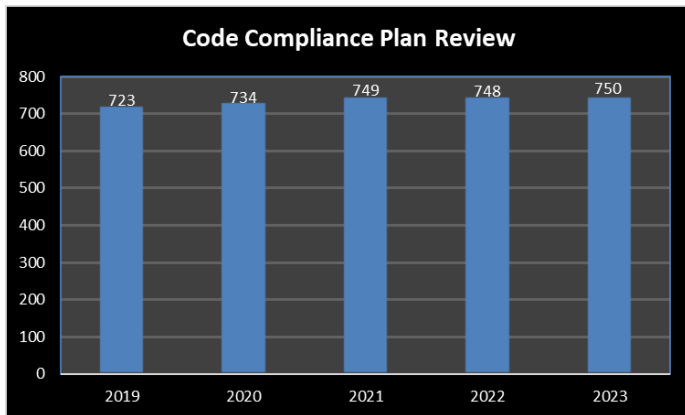
- Attended Tucson Public Safety Day planning meeting.
  - Event is scheduled for March 2<sup>nd</sup> in the Tucson Mall parking lot.
- Attended safety presentation at St. Andrew's Presbyterian Church to group of senior citizens.
- Attended "Talk and Truck Time" safety series at Casas Christian School for kindergarteners.
- Attended "Community Helpers" presentation at Innovation Academy.

- Attended station tour at station 380 for a mother and daughter.
- Attended STEAM Nights at Mesa Verde and Wilson K-8 schools.
  - Presented fire extinguisher safety using the fire extinguisher simulator.
- Began presenting certificates of training to the schools that participated in our mini-muster program last fall.
  - The certificates are signed by GRFD executive staff and presented to the schools' principals.
- Reached nearly 575 residents with January's educational events.



#### Deputy Chief Hilderbrand – Activities and Projects:

- Community Survey pilot project cards came in.
  - The project has been discussed with battalion chiefs and will be distributed soon within Saddlebrooke and Saddlebrooke Ranch.
  - The purpose is to gain information about community wants and needs for Community Risk Reduction education plans.
- Completed National Fire Academy class: Introduction to Application of Data for Fire and Emergency services.



Top 3 Inspections	Quantity
Prevention/re-inspection	373
Residential	74
Commercial	62

