GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
PUBLIC NOTICE AND AGENDA
Tuesday, April 21, 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, April 21, 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. **REGULAR BUSINESS**

   A. THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION FOR LEGAL ADVICE PURSUANT TO A.R.S. §38-431.03(A)(3) FOR DISCUSSION AND/OR CONSIDERATION OF LEGAL ADVICE WITH THE ATTORNEY FOR THE DISTRICT REGARDING THE STATUS OF DIRECTOR LEVEL TRANSITION IN THE FINANCE DEPARTMENT, OVERALL SUCCESSION PLANNING, AND CURRENT FINANCIAL POLICIES

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

6. **PRESENTATIONS**

   A. PRESENTATION OF PERSONNEL

   - RETIREMENT
     - MICHAEL MUIRHEAD, FIREFIGHTER-33 YEARS OF SERVICE

- PROMOTION
    - DANNY MARTINEZ, TECHNOLOGY DIRECTOR

7. CONSENT AGENDA

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

A. APPROVE MINUTES- MARCH 17, 2026, REGULAR SESSION

B. APPROVE MINUTES- FEBRUARY 17, 2026, EXECUTIVE SESSION ITEM 8A

C. APPROVE MINUTES- FEBRUARY 17, 2026, EXECUTIVE SESSION ITEM 8B

D. APPROVE AND ADOPT RESOLUTION #2026-0004 TO DECLARE ITEMS AS SURPLUS AND DIRECTION TO STAFF TO SELL OR PROVIDE ITEMS TO NEIGHBORING FIRE DISTRICTS OR EDUCATIONAL INSTITUTIONS

8. 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

9. <u>REGULAR BUSINESS</u>

A. DISCUSSION AND/OR POSSIBLE ACTION REGARDING RESOLUTION #2026-0005, APPROVING THE CALL OF ELECTION FOR THE GOVERNING BOARD OF THE GOLDER RANCH FIRE DISTRICT FOR THE PURPOSE OF FILLING TWO VACANCIES ON THE GOVERNING BOARD IN NOVEMBER 2026

B. DISCUSSION AND/OR POSSIBLE ACTION REGARDING POLICY 1011 DISCRIMINATION/ HARASSMENT

C. DISCUSSION AND/OR POSSIBLE ACTION REGARDING THE APPROVAL OF A TWO-YEAR AGREEMENT WITH SPARK HIRE TO ASSIST HUMAN RESOURCES WITH RECRUITMENT PROCESSES

D. DISCUSSION AND/OR POSSIBLE ACTION REGARDING AN INTERGOVERNMENTAL AGREEMENT WITH AVRA VALLEY FIRE DISTRICT FOR AMBULANCE BILLING SERVICES

E. DISCUSSION AND/OR POSSIBLE ACTION REGARDING AN INTERGOVERNMENTAL AGREEMENT WITH RINCON VALLEY FIRE DISTRICT FOR AMBULANCE BILLING SERVICES

F. DISCUSSION AND/OR POSSIBLE ACTION REGARDING AN INTERGOVERNMENTAL AGREEMENT WITH THE TOWN OF ORO VALLEY PROVIDING LOCATIONS AND FIBER OPTIC ACCESS FOR THE ORO VALLEY POLICE DEPARTMENT DRONE AS A FIRST RESPONDER PROGRAM

G. DISCUSSION AND/OR POSSIBLE ACTION REGARDING THE APPROVAL OF A CONSTRUCTION AGREEMENT WITH CONCORD GENERAL CONTRACTING FOR THE COMPLETION OF RENOVATIONS TO THE GRFD TRAINING AND FLEET BUILDINGS

H. DISCUSSION AND/OR POSSIBLE ACTION REGARDING THE APPROVAL OF A TWO-YEAR AGREEMENT WITH NICE HEALTHCARE

I. DISCUSSION AND/OR POSSIBLE ACTION REGARDING THE APPROVAL OF A TWO-YEAR AGREEMENT WITH PAYTIENT

J. DISCUSSION AND/OR POSSIBLE ACTION REGARDING THE GOLDER RANCH FIRE DISTRICT RECONCILIATION AND MONTHLY FINANCIAL REPORT

10. FUTURE AGENDA ITEMS

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

- Regularly scheduled meeting – May 19, 2026

11. 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.

12. 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 4/16/2026 by 1:00 p.m.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: April 21, 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: April 21, 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: April 21, 2026

SUBJECT: THE BOARD MAY GO INTO EXECUTIVE SESSION FOR LEGAL ADVICE PURSUANT TO A.R.S. 38-431.03(A)(3) DISCUSSION AND/OR CONSIDERATION OF LEGAL ADVICE WITH THE ATTORNEY FOR THE DISTRICT REGARDING STATUS OF DIRECTOR LEVEL TRANSITION IN FINANCE DEPARTMENT, OVERALL SUCCESSION PLANNING, AND CURRENT FINANCIAL POLICIES

ITEM #: 5A

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

BACKGROUND

With the recent retirement of the GRFD Finance Director, the Governing Board will meet with the District attorney to seek legal advice regarding director level transition in the Finance Department, overall succession planning, and current district financial policies.

RECOMMENDED MOTION

No motion is required for this agenda item.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: April 21, 2026

SUBJECT: PRESENTATION OF PERSONNEL

ITEM #: 6A

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.

- RETIREMENT
  - Michael Muirhead, Firefighter- 33 years of service
- PROMOTION
  - Danny Martinez, Technology Director

RECOMMENDED MOTION

No motion required for this agenda item.

EMPLOYEE RECOGNITION

Employee Name: Michael Muirhead

Date of Hire: November 5, 1992

Current Position: Retired firefighter

Reason for Recognition: Retirement

Prepared by: Aaron Davidson

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:*

Muirhead was hired November 5, 1992 and retired on Feb 26, 2026 33 Years 3 Months and 21 Days

Muirhead was a DO

He was an integral part of starting the wildland team.

- *PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:*

Muirhead was a DO

Muirhead was an integral part of starting the wildland team.

- *PERSONAL OR SPECIAL NOTES OF INTEREST:*

Muirhead was a tremendous asset to our crew, bringing a wealth of experience and knowledge that made a real difference in how we operated. His calm, level-headed demeanor helped us stay focused and effective, especially on serious calls. He was someone you trusted without hesitation, no matter the situation. He took the time to pass on what he knew and made everyone around him better. Muirhead was the kind of person you learned from just by watching how he handled things. It meant a lot to have someone you could always count on when things got real. Beyond that, Muirhead was a great listener—easy to talk to and someone you could rely on as a friend in any situation. His friendly, fun personality is deeply missed around the station. And honestly, the old man jokes just don't hit the same now that I've become the old guy.

EMPLOYEE RECOGNITION

Employee Name: Danny Martinez

Date of Hire: 1/19/2012

Current Position: IT Services Director

Reason for Recognition: Promotion

Prepared by: Cesarek

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:*
  Danny started his GRFD journey in January of 2012, he has worked all of the assignments within the IT division, network and systems administration, most recently leading the division from the IT Supervisor position. Danny's effort and hands on work has helped our IT Division establish the level of credibility and leading the way. Danny stepped into the role of Acting Director of our IT Division in October of 2025 and navigated a highly competitive selection process this past month. We congratulate Danny on being selected as our IT Services Director and expect great things from him and the IT team.

