GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
PUBLIC NOTICE AND AGENDA
Tuesday, January 20, 2026, 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, January 20, 2026**. The meeting will be held in 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 is 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 items 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 TO CATALINA CRUSADERS

   B. PRESENTATION OF PERSONNEL

   - YEARS OF SERVICE
     - MICHAEL LESLIE, DIVISION CHIEF- 20 YEARS
     - RANDOLPH SCHOLEY, PARAMEDIC- 20 YEARS

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 16, 2025, REGULAR SESSION

B. APPROVE AND ADOPT RESOLUTION 2026-0001 TO DECLARE ITEMS AS SURPLUS AND DIRECTION TO STAFF TO SELL OR PROVIDE ITEMS TO NEIGHBORING FIRE DISTRICTS OR EDUCATIONAL INSTITUTIONS

7. REPORTS AND CORRESPONDENCE

A. FIRE CHIEF'S REPORT – CHIEF BRANDHUBER
- UPDATES ON THE FOLLOWING AREAS:
  - BOARD SERVICES
  - COMMENDATIONS/THANK YOU CARDS RECEIVED
  - DISTRICT ACTIVITIES
  - HUMAN RESOURCES
  - MEETINGS, TRAININGS, AND EVENTS ATTENDED
  - PERSONNEL
  - POLITICAL & PUBLIC SAFETY INTERACTIONS/UPDATES
- LEADERSHIP TEAM REPORT – PRESIDENT JONES

B. COMMUNITY RISK REDUCTION DIVISION'S REPORT - ASSISTANT CHIEF PERRY
- UPDATES ON THE FOLLOWING AREAS:
  - COMMUNITY EDUCATION, ENGAGEMENT & RISK REDUCTION
  - FINANCE
  - FIRE PREVENTION

C. SUPPORT SERVICES DIVISION'S REPORT - ASSISTANT CHIEF CESAREK
- UPDATES ON THE FOLLOWING AREAS:
  - STRATEGIC COMMUNICATIONS
  - FACILITIES MAINTENANCE
  - FLEET
  - HEALTH & SAFETY
  - TECHNOLOGY
  - PLANNING
  - LOGISTICS
  - SUPPLY

D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISON'S REPORT – ASSISTANT CHIEF GRISSOM
- UPDATES ON THE FOLLOWING AREAS:
  - EMERGENCY MEDICAL SERVICES/OPERATIONS
  - HONOR GUARD/PIPES AND DRUMS
  - PROFESSIONAL DEVELOPMENT
  - PROJECT MANAGEMENT
  - SPECIAL OPERATIONS
  - WILDLAND

8. **REGULAR BUSINESS**

   A. DISCUSSION AND POSSIBLE ACTION REGARDING POLICIES: 210- SOLICITATION OF FUNDS; 235- DONATIONS POLICY; AND 906-APPARATUS/ VEHICLE MANEUVERING

   B. DISCUSSION AND POSSIBLE ACTION REGARDING THE LIFEWORK EDUCATION, INC. VEHICULAR FIELD TRAINING AGREEMENT

   C. 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 – February 17, 2026

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**

_____
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 1/14/2026 by 11:00 a.m.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: January 20, 2026

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: January 20, 2026

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: January 20, 2026

SUBJECT: PRESENTATION TO THE CATALINA CRUSADERS

ITEM #: 5A

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

The Catalina Crusaders, in conjunction with the Players Pub, graciously and generously raise money at their annual fundraiser every year for the North Tucson Firefighter's Association - Local 3832 to use towards their annual Shop with a Firefighter event. The event supports local children in need from Catalina, Oro Valley, Oracle, Mammoth and San Manuel.

RECOMMENDED MOTION

No motion required for this agenda item.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: January 20, 2026

SUBJECT: PRESENTATION OF PERSONNEL

ITEM #: 5B

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.

- YEARS OF SERVICE
  - Michael Leslie, Division Chief- 20 Years of Service
  - Randy Scholey, Paramedic- 20 Years of Service

RECOMMENDED MOTION

No motion required for this agenda item.

EMPLOYEE RECOGNITION

Employee Name: Mike Leslie

Date of Hire: Jan 9, 2006

Current Position: Division Chief of Professional Development

Reason for Recognition: 20 yrs of service

Prepared by:

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

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

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

- *GRFD/CAREER HISTORY:*
  Paramedic 2009
  Joined Special Operations Team 2009
  Community Health Care Paramedic 2014
  Promoted to Captain February 2017
  Joined GRFD's Wildland Team 2017
  Promoted to Battalion Chief 2022
  Assigned to Division Chief of Professional Development 2024

- *PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:*

  Fire Chief Award 2021

- *PERSONAL OR SPECIAL NOTES OF INTEREST:*
  A personal highlight is being married to my beautiful and amazing wife, Hannah, as we celebrate 10 years of marriage this coming May. Outside of work, I value spending as much time as possible with Hannah and our seven-year-old twins, Miles and Stella. As a family, we enjoy traveling whenever we can, balancing adventures with the kids' activities in gymnastics and baseball.

  Our favorite trips include everything from Grand Lake, Colorado, to the sand dunes, hunting excursions, and enjoying the beauty of Arizona's White Mountains.

EMPLOYEE RECOGNITION

Employee Name: Randy Scholey

Date of Hire:

Current Position: Paramedic

Reason for Recognition: Years of Service

Prepared by: C. Cavaletto

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

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

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

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

- *GRFD CAREER HISTORY:*

Paramedic Scholey began his career at GRFD in January 9, 2006 as a member of Class 06-01. Prior to joining GRFD, he attended the Pima Community College Fire Academy through the Avra Valley Fire District as part of Class 04-01. Paramedic Scholey consistently puts the community first. Randy's bedside manner reflects his commitment to serving everyone he encounters with strong hands and a caring heart. You can often find Paramedic Scholey completing an SCBA air consumption drill shortly after rig checks, because rain or shine, physical training is a must for Randy.

- *PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:*

Paramedic Scholey is a pround member of GRFD Class 06-01.

Graduated The Pima Community College Paramedic Program in December of 2013.

- *PERSONAL OR SPECIAL NOTES OF INTEREST:*

Paramedic Scholey has an amazing family and is a proud father of seven children three beautiful daughters and four handsome young men. He has a loving wife whom he absolutely adores, and yes, he definitely outkicked his coverage, if you know what we mean. Paramedic Scholey is also eagerly awaiting his first grandbaby, who is due to arrive this June. On his days off, you can always find Randy being a devoted husband and proud father. Whether he's tackling a honey-do list or cheering on his kids at a soccer event, Randy always puts his family first and makes it a priority to create joy and lasting memories with them. Congradulations on 20 years with GRFD.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: January 20, 2026

SUBJECT: APPROVE MINUTES- DECEMBER 16, 2025, 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. DECEMBER 16, 2025, REGULAR SESSION MEETING MINUTES

RECOMMENDED MOTION

If items remains on consent agenda:
Motion to approve the January 20, 2026, Consent Agenda.

If item is removed from consent agenda: State the motion for the item that was removed from consent agenda after discussion has taken place:

Motion to approve the December 16, 2025, regular session meeting minutes.

GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
MEETING MINUTES
Tuesday, December 16, 2025, 9:00 a.m.
1600 East Hanley Boulevard, Oro Valley, Arizona 85737

1. CALL TO ORDER/ROLL CALL

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: Assistant Chief Perry, Assistant Chief Grissom, Assistant Chief Cesarek, Deputy Chief Rutherford, Deputy Chief Jarrold, Deputy Chief Wilson, Finance Director Christian, Technology Director Rascon, Division Chief Taylor, Division Chief Leslie, Division Chief Charnoki, Division Chief North, Battalion Chief Price, Battalion Chief Spanarella, Battalion Chief Muscarella, Board Services Supervisor Ortiz, Billing Supervisor Massie and HR Supervisor Noland

2. SALUTE AND PLEDGE OF ALLEGIANCE

Those in attendance said the Pledge of Allegiance.

3. FIRE BOARD REPORTS

Board Member Brady reported he did a station tour with Chaplain Wright. He said it was great to go out and see personnel and the camaraderie that goes on in the station.

4. CALL TO THE PUBLIC

There were no public issues presented.

5. PRESENTATIONS

A. PRESENTATION FROM CATALINA CRUSADERS – A DONATION TO LOCAL #3832 FOR THE ANNUAL SHOP WITH A FIREFIGHTER EVENT

Ruth Dormanen, Della, and Kelly with the Players Pub and Catalina Crusaders stated $20,000 was raised and donated to the Local #3832 to use for the annual "Shop with a Firefighter" event. This year the Union helped 153 kids. The money was raised at the annual fundraiser at the Players Pub that Mrs. Dormanen helps to organize every year.

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Chairperson Vicki Cox Golder commented on how great it was.

Assistant Chief Perry commented what was incredible was the fact that this organization continues to raise money year after year. He thanked them for their efforts.

Union President Jones said on behalf of Local 3832 he wanted to thank them for their efforts. The Union ended up helping 153 kids. He asked the group if they could attend the next board meeting to be recognized.

B. PRESENTATION OF PERSONNEL

- YEARS OF SERVICE
  - STEPHEN LEDOUX, FIREFIGHTER/EMT- 15 YEARS
  - PETER PADDOCK, CAPTAIN- 15 YEARS

- PROMOTIONS
  - MATTHEW BONILLA, CAPTAIN
  - RANDY CRAMBLIT, CAPTAIN
  - DAVID DEADMAN, CAPTAIN
  - RAJIV MORALES-GERMAN, CAPTAIN
  - DAVID SELBY, ENGINEER

Captain Rinder presented Firefighter Ledoux for his fifteen years of service to Golder Ranch Fire District (GRFD).

Battalion Chief Price presented Captain Paddock for his fifteen years of service to GRFD.

Captain Kinter presented Matthew Bonilla for his promotion to captain.

Captain R. Sanchez presented Randy Cramblit for his promotion to captain.

Captain D. Cramblit presented David Deadman for his promotion to captain.

Captain Drury presented Rajiv Morales-German for his promotion to captain.

Captain Drury presented David Selby for his promotion to engineer.

The Governing Board took a brief recess at 9:37 a.m.

The Governing Board reconvened at 9:42 a.m.

6. CONSENT AGENDA

A. APPROVE MINUTES- NOVEMBER 18, 2025, REGULAR SESSION

DRAFT

B. APPROVE AND ADOPT THE GOLDER RANCH FIRE DISTRICT'S REGULAR GOVERNING BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2026

C. APPROVE AND ADOPT RESOLUTION 2025-0011 TO DECLARE ITEMS AS SURPLUS AND DIRECTION TO STAFF TO SELL OR PROVIDE ITEMS TO NEIGHBORING FIRE DISTRICTS OR EDUCATIONAL INSTITUTIONS

MOTION by Vice-Chairperson Vette to approve the December 16, 2025, Consent Agenda
MOTION SECONDED by Board Member Brady
MOTION CARRIED 5/0

7. REPORTS AND CORRESPONDENCE

A. FIRE CHIEF'S REPORT – In Chief Brandhuber's absence, Assistant Chief Perry presented the Fire Chief's report to the Governing Board.

Vice-Chairperson Vette commented it was nice to see the green sheets recognizing personnel.

He asked if 231 fingerprint appointments were a record.

Board Services Supervisor Ortiz commented it was above average, however, there has been a larger amount of appointments done previously.

President Jones said the "Shop with a Firefighter" was a great event. It was great to see so many kids. He emphasized the Union could not do it without support from folks like the Catalina Crusaders. He reminded everyone that the annual pancake breakfast and the Union Adult Holiday party will be on Saturday, December 20th.

B. COMMUNITY RISK REDUCTION DIVISION'S REPORT - Assistant Chief Perry presented Community Risk Reduction's division report to the Governing Board.

Chairperson Cox Golder asked what the fall program at Splendido was.

Assistant Chief Perry responded it was a trial program Community Risk Reduction was doing that focused on the prevention of slips, trips, and falls. He commented four Community Resource Technicians (CRTs) were hired as firefighters for the upcoming academy. This was the plan for the CRT program to serve as a feeder program to suppression.

C. SUPPORT SERVICES DIVISION'S REPORT - Assistant Chief Cesarek presented the Support Services' division report to the Governing Board. He said Support Services was working on determining capital needs. Assistant Chief Cesarek mentioned Board Member Shellenberger had asked at the last board meeting about an alternative

DRAFT

route in SaddleBrooke. Chief Cesarek scheduled a meeting for Wednesday, December 17th with representatives to discuss access points in SaddleBrooke as well as a cell tower.

Chairperson Cox Golder commented the Station 378 grand opening was phenomenal.

Assistant Chief Cesarek thanked her and said it was a great morning and a great turnout. Residents continue to drop by the station and walk through to see the building. The outpouring of support from the public was awesome.

D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISON'S REPORT – Assistant Chief Grissom presented the EMS & Fire Response division report to the Governing Board. He thanked Human Resources and Professional Development for their work in hiring twenty-four firefighters for the fire academy.

8. REGULAR BUSINESS

A. DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATIONS FOR THE GOLDER RANCH FIRE DISTRICT GOVERNING BOARD POSITIONS OF CHAIRPERSON, VICE-CHAIRPERSON, AND CLERK FOR A ONE-YEAR TERM FOR CALENDAR YEAR 2026

MOTION by Board Member Shellenberger to nominate Vicki Cox Golder as Chairperson, Wally Vette as Vice-Chairperson, and Sandra Outlaw as Clerk of the Golder Ranch Fire District Governing Board.
MOTION SECONDED by Board Member Brady
MOTION CARRIED 5/0

B. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF A REPRESENTATIVE FROM THE GOLDER RANCH FIRE DISTRICT'S GOVERNING BOARD TO THE GRFD PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM'S LOCAL PENSION BOARD

MOTION by Chairperson Cox Golder to appoint Wally Vette as Chairperson of the Golder Ranch Fire District's Public Safety Personnel Retirement System Local Pension Board in pursuant to A.R.S. §38-847(A)(3)
MOTION SECONDED by Board Member Shellenberger
MOTION CARRIED 5/0

C. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF TWO CITIZEN MEMBERS, ONE RESIDENT OF THE FIRE DISTRICT AND THE OTHER WITH EXPERIENCE IN PERSONNEL ADMINISTRATION TO THE GRFD PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM'S LOCAL PENSION BOARD

MOTION by Vice-Chairperson Vette to appoint Lee Mayes (resident of Golder Ranch Fire District) and Allison Delong (who has experience in personnel administration) as

citizen members of the Golder Ranch Fire District's Personnel Retirement System Local Pension Board pursuant to A.R.S. §38-847(A)(3)
MOTION SECONDED by Board Member Brady
MOTION CARRIED 5/0

D. DISCUSSION AND POSSIBLE ACTION REGARDING POLICIES: 212- PROCUREMENT, PURCHASE AUTHORIZATION, AND VENDOR PAYMENT; 232-APPRAISAL OF PROGRAMS; AND 234-STRATEGIC BUSINESS PLAN MAINTENANCE

Assistant Chief Perry stated, in the past, there was not a designated person assigned to writing policies. There was a captain on light duty who worked on them for about a year. Recently, the Board approved a position to focus on policies. Michelle Smith was hired and she is doing a great job.

Assistant Chief Perry explained there were no huge changes to Policy 212-Procurement, Purchase Authorization, and Vendor Payment. This is a revision of a previous policy. There were some minor adjustments made such as purchasing limits for chief officers. For example, division chiefs and battalion chiefs had different levels of spending authority, which did not make sense.

Assistant Chief Perry continued by saying Policy 232- Appraisal of Programs was also an existing policy. It was broadened to be used as a budget management tool. The adoption of the revisions is a formality to approve the broadened policy to encompass the budget management and strategic management tools. Policy 234-Strategic Business Plan Maintenance is a way to embed the strategic business plan into the way of doing business.

MOTION by Board Member Shellenberger to approve policies: 212- Procurement, Purchase Authorization, and Vendor Payment; 232- Appraisal of Programs; and 234-Strategic Business Plan Maintenance, as presented.
MOTION SECONDED by Vice-Chairperson Vette
MOTION CARRIED 5/0

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

Finance Director Christian explained the District fell short in revenue for the month of October, however, it brought in more revenue than anticipated in the month of November. Labor expenses were where he predicted and were favorable for the month and the fiscal year. There was a surplus for the month of November. The District was positive on expenditures and had a $7 million surplus. He explained this meant the District could weather monthly outlays.

Chairperson Cox Golder mentioned she received a letter and a refund for overpayment of taxes from Pinal County.

DRAFT

Director Christian explained the refund was due to a lawsuit Pinal County had against them.

He reported the District had a total of $32 million in both Pima and Pinal County Treasurer's offices. In reference to ambulance revenue, the billing division did not receive revenue in the month of November. The division spent time cross training to ensure that all billers were trained consistently. There were 600 transports in the month of November. There are approximately, on average, twenty-one transports a day.

MOTION by Vice Chairperson Vette to approve and accept the Golder Ranch Fire District reconciliation and monthly financial report as presented.
MOTION SECONDED by Board Member Shellenberger
MOTION CARRIED 5/0

9. FUTURE AGENDA ITEMS

The next regularly scheduled meeting will be January 20, 2026.

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 10:09 a.m.
MOTION SECONDED by Vice-Chairperson Vette
MOTION CARRIED 5/0

_____
Sandra Outlaw, Clerk of the Board
Golder Ranch Fire District

DRAFT

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO:	Governing Board
FROM:	Jeremy North, Division Chief of Logistics
MTG. DATE:	January 20, 2026
SUBJECT:	APPROVE AND ADOPT RESOLUTION #2026-0001 TO DECLARE ITEMS AS SURPLUS AND DIRECTION TO STAFF TO SELL OR PROVIDE ITEMS TO NEIGHBORING FIRE DISTRICT OR EDUCATIONAL INSTITUTIONS
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 has accumulated item(s), including vehicles, that we no longer use, need, or have exceeded service life. 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. If unable to sell, the items may be disposed of properly. Approved motion will be facilitated at the direction of Division Chief .

RECOMMENDED MOTION

If items remain on consent agenda:

Motion to approve January 20, 2026, Consent Agenda.

If item is removed from consent agenda:
Motion to adopt Resolution 2026-0001 to declare items as surplus and direction to staff to sell or provide items to neighboring fire districts or educational institutions.

GOLDER RANCH FIRE DISTRICT

Fire ~ Rescue ~ Ambulance
1600 E. Hanley Boulevard
Oro Valley, AZ 85737

Chief Tom Brandhuber

RESOLUTION NO. 2026-0001

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
1600 E. Hanley Boulevard
Oro Valley, AZ 85737

Chief Tom Brandhuber

ADOPTED AND APPROVED on this 20th day of January 2026 at a duly noticed public meeting of the Golder Ranch Fire District Governing Board.