## Commercial Projects Summary

New projects for this month = **Green**

ZONE 1 Stations 378, 372, 373, 370, 374	ZONE 2 Stations 374, 375, 376	ZONE 3 Stations 377	ZONE 4 Stations 379	ZONE 5 Stations 380
Painted Sky Fire Alarm 12620 N Woodburne	Shell Building 1826 E Innovation Park	Basis Administration T.I. 10134 N Oracle	Circle K CO2 3712 W Cortaro Farms	Shell Building T.I. 7435 N Oracle
Desert Palms PT T.I. 12142 N Rancho Vistoso	ROCHE Building 3 T.I. 1910 E Innovation Park	Flex Gymnastics T.I. 11085 N Oracle	Beautiful Savior Fire Alarm 7570 N Thornydale	Sprouts T.I. 7665 N Oracle
The Motive Wellness 2530 E Vistoso Commerce	Oro Valley Hospital T.I. 1551 E Tangerine	Body Fat Training T.I. 11015 E Linda Vista	AMG Medical Aesthetics T.I. 7356 N La Cholla	Saffron T.I. 7607 N Oracle
Golder Ranch Vineyard 64496 E Edwin	TOV Community Center T.I. 10555 N La Canada	Aspen Dental T.I. 10580 N Oracle Ste 100	Arroyo Verde Apartments 8020 N La Cholla	Casa Linda Apartments T.I. 699 W Magee
Thin Blue Line T.I. 1171 W Rancho Vistoso Ste 159	Highland Clubhouse T.I. 10702 N Highlands	TOV Pusch Ridge Golf T.I. 10000 N Oracle	Landlord Improvement 7350 N La Cholla	TMC One T.I. 7510 N Oracle Ste 100
Healthy Skin T.I. 2295 E Vistoso Commerce	The X Noodle T.I. 11931 N First Ste 102	Surf Thru Car Wash 11595 N Oracle	Taco Giro T.I. 8320 N Thornydale Ste 110	Title Security T.I. 8500 N Oracle Ste. 100
Vantage West T.I. 15250 N Oracle Ste 150	Tangerine Dental T.I. 1880 E Tangerine Ste 190	3 Degree Saunna Spa T.I. 1930 E Tangerine Ste 100	Fry's T.I. 3770 W Ina	Arizona Mohs Surgery T.I. 7530 N Oracle
Oro Valley Coffee Roasters T.I. 15631 N Oracle	Oro Valley Massage T.I. 10420 N La Canada Ste 150	La Posada 10930 N First	Villa Cielo Cortaro Apartments 8255 N Shannon	Pusch Ridge Auto T.I. 8040 N Oracle
Miraval Storage Bldg 5000 Via Estancia	Oro Valley Assisted Living 12380 N Vistoso Park	Hilton Epazote T.I. 10000 N Oracle		NW Bible Church T.I. 889 W Chapala
<b>Who Received Project Final Inspection</b>	Pet Supplies Plus T.I. 10540 N La Canada	Il Sons For Men T.I. 10556 N Oracle		Cabali Tiki T.I. 8195 N Oracle Ste 125
ROCHE Building 1 T.I. 1910 E Innovation Park	Oro Valley Court T.I. 11000 N La Canada	Red Lobster Fire Alarm 11695 N Oracle		Pusch Ridge Christian Academy 9500 N Oracle
Venus Nails T.I. 7870 N Oracle	Tropical Smoothies T.I. 10335 N La Canada	Shell Building 9645 N Oracle	*Inspector for this zone is also assigned to the La Posada project	State Farm T.I. 200 E Magee Ste 130
Haslett Insurance T.I. 190 W Magee Ste 132		Dollar Tree T.I. 11865 N Oracle		Country Financial T.I. 200 E Magee Ste 140
Splendido Remodel 13500 N Rancho Vistoso		Urgent Vet Center T.I. 10556 N Oracle Ste 185		Panda Express Kitchen Hood 7848 N Oracle
Goodwill T.I. 10560 N La Canada		Shell Building 375 W Linda Vista		GI Alliance T.I. 7490 N Oracle
Family Life Radio T.I. 7350 N Oracle		Complete Canine T.I. 10140 N Oracle		Baymar Solutions T.I. 180 W Magee Ste. 134
		AT&T T.I. 10556 N Oracle		Landlord Improvement 7400 N Oracle

### Fire Marshal Akins:

- Attended GRFD website working group meeting.
- Attended the Az Fire Marshals Association Education Committee meeting.
- Attended the EMS Skills Lab.
- Attended the Town of Oro Valley (TOV) Council meeting.
- Attended the GRFD/NWFD 2024 International Fire Code (IFC) local amendments kick-off meeting.
- Attended the GRFD training tower meeting.
- Attended re-occurring meetings to include TOV pre-construction/development review committee (DRC)/traffic, Joint Fire Investigations, Fire Chief Status, Executive Leadership, GRFD Fire Board, Southern Arizona Fire Marshals Association (SAFMA), Arizona Fire Marshals Association (AFMA), GRFD Shark Tank, TOV Traffic Safety, and Fire & Life Safety (FLS) staff.

#### Education/Committees/Training Activities:

- Deputy Fire Marshals (DFM) Druke and White attended the AZ Fire Marshals Association meeting.
- DFMs Druke and White and all inspectors attended the Southern AZ Fire Marshals meeting.