- *PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:*

  Danny has been a long-term member of the IT Division, assisting with too many deployments or system issues to mention. He has assisted with EPCR deployments, major software changes, CAD changes and RMS platform changes, he is most thankful for working with the WFM scheduling platform, or maybe not.

- *PERSONAL OR SPECIAL NOTES OF INTEREST:*

  Danny is a somewhat private person, but as I get to know him more, he is coming out of his shell. Talk to him about older fox body Ford Mustangs to get him to open up. While his restaurant choices are somewhat regimented, he will step out of the comfort zone, just not on Thursday's.

  We are happy to have Danny in the IT Services Director role and know he will continue to be strategic and aligned with the Executive Leadership team to ensure our technology is on point and cutting edge.

  Congratulations!

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: April 21, 2026

SUBJECT: APPROVE MINUTES- MARCH 17, 2026, REGULAR SESSION
APPROVE MINUTES- FEBRUARY 17, 2026, EXECUTIVE SESSION ITEM 8A
APPROVE MINUTES- FEBRUARY 17, 2026, EXECUTIVE SESSION ITEM 8B

ITEM #: 7A-7C

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. MARCH 17, 2026, REGULAR SESSION MEETING MINUTES
B. FEBRUARY 17, 2026, EXECUTIVE SESSION MEETING MINUTES ITEM 8A
C. FEBRUARY 17, 2026, EXECUTIVE SESSION MEETING MINUTES ITEM 8B

RECOMMENDED MOTION

If items remains on consent agenda:
Motion to approve the April 21, 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 March 17, 2026, regular session meeting minutes.

GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
MEETING MINUTES
Tuesday, March 17, 2026, 9:00 a.m.
1600 East Hanley Boulevard, Oro Valley, Arizona 85737

1. CALL TO ORDER/ROLL CALL

Vice-Chairperson Vette called the meeting to order on Tuesday, March 17, 2026, at 9 a.m.

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

Member Absent: Chairperson Vicki Cox Golder (excused)

Staff Present: Assistant Chief Grissom, Assistant Chief Perry, Assistant Chief Cesarek, Fire Marshal Akins, Deputy Chief Rutherford, Finance Director Christian, HR Director Delong, Acting Technology Director Martinez, and Board Services Supervisor Ortiz

2. SALUTE AND PLEDGE OF ALLEGIANCE

Those in attendance said the Pledge of Allegiance.

3. FIRE BOARD REPORTS

Vice-Chairperson Vette mentioned he attended the Jose Samaniego Memorial Archery Shoot and BBQ Challenge. He said it was a very nice event.

4. CALL TO THE PUBLIC

There were no public issues presented.

Assistant Chief Grissom stated the District's Chaplain, Steve Wright, recently passed away. He asked if there could be a moment of silence in his honor.

A brief moment of silence was held in honor of the District Chaplain Steve Wright.

5. PRESENTATIONS

A. PRESENTATION OF PERSONNEL

- PROMOTIONS
  - VICTOR CAMPOS-CERNA, PARAMEDIC

- WESTIN CLAUSEN, PARAMEDIC
- JONATHAN HIGGINS, PARAMEDIC
- JOHN SAVAGE, PARAMEDIC

- NEW HIRES
  - MARTHA FARRELL, FINANCE SPECIALIST II
  - JAMES LOFTIS, SYSTEMS SPECIALIST

  Loyalty and behavioral oaths will be administered.

Division Chief Taylor recognized Victor Campos-Cerna for his promotion to paramedic.

Division Chief Taylor recognized Westin Clausen for his promotion to paramedic.

Division Chief Taylor recognized Jonathan Higgins for his promotion to paramedic.

Division Chief Taylor recognized John Savage for his promotion to paramedic.

Finance Supervisor Sargent presented Martha Farrell, the new Finance Specialist II, to the Governing Board.

Acting Technology Director Martinez presented James Loftis, the new Systems Specialist, to the Governing Board.

Vice-Chairperson Vette administered the loyalty and behavioral oaths to the two new employees.

The Governing Board took a brief recess at 9:22 a.m.

The Governing Board reconvened at 9:25 a.m.

B. GOLDER RANCH FIRE DISTRICT 2025 RESULTS PRESENTATION GIVEN TO THE ORO VALLEY TOWN COUNCIL ON FEBRUARY 18, 2026

Assistant Chief Grissom mentioned on February 18th, 2026, Chief Brandhuber gave a presentation about Golder Ranch Fire District to the Oro Valley Town Council. Vice-Chairperson Vette thought it was an informative presentation and would be of value for staff to see. At Vice-Chairperson Vette's request, the recorded presentation was played.

After the video was played, Vice-Chairperson Vette stated he thought it was important to share the presentation with the team. He said a lot of times the District does not tell its story, parts are told but this presentation was a great recap.

DRAFT

6. CONSENT AGENDA

A. APPROVE MINUTES- FEBRUARY 17, 2026, REGULAR SESSION MEETING

B. APPROVE AND ADOPT RESOLUTION 2026-0003 TO DECLARE ITEMS AS SURPLUS AND DIRECTION TO STAFF TO SELL OR PROVIDE ITEMS TO NEIGHBORING FIRE DISTRICTS OR EDUCATIONAL INSTITUTIONS

MOTION by Board Member Shellenberger to approve the March 17, 2026, Consent Agenda
MOTION SECONDED by Board Member Brady
MOTION CARRIED 4/0

7. REPORTS AND CORRESPONDENCE

A. FIRE CHIEF'S REPORT – Assistant Chief Grissom presented the Fire Chief's report to the Governing Board. He noted crews responded to four structure fires over the past month. He said they did an excellent job, and he was proud of the responding personnel. Assistant Chief Grissom added that on Friday, March 13th, GRFD employees, suppression and non-suppression, did a smoke detector walk at Oracle Junction Mobile Home Park. The group installed 76 smoke detectors in over 30 homes. He added two weeks ago, the Community Education Team participated in the Safety Day held at the Tucson Mall in which several agencies participated.

President Jones reported on March 7th, Local 3832 held the annual Jose Samaniego Memorial Archery Shoot and BBQ Challenge. The Union raised $9,000 for charities. President Jones said he and three others went to Washington D.C. and met with members of Congress to discuss legislation pertaining to the fire service, including the Wildfire Preparedness Act which would enable the U.S. Department of Agriculture (USDA) to open an office in the state for wildfire preparedness.

B. COMMUNITY RISK REDUCTION DIVISION'S REPORT – Assistant Chief Perry presented the Community Risk Reduction (CRR) report to the Governing Board. He noted at the last Governing Board meeting a presentation of the Nymbl app was requested. He presented the app and gave a demonstration.

The Governing Board members thanked him for his presentation.

C. SUPPORT SERVICES DIVISION'S REPORT – Assistant Chief Cesarek presented Support Services' report to the Governing Board. He added his division is working on getting drawings completed at the Quasar building. They are also working on improvements to the Training and Fleet buildings.

Vice-Chairperson Vette said he read in the report a company was hired to review the diesel particulate released by apparatus. He thought the filters the District purchased were procured to reduce the amount of diesel particulate released.

Assistant Chief Cesarek replied the accreditation had requirements regarding diesel particulate. He wanted to hire a company to make sure the products purchased are doing what they are supposed to do.

D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISON'S REPORT – Assistant Chief Grissom presented the Emergency Medical Services and Fire Response Division's report to the Governing Board. He noted the academy is in its tenth week. There are twenty-three recruits currently in the academy led by Division Chief Leslie and Captain Rinder. After the academy is completed, the Professional Development division will facilitate an EMT class for firefighters who do not have their EMT certification.