_____

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

ATTEST:

_____

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

Exhibit A

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

The items selected for surplus are in the following categories:

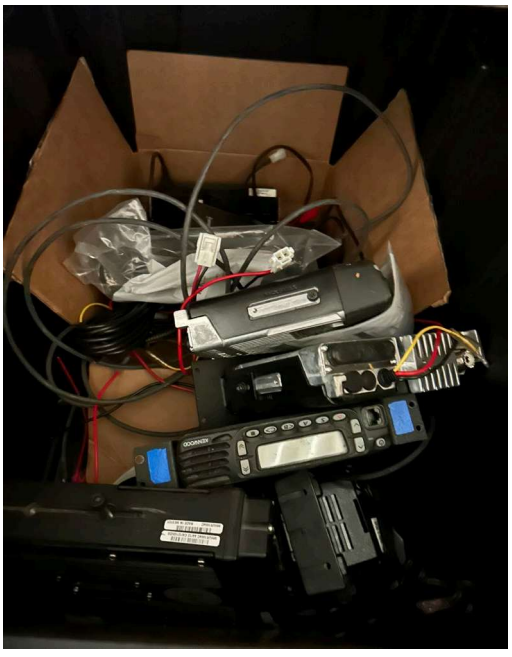
Vehicles

- Shop number 021 – 2000 Freightliner FL80 (Rebuilt in 2013) Type II Tactical Tender (3,500 gal)

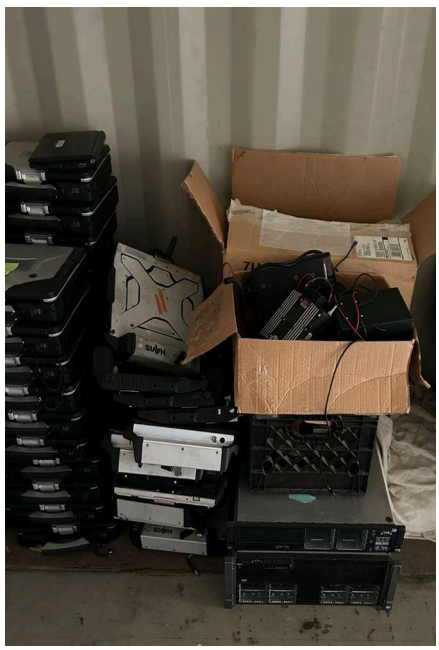


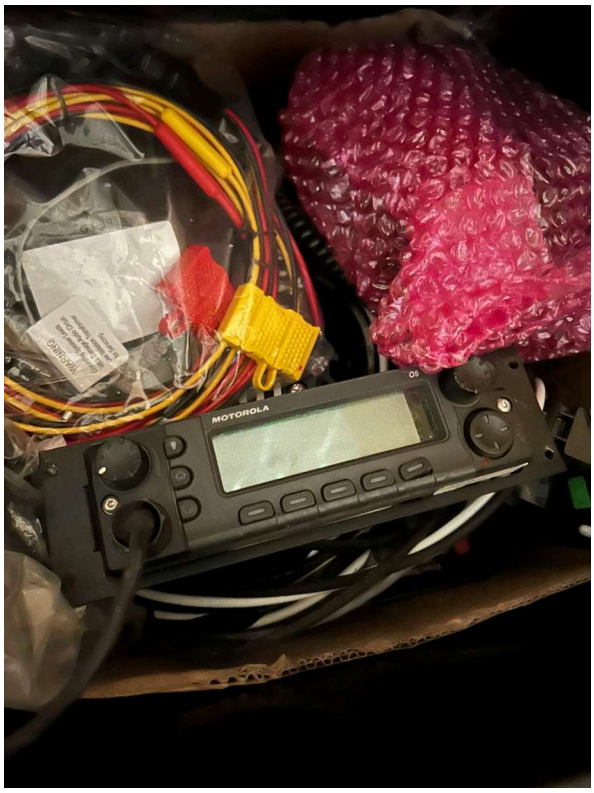
IT- computer/ radio equipment (obsolete)

- (22) Panasonic Toughbooks
- (19) Havis docks
- Server cabinets, battery back-ups, router switches
- Motorola radios
- Kenwood radios





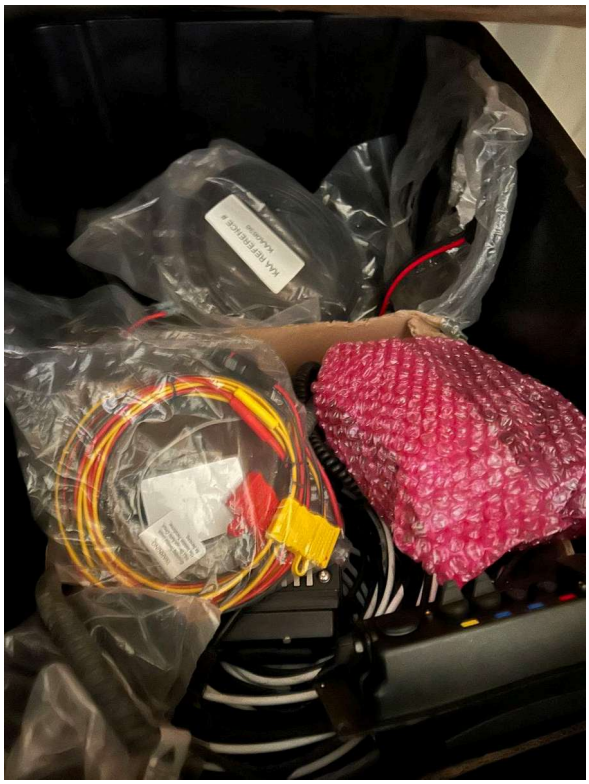


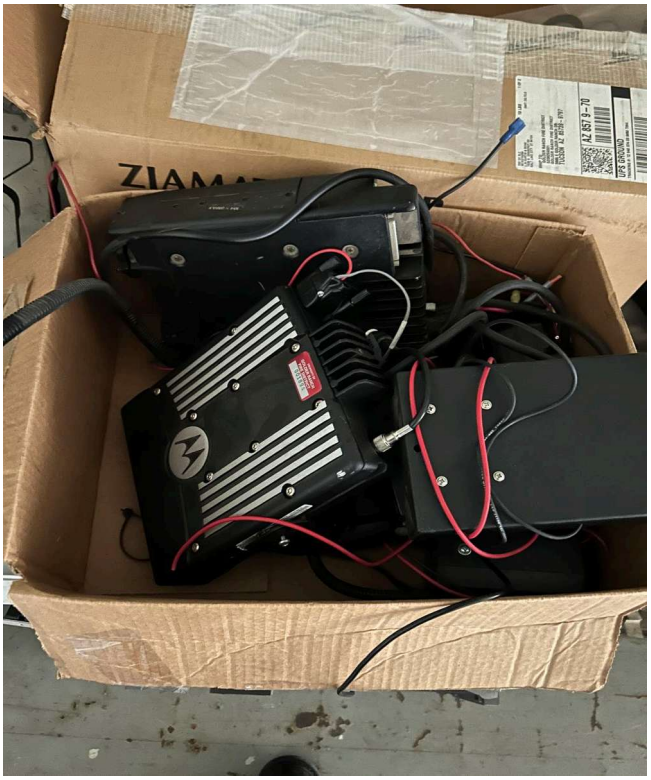

MOTOROLA


CF-3110671KM
6HKSA84038
-Y
Pro
Windows
Panasonic Corporation
IMEI 990005060873115
FCC ID: N7NEM7355
IC: 216A-CFWW138












HAVIS

Surplus mattresses:











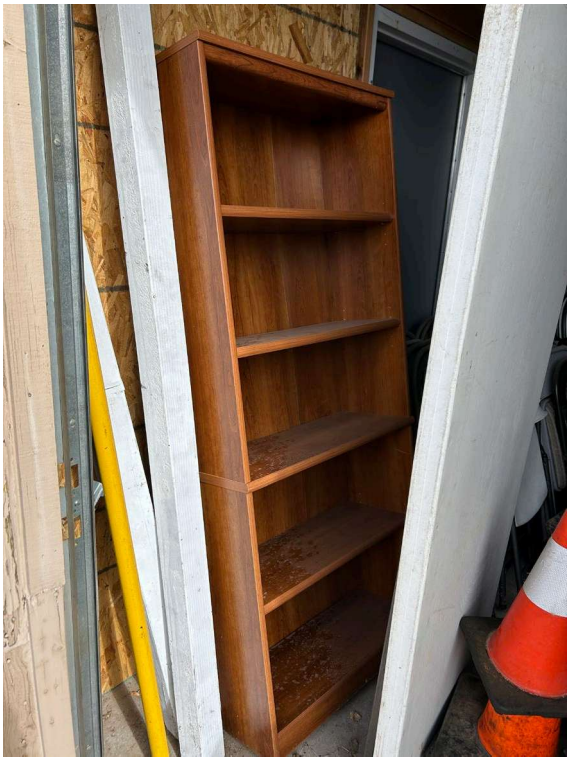
Bed frames:

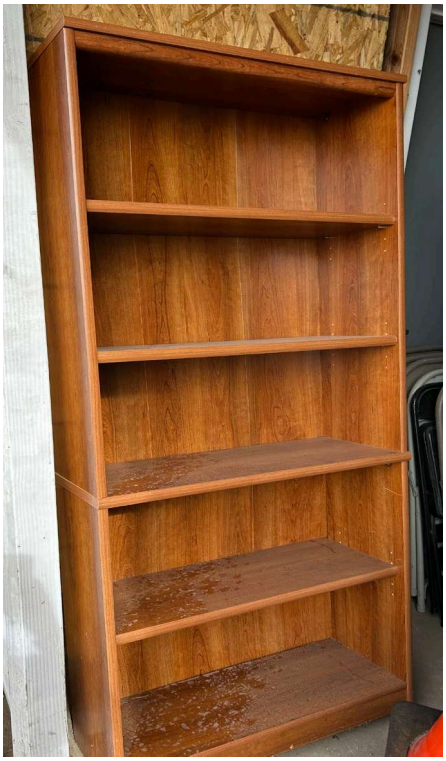


Miscellaneous chairs/ furniture:

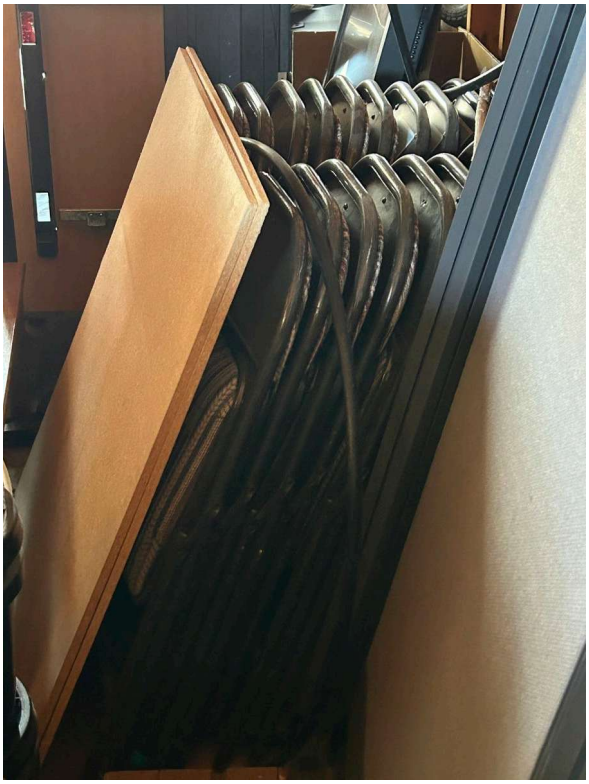
- Bookshelf/ File cabinets
- Chairs
- Desks
- Table
- TVs