#### 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	Mobile Home	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	Mobile Home	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
05/08/23	House Fire	One-Two Family Dwelling	\$28,258	\$14,129	\$254,322	\$127,161
05/25/23	House Fire	One-Two Family Dwelling	\$300	\$100	\$312,454	\$156,277
06/07/23	House Fire	One-Two Family Dwelling	18241	9121	\$164,173	\$82,086
06/14/23	House Fire	One-Two Family Dwelling	\$59,055	\$47,244	\$177,167	\$70,867
07/09/23	Brush Fire	One-Two Family Dwelling	\$0	\$0	\$397,542	\$0
07/26/23	House Fire	One-Two Family Dwelling	\$129,748	\$72,983	\$194,623	\$30,137
08/02/23	Building Fire	Commercial - A3	\$81,222	\$81,222	\$730,995	\$324,887
08/11/23	House Fire	One-Two Family Dwelling	\$7,236	\$1,809	\$354,550	\$179,084
09/02/23	Building Fire	One-Two Family Dwelling	\$15,211	\$12,684	\$10,157	\$0
09/19/23	Building Fire	One-Two Family Dwelling	\$21,016	\$4,203	\$399,308	\$205,959
09/21/23	Mobile Home	One-Two Family Dwelling	\$7,500	\$5,000	\$0	\$0
09/25/23	Building Fire	One-Two Family Dwelling	\$30,174	\$7,544	\$271,566	\$143,326
09/26/23	Vehicle Fire	Travel Trailer	\$8,000	\$12,000	\$0	\$0
10/07/23	House Fire	One-Two Family Dwelling	\$172,000	\$30,000	\$43,000	\$0
11/18/23	Commercial Fire	Business/Educational	\$3,083	\$1,542	\$6,163,156	\$3,081,578
12/09/23	Building Fire	One-Two Family Dwelling	\$113,847	\$28,462	\$455,386	\$256,154
		<b>TOTAL</b>	<b>\$1,288,276</b>	<b>\$624,964</b>	<b>\$11,832,785</b>	<b>\$5,602,132</b>

- On January 2, 2024, a house fire was reported in Northwest Fire District.
  - GRFD assisted with the origin and cause investigation.
- On January 2, 2024, a mobile home fire was reported in Northwest Fire District.
  - GRFD assisted with the origin and cause investigation.
- On January 12, 2024, a house fire was reported in Northwest Fire District.
  - GRFD assisted with the origin and cause investigation.
- On January 14, 2024, a house fire was reported in Northwest Fire District.
  - GRFD assisted with the origin and cause investigation.





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Grant Cesarek, Assistant Chief of Support Services

MTG. DATE: February 20, 2024

SUBJECT: SUPPORT SERVICES 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 Support Services Assistant Chief to provide updates to the Governing Board on the following areas:

- Assistant Chief's Activities
- Planning
- Logistics
- Facilities Maintenance
- Fleet
- Supply

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



# ASSISTANT CHIEF'S REPORT

*January 2024*

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## Grant Cesarek - Assistant Chief Support Services

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- Our team is working through many projects this month, from the paint and flooring at Professional Development to preparing budgets for the next fiscal year, thank you to everyone who is putting in the extra effort to keep us moving forward.
- Attended weekly meeting, leadership meeting, and provided support where needed.
- Assisted Community Relations and KOLD 13 with an interview about Hero Fund USA, including a promo shoot about the fundraiser.
- We are navigating headwind on receiving pool vehicles from Enterprise Leasing. We met with our representative to identify solutions to enhance vehicle availability, such as using more than Ford for pool vehicles.
- Great job to the IT division who assumed the point of contact role with our A/V subcontractor at Headquarters.
- Worked on lighting upgrades at Headquarters to add some light in areas to enhance workspaces and efficiency.
- Meeting with Robson representatives to provide an update on Station 378 and assist them with a burn permit they are seeking from Pinal County.
- Great conversations and questions about the budget and current CIP projects with our newly promoted BC's.

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## Adam Jarrold - Deputy Chief Support Services

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- Attended Support services luncheon. We had this in lieu of our monthly sync up meeting. This was a great, laid-back way to start the year and introduce some of our new team members (DJ, Justin) to the rest of the Support Services family.
- Facilitated meeting with members of Operations as they seek to revamp the Suppression Employee Fund.
- All radio equipment purchased last year under the FEMA Assistance to Firefighters Grant (AFG) has been distributed to our partner agencies. GRFD is the lead agency on this grant and Budget Analyst Alicia Roberson and I continue to work on the documentation so that we can receive reimbursement from FEMA.

- FF Molly Kolt and I attended the Fire Department Safety Officers Association (FDSOA) conference in Phoenix and successfully passed the test for the Health Safety Officer (HSO) designation. This will allow us to continue to grow and expand the GRFD Health and Safety Division.
- Assisted AC Perry with items for the ISO site visit next month.
- Attended first meeting as we brainstorm what will serve GRFD best as we plan to remodel the training building and training tower.
- Attended January Board Meeting
- Attended Leadership Team meeting
- Attended BC/DIV monthly meeting

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### Keith Holland – Project Manager

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- Assisted with the Image Trend integration project.
- Attended weekly station 378 construction meetings to keep our project management software updated to the project.
- Work on Monday.com software update all projects.
- Prep work for our accreditation hearing the last week of February.