8. REGULAR BUSINESS

A. DISCUSSION AND POSSIBLE ACTION REGARDING POLICIES: 712-DISTRICT USE OF SOCIAL MEDIA, 1000-RECRUITMENT AND SELECTION, 1001-PERFORMANCE EVALUATIONS, 1011-DISCRIMINATION/HARASSMENT, 1012-CONDUCT AND BEHAVIOR, 1040-MILITARY LEAVE, AND 1046-RETIREMENT PLANS

Vice-Chairperson Vette stated the aforementioned policies were proposed for approval with the exception of Policy 1011-Discrimination/Harassment, which will be tabled for a future board meeting.

Board Member Shellenberger stated it was overwhelming to have seven policies to review. He said some of them were long. He asked if the number of policies presented could be limited to two or three each time.

HR Director Delong explained policies are submitted for different reasons, including changes in legislation. She said she could not make a promise on the number of polices submitted, but she would have her team strike a balance as best as possible. She commented she respected and appreciated the feedback and would take it into consideration.

Vice-Chairperson Vette stated he had a question on Policy 1001. He asked why the wording was changed from outstanding to satisfactory.

HR Director Delong replied since she has worked for the District, there has been two standards: meets standards or does not meet standards. So, the policy's language has not been in alignment with the District's practice.

Vice-Chairperson asked how employees who go above and beyond would be recognized. He asked if there was a section where it can be noted the employee went above and beyond.

DRAFT

HR Director Delong responded there was a section. The employees also get recognized at board meetings and things like that. She said there was not a grading rubric for that in the current evaluation system. She said it was a goal of hers and her team to update the performance evaluation.

Assistant Chief Grissom added the District uses Green Sheets to recognize staff for their actions.

Vice-Chairperson Vette commented that everyone is satisfactory, he wondered how the District recognizes high performing employees or encourages employees to improve.

HR Director Delong replied that was a great point and Assistant Chief Grissom was correct. Green Sheets are used to recognize high performing employees. As an employee, she would personally like to be recognized at the time, rather than a year later at the performance evaluation.

Board Member Shellenberger asked if the word, 'should' meant it is mandatory in policies.

HR Director Delong explained the word 'should' is not mandatory and the word 'shall' is mandatory.

MOTION by Board Clerk Outlaw to approve policies: 712-District Use of Social Media, 1000-Recruitment and Selection, 1001-Performance Evaluations, 1012-Conduct and Behavior, 1040-Military Leave, and 1046-Retirement Plans as presented.
MOTION SECONDED by Board Member Shellenberger
MOTION CARRIED 4/0

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

Finance Director Christian presented the GRFD reconciliation and monthly financial report to the Governing Board. He said February is a short month and as such the numbers reflect it. For example, property taxes were short of the budgeted amount. Ambulance revenue and miscellaneous revenue were both short as well. It's one of those months that are difficult to predict the revenue. Nonetheless, the District is looking good on the revenue. For the most part, the expenses were favorable with the exception of vehicle and equipment expenses which were over budget due to a timing issue. The District was 13% favorable in expenses. He noted the District only used about $1 million of cash. He expected to spend a little bit more, so the District beat the expected cash flow for the month. Year-to-date the District looks good. It is 8% favorable in the revenue, across all categories. The District is 1% favorable in labor which is the largest expense. In total, it is 4% favorable in expenses. It has added about $3 million in cash for the entire year at a time where it is usually at a

break-even or deficit. It is very fortunate. At the Pinal County Treasurer's Office the District has $350,000 and at Pima County Treasurer's Office the District has over $24 million for a total of approximately $26 million. In ambulance billing, the daily transports dropped from an average of 22 to 20 transports per day. February had 100 transports less than the previous month. In February, suppression averaged 20 transports a day. This year there has not been any wildfires to report.

Finance Director Christian concluded by saying this was his last presentation to the Board. He said he appreciated the support the Governing Board afforded him and his team. He knows the Board takes its fiduciary responsibility very seriously. He thanked the Board for the opportunity to meet the fiduciary expectation the Board sets. It was a great joy of his life to work at the District and he will miss it.

Vice-Chairperson Vette said he appreciated working with Dave who he described as talented and conscientious and he will be missed.

Board Member Shellenberger seconded the notion. He thanked Finance Director Christian for what he has done for the District. He said he personally appreciated Dave's knowledge and the time he took to explain things.

MOTION by Board Member Shellenberger to approve and accept the Golder Ranch Fire District reconciliation and monthly financial report as presented.
MOTION SECONDED by Board Clerk Outlaw
MOTION CARRIED 4/0

9. FUTURE AGENDA ITEMS

The next regularly scheduled meeting will be April 21, 2026.

Assistant Chief Grissom explained that a draft budget will be distributed to the Board the week of April 27th and a budget study session will be scheduled for the week of May 4th.

10. CALL TO THE PUBLIC

There were no public issues presented.

11. ADJOURNMENT

MOTION by Board Member Brady to adjourn the meeting at 10:23 a.m.
MOTION SECONDED by Board Clerk Outlaw
MOTION CARRIED 4/0

_____
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:	April 21, 2026
SUBJECT:	APPROVE AND ADOPT RESOLUTION #2026-0004 TO DECLARE ITEMS AS SURPLUS AND DIRECTION TO STAFF TO SELL OR PROVIDE ITEMS TO NEIGHBORING FIRE DISTRICT OR EDUCATIONAL INSTITUTIONS
ITEM #:	7D

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

BACKGROUND

The Golder Ranch Fire District has accumulated items 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 April 21, 2026, Consent Agenda.

If item is removed from consent agenda:
Motion to adopt Resolution 2026-0004 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. 2026-0004

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

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

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

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

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

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

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

GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

ADOPTED AND APPROVED on this 21st day of April 2026 at a duly noticed public meeting of the Golder Ranch Fire District Governing Board.

_____

Wally Vette
Vice-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:

Item one:
2012 Chevy Impala

- VIN – 2G1WG5E36C1123714
- Mileage: 105,301
- Reason for Surplus
    - Age, Mileage, excessive cost per mile



Item two:
2000 Pace American Trailer

- VIN – 4P2FB101XYU018063
- Mileage: NA
- Reason for Surplus
    - Age, condition, and replaced by a Dump Trailer GRFD acquired in FY25



Item three:
Lot of Panasonic CF-20 Toughbook laptops

- No longer serviceable, replaced with Panasonic FZ-G2 as new standard.



Item four:
Lot of Panasonic CF-31 Toughbook

- Units no longer serviceable, replaced with the Panasonic FZ-40 as the new standard.



Item Five:
Lot of Panasonic CF-C2 Toughbook.

- Units no longer serviceable and no longer used.



Item Six:
Lot of Cradlepoint IBR-900 Cellular modems

- No longer used by the district, replaced with Sierra MP-70 Cellular modems.



Item Seven:
Lot of Dell Computers

- Various model Dell Laptops and one Dell OptiPlex PC
- Equipment no longer serviceable.





GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: April 21, 2026

SUBJECT: FIRE CHIEF'S REPORT

ITEM #: 8A

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

March 2026

Fire Chief's Activities



- Attended Oro Valley Town Council meetings
- Attended the Nation's First "Chiefs Strong" Course in Scottsdale, one of the 10 Fire Chiefs selected to attend in Arizona
- Held weekly executive leadership team meetings (Deputy Chiefs, Assistant Chiefs, Directors)
- Held monthly Fire Chief Status update meeting
- Held Monthly Arizona Ambulance Association meeting
- Multiple meetings with HRknow on salary survey
- Twice a week FY26/27 Budget Meetings
- Attended various recognitions of crews for excellent pre-hospital care
- Spent time with GRFD personnel and families at hospitals
- Met with Local 3832 for MOU discussions
- Various meetings with personnel
- Various policy discussion meetings
- Hosted Pima Fire Chiefs meeting

    - Thanks to Shannon, Jenny, and Michelle
- Assisted Chief Perry in the Finance Director transition
- Assisted in setting up the first virtual Office Hours meeting with ADHS BEMSTS (Arizona Department of Health Bureau of Emergency Medical Services and Trauma Services) and all state CON holders
- Follow-up meeting with ADHS BEMSTS to discuss the meeting and improvements moving forward
- Attended the Chamber Annual Meeting and Awards breakfast
- Attended Dave Christian's retirement luncheon
- Met with Board Clerk Sandi Outlaw to discuss accounts payable
- Asked to be on the Board of Directors for Rocking4heroes

Thank You Correspondence/Commendations

- A thank you email was received from the Donor Network of Arizona for Records Specialist Wong.
- Chief Brandhuber sent an email as a 'green sheet' to Director Delong for Administrative Assistant Chavez, Records Specialist Wong and Board Services Supervisor Ortiz for their work on the Pima County Fire Chiefs' meeting.
- A thank you email was received from the Santa Rita Fire District Fire Chief Chuck Wunder for Records Specialist Wong, Administrative Assistant Chavez and Board Services Supervisor Ortiz regarding the Pima County Fire Chiefs' meeting.
- A green sheet was submitted for Deputy Fire Marshal Brenda Druke.
- A green sheet was submitted for Deputy Fire Marshal Brad White.

Board Services

Board Services Supervisor- Shannon Ortiz

Results:
100 % of records requests fulfilled within a statutory time frame (46/46)
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'. Timely manner is determined in the information requested, the quantity, and other factors. GRFD responds to records requests faster than most agencies.

Records Specialist Jenny Wong has set a new record. She processed and responded to forty-six records requests in one month. This is the most that has ever been received and responded to in a month. In 2016, the Records Specialist responded to 49 records requests for the entire year. This is an incredible number of records requests. RS Wong has done a fantastic job in her role as the Records Specialist, and the district is very fortunate to have her.

100% of board reports published on time (2 out of 2)
A Public Safety Personnel Retirement System (PSPRS) meeting was held on March 10th, 2026.

A regular session governing board meeting was held March 17th, 2026.
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 Governing Board a week prior to the meeting to allow the Board 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.

Outputs:
1 Governing Board meeting supported for the month of March.
1 GRFD PSPRS meeting supported for the month of March.
The Golder Ranch Fire District meets regularly once a month. However, special sessions are held for budget study sessions, strategic planning sessions, etc. There will be a special budget study session the first week of May.

Records responded to 46 records requests for the month of March.

The breakdown is as follows:

Environmental Reports	3
Outstanding Code Violations/Inspection Report	2
Fire Reports	4
Incident Reports	4
Medical Records	30
Other	3

Two-hundred and eighty fingerprint appointments were conducted in the month of March.

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 2026.
Board Services anticipates 30 boxes of records would be destroyed in 2026.

On March 4th, 2026, Records Specialist (RS) Wong attended the Leadership meeting to transcribe minutes.

GRFD collaborated with Arizona Burn Foundation (ABF) for the Smoke Alarm Walk at Oracle Junction Mobile Home Park on Friday, March 13th, 2026. This was GRFD's first time collaborating with ABF for this event and it was a great success! GRFD personnel/community volunteers reached 30 homes, installed 76 smoke alarms, and educated 36 residents about fire safety.

Board Services Supervisor and RS Wong attended the Arizona Municipal Clerks Association's Spring Best Practices via Zoom on Tuesday, March 24th and Wednesday, March 26th. There were topics relating to nomination petitions and their requirements, elections, and records.

RS Wong wants to again thank GRFD department/divisions for taking the time to meet with her for their annual records retention meeting this month, it is greatly appreciated!

GRFD has two Governing Board positions up for election this year. At the April meeting the Governing Board will adopt the Call of Election. The filing period for candidates is June 6th through July 6th by 5 p.m. June 6th is a Saturday so technically the first day a candidate can file their nomination paperwork is June 8th. The filing period for write-in candidates is June 6th through July 20th by 5 p.m. Again, June 6th is a Saturday, so write-in candidates can begin filing nomination paperwork Monday, June 8th. GRFD's two incumbents have received their paperwork. Candidates who live in Pima County can get their paperwork at the Pima County Elections' Department, access it online, or visit GRFD's Headquarters. For candidates who live within GRFD boundaries in Pinal County, Pinal County Elections Department is requiring the candidate schedule an appointment with their office to review the paperwork and deadlines. If the election is uncontested, the Pima County Board of Supervisors will cancel the election and the incumbents will be appointed to their positions. If the election is contested, the GRFD Governing Board race will be on the general election ballot November 3, 2026.
On Wednesday, April 29th Board Services will be hosting their second annual Administrative Professionals' Training for administrative professionals from Pima and Pinal Counties. The training grew out of a need for training for administrative professionals in the fire sector. Hosting the training allows us to bring in speakers that would be useful and pertinent to our staff and minimizes costs for training and travel. In addition, the registration cost for outside attendees brings in revenue to the district. Lastly, allowing other fire departments and fire districts to attend promotes networking. Many relationships were established last year, and the training was well received. We hope to build upon the success of last year's session.

Human Resources

Allison Delong, HR Director

Recruitments:

- IT Director – recruitment has closed. Congratulations to Danny Martinez!
- Facilities Maintenance Technician - candidate has accepted the offer and is starting with us on April 13th.
- Billing Specialist - recruitment is in process

HR Program Metrics for Strategic Plan and Budget: 7/1/2025 – 3/31/2026

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	94.5%	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	44	35
	# employee internal and external recruitments conducted	18	10
	# of candidate applications reviewed	1063	750
	# of light duty assignments coordinated	13	TBD
	# of workers comp cases in process/processed	42	TBD
	# of Personnel Action Forms processed	383	TBD
	# of qualifying events administered	39	TBD
	# of new hires oriented	39	14
	# of spark hire video interviews reviewed	419	TBD
	# employee benefits plans administered	29	29
	# of policies reviewed and/or updated	102	TBD
	# of job descriptions reviewed and/or updated	42	TBD
	# of pre-employment steps coordinated	390	TBD
	# of hours HRG spends conducting in-person interviews	67.5	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 due annual review	4	TBD
	# of hours anticipated to be spent in interviews	60	TBD
EFFICIENCIES	$ program expenditures per GRFD employee	TBD	TBD

Current Projects:

2026 – 2027 Open Enrollment:

- In partnership with the Benefits Committee, we are working through our insurance renewals with each carrier that the District contracts with. This has been a robust and educational process for all members this year. HR is excited to partnership with Health & Safety on how to best educate our members on best ways to utilize the benefits, while still maintaining a cost-effective approach.

Document Locator:

- We are excited to start utilizing the Document Locator set up. All members of the HR Team are cross-trained and have been tasked with moving a minimum of one file each week. This will help ensure that the project keeps moving in the right direction, and that everyone becomes proficient with the system.