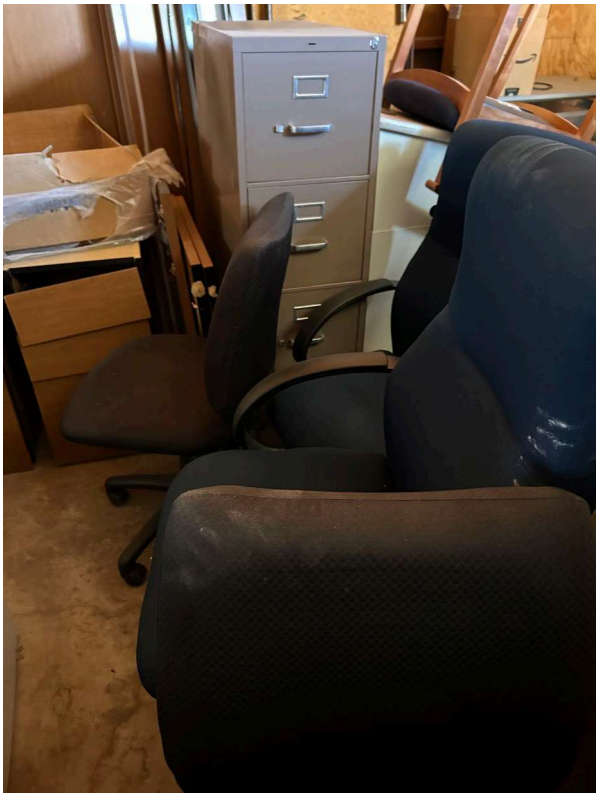


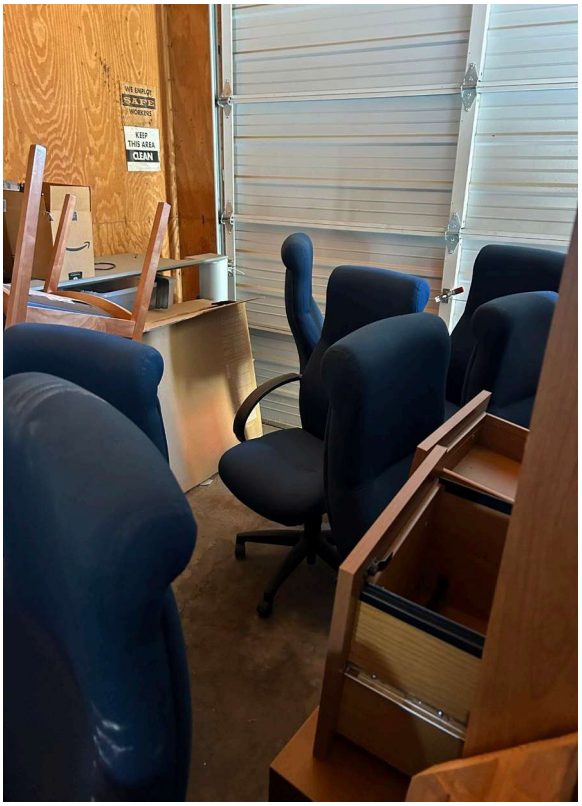


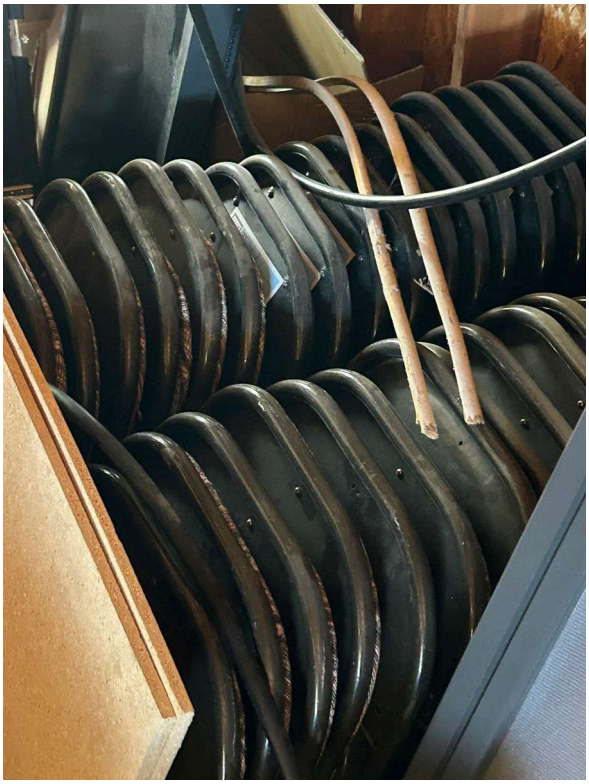


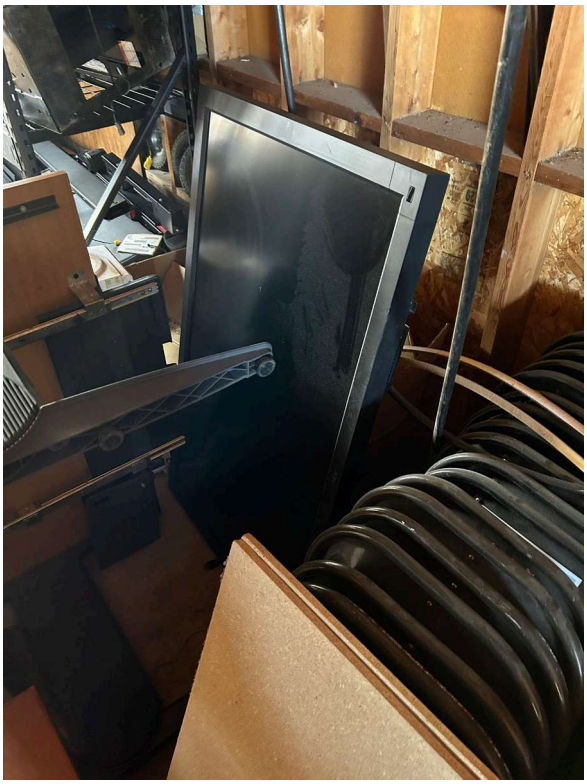




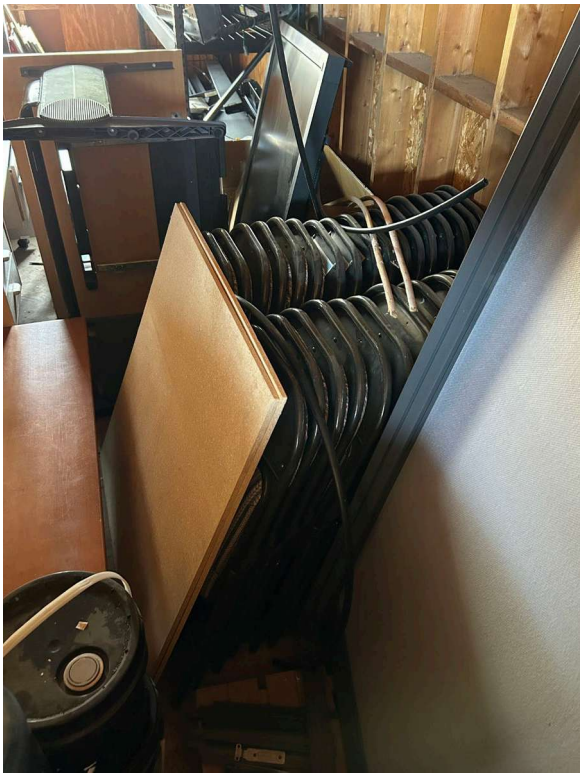


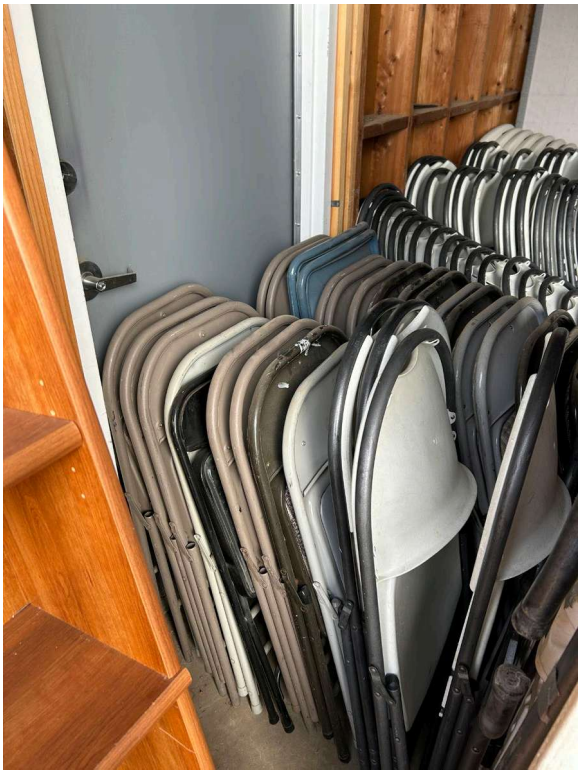

KEEP
THIS AREA
CLEAN





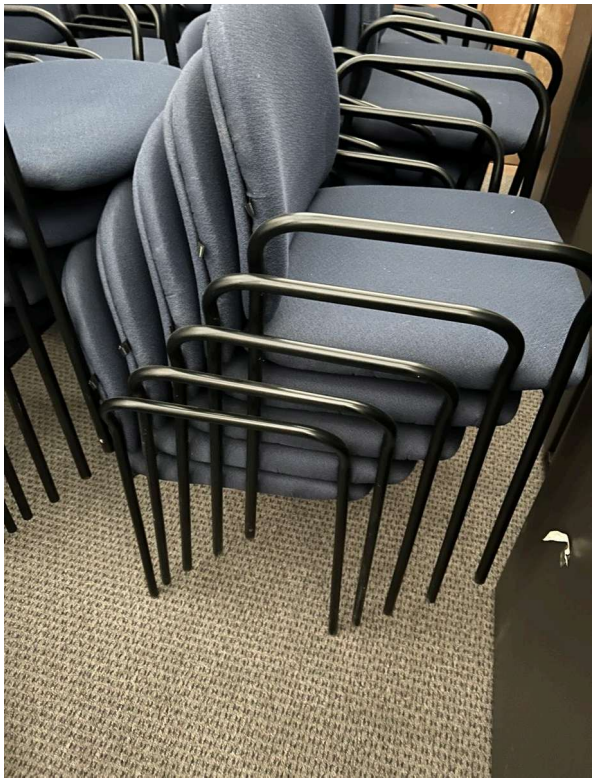


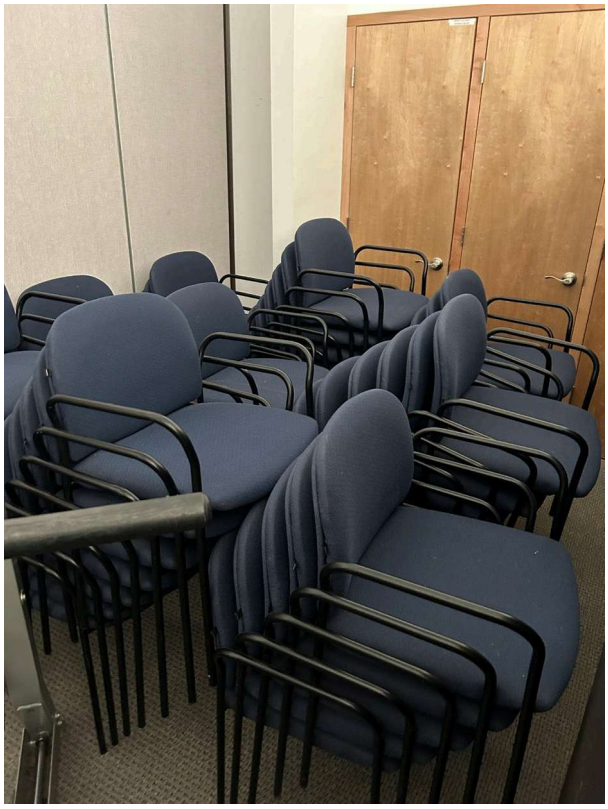










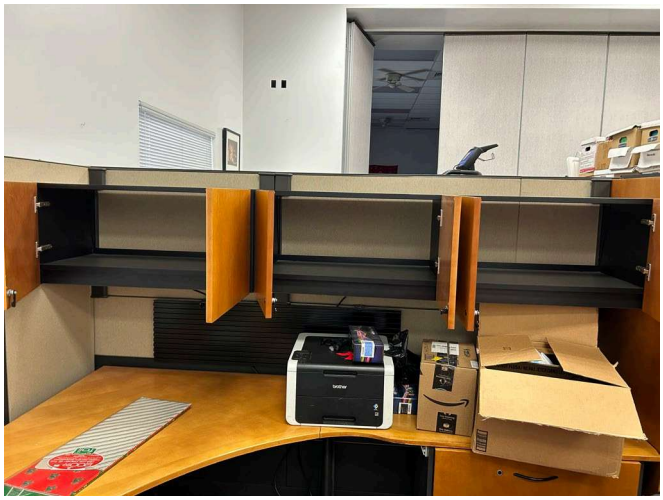



KEEP
THIS AREA
CLEAN

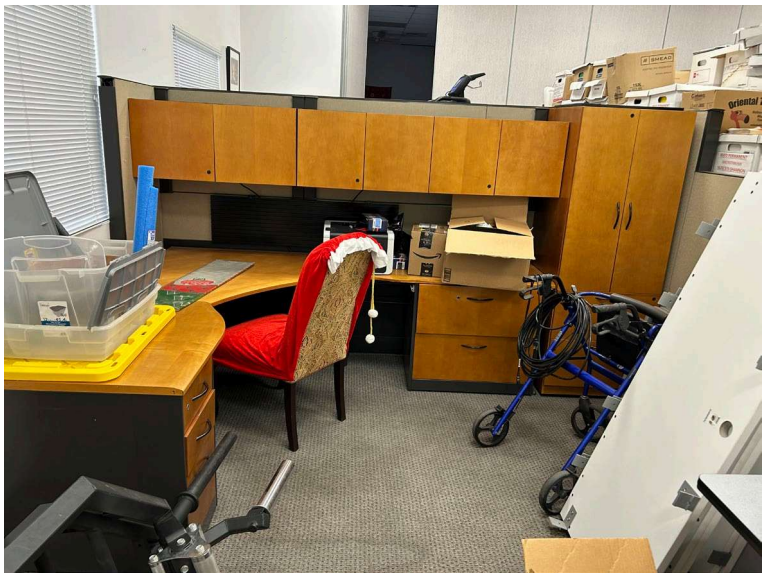

Oriental

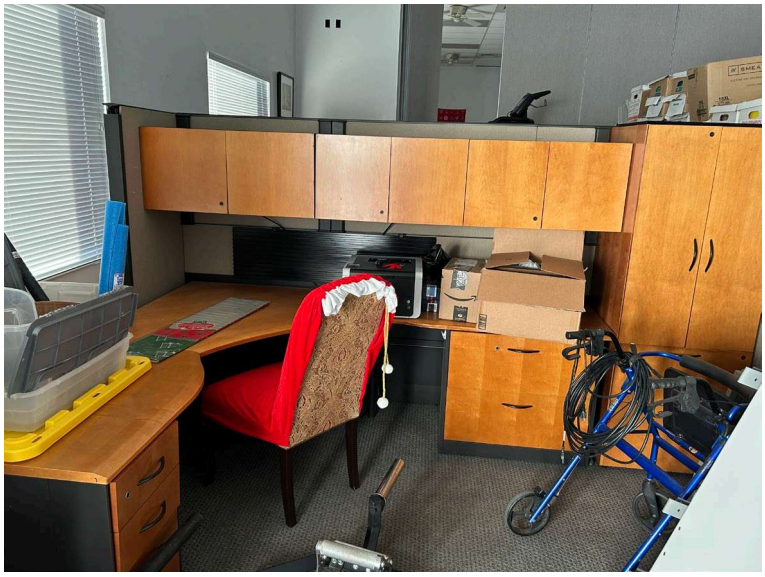


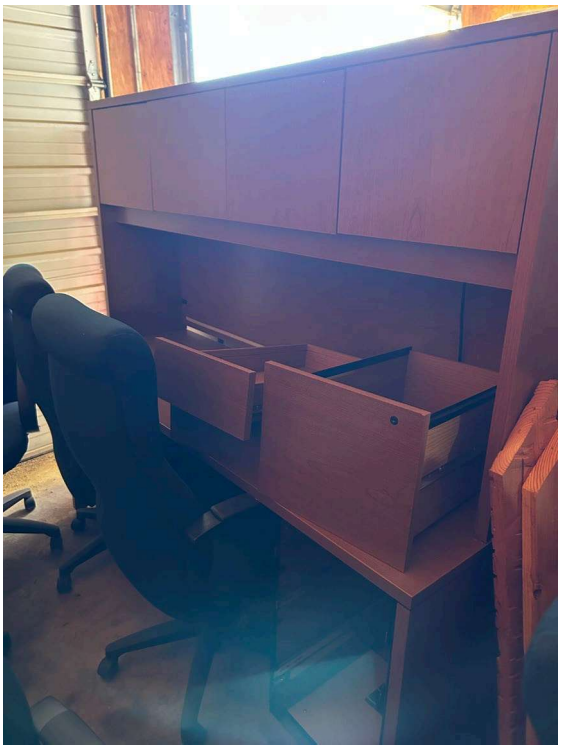

MYFD PERMANENT
MYFD PERMANENT
Customs













Residual Furniture from old Station 378 Building: (Please see below for pictures)

- Multiple wardrobe cabinets
- Dressers
- Desks
- Wall décor (multiple styles)
- Office chairs
- End tables
- Coffee trays






























GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: January 20, 2026

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
- Human Resources

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

December 2025

Fire Chief's Activities



- Attended Oro Valley Town Council meeting
- Attended Southern Arizona Make-A-Wish Council meeting
- Held weekly executive leadership team meetings (Deputy Chiefs-Assistant Chiefs-Directors)
- Held monthly Fire Chief Status update meeting
- Hels Monthly Arizona Ambulance Association meeting
- Various meetings with personnel
- Various policy discussion meetings
- Met in Phoenix with Representative Willoughby reference CON, Certificate of Necessity, proposed statutory changes
- Met in Phoenix with the new Bureau Chief of EMS and Trauma Systems Chris Sale and Assistant Director of Az Department of Health Services, Nicole Witt
- Meetings with President Jones
- Helped cook pancakes and eggs at the annual Children's Christmas Breakfast
- Attended and presented annual awards at the GRFD Adult Holiday Party
- Attended several code save coin presentations

Thank You Correspondence/Commendations

- A green sheet was submitted for Paramedic Cade Powell.
- A thank you card was submitted by a District resident for the 311 line and CRT program.
- A thank you email was received for ENG 370 and PM 370 B shift: Captain Karl Rhein, Engineer Daniel Huber, Paramedic Christopher Ringston, Paramedic Myles Mace, Firefighter Justin Morgan, and Firefighter Caleb Flood.
- A resident mailed a card thanking the crew that responded to his call.
- The daughter of a recently deceased patient sent a letter thanking Golder Ranch Fire District for the care the crews provided her father throughout the years.

Board Services

Board Services Supervisor- Shannon Ortiz

December 2025

Results:
100 % of records requests fulfilled within a statutory time frame (21/21)
The average number of records requests received and responded to in a month is twenty-two. State statute requires agencies to respond in 'a timely manner'. GRFD responds to records requests faster than most agencies.

100% of board reports published on time (2 out of 2)
Public meeting law requires a meeting agenda be published at least twenty-four hours before the meeting. GRFD's practice is to publish the agenda at least a week prior to the meeting as a general courtesy. The board packet is sent to the Boards (Governing & PSPRS) a week prior to the meeting to allow the Boards enough time to review the packet and ask staff any questions, prior to the meeting. Staff members are always available to the Board if you have any questions.

Records responded to 21 records requests for the month of December. The breakdown is as follows:

Environmental Reports	-
Outstanding Code Violations/Inspection Report	-
Fire Reports	-
Incident Reports	1
Medical Records	19
Other	1

Outputs:
1 Governing Board meeting and 1 GRFD PSPRS Local Pension Board meeting were supported for the month of December.

The Golder Ranch Fire District Governing Board meets regularly once a month. However, special sessions are held for budget study sessions, strategic planning sessions, etc.

One hundred and seventy-seven fingerprint appointments were conducted in the month of December. The District also sends general correspondence to all employees via a regular memo, for calendar year 2025 Board Services published one-hundred fifty-five regular memos.

Demands:
Board Services anticipates twelve regular session and two special session GRFD Governing Board meetings based on the number of meetings held in the past.

Board Services anticipates 15 records requests to be received a month for a twelve-month period for a total of 180 anticipated records requests for 2025.

Board Services anticipated 30 boxes of records would be destroyed in 2025. The division met this demand for the year.

The Board Services team had a great time with team building while building their gingerbread house for GRFD's Annual Employee Holiday Breakfast! It was awesome seeing all the creativity throughout the District.



On December 2nd and December 3rd, Records Specialist Wong attended the Arizona Municipal Clerks Association's Fall Best Practices Training via Zoom. Some of the topics discussed were election updates and Open Meeting Law. With the completion of the post training assessment, Records Specialist Wong receives points towards her Certified Municipal Clerk certification.

The GRFD Public Safety Personnel Retirement System (PSPRS) Local Pension Board held a meeting on December 18th. The Board adopted the annual PSPSR actuarials. Finance Director Dave Christian was in attendance to answer questions regarding the report and the District's financial future regarding PSPRS.

For calendar year 2025 Board Services responded to a total of 272 records requests, completed 2,237 fingerprint appointments, completed certificates of destruction and shredded 30 boxes of records and 127 plans, compiled board packets for 13 GRFD Governing Board meetings and 4 PSPRS Local Pension Board meetings and published 155 regular memos, 6 administrative directives & 3 operational directives.

Human Resources

Allison Delong, HR Director

Recruitments:

- Recruit Firefighter – RTA 26-01 started in their roles 1/5/26
- Systems Specialist – posting is live and accepting applications
- Finance Specialist I & II – posting is live and accepting applications

HR Program Metrics for Strategic Plan and Budget: 7/1/2025 – 1/1/2026

The metrics below are fiscal year to date. The methodology of gathering and reporting may adjust as we work to determine the value, validity, and feasibility.

CATEGORY	METRIC DESCRIPTION	FISCAL YTD	GOAL/ REFERENCE
RESULTS	Retention Rate	96.7%	87%
	% of employees compensated at 101% of the comparable market	100%	100%
	% of surveyed respondents are satisfied with the service received from Human Resources	TBD	85%
	% of surveyed respondents that report they are satisfied with the benefits package	TBD	85%
OUTPUTS	# of medical leave cases handled	28	35
	# employee internal and external recruitments conducted	12	10
	# of candidate applications reviewed	888	750
	# of light duty assignments coordinated	6	TBD
	# of workers comp cases in process/processed	23	TBD
	# of Personnel Action Forms processed	250	TBD
	# of qualifying events administered	23	TBD
	# of new hires oriented	9	14
	# of spark hire video interviews reviewed	353	TBD
	# employee benefits plans administered	29	29
	# of policies reviewed	73	TBD
	# of job descriptions reviewed and updated	26	TBD
DEMANDS	# medical leave cases expected to be requested	40	TBD
	# employee recruitments expected to be requested	13	TBD
	# of workers comp cases expected to be requested	50	TBD
	# of Personnel Action Forms expected to be required	480	TBD
	# of policies expected to be reviewed	24	TBD

EFFICIENCIES	**$ program expenditures per GRFD employee**	**TBD**	**TBD**

Current Projects:

Document Locator:

- This project is still in process. We are close to being able to scan documents into the system, and utilize the record destruction function.

Paycom:

- We have recently implemented a change in Paycom that allows employees to change their per paycheck deductions that are contributed to their Health Savings Account. Before the change, employees had to submit an inquiry and complete a form. Now, employees will be able to adjust their contribution amount whenever needed. This new process is more convenient for the employee and eliminates manual steps for Finance and HR.

Policies:

- Policies/Procedures under review by Executive Leadership Team/Leadership:
  - Donations Policy – Approved by Executive Leadership Team
  - Solicitation of Funds (policy 210) – Approved by Executive Leadership
  - Apparatus/Vehicle Backing (policy 906) – Approved by Executive Leadership Team
  - Recruitment and Selection (Policy 1000) – need Fire Chief approval
  - Performance Evaluations (Policy 1001) – drafted and under review with FC and ACs
  - Probationary Period (Policy 1122) – under review
  - District Use of Social Media (policy 712) – SME Review
  - Military Leave (policy 1040) - policy under review for necessary updates.
  - Electric Vehicle/Hybrid Vehicle Fires (policy 919) – Under ELT review.
  - Live Fire Training (Policy 615) – SME/Leadership review
  - Discriminatory Harassment (Policy 1011) – SME Review
  - Conduct and Behavior (Policy 1012) – SME Review
  - Retirement Plans (Policy 1046) – SME Review
  - Employee Leave – Paid and Unpaid (Policy 1045) – Executive Leadership Review
  - Procedures approved and issued – 1001 Health Savings Account District Contributions and Proration

Employee Recognitions:

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

Employee Name	Hire Date	Years of Service
FIMBRES, LENNY	01/09/2006	20
LESLIE, MICHAEL ALLEN	01/09/2006	20
PETERSEN, RONNIE SCOTT	01/09/2006	20
SCHOLEY, RANDY WAYNE	01/09/2006	20
CARLSON, TREVOR JOHN	01/09/2012	14
GAMEZ, IGNACIO ERNESTO	01/09/2012	14
LUNDEBERG, ADAM MICHAEL	01/09/2012	14
MARTINEZ, DANNY	01/09/2012	14
PORT, COLIN MARCUS	01/09/2012	14
WRIGHT, STEVEN K	01/29/2016	10
CHAVEZ, REYMUNDO ANDRES	01/24/2022	4
MACE, MYLES	01/24/2022	4
MILLER, JAMES CHASE	01/24/2022	4
MOFFITT, BRETT ANDREW	01/24/2022	4
MUSCARELLA, SHAY MITCHELL	01/24/2022	4
TROWBRIDGE, MATTHEW ALAN	01/24/2022	4
GLENN, SARAH ELIZABETH	01/13/2025	1
PORT, EDWARD NORMAN	01/13/2025	1
JONES, KEVIN PATRICK	01/22/2025	1
LUCUS, ROBERT LEE	01/22/2025	1
GORDON, DANIEL LEE	01/22/2025	1
RECKLEBEN, TYLER JOSEF	01/23/2025	1
SEVERSON, JONATHAN CLARK	01/23/2025	1
DE LA GARZA, ZAYN RABB	01/23/2025	1

GOLDER RANCH FIRE DISTRICT

RECORD OF EXCEPTIONAL PERFORMANCE

Employee Name Cade Powell

Date Prepared Dec 15 2025

Division or Section Station 380

Classification Paramedic

Initiator of Commendation Paramedic Scott Ellis

Description and Date of Exceptional Performance

Every day, we strive to be the most caring and professional EMS providers we can be. When one of our own has a medical emergency, it is hard to maintain a professional demeanor as we have a personal stake in the outcome. On Dec 15th, 2025 we had a member of our district come to the station saying he "just didn't feel right". Immediately a call card was dropped, and the member was brought to the ambulance to get checked out. It was found that this member was having a cardiac event that needed aggressive action. Cade was the paramedic on the ambulance and took charge without hesitation. Cade was a consummate professional and took decisive action to mitigate the situation, while still showing great care in the wellbeing of this member. The member was taken to the hospital and definitive care in short order. The interventions given and directed by Cade mitigated the members' medical situation and stabilized them. Because of the swift and decisive actions of Paramedic Powell, our member will be back to work in short order.

First Level Supervisor's Comments

I was present for this incident, and I concur with what is written above. Paramedic Powell is consistently a professional, knowledgeable and caring paramedic. So, it is not surprising that given the personal relationship with the affected member, he was able to perform at the same level. Paramedic Powell exemplifies "Community First" be it with our external community, or internal community.

Second Level Supervisor's Comments

I heartedly agree with Paramedic Ellis's comments about CEP Powell. Cade always displays diligence in his skills as a Paramedic and compassion towards his patients. I am glad that our internal GRFD members was treated promptly and transported for further care in such a professional manner.

Supervisor Signature _____

Employee Signature _____

Dear Golder Ranch Fire Department,

Thank you so much for establishing the 311 dispatch to help us in the community with fire alarm battery replacements!

I was checking a friend's home over the holidays at [redacted] and the fire alarms were chirping. I called 311 and they met me at the house last week (Friday).

I thought there were only 4 fire alarms, but the firemen found 6. I had only purchased 4 replacements, and they offered to give me 2 to replace the rest of the smoke detectors.

I am enclosing 2 5yr 9V batteries for the ones that I did not have.

Also, your men who came to help me at the house were so kind and friendly, and very efficient. I did not get their names but perhaps you could look up their names on the dispatch call from last week and please pass along a sincere thank you from a very grateful SaddleBrooke resident!

Thank you,

[redacted]

Golder Ranch Fire District
Office: 520.825.9001 **Cell:**
1600 E. Hanley Blvd.,Oro Valley, AZ 85737
sortiz@grfdaz.gov
CFAI and CAAS ACCREDITED AGENCY
www.grfdaz.gov

From: GolderRanchFireDistrict <noreply@grfdaz.gov>
Sent: Tuesday, December 30, 2025 11:58 AM
To: PIO <PIO@grfdaz.gov>
Subject: Thank you

Golder Ranch Fire District

Name
[redacted]

Phone
[redacted]

E-mail
[redacted]

Message Subject
Thank you

Message
[redacted] I wanted to say thank you to the medics who came to Catalina Park and packed me up a hill while I was injured and unable to move. The medic team was fast acting and very kind to me and my husband. I appreciate all of the hard work and care.
Thank you again,
[redacted]



To All the Firemen, 25 Dec '25

Sending kind and caring thoughts your way.

Thank You for Your assistance at my home recently, Have a Good Holiday Season.