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### Michael Price - Division Chief Logistics

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- Annual Hose and Ladder testing completed.
- North Admin Project: painting and new flooring complete. Deep cleaning and signage are underway. Expected move-in is mid-February.
- New Bay Doors installed at St. 370.
- Meeting with Enterprise regarding leasing position and projected plans for FY 24/25.
- Meeting with Division Chiefs for North Campus.
- Meeting(s) with Fleet Division (every Tuesday).
- Meeting with Aspen Technologies, our door lock company.
- Completed my annual 1582 medical screening.

#### Service Tickets:

Fleet - 40

Facilities - 65

Fire Supply – 17

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### Facilities Maintenance

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- Washing machine replaced at station 378

- Hot water heater failure resulted in water leak and damaged dry wall at North Administration. GRFD Facilities techs replaced the drywall and contractor replaced the hot water heater.
- A new mini split A/C unit installed at North Administration.
- Cabinet refacing project underway at Station 377.
- Concrete repair project underway at Station 370. There have been delays due to weather
- Fire protection equipment in all district buildings has been inspected, results and repair requests are being addressed as they are reported.
- Aspen technologies has begun the project of replacing all the older RFID type locks with the newer locks and system that is in place at Headquarters. This will be a benefit as doors and ID cards can be remotely monitored and adjusted rather than each individual door needing to be reprogrammed when an ID card is added or removed from the system.

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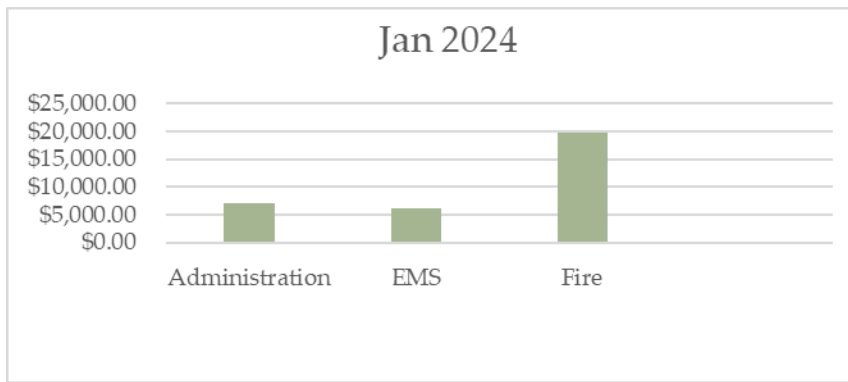
## Fleet Maintenance

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- Preparing for DHS Inspections coming in March.
- Held Forklift training- 6 attended.
- Myers Tires held a tire training class at fleet for GRFD and NWFD techs.
- New power washer is installed and in operation.



- Monthly vehicle parts costs
  - Administration - \$7,032.51
  - EMS – \$6,160.84
  - Fire – \$19,847.48



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## Procurement/Fire Supply

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- Assisted with moving supplies, desks, equipment in our office areas to support the painting and flooring project.
- Assisted with the annual hose testing project, big thanks to everyone who helped out.
- Completed annual respirator fit testing with Health and Safety.
- Ongoing project to maintain the supply room inventory and arrange storage to maximize our space.

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## Health & Safety

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- Golder Physical Agility Test (GPAT) scheduled for February 26-March 4.
- Continued progress on inventory, tracking and storage location for PPE program.
- Researching PPE inspection process through Vector Solutions
- Discussions with Catalina Towing on possibly hosting and Electric Vehicle (EV) class
- FDIC (national Fire Service training conference): Health and Safety sponsoring 2 personnel for EV class and active shooter response.
- Met with TFD and NWFD Health and Safety Divisions on peer support and mental wellness, developing a page of communication and resources on SharePoint
- Working with 1582 to secure Administration and retiree annual physicals.
- Scheduling final install of extractor for Station 373.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Chris Grissom, Assistant Chief of EMS & Fire Response

MTG. DATE: February 20, 2024

SUBJECT: EMS & FIRE RESPONSE ASSISTANT CHIEF'S REPORT

ITEM #: 7D

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:

- Operations
- Emergency Medical Services
- Professional Development
- Health and Safety
- Wildland
- Honor Guard/Pipes and Drums
- Special Operations

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



# ASSISTANT CHIEF'S REPORT

EMS/Fire Response – Chris Grissom

*January 2024*

## EMS

### EMS Training

- EMS Skills Lab was completed over the month. The focus was Adult/Pediatric Cardiac Arrest and Applied Resuscitation Education & Specialized Training (AREST) recertification. Phenomenal instruction and teaching by Paramedic Morales-German and the EMS captains (ECs).
- University of Arizona EMS (UAEMS) training was issued monthly via Vector Solutions. January's topics were EMS Research, Evidence Based Guidelines, Quality Improvement.