Standard Operating Procedures:

- This project is still in process.
    - HR has continued to refine and document our internal processes. This project's purpose is to ensure business continuity and cross-functionality within our department.

Policies:

Policies ready for approval by GRFD Governing Board:

- Discrimination/Harassment (1011)

Policies/Procedures ready for approval by Executive Leadership Team/Leadership:

- Separation of Employment (215)
- Corrective Action and Discipline (Policy 224)
- Employment at Will (Policy 225)
- Solicitation, Distribution, and Posting of Materials (237)
- News Media and Community Relations (Policy 318)
- Personal Communication Devices (Policy 701)
- Public Alerts (policy 708)
- Corrective Action and Discipline Procedure (Procedure 1002)
- Grievance Procedure (1003)

Employee Recognitions:

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

Employee Name	Hire Date	Years of Service
AKINS, JENNIFER	04/05/2010	16
AVEY, BRENT	04/05/2010	16
DE MASI, ADIN F	04/05/2010	16
MILLER, JOHNNY	04/05/2010	16
RINDER, JEREMY DANIEL	04/05/2010	16
MYERS III, JOHN LESLIE	04/13/2020	6
FILENER, DANIEL CURTIS	04/04/2022	4
HELVIG, WES	04/04/2022	4
LIMAS, JESUS JACINTO	04/17/2023	3
ANDERSON, TYLER MICHAEL	04/29/2024	2
BARZAR, ADAM JOSEPH	04/29/2024	2
BRACKEN, DUANE LEE	04/29/2024	2
BRULAND, MATTHEW JAMES	04/29/2024	2
CARTER, JOHN MICHAEL	04/29/2024	2
COOPER, TREVOR JOHN	04/29/2024	2
DE LA GARZA, ZAYN RABB	04/29/2024	2
DORAME, JESUS HUMBERTO	04/29/2024	2
FLOOD, CALEB TYLER	04/29/2024	2
GERBER, ALEXANDER CHRISTIAN	04/29/2024	2
HARRIS JR, DARRHYL ALPHONSO	04/29/2024	2
LANDREVILLE, DONNY LEE	04/29/2024	2
LAZARZ, COLIN MICHAEL	04/29/2024	2
MADRID, JOSEPH ANTHONY	04/29/2024	2
PETERSON, BRIGHAM DAVID	04/29/2024	2
RODRIGUEZ, JOSHUA MATTHEW	04/29/2024	2
ROTH, KEATON JASON	04/29/2024	2
RUIZ, ANTHONY ROBERT	04/29/2024	2
RUSSELL, MASON SCOTT	04/29/2024	2
RUTHERFORD, ANTHONY RYAN	04/29/2024	2
SCHNEIDER, ANDREW JAMES	04/29/2024	2
SPENCER, JEREMY THOMAS	04/29/2024	2
SMITH, MICHELE	04/21/2025	1

Wong, Jenny

From: Stacy Householder <shouseholder@dnaz.org>
Sent: Tuesday, February 24, 2026 3:53 PM
To: Wong, Jenny
Subject: Re: Records Request for Golder Ranch Fire District

Thank you, Jenny! 😊 You made my day! I wasn't sure you were going to find anything with so little details. You are GOOD at your job and I appreciate you. 🙂

Have a great day,

Stacy Householder
QA Records Technician
Donor Network of Arizona

From: Wong, Jenny <jwong@grfdaz.gov>
Sent: Tuesday, February 24, 2026 3:48 PM
To: Stacy Householder <shouseholder@dnaz.org>
Subject: Records Request for Golder Ranch Fire District

Hello Stacy,

I hope you are doing well. Per your request, attached are the medical records of [redacted]

If you have any questions, please feel free to contact me. I hope you have a great rest of your day and week!

Kindly Submitted,

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Jenny Wong
Records Specialist

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

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From: Delong, Allison
To: HR Team
Subject: FW: Note of appreciation
Date: Wednesday, March 18, 2026 10:29:11 AM
Attachments: image001.png
image002.png
image003.png
image004.png
golder-ranch-fire-district-favicon_e2d3c9a8-2d06-4c2d-b17a-8450abbf8b3e.png
facebook_32x32_85c11dc1-b676-4fe5-97ac-67c17eec357e.png
instagram_32x32_2a7e1e5c-94c7-4538-abe3-1df1b681874e.png
x_32x32_4ebbdda7-18d2-4d79-9e5a-d9592863cd3b.png

Please place the below emial in the following EE files as a 'green sheet':

Michelle Chavez
Shannon Ortiz
Jenny Wong

Please let me know if you have any questions.

Thanks,

Allison Delong
Director of Human Resources

Golder Ranch Fire District
Office: 520.825.9001 **Cell**: 520.345.2786
1600 E. Hanley Blvd.,Oro Valley, AZ 85737
adelong@grfdaz.gov

CFAI and CAAS ACCREDITED AGENCY
www.grfdaz.gov

From: Ortiz, Shannon <sortiz@grfdaz.gov>
Sent: Wednesday, March 18, 2026 10:28 AM
To: Brandhuber, Thomas <tbrandhuber@grfdaz.gov>; Delong, Allison <adelong@grfdaz.gov>
Cc: Wong, Jenny <jwong@grfdaz.gov>
Subject: RE: Note of appreciation

Thank you Chief. Also, Michelle helped as well.

Shannon Ortiz
Board Services Supervisor

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: Brandhuber, Thomas <tbrandhuber@grfdaz.gov>
Sent: Wednesday, March 18, 2026 10:27 AM
To: Delong, Allison <adelong@grfdaz.gov>
Cc: Ortiz, Shannon <sortiz@grfdaz.gov>; Wong, Jenny <jwong@grfdaz.gov>
Subject: Note of appreciation

Allison,

I want to commend Shannon and Jenny for their efforts this morning in setting up the room and the breakfast for the Pima Fire Chiefs meeting. The Fire Chiefs were impressed, and all complimented not only the breakfast but the signs, etc.

Plz place this note into both of their files.

Thanks

Tom

Thomas Brandhuber
Fire Chief

Golder Ranch Fire District
Office: 520.825.9001 **Cell**: 520.237.6030
1600 E. Hanley Blvd.,Oro Valley, AZ 85737
tbrandhuber@grfdaz.gov

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From: Chuck Wunder
To: Ortiz, Shannon
Cc: Brandhuber, Thomas
Subject: Big Thank You.
Date: Wednesday, March 18, 2026 1:23:04 PM

(Jenny, and Michelle Chavez assisted as well).

Hi Shannon- I wanted to say thank you for all the work you put into today's Pima County Fire Chief's meeting. Your set up was amazing! From the directional boards to the elaborate welcome signs and screens, to the great variety of food and drink you provided us, you did not miss a beat. You really set the bar and showed great pride in working for GRFD. Thanks for the special attention, it was really appreciated.

Best,

Chuck



To ensure compliance with the open meeting law, recipients of the message should not forward it to other Members of the Board. Members of the Board may reply to this message, but they should not send a copy of their reply to other members of the Board.

This communication may contain confidential and/or proprietary information and may not be disclosed to anyone other than the intended addressee. Law strictly prohibits any other disclosure. If you are not the intended addressee, you have received this communication in error. Please notify the sender immediately by calling 520/625.9400 and then destroy the communication including all content and any attachments.

Thank you.