[redacted]

[redacted]

ENIX AZ 852

025 PM 8 L



Golden Ranch Fire Department
C/o Don Valinek
1175 W. Magee
Oro Valley, Az 85704

5704-3431

dear Don,

I want to thank you and your fire house for your tremendous support & [redacted],

You and your Coworkers were really a wonderful part in Dad's life these past three years. You all were really there for him. I've never seen anything like this. Your commitment ~~to~~ serving community

[redacted] ENIX AZ 852
25 PM 8 L

Happy

Golden Ranch Fire Department
C/o Don Wabinek
1175 W. Magee
Oro Valley, Az 85704

5704-343-

is truly outstanding. Oro Valley should take great pride in having a fire station like Golden Ranch. I am sure it is one of the best departments in our nation.
You helped Dad many times over the years. You also honored him with visits, leading parades, beautiful letters and a very special flag. It makes my heart warm knowing

GANADO NAVAJO WEAVING

Navajo textiles are a blending of rich, harmonious colors with bold, geometric designs. Particular patterns and colors are specific to weaving areas scattered throughout the Navajo region. These tightly woven wool rugs are produced on upright looms.

© RIDGWAY GRAPHICS
www.ridgwaygraphics.com

[redacted]

ENIX AZ 852

025 PM 8 L



Golden Ranch Fire Department
C/o Don Habinek
1175 W. Magee
Oro Valley, Az 85704

5704-343.

Dad was in
your hands for
his final ride.
From the bottom
of my heart I
thank you all
for everything
you did for Dad.
You made a great
positive impact.

Warmest Regards Ryan

[redacted]

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
STATION #: Station 370		
	0	0.00%
111 - Building fire	1	0.07%
118 - Trash or rubbish fire, contained	1	0.07%
151 - Outside rubbish, trash or waste fire	1	0.07%
300 - Rescue, EMS incident, other	2	0.13%
320 - Emergency medical service, other	1	0.07%
321 - EMS call, excluding vehicle accident with injury	62	4.14%
324 - Motor vehicle accident with no injuries.	1	0.07%
341 - Search for person on land	1	0.07%
500 - Service call, other	1	0.07%
511 - Lock-out	1	0.07%
520 - Water problem, other	1	0.07%
541S - Snake Call	6	0.40%
550 - Public service assistance, other	2	0.13%
553SI - Smoke Detector Install	3	0.20%
553SM - smoke detector maint	21	1.40%
561 - Unauthorized burning	3	0.20%
611 - Dispatched and cancelled en route	1	0.07%
611C - Dispatched and cancelled on scene	1	0.07%
611T - Dispatch test call	1	0.07%
622 - No incident found on arrival at dispatch address	8	0.53%
700 - False alarm or false call, other	2	0.13%
735 - Alarm system sounded due to malfunction	1	0.07%
736 - CO detector activation due to malfunction	1	0.07%
	Total: 123	**Total: 8.22%**
STATION #: Station 372		
321 - EMS call, excluding vehicle accident with injury	8	0.53%
324 - Motor vehicle accident with no injuries.	1	0.07%
541S - Snake Call	2	0.13%
550 - Public service assistance, other	1	0.07%
553SM - smoke detector maint	12	0.80%
611 - Dispatched and cancelled en route	1	0.07%
736 - CO detector activation due to malfunction	2	0.13%
	Total: 27	**Total: 1.80%**
STATION #: Station 373		
150 - Outside rubbish fire, other	1	0.07%
221 - Overpressure rupture of air or gas pipe/pipeline	1	0.07%
300 - Rescue, EMS incident, other	1	0.07%
311 - Medical assist, assist EMS crew	1	0.07%
320 - Emergency medical service, other	1	0.07%
321 - EMS call, excluding vehicle accident with injury	166	11.10%
322 - Motor vehicle accident with injuries	1	0.07%
500 - Service call, other	2	0.13%
510 - Person in distress, other	1	0.07%
541S - Snake Call	5	0.33%
550 - Public service assistance, other	2	0.13%
553SI - Smoke Detector Install	12	0.80%
553SM - smoke detector maint	46	3.07%
611 - Dispatched and cancelled en route	4	0.27%
622 - No incident found on arrival at dispatch address	2	0.13%
736 - CO detector activation due to malfunction	3	0.20%
	Total: 249	**Total: 16.64%**
STATION #: Station 374		

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
	0	0.00%
118 - Trash or rubbish fire, contained	1	0.07%
320 - Emergency medical service, other	1	0.07%
321 - EMS call, excluding vehicle accident with injury	90	6.02%
324 - Motor vehicle accident with no injuries.	2	0.13%
511 - Lock-out	1	0.07%
531 - Smoke or odor removal	2	0.13%
541S - Snake Call	11	0.74%
550 - Public service assistance, other	6	0.40%
553SM - smoke detector maint	12	0.80%
611 - Dispatched and cancelled en route	5	0.33%
622 - No incident found on arrival at dispatch address	6	0.40%
736 - CO detector activation due to malfunction	1	0.07%
745 - Alarm system activation, no fire - unintentional	1	0.07%
	Total: 139	**Total: 9.29%**
STATION #: Station 375		
300 - Rescue, EMS incident, other	1	0.07%
311 - Medical assist, assist EMS crew	2	0.13%
321 - EMS call, excluding vehicle accident with injury	120	8.02%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.07%
341 - Search for person on land	1	0.07%
412 - Gas leak (natural gas or LPG)	1	0.07%
451 - Biological hazard, confirmed or suspected	1	0.07%
510 - Person in distress, other	1	0.07%
512 - Ring or jewelry removal	1	0.07%
531 - Smoke or odor removal	1	0.07%
541S - Snake Call	23	1.54%
550 - Public service assistance, other	1	0.07%
551 - Assist police or other governmental agency	1	0.07%
553SI - Smoke Detector Install	4	0.27%
553SM - smoke detector maint	38	2.54%
611 - Dispatched and cancelled en route	11	0.74%
611E - EMS: Dispatched and cancelled en route	1	0.07%
622 - No incident found on arrival at dispatch address	11	0.74%
700 - False alarm or false call, other	1	0.07%
745 - Alarm system activation, no fire - unintentional	2	0.13%
746 - Carbon monoxide detector activation, no CO	1	0.07%
	Total: 224	**Total: 14.97%**
STATION #: Station 376		
	0	0.00%
118 - Trash or rubbish fire, contained	1	0.07%
150 - Outside rubbish fire, other	1	0.07%
320 - Emergency medical service, other	1	0.07%
321 - EMS call, excluding vehicle accident with injury	86	5.75%
322 - Motor vehicle accident with injuries	2	0.13%
424 - Carbon monoxide incident	1	0.07%
531 - Smoke or odor removal	2	0.13%
541 - Animal problem	1	0.07%
541S - Snake Call	14	0.94%
550 - Public service assistance, other	3	0.20%
553SM - smoke detector maint	5	0.33%
611 - Dispatched and cancelled en route	6	0.40%
622 - No incident found on arrival at dispatch address	9	0.60%
736 - CO detector activation due to malfunction	1	0.07%
	Total: 133	**Total: 8.89%**

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
STATION #: Station 377		
	0	0.00%
300 - Rescue, EMS incident, other	1	0.07%
320 - Emergency medical service, other	1	0.07%
321 - EMS call, excluding vehicle accident with injury	104	6.95%
322 - Motor vehicle accident with injuries	1	0.07%
324 - Motor vehicle accident with no injuries.	1	0.07%
421 - Chemical hazard (no spill or leak)	1	0.07%
500 - Service call, other	1	0.07%
541S - Snake Call	2	0.13%
553 - Public service	1	0.07%
553SI - Smoke Detector Install	1	0.07%
553SM - smoke detector maint	11	0.74%
600 - Good intent call, other	1	0.07%
611 - Dispatched and cancelled en route	4	0.27%
611C - Dispatched and cancelled on scene	2	0.13%
622 - No incident found on arrival at dispatch address	8	0.53%
700 - False alarm or false call, other	4	0.27%
735 - Alarm system sounded due to malfunction	1	0.07%
745 - Alarm system activation, no fire - unintentional	1	0.07%
	Total: 146	**Total: 9.76%**
STATION #: Station 378		
	0	0.00%
321 - EMS call, excluding vehicle accident with injury	30	2.01%
322 - Motor vehicle accident with injuries	1	0.07%
541S - Snake Call	8	0.53%
553SI - Smoke Detector Install	4	0.27%
553SM - smoke detector maint	19	1.27%
611 - Dispatched and cancelled en route	2	0.13%
622 - No incident found on arrival at dispatch address	1	0.07%
661 - EMS call, party transported by non-fire agency	1	0.07%
736 - CO detector activation due to malfunction	1	0.07%
	Total: 67	**Total: 4.48%**
STATION #: Station 379		
	0	0.00%
120 - Fire in mobile prop. used as a fixed struc., other	1	0.07%
321 - EMS call, excluding vehicle accident with injury	137	9.16%
322 - Motor vehicle accident with injuries	2	0.13%
412 - Gas leak (natural gas or LPG)	1	0.07%
500 - Service call, other	1	0.07%
510 - Person in distress, other	1	0.07%
531 - Smoke or odor removal	2	0.13%
541 - Animal problem	1	0.07%
541S - Snake Call	11	0.74%
550 - Public service assistance, other	1	0.07%
553SI - Smoke Detector Install	1	0.07%
553SM - smoke detector maint	10	0.67%
600 - Good intent call, other	1	0.07%
611 - Dispatched and cancelled en route	4	0.27%
611C - Dispatched and cancelled on scene	1	0.07%
622 - No incident found on arrival at dispatch address	8	0.53%
671 - HazMat release investigation w/no HazMat	1	0.07%
700 - False alarm or false call, other	1	0.07%
743 - Smoke detector activation, no fire - unintentional	2	0.13%
746 - Carbon monoxide detector activation, no CO	1	0.07%

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
	Total: 188	**Total: 12.57%**
STATION #: Station 380		
100 - Fire, other	1	0.07%
140 - Natural vegetation fire, other	1	0.07%
300 - Rescue, EMS incident, other	1	0.07%
321 - EMS call, excluding vehicle accident with injury	159	10.63%
322 - Motor vehicle accident with injuries	4	0.27%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.07%
324 - Motor vehicle accident with no injuries.	1	0.07%
440 - Electrical wiring/equipment problem, other	1	0.07%
500 - Service call, other	2	0.13%
512 - Ring or jewelry removal	1	0.07%
531 - Smoke or odor removal	2	0.13%
541S - Snake Call	5	0.33%
550 - Public service assistance, other	1	0.07%
553 - Public service	1	0.07%
561 - Unauthorized burning	1	0.07%
600 - Good intent call, other	1	0.07%
611 - Dispatched and cancelled en route	5	0.33%
611C - Dispatched and cancelled on scene	2	0.13%
622 - No incident found on arrival at dispatch address	6	0.40%
671 - HazMat release investigation w/no HazMat	1	0.07%
700 - False alarm or false call, other	2	0.13%
736 - CO detector activation due to malfunction	1	0.07%
	Total: 200	**Total: 13.37%**
	Total: 1,496	**Total: 100.00%**

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Eric Perry, Assistant Chief of Community Risk Reduction

MTG. DATE: January 20, 2026

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 Education, Engagement, and Risk Reduction
- Finance
- Fire Prevention

RECOMMENDED MOTION

No motion is necessary for this agenda item.

COMMUNITY RISK REDUCTION DIVISION REPORT

Assistant Chief Eric Perry

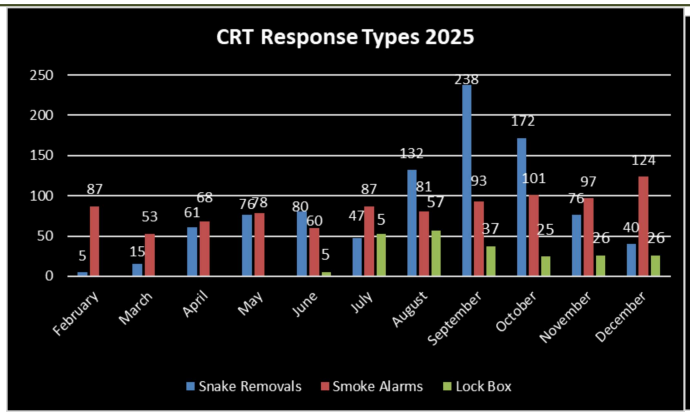
December 2025

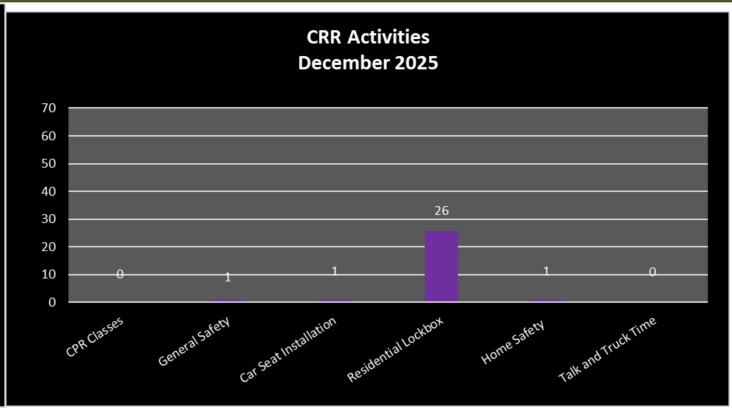
Assistant Chief's Activities

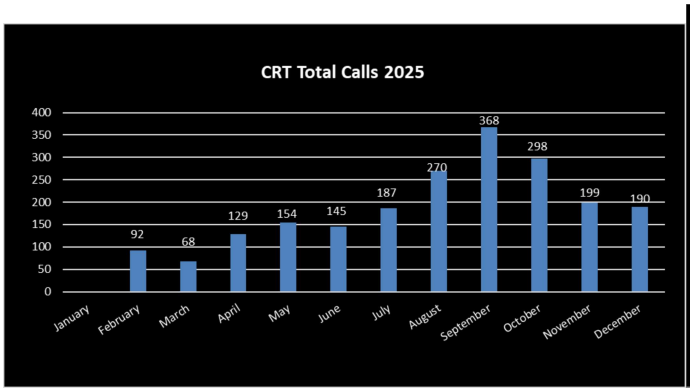
- Utilizing the additional position the board approved in this year's budget, we have promoted Jean Oliver to Finance Specialist III and we are currently hiring for her replacement as well as the AR/AP replacement. This move will allow us more bench depth in finance so vacations and sick leave are less impactful. In addition, this will allow Jean to focus on improving workflows and processes in the department.
- We have completed and are in the process of distributing surveys to employees as well as to the public to receive feedback on internal and external customer satisfaction based on our Strategic Business Plan. Excited to see this information roll in for the next few months.
- Met with Pinal County Board Supervisor Ed McClure regarding 311 infrastructure in the Pinal county portion of our district. They have agreed to begin discussions with the various phone providers, but ultimately this issue is dependent on the private phone providers to make updates to their systems. In the meantime, the Pinal County EOM has begun helping us advertise our alternative number for contacting 311 services in the area.
- I was fortunate to be able to fill Chief Brandhuber's shoes and read the Polar Express at the Oro Valley Festival of Arts. One of the many things I love about this organization is our willingness and desire to be active in our community!

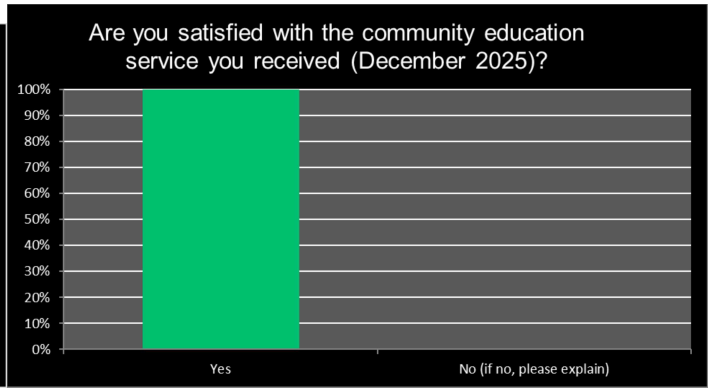
Community Education, Engagement & Risk Reduction

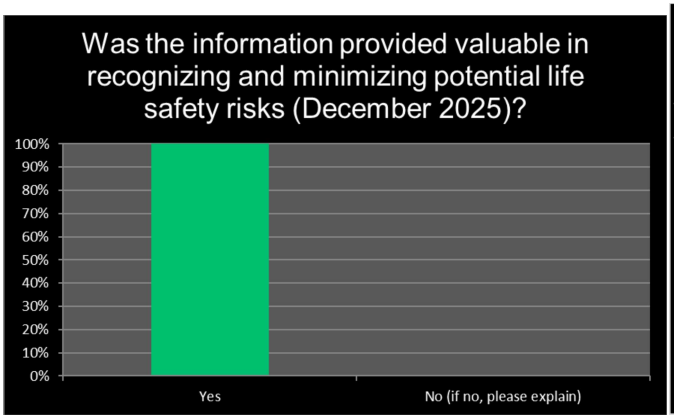
Deputy Chief of Community Risk Reduction – Mark Wilson

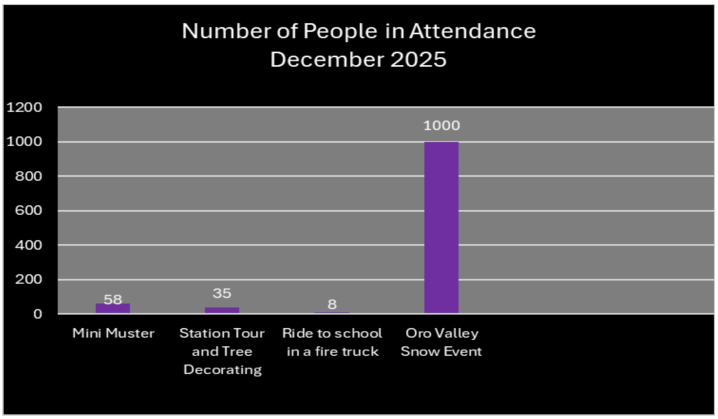


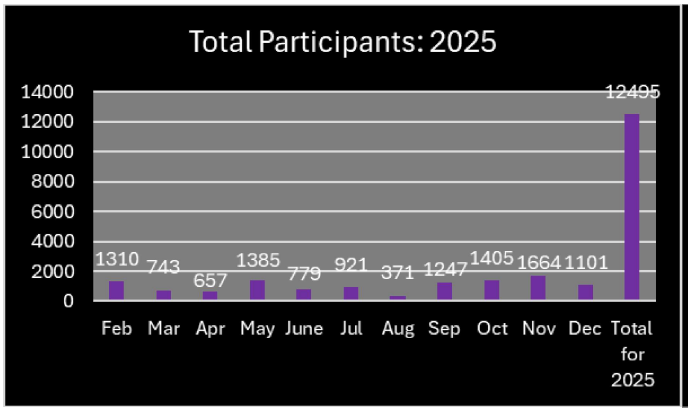














- Community Education members worked with CDO High Schools Health Occupation Students of America program. They gave a tour of station 380 and Captain Stevens and crew of 380 demonstrated some firefighting drills. The students brought a Christmas tree and decorations and decorated a tree for the station. They then all ate pizza together.
- Four Community Resource Technicians were chosen to be in the next fire academy. CRR is actively in the process of replacing them.
- Community Educators along with station 376 attended the Town of Oro Valley Snow festival where they interacted with roughly 1000 people.