Crews taking part in their practical portion of the EMS Skills Lab



Congratulations to Station 380 A-shift for achieving the highest CPR scores amongst all other crews and divisions. They will retain the Championship Belt until next Skills Lab.

### Other Items of Interest

- Received performance benchmarks from Medical Direction for the month of January focusing on the following areas:
  - Chest pain
  - Cardiac arrest
  - Stroke
  - Traumatic brain injury (TBI)



- Performance-based benchmarking guides the EMS Division in targeting efforts for improved patient care outcomes and training.
- EN380, NWFD PM330 C-shift, and 911 dispatcher were reunited with a patient that they provided care to while the gentleman was in cardiac arrest.
  - It started from the initial 911 call and this dispatcher calmly provided CPR instructions to the family until crews could arrive and provided the exceptional care that they did, which led to an amazing outcome.
  - Great job by all!



- EMS Division Chief Charnoki and Battalion Chiefs Taylor, Muscarella, and Leslie attended an Active Shooter Incident Management Advanced Course with many of our police and fire regional partners.





## EMS Team

- Monitoring emergency department (ED) wait times closely, we continue to have tight communication and working with hospital liaisons 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 Administrative EC and Operations ECs, continue to meet with GRFD's Medical Director and Deputy Director from Banner University Medical Group (B-UMG), focusing primarily on policies and processes.
- EMS Captains continue to monitor the Narcotics process.
  - The program is working as intended.
  - Received kudos from Medical Direction, stating our processes are top notch.
- ECs continue to collaborate in tight communication with area EDs for smooth and quick offload times.

## Monthly EMS Stats

### Month of January Details

#### Transports+/- From Last Month

MD372	0	0
MD376	0	0
MD379	0	0
PM370	76	15
PM371	0	0
PM372	1	1
PM373	79	-1
PM374	0	0
PM375	114	18
PM376	98	10
PM377	79	-25
PM379	0	0
PM380	121	5
PM381	38	7

#### Interfacility +/- From Last Month

0	0
0	0
0	0
0	-2
0	0
0	0
0	0
0	0
2	-1
2	-1
0	0
0	0
0	0
0	-1

### Transports +/- for the Month

Total Transports for the Month to Date: 630  
+/- From Last Month 70  
Total Responses 642  
Transport % 98%

### Interfacility +/- for the Month

Total Inter-facility for the Month to Date: 4  
+/- From Last Month -5

### Fiscal Year Details for 2023-24

#### Transports

Fiscal Year to Date: 4,143  
Last Fiscal Year to Date: 4,014  
+/- From Last Month 129  
Total Responses 4,211  
Transport % 98%

#### Interfacility

Transports Fiscal Year to Date: 27  
Last Year to Today Last Year: 74  
+/- From Last Month -47

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## Professional Development

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Instructor I Course

### Courses/Training

- 2023 Fall II CRD Fire Ground Survival Follow-Up Training
  - Took place January 2-17, 2024
- Instructor I Course
  - Started January 22, 2024

- 24 students from 6 different departments
- Arizona state testing scheduled for February 2, 2024
- Instructor II Course
  - Planning class instruction
  - Starts February 12, 2024
  - Open to our regional partners
- Leadership Series
  - Northwest Fire District planning class instruction
  - Starts March 21, 2024
- 2024 Spring I CRD
  - Being planned
  - Starting March 11, 2024
  - Hosting Northwest Fire District and Tucson Fire Department for CRD

#### 23-01 Probationary Year

- Module IV books have been assigned and will be due February 12, 2024.
- Module III and IV practical testing will be February 20<sup>th</sup>, 21<sup>st</sup>, and 22<sup>nd</sup>.