GOLDER RANCH FIRE DISTRICT

RECORD OF EXCEPTIONAL PERFORMANCE

Employee Name Brenda Druke

Date Prepared 03/24/2026

Division or Section Fire Prevention

Classification Deputy Fire Marshal

Initiator of Commendation Akins

Description and Date of Exceptional Performance

On March 23rd, a contractor contacted me regarding a residential project they were working on off of Habitat Place. The representative initially was disappointed when they found out they had to contact the "fire department" for their project. After working with Brenda Druke and Brad White that changed.

The contractor went out of his way to make sure I knew how, "awesome, quick, and helpful" Brenda and the plan reviewer (Brad) were during this process.

First Level Supervisor's Comments

Great Job Brenda!!! Thank you for your high standard of customer service and exceeding customer expectations.

Second Level Supervisor's Comments

Well Done! Keep up the great work!

Supervisor Signature Jennifer Akins

Employee Signature Brenda Druke

GOLDER RANCH FIRE DISTRICT

RECORD OF EXCEPTIONAL PERFORMANCE

Employee Name Brad White

Date Prepared 03/24/2026

Division or Section Fire Prevention

Classification Deputy Fire Marshal

Initiator of Commendation Akins

Description and Date of Exceptional Performance

On March 23rd, a contractor contacted me regarding a residential project they were working on off of Habitat Place. The representative initially was disappointed when they found out they had to contact the "fire department" for their project. After working with Brenda Druke and Brad White that changed.

The contractor went out of his way to make sure I knew how, "awesome, quick, and helpful" Brenda and the plan reviewer (Brad) were during this process.

First Level Supervisor's Comments

Great Job Brad! Thank you for always doing such a great job managing the plan review queue and getting applicants there plans back quick!

Second Level Supervisor's Comments

Well Done! Keep up the great work!

Supervisor Signature Jennifer Akins

Employee Signature Brad White

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Eric Perry, Assistant Chief of Community Risk Reduction

MTG. DATE: April 21, 2026

SUBJECT: COMMUNITY RISK REDUCTION ASSISTANT CHIEF'S REPORT

ITEM #: 8B

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

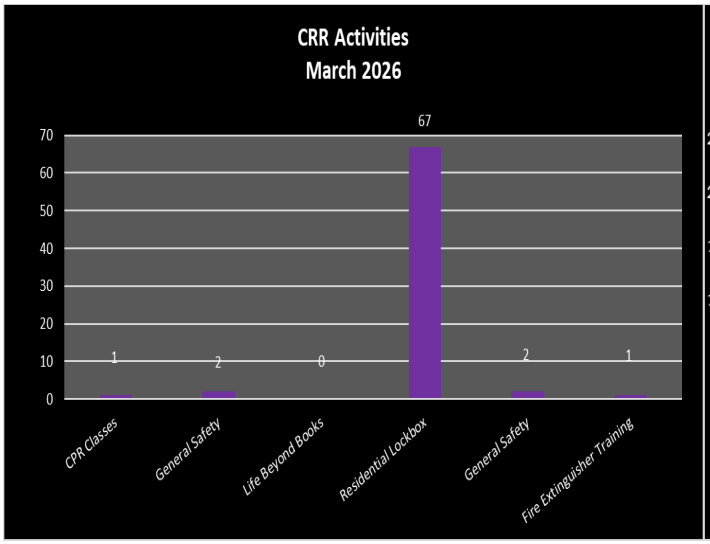
March 2026

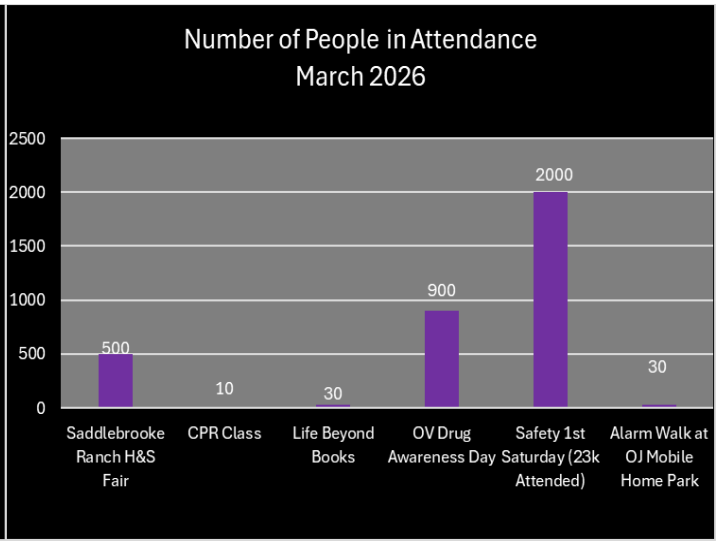
Assistant Chief's Activities

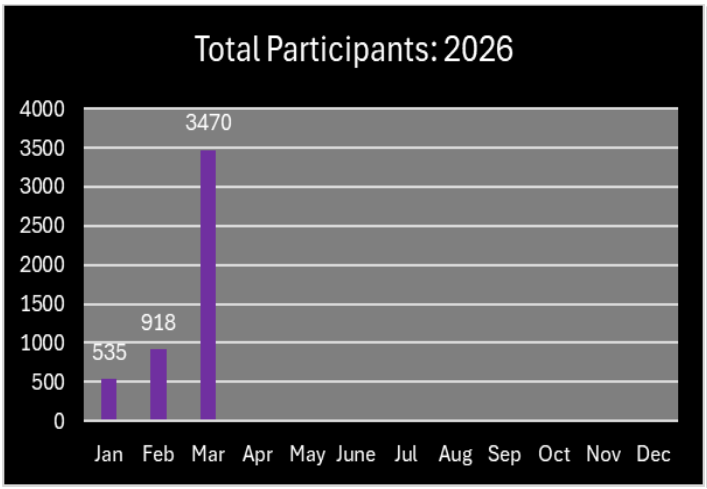
- My time has been focused on the finance transition and budget. I am thankful for how hard our finance team is working to keep us improving and moving forward. The commitment from Finance is to build transparency and processes that limit errors and allow us to trust that our payroll, AR/AP and ambulance billing are accurate, consistent, and clear.
- Due to my focus on the finance transition, I have not had as much time to spend with the Fire Prevention and Community Education teams. I am thankful to Chief Akins and Chief Wilson for doing a great job keeping things moving forward.