Finance Division

Finance Director – Dave Christian

DEMANDS (FULL YEAR)		Assigned
50	#Of WL billings expected to be required	Dave
1,500	#Of EMS memberships expected	Dave
5,000	#Of transports processed/biller	Dave
8,060	#Of payroll payments expected	Dave
10,200	#Of vendor payments expected	Dave

Base Line	OUTPUTS (MO)	OUTPUTS (YTD)		Assigned
50	-	22	Wildland billings provided	Jeff
1,500	15	1,457	EMS memberships provided	Shelby
1,667	454	2,534	#Of transports processed/biller	Shelby
3,400	194	3,217	Vendor payments provided	Jeff
500	59	237	Employee payments provided	Jeff

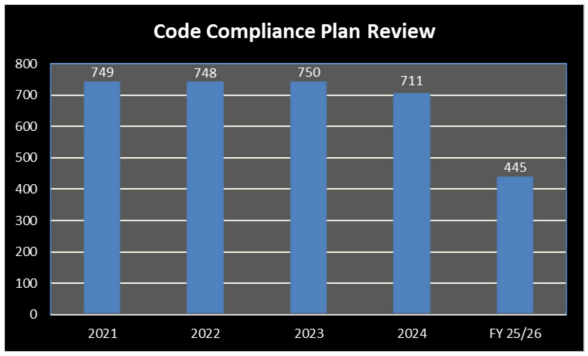
Base Line	RESULTS (MO)	RESULTS (YTD)		Assigned
1%	0.00%	0.33%	% of retro payments out of total payroll payments	Jeff
100%	100%	95%	% Vendor Payments accurately paid within 30 days of invoice date	Jeff
75%	41%	41%	% Transports billed within 14 days of date of service.	Shelby
YES	YES	100%	% Months that actual to budget reports are delivered by the second Tuesday of the following month.	Dave
100%	NA	100%	% Outside auditor opinion that results in an “unqualified opinion”.	Dave

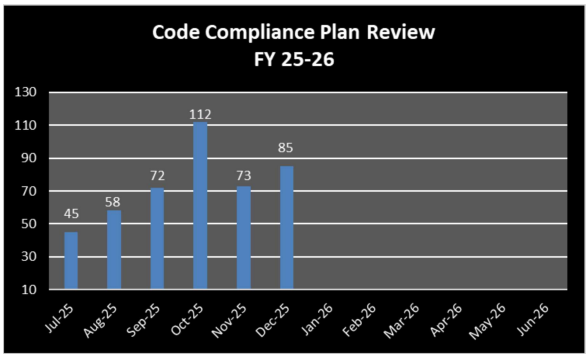
Base Line		Effciencies (FULL YEAR)		Assigned
2.00%		1.49%	Net finance department expenditures as a ratio of district budget	Dave
$ 20.00		$ 10.66	Net cost per ambulance ransport billed	Dave

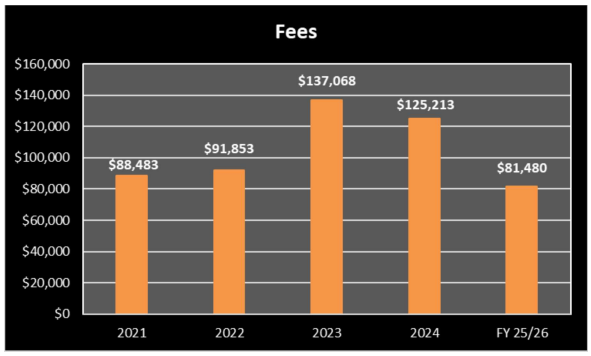
Fire Prevention

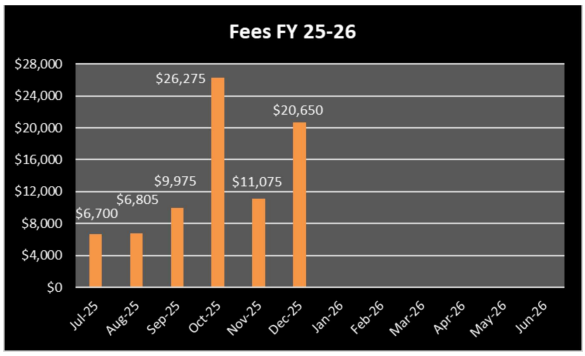
Fire Marshal – Jennifer Akins

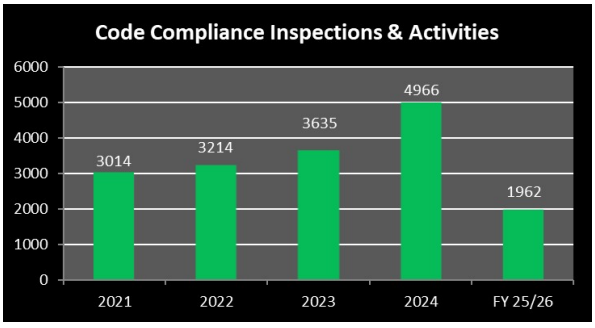
Performance Measures:

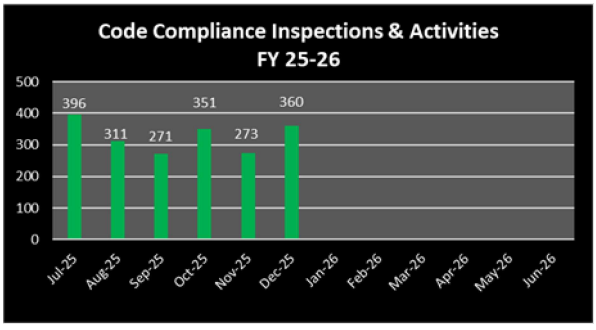


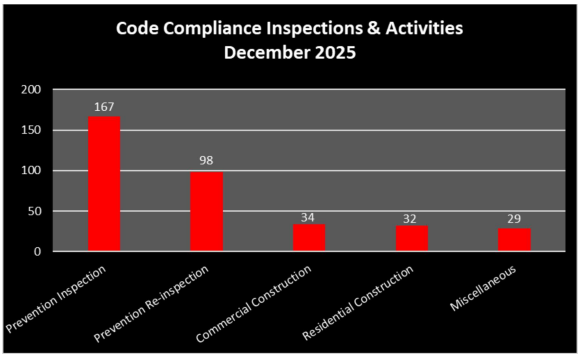


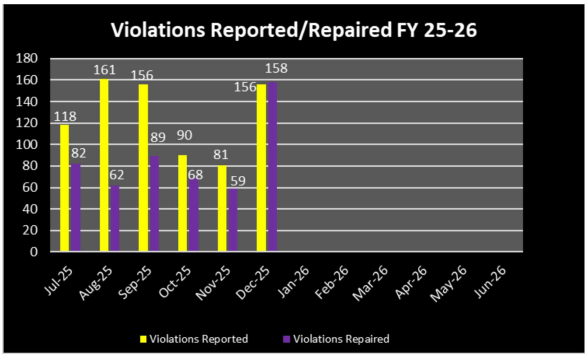












- % fire prevention inspections completed FY 25-26 = 43%
    - On target for fiscal year
- % businesses compliant with the International Fire Code = 71%
    - <64% needs improvement, 64%-68% good, 69%-73% great, >73% outstanding
        - Fire inspectors are actively working on approximately 17% of businesses
- % plan review completed by scheduled due date FY 25-26 = 100%
- # of fire investigations completed FY 25-26 = 22
- # of training hours completed year to date for ISO = 1224 (for nine people)
- Emergency incidents with no injuries or casualties due to a structure fire = 100%

Civilan		Fire Service	
Injury	Casualty	Injury	Casualty
0	0	0	0

Commercial Projects Summary - New projects for this month = Green

ZONE 1 Stations 378, 372, 373, 370, 374	ZONE 2 Stations 375, 376	ZONE 3 Stations 377	ZONE 4 Stations 379	ZONE 5 Stations 380
Vistoso Dental T.I. 2512 E Vistoso Commerce Loop	La Hacienda T.I. 11931 N 1st Ste 104	Bath and Body Works T.I. 10565 N Oracle	Persian Room Storage T.I. 9290 N Thornydale	Saffron Bistro Patio T.I. 7607 N Oracle
Shell Building 16229 N Oracle	The Art of Nails T.I. 11931 N 1st Ste 102	Jimmy Johns T.I. 9660 N Oracle	Ironwood Elementary Mod Bldg 3300 W Freer Dr.	Cottonwood Plaza Restaurant T.I. 7252 N Oracle
OV Police Department T.I. 13101 N Oracle	Harn Legacy PLLC T.I. 1806 E Innovation Park	QT T.I. 11045 N Oracle	Daimyo Academy T.I. 9290 N Thornydale Ste 104	Oleta Care Home 7235 N La Oesta
GRFD Professional Development 3845 E Golder Ranch Rd	My DrNow T.I. 10420 N La Canada Ste 120	Surf Thru Car Wash Solar 11595 N Oracle	St. Mark's Chapel/Preschool 2727 W Tangerine	Petcare LLC T.I. 7861 N Oracle
BMO Bank T.I. 1171 E Rancho Vistoso	Roche Rincon Building T.I. 1910 E Innovation	Happy Joes T.I. 11695 N Oracle Rd	Landlord Improvement 7350 N La Cholla	St. Odelia F.A. 7570 N Paseo Del Norte
Wildflower Reserve Pump House 3551 E Golder Ranch Rd	Shell Buiding F.A. 12470 N Rancho Vistoso	Catalina Eye Care T.I. 10281 N Oracle	St. Elizabeth Ann Seaton F.A. 8650 N Shannon	CDO High School F.A. & Dialer 25 W Calle Concordia
Received Final Inspection	Shell Building F.A. 12152 N Rancho Vistoso	Ironwood Dermatology T.I. 10281 N Oracle	Beautiful Savior F.A. 7570 N Thornydale	Extra Space Storage 8750 N Oracle
Holiday Inn Express F.A. 11075 W Oracle Rd	Construction Trailer 300 E Jaspar	Surf Thru Car Wash 11595 N Oracle	Oasis Golf Club T.I. 9290 N Thornydale Ste 108	Shell Building T.I. 7493 N Oracle
Autozone F.A. 7892 N Oracle	OV Assisted Living Main 12380 N Vistoso Park	Bloom Tea T.I. 12115 N Oracle	Circle K T.I. 3712 W Cortaro	Shell Building T.I. 7435 N Oracle
Scaritt Group T.I. 7630 N Oracle	Stone Canyon Clubhouse F.A. 14250 N Hohokum Village	Holiday Inn Express T.I. 11075 W Oracle Rd	Fry's F.A. 3770 W Ina	
Cubesmart Storage - F.A. 2925 Overton	Desert Drifter 10335 N La Canada	Encantada at OV Apts. 1730 E Tangerine		
Innovation F.A. 827 W Desert Fairways	Gateway @ Vistoso Apts. 945/955 W Vistoso Highlands	Action Behavior Centers T.I. 11835 N Oracle Ste 117		
Oracle Family Dental T.I. 10195 N Oracle Ste 121	Naranja Prof. Park Bldgs 1,2,3 1440 W Naranja	Shell Building 10281 N Oracle		
Roche LNST Lab Chemical Storage 1910 E. Innovation	OV Assisted Living Casitas 12380 N Vistoso Park	Pain Institute of AZ Surgery 365 E Linda Vista Ste A		
AZ Heroes Memorial Battery Storage 810 W Naranja		Pain Institute of AZ Clinic 365 E Linda Vista Ste B		
Oro Valley Courts T.I. 11000 N La Canada		Workout Anytime T.I. 11975 N Oracle		
Splendido Kitchen TI 13500 N Rancho Vistoso		Complete Canine T.I. 10140 N Oracle		
FitCultr T.I. 3710 W Overton Ste 110		Life Storage - Solar Panels 11061 N Oracle		
		Dunkin T.I (Walmart) 2150 E Tangerine		
		Sigma Technologies F.A. 10960 N Stallard		

Fire Marshal Akins

- Met with Oro Valley Facilities regarding fuel system and dispensing requirements
- Met with Oro Valley IT regarding access to permit system
- Met with Oro Valley Water regarding water shut off notifications
- Met with Firewise Consulting regarding inspector classes and continuing education
- Attended re-occurring meetings to include Arizona Fire District Association, Oro Valley Pre-construction, Development Review Committee, Traffic Safety, Town Council, Joint Fire Investigations, Fire Chief Status, Executive Leadership, Southern Arizona Fire Marshal Association, Arizona Fire Marshal Association, and Fire Prevention Staff

Education/Committees/Training Activities

- DFM White attended a Fire Alarm Association Dedicated Function Fire Alarm Systems class
- Inspector Ross passed the ICC Plans Examiner test
- Inspectors King and Permit Tech Zoechbauer attended a Fire Investigation course at Northwest Fire District

GRFD Fire Investigations

Estimated Property Loss	Estimated Property Save	FY 25-26	Estimated Content Loss	Estimated Content Save
$536,893	$12,024,624		$236,984	$5,576,337



- On December 3, 2025, a structure fire was reported in the Northwest Fire District
  - GRFD assisted with the origin and cause investigation
- On December 6, 2025, a structure fire was reported in the Northwest Fire District
  - GRFD assisted with the origin and cause investigation
- On December 6, 2025, a structure fire was reported in the Northwest Fire District
  - GRFD assisted with the origin and cause investigation
- On December 6, 2025, a structure fire was reported in the Golder Ranch Fire District
  - The origin of the fire was in a detached metal workshop
  - The fire classification is undetermined
- On December 8, 2025, a structure fire was reported in the Northwest Fire District
  - GRFD assisted with the origin and cause investigation
- On December 18, 2025, a structure fire was reported in the Golder Ranch Fire District
  - The origin of the fire was outside the garage due to the improper use of a torch to burn weeds
  - The fire classification is unintentional
- On December 31, 2025, a fire was reported in the Golder Ranch Fire District
  - The origin of the fire was in a roll-off dump trailer located at a commercial property
  - The fire classification is undetermined

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Grant Cesarek, Assistant Chief of Support Services

MTG. DATE: January 20, 2026

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
- Community and Media Relations
- Logistics
- Facilities Maintenance
- Fleet
- Health & Safety
- Technology
- Planning
- Supply

RECOMMENDED MOTION

No motion is necessary for this agenda item.

SUPPORT SERVICES DIVISION REPORT

Assistant Chief Grant Cesarek

December 2025

Assistant Chief's Activities

- This was a great holiday season, wonderful events and gatherings in the community.
- The support services team continued work on several projects this month, largest being a pavement preservation project.
- Multiple phone calls and meetings with the architect completing the design for fleet, demolition plans were submitted to the county for review, the team continues to work with engineering on the improvement drawings.
- Completed a review of a request from Crown Castle to change the cell phone tower antennas at 373. The flag will need to be moved; we have started negotiations on where they will be installing a new flag pole for us.
- Employee review completed this month, the new system in Paycom is very helpful.
- Received the final report from IT Solutions on the software review they completed.
- Planned for hiring in the IT division, for both the systems specialist vacancy and for the director position.
- Working with the SaddleBrooke HOA, meetings in early January about access roads to reduce emergency response times.
- Planning for our Struggle Well courses for the year and publishing a calendar that includes all available classes in the region.
- Quasar renovations have started, first item will be roof repairs in the bay, including relocating the swamp coolers to ground level versus on the roof where water leaks can cause damage.

Employee Recognition

- The fleet team did a great job hosting a training course and test for the Arizona Fire Mechanics Association. 38 mechanics in the course, great job to all that played a role.
- Congratulations to Herman Rascon as he plans for retirement in early January.

Facilities Maintenance Activities

Facilities Maintenance Team:

- Gratitude boards installed in all facilities except for Fleet (due to construction)
- Facilities module, activated to all GRFD employees for development of work orders, invoice management and asset repair/ replacement tracking. Still working through communications and training for all employees.

- Quasar building construction evaluation and discussion on needs. Proposed start date to start 3rd week of January for roof project.
- Asphalt recoat/ reseal approved for Stations 373, 375,376,379 and 380 completed. Fantastic coordination and performance by selected vendor.
- Station 380 bed/ mattress replacement complete.
- All evaporative coolers winterized for the season. Thank you, DJ, Adam and Steve.
- New parade display flags and pole assemblies purchased and installed in GRFD Board Room, as well as GRFD Training Facility.
- Preparing for budget analysis for future expenditures/ contracts for Facilities.
- Capital project plan and scheduling. Garage door safety sensors and systems replacement, roof project at Quasar, HVAC replacement with availability of units.
- Discussions with Hiller Systems for proposal of fire alarm system improvements and monitoring. Currently providing repairs to systems from 2025 inspections.
- Reconfiguration of Conex status and working through surplus processing.
- Development of tier system for Facilities Maintenance Technician career development.
- Access gates reprogramming and accessibility complete. 25 "remotes" available to be distributed to apparatus not equipped with emergency package.

Results:

- Percent of employees injured due to facility conditions: **0** Goal: **0**
- Percent of OSHA inspections that meet or exceed standards: **100%** Goal: **100**
- Percent of district facilities that are fire code compliant: **100%** Goal: **100**

Outputs:

- Number of service ticket responses provided: **691 YTD** (86 in November) Expected: 550 YTD
- Number of monthly station inspections completed: **10**

Demands:

- Number of service tickets expected to be requested (monthly): **62** (average per month YTD)

Expected tickets per month: **50**

Fleet Maintenance Activities

Fleet Maintenance Team:

- The Ladder spec. Committee flew to Appleton Wisconsin for the pre-construction meeting for our new 107ft quint aerial ladder. The project has an estimated completion time of fall 2026!
- Ed Port obtained his CDL. Great job!
- Met with enterprise to explore options for updating our remaining motor pool vehicles to the lease program.

- Met with Daren from Server Franks for a walk through on the fleet building project.
- Will be hosting Az Fire Service Mechanics class in January

Outputs:

- Closed work orders YTD: **885** Expected: **947**
- Billed Labor YTD: **2387** Expected: **2147**
- % of NFPA annual inspections: **40%** Expected**: 50%**

Procurement and Fire Supply

Procurement and Fire Supply Team:

- Continued assistance to the Facilities staff; asset verification and supply requests.
- Further development and usage of OPIQ tracking system, recategorization and organization of inventory for improved asset and consumable management.
- Working with Facilities for the implementation of the Facilities module in OpIQ. All stations and assets being uploaded and recorded for budget management. Will be a continued progression assignment.
- Update of PPE tracking and deployment (suppression and supply), utilizing barcodes and scanner enhancement to expedite the process.
- Continued work on supply request process is changing with the implementation of procurement process, system and distribution of requested consumables. Working with OpIQ on capability to input photos for reference. (Will be a continuous process with education and timely deployment). Future development of once-a-week ordering and fulfillment process.
- Working on change in cleaning solutions and mapping new SDS (Safety Data Sheets) with Health and Safety Division. All products digitally resourced and provided through digital format.

Results:

- Number of hours of work lost due to injuries caused by equipment failures: **0**
- Percent of capital purchases that meet RFP requirements: **100%**

Outputs:

- Number of new, innovative products evaluations provided: **6** (continuation)
- Number of service ticket responses provided: **Fire equipment: 368 YTD** (32 in November with addition of procurement process and ticket requirement, still not 100% accurate due to OpIQ request set-up, service requests for station supplies being developed and easier to track.

Demands:

- Number of service tickets expected to be requested: **35** (average per month YTD)-more to be projected with implementation of procurement process. (Projected: 50)
- Number of innovative new product evaluations expected to be requested: **2-4**

Health and Safety

Health and Safety Team:

- H&S has been working with IT on refreshing the wellness page on the Intranet. The goal is to make it more accurate, easier to navigate, and more useful overall.
- The SDS project as mentioned above will provide us with an online platform to report the material safety data sheets as required by OSHA. This system is more efficient than printed manuals that are outdated and difficult to maintain.