#### 24-01 Academy

- Wonderlic assessments were finished on January 2, 2024.
- Spark Hire interviews will take place between January 4-16, 2024.
- Eye Detect took place the week of January 29, 2024.
- Chiefs interviews will take place the week of February 5, 2024.
- Academy is tentatively expected to start on April 15, 2024.

#### Car Seat Program

- Six car seat installs were done in the month of January.

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### Wildland

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#### Current Assignment

- No personnel currently on assignment.

#### District Assignments

- No in-district IA assignments.

#### January Projects

- The new Type 3 compartments are being modified with brackets and securing straps to house/hold all of our tools by Mike at Fleet. That truck will be ready to put in service by March.
- Internal job posting was released for Wildland Team recruitment.

## January Trainings

- 1/31 – 2/3/24 – Wildland Team members Captain Dean Stevens, Engineer Jimmy Labas, Paramedic Kyle Milligan, and Paramedic John Colby attended the ROHVA (Recreational Off-Highway Vehicle Association) instructor class. This will allow for the Wildland Team to certify all its members to be able to operate all side by sides on wildland fires.
- Firefighter Petersen completed his Base Camp Section Leader class and certification.
- Wildland Team members completed their Red Card Pack Testing.

## Upcoming Events

- In-district Wildland annual refresher.
- February 26<sup>th</sup> & 27<sup>th</sup> – GRFD Wildland Team will be hosting the Pinal County Wildland Team annual refresher.

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## Honor Guard/Pipes and Drums

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### Honor Guard

- One expenditure – Van Deren award plaque for Honor Guard (HG) leadership and commitment to the team. Monthly total: \$87.09.
- District credit card and HG budget all squared up.
- We have been outfitting and training HG's three new members, trying to get them operational ASAP.
- Karl Rhein is doing a great job and trying to streamline the retiree presentation flag process.

### Pipes & Drums

- Zero expenditures – monthly total: \$ 0.00.
- 1/26/24 – Participated in the First Responders Blessing Breakfast.

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## Special Operations

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### Training

- In January, our GRFD Special Operations members participated in the monthly Regional TRT Drill, which took place at the PSA. The training was on tower rescue, with a focus on rescuing incapacitated tower workers. Alongside our partners at TFD and NWFD, GRFD members participated in the life-like scenario that required precision of tactics and teamwork. This scenario is an example of a high risk but low frequency incident, allowing our crews to get as much hands on experience in a safe environment. Keeping up with this skill is extremely important, not only for our residents, but for our personnel as well.
- Members of our Special Operations team, along with the members of our Wildland team, participated in the annual Red Card Pack Test. The physical test, which consists of a 3-mile hike, with a 45-pound weight vest, in under 45 minutes, is the minimum physical standard to be on the team.

## Calls

- The Special Operations team did not respond to any Hazardous Materials or Technical Rescue calls this month.

## Monthly Type Count Report

<b>Golder Ranch Fire District Call Load Breakdown</b>											
<b>January 2024</b>											
CALL TYPE	370	372	373	374	375	376	377	378	379	380	TOTAL
Aircraft											0
Brush / Vegetation											0
Building	1									1	2
Electrical / Motor											0
Fires - All Other	2					1			2		5
Gas Leak											0
Hazmat											0
Trash / Rubbish										1	1
Unauthorized Burning						1					1
Vehicle							1				1
<b>Total Fire</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>10</b>
Animal Problem											0
Animal Rescue											0
Assist -Other	15	7	56	26	17	8	13	13	9	8	172
Battery Change	4	6	16	3	10	2	6	8	2	1	58
Bee Swarm											0
Defective Appliance											0
Invalid Assist	1		16	17	5	4	2	3	10	6	64
Snake			2	3	3	1	2	2	1		14
Lockout											0
Fire Now Out					1			1			2
<b>Total Service Calls</b>	<b>20</b>	<b>13</b>	<b>90</b>	<b>49</b>	<b>36</b>	<b>15</b>	<b>23</b>	<b>27</b>	<b>22</b>	<b>15</b>	<b>310</b>
Alarms (Fire, Smoke, CO)	6	1	6	2	5	4	9	4	2	10	49
Cancelled / Negative	6		6	5	2		7	3	8	14	51
Smoke / Odor Invest.			2		1	1	3	2	1	2	12
<b>Total Good Intent</b>	<b>12</b>	<b>1</b>	<b>14</b>	<b>7</b>	<b>8</b>	<b>5</b>	<b>19</b>	<b>9</b>	<b>11</b>	<b>26</b>	<b>112</b>
Motor Vehicle Accident	2				4	1	7		1	6	21
Rescue-high, trench, water											0
Interfacility Transport					2	2					4
All Other EMS Incidents	82	12	135	110	97	90	139	36	138	142	981
<b>Total EMS Type</b>	<b>84</b>	<b>12</b>	<b>135</b>	<b>110</b>	<b>103</b>	<b>93</b>	<b>146</b>	<b>36</b>	<b>139</b>	<b>148</b>	<b>1006</b>
<b>TOTAL ALL</b>	<b>119</b>	<b>26</b>	<b>239</b>	<b>166</b>	<b>147</b>	<b>115</b>	<b>189</b>	<b>72</b>	<b>174</b>	<b>191</b>	<b>1438</b>
Percentage of Call Load	8%	2%	17%	12%	10%	8%	13%	5%	12%	13%	100%
Average Calls Per Day	3.84	0.84	7.71	5.35	4.74	3.71	6.10	2.32	5.61	6.16	46.39
<b>Patients Transported</b>				<b>630</b>							
<b>Last 12 Month Call Load</b>				<b>19824</b>							
<b>Last January Call Load</b>				<b>1382</b>							