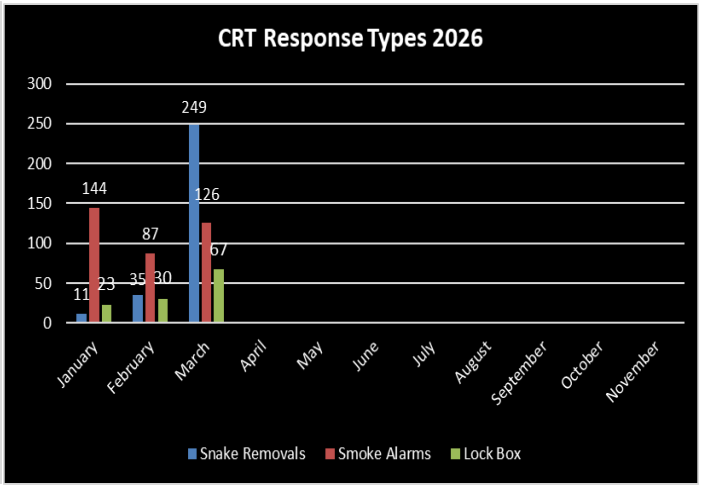
Community Education, Engagement & Risk Reduction

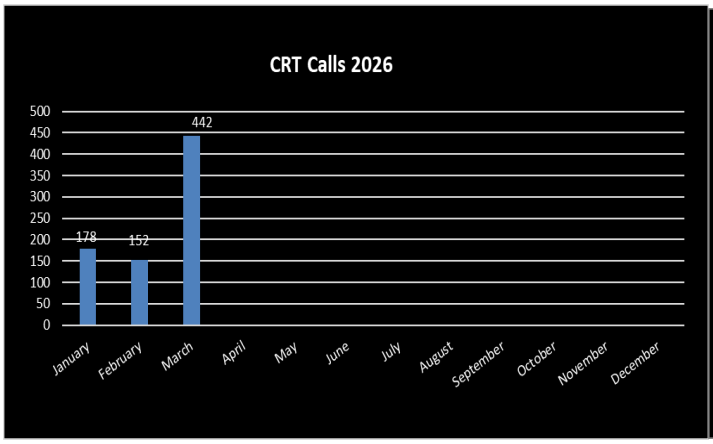
Deputy Chief of Community Risk Reduction – Mark Wilson

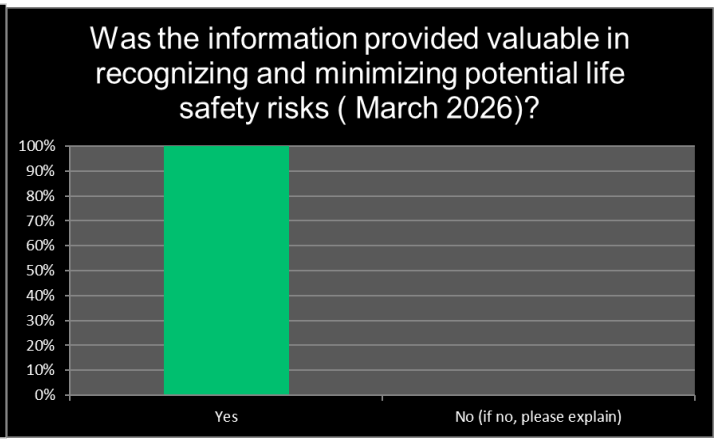


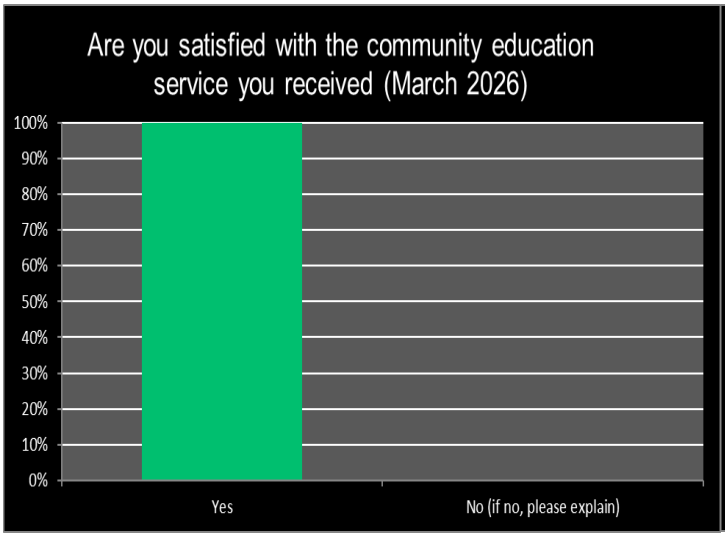


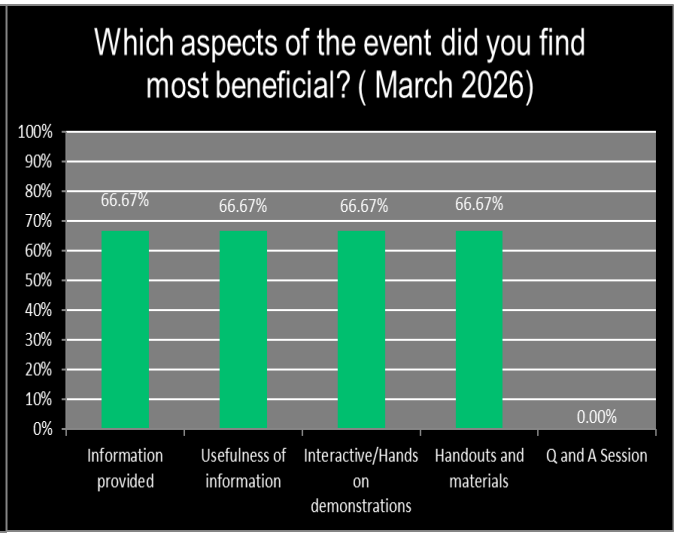












- Community Risk Reduction and Community Education participated in several events of over the month of March. CRT's replaced batteries in 66 houses in the Vistoso Village community over the course of 3 days. Our Community Educators, along with a crew from station 380 represented Golder Ranch at Safety First Saturday. The event had roughly 23,000 people attend. Dan Habinek and Tiffany Massie were extremely busy talking to roughly 2000 people during the event. Community Educators attended the Oro Valley Drug and Prevention Day event and Saddlebrooke Safety Fair.

- 27 Golder Ranch employees volunteered for an Alarm walk at Oracle Junction Mobile Home Park. Together, we installed 76 smoke alarms in 30 homes. Thank you to all who showed up and helped.
- It was a very busy month for our CRT's, they responded to 442 calls in the month of March.

Finance Division

Acting Finance Director – Jeff Sargent

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

Base Line	OUTPUTS (MO)	OUTPUTS (YTD)	
50	-	22	Wildland billings provided
1,500	17	1,492	EMS memberships provided
1,667	451	3,874	#Of transports processed/biller
3,400	312	3,647	Vendor payments provided
500	14	206	Employee payments provided

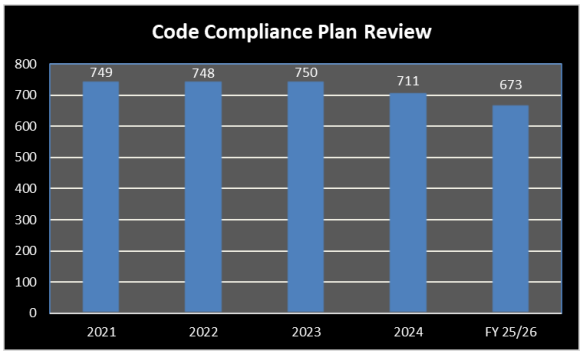
Base Line	RESULTS (MO)	RESULTS (YTD)	
1%	0.16%	0.20%	% of retro payments out of total payroll payments
100%	90%	95%	% Vendor Payments accurately paid within 30 days of invoice date
75%	66%	66%	% Transports billed within 14 days of date of service.
YES	YES	100%	% Months that actual to budget reports are delivered by the second Tuesday of the following month.
100%	NA	100%	% Outside auditor opinion that results in an "unqualified opinion".