Results:

- % employees who do not experience documented injuries – **94%** (10 claimed injuries documented with HR, 9 injuries documented in Supervisor Report of Injury (SRI) with no further medical attention needed for a total of 16 injuries reported from July 1, 2025 – December 31, 2025).
- % employees who engage with mental health consultation services – **8.3%** from January 1, 2024 - December 31, 2024. Determining a way to measure this in a monthly or quarterly metric.
- % district members who complete their annual physical – **100%** of Quarter 1 members (January, February, March). **100%** of Quarter 2 members (April, May, June). **94%** of Quarter 3 members (July, August, September).
- # of reported near-miss incidents – **0**
- # of motor vehicle collisions per 100,000 miles driven – **0**

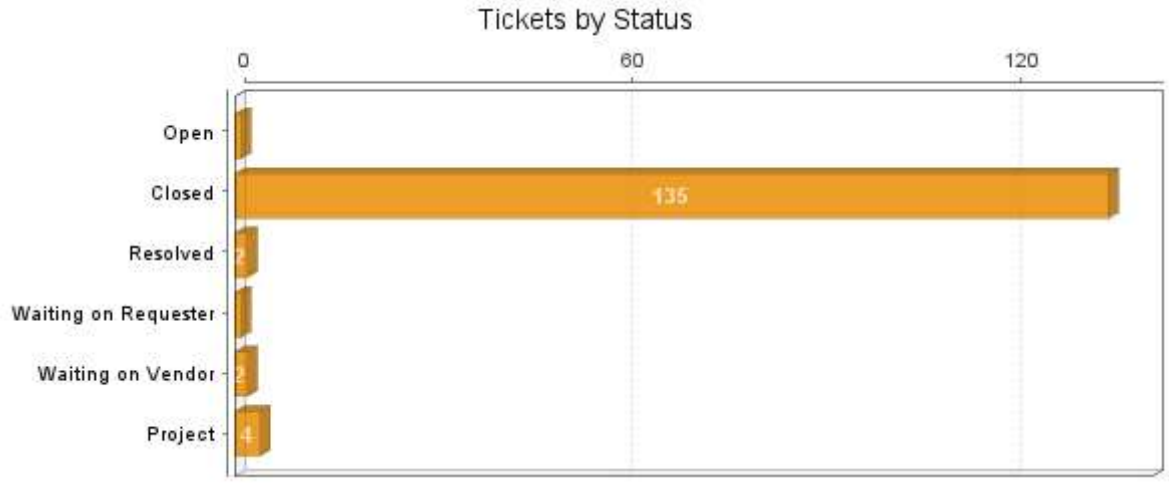
Outputs:

- # peer fitness training sessions conducted – **0** for the Month of December.
- # peer support sessions conducted – **65** Total sessions reported from July 1, 2024 – June 30, 2025.
- # safety education sessions provide – **0** for the Month of December.

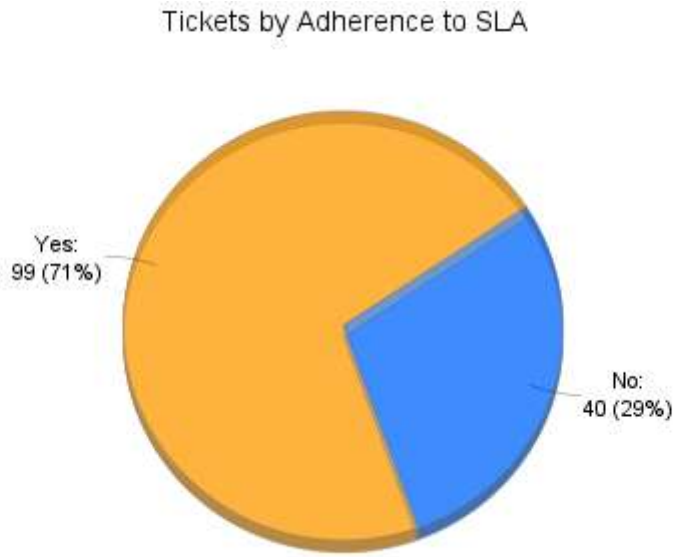
Information Technology

Information Technology Director – Herman Rascon

December ticket volume = 145



Number of tickets closed within the Service level agreement (SLA) guidelines (target is 85% compliance).



Number of GIS projects completed this month = 16
Network and Server availability for the month = 99.9% (target is 99%)
Total Number of devices supported = 1167 (no increase from last month)

IT Applications Activities/Projects

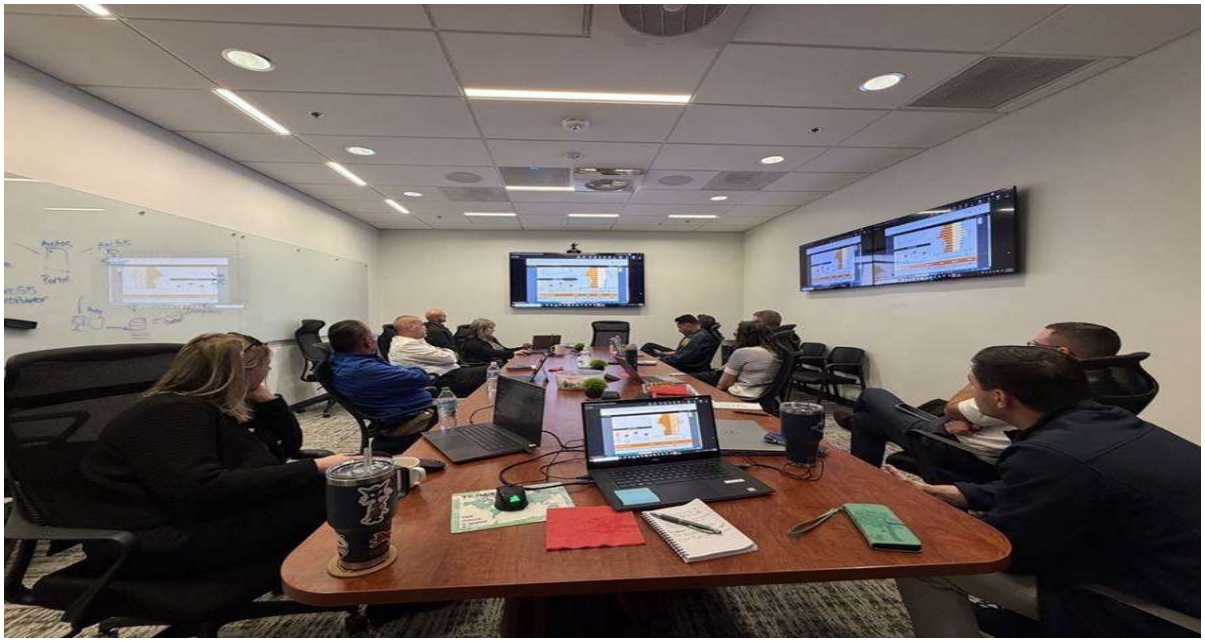
- Congratulations to Artan on completing the NAAC CAPO (National Academy of Ambulance Compliance - Certified Ambulance Privacy Officer) certification. As part of his ongoing role in the

Technology department, he regularly manages systems that contain HIPAA-protected data. This certification reinforces best practices for handling protected health information (PHI), maintaining HIPAA compliance, and managing privacy responsibilities. It supports the day-to-day work already being performed including secure data access, system oversight, vendor coordination, and incident response related to sensitive records.

- The applications team is working on a project to self-host a version of the Telestaff scheduling application. This will establish a copy of Telestaff on our internal servers for historical and continuity purposes. This internal system will serve as a secure portal for researching legacy staffing data and records. In addition, it will function as a backup option in the event of an emergency or service disruption where access to the hosted vendor version is unavailable, allowing the organization to continue essential staffing operations without interruption.
- Continuing the collaboration efforts with Health and Safety to update and refresh the Goder Wellness website. This site serves as a centralized location for staff to determine wellness-related information, points of contact, available resources and critical external links.

IT GIS Activities/Projects

- ImageTrend / Elite – work with our Continuum representative weekly to assist in improving dashboards and data extraction in Report Writer and Continuum Dashboards and participated in the new multi-agency users' group.
- Collaborated with our Environmental Systems Research Institute (ESRI, aka our geographical information systems (GIS) software) team during an in-person visit with their tech specialists to help us grow and improve our GIS. Pictured below.



- Worked with Operations Support Supervisor Bravo to prep and update our data for the transition from the National Fire Response Information System (NFIRS) to National Emergency Response Information System (NERIS). This is a mandated change that goes live in January 2026.

- New public interactive map project: The software for the current public map on our website will no longer be supported as of Jan. 1, 2026. Creating a new and better public interactive map which will still allow internal staff and public users to look up their address but also include more features and functionality.
- Updated several hundred building footprints into the data to show up on the Mobile Data Terminal (MDT) as well as added the most recent Energy Storage System (ESS) battery locations which improve situational awareness for responders. Also addressed routing issues reported by crews.

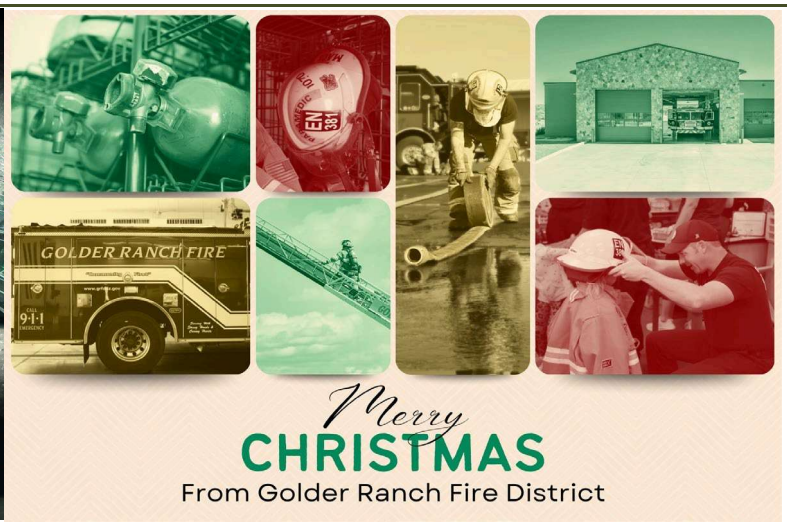
IT Systems Group Activities/Projects

- In support of the upcoming Recruit Training Academy 26-01, the systems group has established user accounts and prepared twenty-nine laptops for recruits. In addition, five workstations have been deployed for use by Professional Development staff and the Training Cadre.
- The systems group has been working closely with our vendors to make improvements to our phone system. These ongoing efforts are to address issues with call quality and intermittent issues with the faxing system.
- The configuration of the Panasonic FZ-G2 laptops for Fire Prevention has been completed. A minor issue where the wrong docking stations were received caused a delay in the deployment, however the correct docking stations have arrived, and deployment should commence shortly.

Community and Media Relations

Community and Media Relations Supervisor – Lydia Camarillo





Strategic Initiatives

Community and District Presence:

- Oro Valley Tree lighting community event
- Shop With A Firefighter

- Women in Leadership Committee with Oro Valley Chamber Board
- Aviva Children's Services Toy Drive
- SaddleBrooke donations to Local 3832 Shop With A Firefighter program
- Ride to School in a Fire Truck raffle prize with Innovation Academy
- District holiday card
- Holiday safety messaging
- Tucson Fire Department headquarters visit with Public Information Officer and Media Specialist
- Mentorship program through Arizona Information Officer Association
- New website set to be up by the beginning of 2026.
- New Dashboard messaging includes Employee Awards, Shop With A Firefighter details,

Public Relations

News Coverage:

- Shop With A Firefighter, Mini Musters, Community Donations shared by KOLD News 13
- Several other digital (social media) posts were showcased on news sites

Communications & Social Media Strategy

Featured content:

- Impaired Driving Prevention Month
- Automatic Aid incident off Curtis Rd.
- Christmas themed GRFD logo
- Employee Awards
- Meet our newly promoted captains and engineer
- Community Education Mini Musters program recap with numbers
- Station 380 tour with Canyon Del Oro High School
- Holiday safety campaign with video featuring Deputy Chief of Operations Adam Jarrold
- Pipes and Drums holiday video featuring Paramedic Scott Ellis
- Merry Christmas and Happy New Year messaging
- Oro Valley Christmas Tree Lighting with Polar Express reading with Assistant Chief Eric Perry and Oro Valley Police Chief Kara Riley
- Culture Committee Challenge Coins presentations
- Thank you to community for various holiday donations
- Crews training on various drills
- Administration offices hours during the holidays
- Employee Holiday Pancake Breakfast
- System Specialist job posting

Ongoing content

- Public Safety Announcements (PSAs) including holiday safety, no drinking and driving, fireworks and alcohol don't mix
- District achievements (Employee Spotlights, years of service, promotions, Code Saves)

Social Media by the Numbers

Facebook

- Views: 177,000
- Posts: 30

Instagram

- Views: 110,000
- Posts: 30

X

- Posts: 22
- Impressions 8,200
    - (Times post was seen on X)

District Communications

Emergency Alerts & Updates: 3

Press Releases: 1

Public Service Announcements: 6

Employee Spotlights: 15

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

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

MTG. DATE: January 20, 2026

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:

- Emergency Medical Services
- Honor Guard/Pipes and Drums
- Operations
- Professional Development
- Project Management
- Special Operations
- Wildland

RECOMMENDED MOTION

No motion is necessary for this agenda item.

EMS & FIRE RESPONSE DIVISION REPORT

Assistant Chief Chris Grissom

December 2025

Assistant Chief's Activities

- Recognized PM379 B-Shift personnel for a cardiac arrest save and supported the selection of Paramedic Jeffery Ketterer as the 2025 Randall Watts EMS Provider of the Year.
- Oversaw EMS training and compliance activities
- Managed EMS program requirements, including Policy 500 updates, AZDHS Premier EMS and Treat and Refer renewals, ARCR reporting, and participation in required EMS and leadership meetings.
- Completed preparation for the Recruit Training Academy, ensuring facilities, PPE, equipment, uniforms, and classrooms were ready as the academy begins the week of January 5, 2026.
- Supported recruit onboarding and morale through a welcome lunch hosted by the Professional Development for recruits and their families, which was very well received.
- Oversaw Special Operations responses and training, with no member injuries, continued regional training involvement, and planning for 2026 rescue and HAZMAT programs.

EMS

Recognition

- Crew from PM379 B Shift were recognized for a code save they achieved on November 9th,2025. Paramedic Kyle Drake and Firefighter Aubrey Littleton responded with EN333 who provided automatic aid for a patient in cardiac arrest within our district. Crew achieved ROSC and after definitive care, the patient was discharged from the hospital. Great job Kyle and Aubrey!



- Congratulations to Paramedic Jeffery Ketterer, 2025 recipient of the Randall Watts EMS Provider of the Year Award. Jeff was nominated by his supervisors for his outstanding bedside manner, exemplary documentation, strong mentoring and teaching abilities, and his consistent demonstration of integrity and professionalism.



EMS Training

- All personnel that maintain CPR certification were assigned their online Applied Resuscitation Education & Specialized Training (AREST) course. The practical skills verification will occur during January skills labs, recertifying all members for the cycle.
- All providers were assigned training to address Administrative Guideline (AG) updates and the addition of Pitocin and Labetalol to our drug boxes. These updates are effective January 1st, 2026.
- Final prep and set up for January Skills Labs.

EMS Team

- EMS staff noted improvements in provider's documentation of stroke assessments and stroke alerting in the previous quarter. Staff will focus on patients complaining of pain for the next quarter. Improvement goals include documentation of pain scale usage before and after any pain management interventions.
- Staff as well as executive leadership and HR, finalized updates to Policy 500 – Patient Care Reports. Updates addressed changes in PCR workflow after going to Image Trend.
- Staff submitted our application to maintain Premier EMS Agency status with AZDHS.
- Staff submitted our application to maintain recognition as a Treat and Refer agency status with AZDHS.
- Staff developed reports on our response time compliance. This report is provided to the state annually with our Ambulance Revenue and Cost Report (ARCR).
- Staff participated in the following regular meetings:
    - GRFD EMS and CQI
    - GRFD leadership meetings
    - Southern Arizona Emergency Medical Services Council (SAEMS) meeting
    - ARCR reviews

EMS Performance

Emergency Medical Response Program

The purpose of the Emergency Medical Response program is to provide emergency response, evidenced-based medical care, and ambulance transport services to residents and visitors of the community so they can receive a timely response and experience the best possible health outcomes.

- **December 2025 Results:**
- % EMS calls for service where the turnout time is 1:15 or less. 79.6%
- Maintain emergent (Code III) responses where the first unit total response time is 9:00 minutes or less for urban areas and 12:00 minutes for rural areas. Urban = 10.7; Rural = 14.2.
- Maintain wall times (arrival at hospital to transfer of care) at the 90th percentile to 45 minutes or less. 24:18
- The number of instances where non-reserve ambulance availability is 0. There were 2 instances.
- % cardiac arrest responses where nationally recognized EMS performance measure benchmarks are met: ETCO2 documented with advanced airway (goal 90%) = 100% Appropriate termination documentation (Goal 95%) = 97.5%
- % survival rate for cardiac arrest (Utstein Formula of Survival) 21%
- % STEMI responses where nationally recognized EMS performance benchmarks are met. Administrative medical direction is building this report
- % stroke responses where nationally recognized EMS performance benchmarks are met. 98%
- % TBI responses where nationally recognized EMS performance benchmarks are met. Administrative medical direction is building this report.
- % of surveyed respondents are satisfied with the service received from EMS response. Evaluating options.
- % budget variance -10%, on track for approved budget.

Outputs:

The number of EMS responses provided. 1025

The number of ambulance transports provided. 632

Demands:

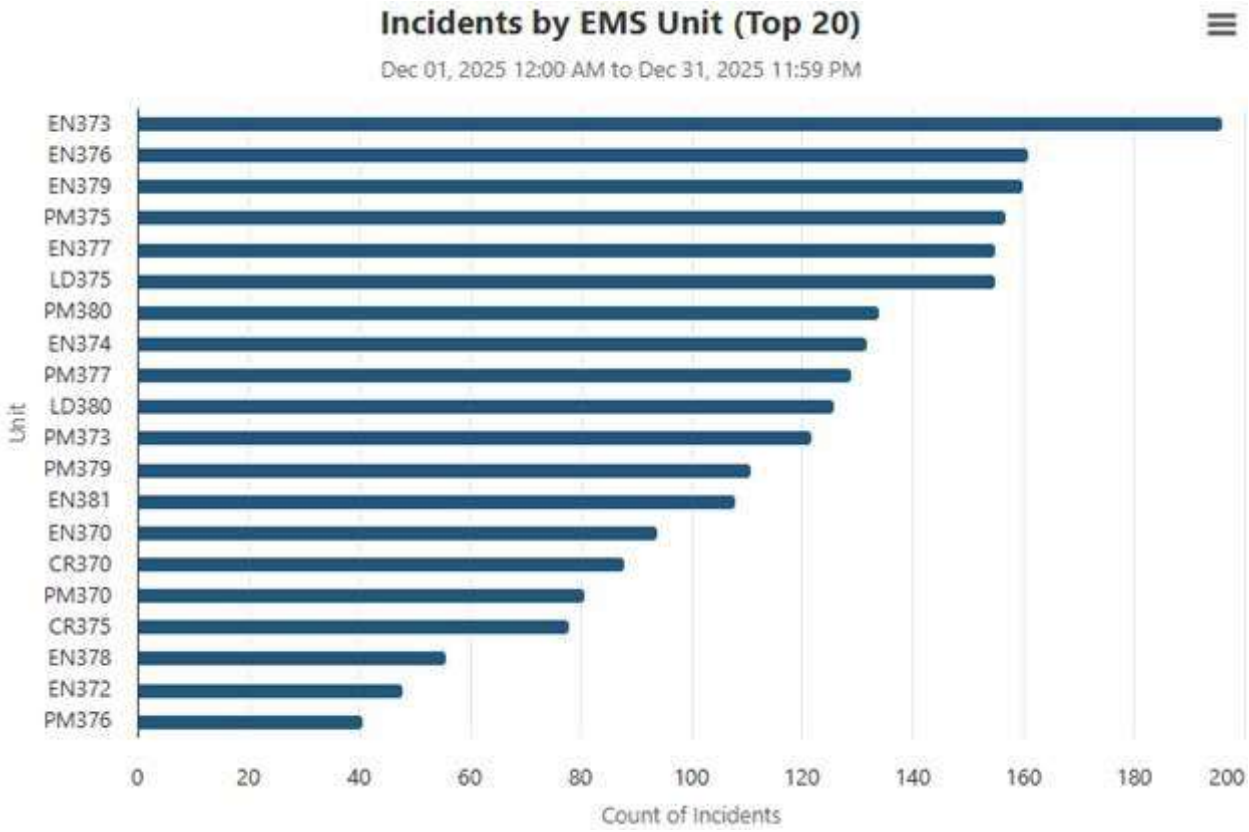
The number of EMS responses expected to be requested. 1050

The number of ambulance transports to be requested. 601

Efficiencies:

EMS program expenditure per total number of EMS responses = $540 FY2425

EMS program expenditure per capita = $63 FY2425


Incidents by EMS Unit (Top 20)
Dec 01, 2025 12:00 AM to Dec 31, 2025 11:59 PM
Unit
EN373
EN376
EN379
PM375
EN377
LD375
PM380
EN374
PM377
LD380
PM373
PM379
EN381
EN370
CR370
PM370
CR375
EN378
EN372
PM376
0
20
40
60
80
100
120
140
160
180
200
Count of Incidents

Professional Development



Courses/Training:

- Recruit Training Academy (RTA) Preparation
    - New Conex Box for RTA Turnouts: PPE
    - Conex Box outfitted with:
        - New storage racks
        - SCBA's
        - Turnouts
    - Reconfiguration of GRFD training grounds for training evolutions, PPE storage, and recruit PT.
        - Classroom ready for RTA to start January 12, 2026
            - Uniforms: pants, shirts, belts, and boots
            - PT attire: Shorts and T-shirts
            - Laptops
            - Water bottles
            - Guidon

Professional Development Program

The purpose of the Professional Development Program is to provide professional development services to Golder Ranch Fire District team members so they can be highly trained and prepared for advancement in their career.