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

**TO:** Governing Board

**FROM:** Mike Price – Division Chief of Support Services

**MTG. DATE:** February 20, 2024

**SUBJECT:** DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION 2024-0002 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

**ITEM #:** 8A

**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 item(s) that we no longer use or need. The attached document(s) provides details of item(s) the district is seeking to surplus through public auction or sale of to a neighboring or local fire department or district. This agenda item(s) purpose is to request approval to classify the item(s) as surplus and to place them on a public surplus auction site and or approve direct sale.

### RECOMMENDED MOTION

Motion to adopt Resolution 2024-0002 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 or department.



# **GOLDER RANCH FIRE DISTRICT**

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

Chief Tom Brandhuber

## **RESOLUTION NO. 2024-0002**

### **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 20th day of February 2024, at a duly noticed public meeting of the Golder Ranch Fire District Governing Board.

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

ATTEST:

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Sandra Outlaw  
Clerk of the Governing Board  
of the Golder Ranch Fire District

## EXHIBIT A

- File cabinets/office furniture



- Large conference room deices





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Dave Christian, Finance Director

MTG. DATE: February 20, 2024

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

ITEM #: 8B

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 1/1/2024 Through 1/31/2024

Account Code	Account Title	Current Period Actual	Current Period Budget	Current Period Budget Variance - Original	YTD Actual	YTD Budget	YTD Budget Variance - Original
5000	Labor/Benefits/Employee Development	2,876,622.95	2,714,921.05	(161,701.90)	20,100,958.22	19,887,076.77	(213,881.45)
6000	Supplies/Consumables	32,246.38	209,620.85	177,374.47	725,047.43	1,076,595.95	351,548.52
6500	Vehicle / Equipment Expense	78,388.88	92,982.89	14,594.01	437,858.66	710,880.23	273,021.57
6750	Utilities / Communications	40,407.48	42,081.65	1,674.17	293,539.93	283,743.02	(9,796.91)
7000	Professional Services	77,385.23	117,365.98	39,980.75	776,672.70	896,361.86	119,689.16
7500	Dues/Subscriptions/Maint. Fees	34,492.67	48,701.08	14,208.41	376,734.53	407,877.56	31,143.03
7750	Insurance	0.00	41,632.00	41,632.00	155,626.24	139,896.00	(15,730.24)
8000	Repairs / Maintenance	25,009.91	43,668.72	18,658.81	315,031.45	402,836.06	87,804.61
9000	Debt Service	382,025.83	235,952.27	(146,073.56)	1,612,058.33	1,579,245.89	(32,812.44)
9500	Capital Outlay	14,274.20	145,653.99	131,379.79	1,031,232.93	1,855,155.60	823,922.67
Report Difference		(3,560,853.53)	(3,692,580.48)	131,726.95	(25,824,760.42)	(27,239,668.94)	1,414,908.52



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: February 20, 2024

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: Shannon Ortiz, Board Services Supervisor

MTG. DATE: February 20, 2024

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.