December 2025 Results

- 94% completion rate on Firefighter ISO training.
- 98% completion rate on Engineer ISO training.
- 94% completion rate on Officer ISO training.
- 100% completion rate on all district-required annual Administration OSHA training
- 100% completion rate on all district-required annual Community Resource Technician OSHA training
- 100% completion rate on all district-required annual Fleet, Logistics, and IT OSHA training
- 100% completion rate on all district-required annual Suppression and FLS OSHA training
- 100% completion rate on all district-required annual Supervisor Administration OSHA training
- 100% completion rate on all district-required annual Supervisor Fleet, Logistics, and IT OSHA training
- 100% completion rate on all district-required annual Supervisor Suppression and FLS OSHA training
- 95% completion rate on all district-required annual Wildland Refresher Training
- 98% completion rate on all district-required annual Physical Agility Evaluations.
- 93% completion rate on all district-required annual VFIS Refresher training.
- % completion rate on all district-required annual Ropes Ops/Tech Refresher training. Work in progress
- 90% completion rate on all district-required annual Swift Water Ops/Tech training. Completed
- % completion rate on all district-required annual Hazmat Refresher training. Completed
- Promotional success rate.
    i. Captain Promotional: 40%
    ii. Engineer Promotional: 58%
    iii. Paramedic Promotional: 100%
- % of members on promotional eligibility lists than the positions in each class up to Battalion Chiefs. List has been depleted
- % of surveyed respondents are satisfied with the service received from professional development. Work in progress
- % budget variance. Work in progress

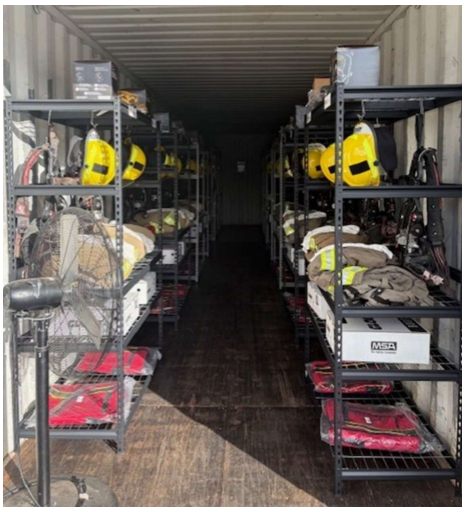



NEVER
FORGET
WHY YOU
STARTED



Outputs

- 600 hours of recruit training will be delivered annually. Work in progress
- 160 hours of Driver/Operator training will be delivered every two years: Completed
- 192 hours of Fire Officer I and II training will be delivered every two years: Completed
- 160 hours (six classes) of leadership development training will be delivered every two years. Work in progress
- 60 hours of required annual training, in addition to ISO requirements, will be delivered annually. Completed
- 80 hours of rope and swift water rescue technician training will be offered annually. Work in progress
- One Battalion Chief promotional process will be provided every two years. Work in progress
- One Captain promotional process will be provided every two years. Completed, with 8 candidates successfully completing the process.
- One Engineer promotional process will be provided every two years. Completed, with 7 candidates successfully completing the process.



Honor Guard and Pipes & Drums

Honor Guard had three events for the month of December:

- 12/8 OV Tree lighting: Unger, Thomas
- 12/22 PCC Fire Academy graduation: Miller
- 12/15 Monthly HG meeting: Team

Special Operations

Results

- 10% of Special Operations responses involved injuries or loss of life to the community.
- 0% of Special Operations responses resulted in injuries or loss of life to GRFD personnel.
- The Special Operations Team Members completed an average of 6 hours of Hazardous Materials Training per person this month.
- The Special Operations Team Members completed an average of 3 hours of Technical Rescue Training per person this month.

Outputs

- 2 Technical Rescue responses
- 18 hazardous material responses
- 20 individuals served

Monthly Response Highlights

- The Special Operations Team utilized UTV377 to access individuals needing medical assistance during the Tucson Marathon. The UTV patrolled the runner's path along the wash that passed through GRFD's area, so that individuals in need could be rapidly accessed.
- The Special Operations Team responded to a hiker rescue call in the Rail X / Honeybee Canyon area. UTV377 was used to gain access to the patient so they could be packaged and extracted to a safe location where they could be transferred to an ambulance for transport.
- The Special Operations Team responded to the Willow Springs and Highway 77 area for a UTV rollover. The Special Operations Team worked with Pinal County Sheriff's Deputies, who made access to the patient first. The Station 377 personnel assisted with patient care and creating a Landing Zone, so the patient could be airlifted to a medical facility.
- The Special Operations Team utilized UTV377 to gain access to an individual who experienced a traumatic injury inside the Catalina State Park. The Special Operations Team was able to safely access and move the patient back to the trail head.

Monthly Training

Regional Hazardous Materials Continuing Education:

- The Station 377 personnel participated in the December Regional Hazardous Materials Drill. The Avra Valley Fire District developed the drill, which consisted of an organophosphate incident that

required victim rescue and treatment, air monitoring, recon, research, entry, and technical decontamination.

Regional Technical Rescue Continuing Education:

- The Special Operations Team completed a Regional Trench Rescue didactic assignment. The training focused on a Trench Rescue incident TFD, NWFD, and DHFD had earlier in 2025. The After-Action-Review offered real life timelines along with challenges that crews on scene faced with detailed photos. This training gave many solid takeaways that everyone could learn from.
- Three members from the GRFD Special Operations Team attended the Southern Arizona Regional Technical Rescue Group meetings to plan regional drills for 2026. All regional drills were selected and planned. GRFD will teach Confined Space Rescue for TRT next year and will also develop and deliver the end of the year cumulative HAZMAT drill.

Regional Initial Training:

- The Special Operations Team hosted and delivered an Emergency Building Shoring (EBS) class. This training was held at the NWFD Training Facility but was led by GRFD instructors. GRFD has nine students in the class, along with personnel from TFD, NWFD, and SRFD. The class was extremely beneficial with nothing but positive feedback. The nine students that attended from GRFD will now receive their Emergency Building Shoring Technician certification.
- Three Special Operations Team Members will be attending a Hazardous Materials Technician course in the Spring of 2026. At least three more individuals will be attending a second class later in 2026.
- The Team has registered three members to attend an initial Cave Rescue class, which is being coordinated by Pima County Sheriff's Office Southern Arizona Rescue (PCSO SAR) Deputies. This training will take place on January 10 and 11, 2026, with Captain Garcia, Captain Jones, and Engineer Gordon attending. This will train one member on each shift to spread knowledge to their respective crew members.
- Members from GRFD Special Operations will be doing a joint training with NWFD in January 2026 to review crane rescue operations. This will consist of a lecture day held at Station 338 reviewing crane rescue and rigging systems followed by a hands-on training day at the Uptown construction site.
- A member from GRFD Special Operations will be attending a Heavy Lifting and Stabilization of a Commercial Vehicle course in Chandler at the end of January. This class focuses on accidents involving commercial and passenger vehicles. The class will assist with future regional trainings involving heavy extrication.
- The Special Operations Team was selected to host the regional Confined Space Rescue (CSR) course in April of 2026. This will be an initial certification course open to all regional partners for CSR technician.

In-District Continuing Education:

- The Team continued the monthly air monitor calibration program.
- The Special Operations Team has been in contact with Metro Water for a future confined space rescue drill.
- The Special Operations Team is currently looking into additional training opportunities to include a rope rescue drill at the Biosphere and a confined space rescue training at Roche.

In-District Initial Training:

- The Team is developing an in-service training for the new RKI GX-Force 4 gas monitors that will be outfitted on all suppression apparatus. These monitors are all pump-driven which gives a faster response time for air monitoring. They are also much easier and cost effective to maintain,

making them a good upgrade from our current QRAE3 monitors. Once an in-service training is developed, these monitors will slowly start being distributed to suppression apparatus.
- The Team is working on a district in service training for F-Paper, which is fluoride detection paper. This F-Paper was awarded by a grant to GRFD and will be distributed to all suppression apparatus. The point of the F-Paper is to detect fluorine presence during lithium-ion battery fires. This will give our personnel another tool to keep them safe.

Wildland

Wildland Assignments:

No Team assignments for December

1 in district brush fire response

Events:

- January- Captain Ryan Hoffman assumed the role of Wildland Team Coordinator and has appointed Captain Kurt Strieter and Engineer Jimmy Labas as Deputy Coordinators; the Team and District extends its appreciation to Captains Colin Port and Michael Waldorf for their 3.5 years of leadership and contributions to the continued growth and success of the GRFD Wildland Team.
- January 5-12- Internal Team Bid Committee Recruitment – The Wildland Team is recruiting eight Team members—ideally two from each rank (Captain, Engineer, Paramedic, and Firefighter)—to shape and oversee the internal WL bid process, support development of the Station 370 bid, and establish standards for future Team bids.
- January 5 -Interviews for new Wildland Team Members were conducted and completed. New members to be announced this month.
- January 6–9, 2026 Annual Wildland Team Pack Test – The annual Arduous Work Capacity Test, required for all Wildland Team members, consists of a pass/fail 3-mile walk in 45 minutes or less while carrying a 45-pound pack to confirm fitness for wildland firefighting duties.

Fire Response

The purpose of the Fire Response program is to provide life safety, fire suppression, and property conservation services to our community so they can experience a timely and professional response to minimize the loss of life and property.

December 2025 Family of Measures

Results:

85% fire calls for service where the turnout time is 1:30 or less

100% urban (>2500 pop. density) fire calls for service where the first unit is on scene in 9:20 minutes or less (from time of dispatch).

N/A% urban (>2500 pop. density) moderate risk fire calls for service where the effective response force is on scene in 23:35 minutes or less (from time of dispatch). **(no responses in this category)**

100% urban (>2500 pop. density) high risk fire calls for service where the first unit is on scene in 33:45 minutes or less (from time of dispatch).

N/A% urban (>2500 pop. density) maximum risk fire calls for service where the effective response force is on scene in 43:45 minutes or less (from time of dispatch). **(no responses in this category)**

100% rural (<2500 pop. density) fire calls for service where the first unit is on scene in 12:20 minutes or less (from time of dispatch).

N/A % rural (<2500 pop. density) moderate risk fire calls for service where the effective response force is on scene in 25:30 minutes or less (from time of dispatch). **(no responses in this category)**

100% rural (<2500 pop. density) high risk fire calls for service where the effective response force is on scene in 35:30 minutes or less (from time of dispatch).

N/A % rural (<2500 pop. density) maximum risk fire calls for service where the effective response force is on scene in 45:30 minutes or less (from time of dispatch). **(no responses in this category)**

100% of fires contained to the room of content.

100% of fire responses where there is no injury or loss of life (to the public)

100% of fire responses where there is no injury or loss of life (to GRFD personnel)

Outputs:

30 fire alarm responses provided

3 residential fire responses provided

0 commercial fire responses provided

0 vehicle fire responses provided

6 rubbish fire responses provided

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Michele Smith, HR Generalist

MTG. DATE: 01/20/2026

SUBJECT: DISCUSSION & POSSIBLE ACTION REGARDING POLICIES: 210 SOLICITATION OF FUNDS; 235 DONATIONS POLICY; 906 APPARATUS/VEHICLE MANEUVERING

ITEM #: 8A

REQUIRED ACTION:	☐ Discussion Only	☑ Formal Motion	☐ Resolution
RECOMMENDED ACTION:	☑ Approve	☐ Conditional Approval	☐ Deny
SUPPORTED BY:	☑ Staff	☑ Fire Chief	☐ Legal Review

BACKGROUND

210 Solicitation of Funds - This policy was due for review. It was updated to bring it up to date with current practices.

235 Donations Policy - This is a new policy to define the types of donations and provide guidance for the management of each type of donation to ensure compliance with laws and regulations.

906 Apparatus/Vehicle Maneuvering - The former title to this policy was "Apparatus/Vehicle Backing". The prior policy addressed backing operations only and did not include guidance for forward maneuvering. This policy has been revised to expand its scope to include both forward and backing maneuvering of apparatus and vehicles.

RECOMMENDED MOTION

Motion to approve and adopt policies 210 Solicitation of Funds; 235 Donations Policy; and 906 Apparatus/Vehicle Maneuvering.

Solicitation of Funds

210.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that fundraising activities associated with the District are consistent with its mission, values, and legal status. This policy applies to all fundraising activities involving the District or the use of the District name, insignias, equipment, or facilities.

210.1.1 DEFINITIONS

Definitions related to this policy include:

Fundraising - The collection of money through donations, sales, or event programming for the purpose of charitable donation or organizational budget enhancement.

210.2 POLICY

It shall be the policy of this district that all fundraising activities involving on-duty members or use of District equipment for the financial benefit of the District must be authorized by the Fire Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the District. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors, and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups, or individuals for the purpose of providing incentives, prizes or giveaways to attendees of District-sponsored or hosted events, or to events when members attend as representatives of the District.

210.3 GUIDELINES

Fundraising activities or events involving the District should incorporate:

(a) Compliance with applicable federal, state, and local laws and regulations.

(b) Compliance with district and governing-body policies.

(c) A benefit to the District that is consistent with the District mission.

(d) An accurate description of the purpose for which funds are requested.

(e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors.

(f) Identification of the individual soliciting funds as a volunteer, a member of this district, or a hired solicitor.

(g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income, or relationship with other family members.

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(h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone, or other technology, and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored.

(i) Respect of donors' privacy and a commitment that the District will not sell donors' names and contact information.

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

~~**210.4 DISTRICT-SPONSORED EVENTS**~~

~~The following also apply to district-sponsored fundraising events:~~

~~(a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.~~

~~(b) At least one member should be present during the entire event.~~

~~(c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.~~

~~(d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.~~

~~(e) Funds raised should be deposited no later than the next business day.~~

~~(f) All donors should receive a receipt for the amount of their donation. In efforts involving a less formal "drop" collection, receipts need not be issued unless requested.~~

~~(g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.~~

~~(h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.~~

~~(i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants. Proper safety apparel shall be worn when in roadways or traffic areas.~~

~~210.5~~210.4 FUNDRAISING ON BEHALF OF OTHERS

Fundraising for the benefit of a nonprofit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the District is permissible. ~~provided that the fundraising standards and event prerequisites listed above are followed.~~

Any materials associated with a third-party fundraising activity shall be approved by the Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the District and the organizers of the activity that includes:

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(a) Written verification that the event is for a charitable purpose.

(b) Assignment of responsibility to the organizers for all direct costs incurred for the event.

(c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.

(d) The organizers should be able to provide, upon request, the proper accounting of all proceeds received from the event. ~~Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other district funds.~~

The District reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

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Solicitation of Funds

210.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that fundraising activities associated with the District are consistent with its mission, values, and legal status. This policy applies to all fundraising activities involving the District or the use of the District name, insignias, equipment, or facilities.

210.1.1 DEFINITIONS

Definitions related to this policy include:

Fundraising - The collection of money through donations, sales, or event programming for the purpose of charitable donation or organizational budget enhancement.

210.2 POLICY

It shall be the policy of this district that all fundraising activities involving on-duty members or use of District equipment for the financial benefit of the District must be authorized by the Fire Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the District. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors, and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups, or individuals for the purpose of providing incentives, prizes or giveaways to attendees of District-sponsored or hosted events, or to events when members attend as representatives of the District.

210.3 GUIDELINES

Fundraising activities or events involving the District should incorporate:

(a) Compliance with applicable federal, state, and local laws and regulations.

(b) Compliance with district and governing-body policies.

(c) A benefit to the District that is consistent with the District mission.

(d) An accurate description of the purpose for which funds are requested.

(e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors.

(f) Identification of the individual soliciting funds as a volunteer, a member of this district, or a hired solicitor.

(g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income, or relationship with other family members.

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(h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone, or other technology, and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored.

(i) Respect of donors' privacy and a commitment that the District will not sell donors' names and contact information.

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

210.4 FUNDRAISING ON BEHALF OF OTHERS

Fundraising for the benefit of a nonprofit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the District is permissible.

Any materials associated with a third-party fundraising activity shall be approved by the Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the District and the organizers of the activity that includes:

(a) Written verification that the event is for a charitable purpose.

(b) Assignment of responsibility to the organizers for all direct costs incurred for the event.

(c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.

(d) The organizers should be able to provide upon request the proper accounting of all proceeds received from the event.

The District reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

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Policy Manual

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Golder Ranch Fire District
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Donations Policy

235.1 PURPOSE AND SCOPE

The purpose of this policy is to provide specific guidance for managing monetary and non-monetary donations made to the Golder Ranch Fire District (the "District"). This policy establishes the framework for the acceptance, documentation, accounting, and appropriate use of all donations, ensuring compliance with applicable laws, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and Government Finance Officers Association (GFOA) best practices.

This policy applies to all members, divisions, and programs within the District who may be involved in soliciting, accepting, recording, or utilizing donated funds or property.

235.2 POLICY

It is the policy of the District to maintain a high degree of accountability for all monetary and non-monetary donations. The District will:

1. Ensure transparency in the acceptance and use of donations.
2. Provide clear procedures for accounting, recordkeeping, and reporting.
3. Accept only those donations that align with the District's mission, vision and organizational values.
4. Decline donations that may create actual or perceived conflicts of interest, impose undue restrictions, or require commitments inconsistent with District's Strategic Plan and/or standards of cover.

235.3 AUTHORITY TO ACCEPT DONATIONS

1. **Monetary Donations –** The Finance Director, or designee, is authorized to receive and record monetary donations into the District's General Fund. Donations exceeding $5,000 should be formally accepted by the Fire Chief and acknowledged by the Governing Board.
2. **Non-Monetary Donations –** Tangible goods, equipment, or services may be accepted if they provide clear benefit to the District. The Fire Chief, in consultation with the Finance Director, and applicable staff, shall determine acceptance. Items valued over $5,000 should be approved by the Governing Board.
3. **Restricted Donations –** Donations designated for a specific purpose must be reviewed on a case-by-case basis to ensure compliance with District priorities and accounting requirements before acceptance.

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235.4 ACCOUNTING AND CODING OF DONATIONS

1. **Monetary Donations**
    - All monetary donations shall be deposited into the District's bank account and recorded in the general ledger.
    - Monetary donations without donor restrictions will be coded to a designated 'Donations' revenue account.
    - Donations with donor-imposed restrictions will be coded to a designated 'Donations' revenue account as well as a unique service code to ensure proper matching with the ancillary expenditure.
2. **Non-Monetary Donations**
    - Donated assets with a fair market value exceeding the District's capitalization threshold will be recorded in the Capital Assets general ledger account and logged into the appropriate fixed asset register.
    - Donated consumable goods or services will be coded as in-kind contributions and expensed under the appropriate object code (e.g., 6200-series for supplies).
    - The fair market value of non-monetary donations will be established through donor documentation or reasonable valuation methods.

235.5 USE OF DONATED FUNDS AND ASSETS

1. Donations shall only be used in accordance with donor restrictions (if any) first and then according to District priorities as directed by the Fire Chief.
2. Restricted donations must be spent solely for the designated purpose. If the District cannot comply, the donation shall either be declined or returned.
3. Unrestricted donations may be allocated to general operations, capital improvements, or other needs as determined by the Fire Chief and Governing Board.
4. No donation shall be used for the personal benefit of any one District member or official.

235.6 ACKNOWLEDGMENT AND REPORTING

1. If requested, the District shall provide written acknowledgment of all donations in compliance with IRS requirements for charitable contribution.
2. An accounting of any donations received shall be presented to the Governing Board monthly.
3. Donors may request recognition, subject to Governing Board approval and in accordance with District policy.

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Policy Manual

235.7 RESPONSIBILITY AND OVERSIGHT

1. The Finance Director is responsible for ensuring proper accounting, tracking, and reporting of all donations.
2. The Fire Chief, or their designee, is responsible for ensuring that donated items are used appropriately and maintained according to District standards.
3. The Governing Board retains ultimate oversight authority for donation-related activities.

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Policy
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Golder Ranch Fire District
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Apparatus/Vehicle Maneuvering

909.1 PURPOSE AND SCOPE
The purpose of this policy is to help members avoid the dangers inherent to vehicle ~~backing~~ operations while ~~maneuvering backwards and in tight space~~backing and maneuvering in confined or limited spaces~~s~~, ~~and~~ to reduce the ~~high~~ incidence of member injuries~~, and~~ fatalities, and property damage.~~.~~

906.1.1 DEFINITIONS
Definitions related to this policy include:

Apparatus - Any district vehicle that is designed and equipped to support firefighting and rescue operations,i.e. Engine, Ladders, or Ambulance. ~~including those equipped with an aerial ladder, elevating platform, or water tower that may position members, handle materials, provide continuous egress, or discharge water at positions elevated from the ground.~~

Driver - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

Senior Member – The highest-ranking member when an officer is not present.

~~**Officer** - The member responsible for directing the operation of the vehicle or apparatus and its personnel.~~

Spotter - A member designated to direct the driver while backing the vehicle or apparatus.

Vehicle - Any automobile, emergency vehicle, staff vehicle, or light utility vehicle owned or leased by the Golder Ranch Fire District and used for district business.

906.2 POLICY
To promote member safety, it is the policy of the Golder Ranch Fire District (the District) that drivers, when feasible~~, drive around the block rather than~~ avoid backing an apparatus or vehicle. When backing or maneuvering in confined or limited spaces is necessary, drivers shall utilize one or more spotters to assist and ensure safe operations. Backing or maneuvering without a spotter should only occur in rare and exceptional circumstances, and only when it is determined that it can be done safely.~~ If backing the apparatus or vehicle is necessary, the driver shall utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only take place in unique circumstances.~~

906.3 SENIOR MEMBER/OFFICER AND DRIVER RESPONSIBILITIES
Member safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of such operations

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should reduce the incidence of members' injuries and fatalities.

Before backing or maneuvering an apparatus or vehicle, all potential impediments should be evaluated to ensure that the area is clear of obstructions.

The senior member/officer, or the driver if there is no senior member/officer present, shall deploy spotters when backing up or as necessary to allow the safe movement of an apparatus or vehicle.

The driver shall not move the vehicle or apparatus until the spotters are in place.

If the driver loses sight of the spotter, the driver shall stop the apparatus or vehicle until the spotter is back in sight

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently ~~so as to~~to safely move the apparatus or vehicle, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In unique circumstances where a spotter is not available and the apparatus or vehicle must be ~~moved,~~moved; the driver shall perform a complete walk-around of the vehicle or apparatus to identify any potential hazards. The driver shall ~~back~~ move the apparatus or vehicle, attempting to use minimal reverse motion prior to being able to proceed forward. ~~In the event that~~If the apparatus or vehicle must be backed repeatedly, or for more than a short distance, the driver shall repeat the walk- around as many times as necessary.

If at any time the driver feels that the situation is not safe, they shall stop the vehicle or apparatus until the situation is corrected. This may ~~mean~~require getting out and physically walking around the apparatus or vehicle or in the direction the apparatus or vehicle is headed.

906.4 SPOTTER RESPONSIBILITIES

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. ~~The use of portable radios to~~ cCommunicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver, and the senior member/officer shall maintain ~~radio~~ voice and visual contact ~~as well as eye contact~~. Universal hand signals may also be used to communicate between the driver and the spotter. Hand signals shall be understood by all members to avoid confusion and to facilitate the process.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters shall also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to:

(a) Be constantly aware of the surroundings while performing this function.

(b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is ~~backing up~~moving.

(c) Stop any oncoming hazards, or stop the vehicle or apparatus being ~~backed up~~moved.

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(d) Be aware of objects in the path of the vehicle or apparatus, and direct the driver safely around them.

(e) Be attentive to ground-level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).

(f) Maintain visual contact with the driver at all times.

(g) Be in the line-of-sight of the mirrors of the vehicle or apparatus at all times.

(h) Illuminate themselves at night with a rear spotlight or flashlight, to remain visible to the driver.

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(i) Use ~~clearly understoo~~the universal~~d~~ hand signals to direct the driver. ~~Hand signals shall be somewhat exaggerated for clear understanding by the driver.~~ See attached Spotter Signal Guide

(j) Stand on the ground, never on the apparatus or vehicle.

(k) Practice skills as time permits.

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Apparatus/Vehicle Maneuvering

909.1 PURPOSE AND SCOPE
The purpose of this policy is to help members avoid the dangers inherent to vehicle operations while backing and maneuvering in confined or limited spaces, to reduce the incidence of member injuries, fatalities, and property damage.

906.1.1 DEFINITIONS
Definitions related to this policy include:

Apparatus - Any district vehicle that is designed and equipped to support firefighting and rescue operations,i.e. Engine, Ladders, or Ambulance.

Driver - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

Senior Member – The highest-ranking member when an officer is not present.

Spotter - A member designated to direct the driver while backing the vehicle or apparatus.

Vehicle - Any automobile, emergency vehicle, staff vehicle, or light utility vehicle owned or leased by the Golder Ranch Fire District and used for district business.

906.2 POLICY
To promote member safety, it is the policy of the Golder Ranch Fire District that drivers, when feasible avoid backing an apparatus or vehicle. When backing or maneuvering in confined or limited spaces is necessary, drivers shall utilize one or more spotters to assist and ensure safe operations. Backing or maneuvering without a spotter should only occur in rare and exceptional circumstances, and only when it is determined that it can be done safely.

906.3 SENIOR MEMBER/OFFICER AND DRIVER RESPONSIBILITIES
Member safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of such operations should reduce the incidence of members' injuries and fatalities.

Before backing or maneuvering an apparatus or vehicle, all potential impediments should be evaluated to ensure that the area is clear of obstructions.

The senior member/officer, or the driver if there is no senior member/officer present, shall deploy spotters when backing up or as necessary to allow the safe movement of an apparatus or vehicle.

The driver shall not move the vehicle or apparatus until the spotters are in place.
If the driver loses sight of the spotter, the driver shall stop the apparatus or vehicle until the spotter

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is back in sight

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently to safely move the apparatus or vehicle, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In unique circumstances where a spotter is not available and the apparatus or vehicle must be moved; the driver shall perform a complete walk-around of the vehicle or apparatus to identify any potential hazards. The driver shall move the apparatus or vehicle, attempting to use minimal reverse motion prior to being able to proceed forward. If the apparatus or vehicle must be backed repeatedly, or for more than a short distance, the driver shall repeat the walk- around as many times as necessary.

If at any time the driver feels that the situation is not safe, they shall stop the vehicle or apparatus until the situation is corrected. This may require getting out and physically walking around the apparatus or vehicle or in the direction the apparatus or vehicle is headed.

906.4 SPOTTER RESPONSIBILITIES

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. However, communication between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver, and the senior member/officer shall maintain voice and visual contact. Universal hand signals may also be used to communicate between the driver and the spotter. Hand signals shall be understood by all members to avoid confusion and to facilitate the process.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters shall also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to:

(a) Be constantly aware of the surroundings while performing this function.

(b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is moving.

(c) Stop any oncoming hazards, or stop the vehicle or apparatus being moved.

(d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.

(e) Be attentive to ground-level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).

(f) Maintain visual contact with the driver at all times.

(g) Be in the line-of-sight of the mirrors of the vehicle or apparatus at all times.

(h) Illuminate themselves at night with a rear spotlight or flashlight, to remain visible to the driver.

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(i) Use the universal hand signals to direct the driver. See attached Spotter Signal Guide

(j) Stand on the ground, never on the apparatus or vehicle.

(k) Practice skills as time permits.

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GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

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

MTG. DATE: January 20, 2026

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF THE LIFEWORK EDUCATION, INC. VEHICULAR FIELD TRAINING AGREEMENT

ITEM #: 8B

REQUIRED ACTION:	☐ Discussion Only	☑ Formal Motion	☐ Resolution
RECOMMENDED ACTION:	☑ Approve	☐ Conditional Approval	☐ Deny
SUPPORTED BY:	☑ Staff	☑ Fire Chief	☑ Legal Review

BACKGROUND

The agreement with Lifework Education, Inc. is an agreement which allows paramedic students to do ride alongs in district ambulances and be precepted by district paramedics as outlined by the Arizona Department of Health Services.

RECOMMENDED MOTION

Motion to approve and adopt the Lifework Education, Inc. Vehicular Field Training Agreement.

Lifework Education, Inc.
VEHICULAR FIELD TRAINING AGREEMENT

This agreement ("Agreement") is entered into between GOLDER RANCH FIRE DISTRICT (COMPANY) and LIFEWORK EDUCATION, INC. ("LIFEWORK EDUCATION").

BACKROUND

1. The Parties wish to cooperate in providing instruction for the education and training of students to become certified emergency medical technicians/paramedic ("CEP") by the Arizona Department of Health Services. ("ADHS").
2. LIFEWORK EDUCATION has the ability and resources to provide the necessary classroom education and clinical experiences for the students to receive their CEP certification.
3. GOLDER RANCH FIRE DISTRICT has the ability and resources to provide vehicular field and experience ("Training") necessary for students to receive their emergency medical technician/paramedic certification.

AGREEMENT

Therefore, the Parties agree as follows:

1. TERM. This Agreement shall be effective as of January 1st, 2026 through December 31st, 2026, but may be terminated by either party with ninety (90) days prior written notice. In the event that notice of termination is given, the termination shall be effective until all those students then participating in the Training have completed the Training.

2. MEDICAL DIRECTOR. LIFEWORK EDUCATION agrees to provide a qualified physician to serve as Medical Director for the Training. The Medical Director shall have complete medical control over the performance of this Agreement.

3. PROGRAM DIRECTOR. LIFEWORK EDUCATION agrees to provide a Program Director who will be indirectly responsible for all training.

4. CLINICAL COORDINATOR. LIFEWORK EDUCATION agrees to provide a coordinator who will be directly responsible for scheduling and student issues. The Program Director and Clinical Coordinator may be the same person.

5. INSTRUCTION. LIFEWORK EDUCATION agrees to provide all classroom instruction and clinical experience necessary for students to qualify for

certification. The educational experience provided by LIFEWORK EDUCATION shall be of such quality to satisfy professional standards of the program as set forth in Arizona Administrative Code R9-25-308 as authorized by Arizona Revised Statutes §§36-2202 (A)(3) and (A)(4) and 36-2204 (1) and (3).

6. CONFIDENTIAL INFORMATION. Information provided by LIFEWORK EDUCATION is confidential and the property of LIFEWORK EDUCATION and shall not be used by GOLDER RANCH FIRE DISTRICT for any other purpose than with student instruction. LIFEWORK EDUCATION retains all copyrights, ownership and exclusive use of the Confidential Information used in instruction. GOLDER RANCH FIRE DISTRICT agrees not to copy or use the Confidential Information for any other purpose. Confidential information shall include all instruction material, trade secrets and any techniques of instruction used by LIFEWORK EDUCATION.

7. SUPERVISION. Students assigned to vehicular training shall each be under the supervision of a preceptor who meets state preceptor requirements and will be provided by GOLDER RANCH FIRE DISTRICT and approved by LIFEWORK EDUCATION. On Occasion, LIFEWORK EDUCATION may provide an additional preceptor for evaluation purposes. Prior arrangements will be made with GOLDER RANCH FIRE DISTRICT.

8. SCHEDULING. Schedule for requested vehicular time will be forwarded by LIFEWORK EDUCATION to GOLDER RANCH FIRE DISTRICT for review. Upon review and approval schedule will be forwarded to the appropriate contact.

9. ATTIRE. Riders will wear proper attire as defined below:
   -Appropriate EMS Pants or Slacks
   -Work or other durable shoes (no sneakers)
   -Any durable shirt or sweatshirt with appropriate lettering identifying individual as CEP student with LIFEWORK EDUCATION.

10. PERSONAL PROTECTIVE EQUIPMENT (PPE). GOLDER RANCH FIRE DISTRICT will provide student with appropriate disposable emergency medical service PPE with the exception of approved NIOSH particulate respirator.

11. VEHICULAR RIDE TIME. Maximum ride time and time slots per assigned vehicular rotation and time slots to be scheduled established by GOLDER RANCH FIRE DISTRICT. Assigned student shall arrive no later than fifteen (15) minutes prior to assigned shift.

12. EMERGENCY SERVICES. While participating in vehicular training, students shall be permitted to perform only those emergency medical services that comply with ADHS rules relating to CEP Training. Ultimate responsibility for patient care, however, shall always rest with GOLDER RANCH FIRE DISTRICT personnel.

13. FINANCIAL REMUNERATION. No financial remuneration shall be made to either party by the other to students being precepted. The clinical activities of the student shall not be for the purpose of supplanting the services of regular paid employees of GOLDER RANCH FIRE DISTRICT.

14. AGENCY POLICIES. Students shall be required to comply with all applicable policies and regulations of GOLDER RANCH FIRE DISTRICT while traveling with Agency personnel.

15. REMOVAL. Either GOLDER RANCH FIRE DISTRICT or LIFEWORK EDUCATION, in their sole discretion, shall have the right to remove any student from the vehicular training program with due cause.

16. INDEMNIFY. Each party, and its officers, agents, employees, and servants shall indemnify and defend the other party, and its officers, agents, employees, costs, expenses and attorney's fees, claimed to have resulted from the acts or omissions of the other party or its employees, officers, agents, servants, or contractors engaged in the work under this Agreement. Nothing in this Agreement shall require a party to indemnify and defend the other for its intentional or negligent acts or omissions.

17. INSURANCE. During this license, both parties shall maintain the insurance policies specified below.

    17.1 The policies shall be issued by companies licensed in Arizona with a current A.M. Best rating of A: VIII or better. LIFEWORK EDUCATION acknowledges that GOLDER RANCH FIRE DISTRICT is insured, and accepts such insurance as satisfying the requirements of this agreement.

    17.2 Before any Student is assigned to a vehicle (Fire Truck, Rescue Unit or Ambulance), each party shall furnish the other with certificates of insurance evidencing the required coverage's, conditions, and limits required by this provision.

    17.3 The insurance policies, except Workers' Compensation and Professional Liability, shall be endorsed to name the other party, its agents, officers, employees, and volunteers as additional insured's.

    17.4 If the policies required by this provision are written on a "claims made" basis, coverage shall extend for two (2) years past completion of the last Student assignment to the vehicle (Fire Truck, Rescue Unit

or Ambulance) and must be evidenced by annual certificates of insurance.

17.5 The insurance policies shall be endorsed stating that they shall not expire, be cancelled, suspended, voided or materially changed without the insurer endeavoring to provide thirty (30) days written notice by certified mail to the other party (The insurance company shall agree to notify respective party, in writing, of default in payment of insurance premiums no less than ten (10) days prior to cancellation of the insurance.)

17.6 Each party's insurance must be primary, and any insurance of self insurance maintained by the other party shall not contribute to this. The following coverage is required:

17.6.1 COMMERCIAL GENERAL LIABILITY insurance with a limit of not less than $1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this Agreement;

17.6.2 AUTOMOBILE LIABILITY insurance with a combined single limit for bodily injury and property damage of not less that $1,000,000 each occurrence with respect to each party's owned, hired, and non-owned vehicles;

17.6.3 WORKERS' COMPENSATION insurance with limits statutorily required by any federal or state law and Employer's Liability Insurance of not less than $100,000 for each accident, $100,000 disease for each employee, and $500,000 disease policy limit; and

17.6.4 PROFESSIONAL LIABILITY insurance covering acts, errors, mistakes, and omissions arising out of the work or services performed by each party, or any person employed by each party, with a limit of not less than $1,000,000 per claim.

18. COOPERATION. Each party shall recognize and promote the accomplishment of the mutual objectives contained in this Agreement.

19. HEALTH STANDARDS. LIFEWORK EDUCATION shall ensure that students meet minimum health and other standards established by applicable law.

20. BLOODBORNE PATHOGENS. LIFEWORK EDUCATION shall comply with Federal Occupational Safety and Health Administration (OSHA) Blood borne Pathogen Regulations and shall educate students regarding the

procedures used at GOLDER RANCH FIRE DISTRICT. In the event a student experiences an occupational exposure to a blood or body fluids, GOLDER RANCH FIRE DISTRICT shall provide all evaluations and follow up. GOLDER RANCH FIRE DISTRICT shall provide LIFEWORK EDUCATION promptly with written information regarding the circumstance under which the exposure incident occurred.

21. NONDISCRIMINATION. Both parties shall comply with all federal, state, and local law, rules, regulations, and executive orders concerning non-discrimination in employment and service on the basis of sex, race, disability, religion, national origin, age or veteran's status.

22. INDEPENDENT CONTRACTOR. GOLDER RANCH FIRE DISTRICT shall at all times be deemed to be an independent contractor. Its employees shall not be regarded as employees or agents of LIFEWORK EDUCATION for any reason.

23. PAROL EVIDENCE. This Agreement contains the entire understanding between the parties. All prior negotiation between the parties is merged into this Agreement, and there are no other understandings or agreements. This Agreement may not be modified except by written amendment signed by both parties.

24. GOVERNING LAW. This Agreement shall be bound by the laws and ordinances of the State of Arizona. Any dispute shall be resolved in Maricopa County, Arizona, Superior Court.

25. CANCELLATION. GOLDER RANCH FIRE DISTRICT may cancel this Agreement under Arizona Revised Statute 38-511.

26. FUNDS UNAVAILABLE. Each party has sufficient funds for the obligations anticipated under this Agreement. Either party may terminate this Agreement if funds become unavailable for the Program.

GOLDER RANCH FIRE DISTRICT

GRFD Governing Board Chairperson	Vicki Cox Golder	1/20/2026
Signature/Title	Print Name	Date

LIFEWORK EDUCATION

_____	_____	_____
Signature/Title	Print Name	Date

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Dave Christian, Finance Director

MTG. DATE: January 20, 2026

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

ITEM #: 8C

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 12/1/2025 Through 12/31/2025

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	2,931,175.25	3,134,509.41	203,334.16	19,582,560.29	20,084,393.31	501,833.02
6000	Supplies/Consumables	97,301.93	141,013.33	43,711.40	592,159.82	828,403.98	236,244.16
6500	Vehicle / Equipment Expense	62,721.84	79,926.39	17,204.55	465,730.58	867,618.34	401,887.76
6750	Utilities / Communications	27,983.40	44,698.33	16,714.93	270,460.82	271,389.65	928.83
7000	Professional Services	77,382.82	139,434.32	62,051.50	680,538.36	1,039,822.92	359,284.56
7500	Dues/Subscriptions/Maint. Fees	46,087.24	72,337.97	26,250.73	429,534.50	514,798.15	85,263.65
7750	Insurance	63,980.00	0.00	(63,980.00)	130,411.00	132,600.00	2,189.00
8000	Repairs / Maintenance	12,819.91	49,741.00	36,921.09	133,368.78	379,996.00	246,627.22
9000	Debt Service Principle	0.00	0.00	0.00	367,571.00	368,071.00	500.00
9500	Debt Service Interest	692,145.96	693,757.00	1,611.04	768,699.13	760,804.00	(7,895.13)
9900	Capital	1,138,887.00	182,235.07	(956,651.93)	1,846,800.96	1,884,430.42	37,629.46
Report Difference		(5,150,485.35)	(4,537,652.82)	(612,832.53)	(25,267,835.24)	(27,132,327.77)	1,864,492.53

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: January 20, 2026

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: January 20, 2026

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.