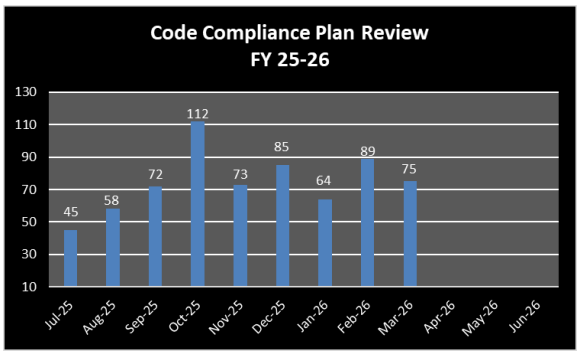
Base Line		Effciencies (FULL YEAR)	
2.00%		1.49%	Net finance department expenditures as a ratio of district budget
$ 20.00		$ 10.66	Net cost per ambulance transport billed

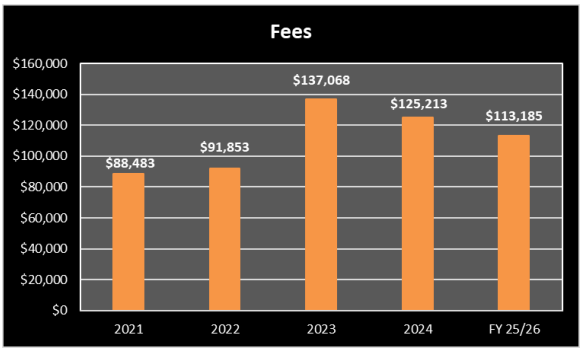
Fire Prevention

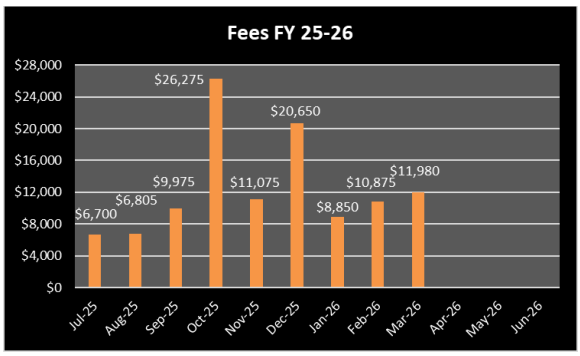
Fire Marshal – Jennifer Akins

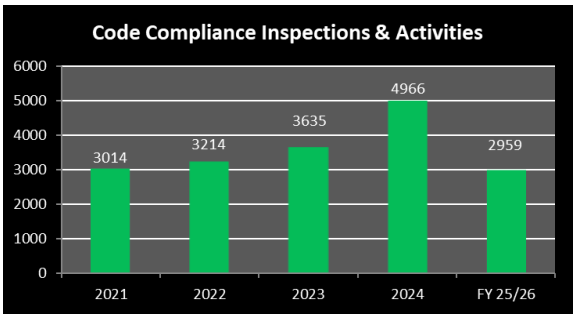
Performance Measures:

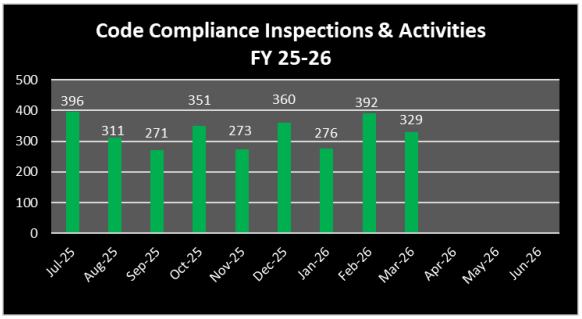


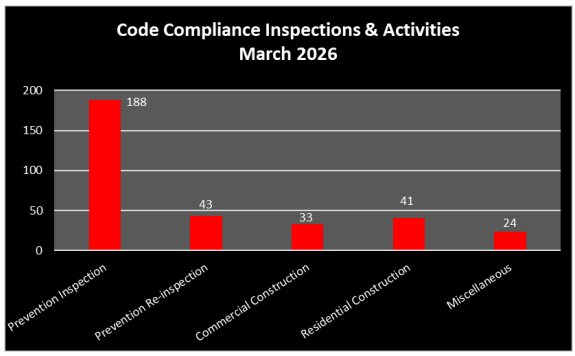


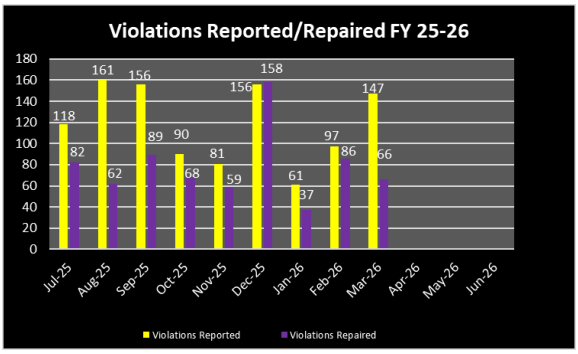












- % fire prevention inspections completed FY 25-26 = 66%
- % businesses compliant with the International Fire Code = 68%
    - <64% needs improvement, 64%-68% good, 69%-73% great, >73% outstanding
        - Fire inspectors are actively working on approximately 17% of businesses
- % plan review completed by scheduled due date FY 25-26 = 100%
- # of fire investigations completed FY 25-26 = 39
- # of training hours completed year to date for ISO = 142 (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
Mt. Shadows Pres. Church Cell Dialer 3201 E Mountainaire	Safeway T.I. 12122 N Ranch Vistoso	Loma Premium Meats T.I. 10785 N Oracle Ste 191	Wells Fargo F.A. 3755 W Cortaro Farms	Wingstop T.I. 7939 N Oracle
Dr. Kiyan RAD T.I. 15883 N Oracle Ste 101-105	Roche B2 T.I. 1910 E Innovation Park	Brookdale F.A. 10175 N Oracle	Havn Plunge Restore T.I. 3605 W Cortaro Farms Ste 145	Northwest Corporate Center F.A. 7400 N Oracle
Stone Canyon Blasting Phase 7 & 8	Shell Building T.I. 12490 N Rancho Vistoso	Boot Barn T.I. 10805 N Oracle	Goodwill T.I. 2990 W Ina Rd	Hand and Stone T.I. 7918 N Oracle
Vistoso Dental T.I. 2512 E Vistoso Commerce Loop	Anytime Fitness T.I. 10540 N La Canada	Walmart T.I. 2150 E Tangerine	St. Mark's Chapel/Preschool 2727 W Tangerine	Sierra Pacific Windows T.I. 7330 N Oracle
Shell Building 16229 N Oracle	La Hacienda T.I. 11931 N 1st Ste 104	Tee Box T.I. 11835 N Oracle Ste 117	Beautiful Savior F.A. 7570 N Thornydale	Tucson Federal Credit T.I. 7216 N Oracle
OV Police Department T.I. 13101 N Oracle	Harn Legacy PLLC T.I. 1806 E Innovation Park	Public Storage 11274 N Oracle	Circle K T.I. 3712 W Cortaro	OOROO Automotive T.I. 210 W Magee
GRFD Professional Development 3845 E Golder Ranch Rd	Shell Buiding F.A. 12470 N Rancho Vistoso	Quick Trip Hood System 11045 N. Oracle	Fry's F.A. 3770 W Ina	Saffron Bistro Patio T.I. 7607 N Oracle
Received Final Inspection	Shell Building F.A. 12152 N Rancho Vistoso	Bath and Body Works T.I. 10565 N Oracle	Beautiful Savior F.A. 7570 N Thornydale	Cottonwood Plaza Restaurant T.I. 7252 N Oracle
Landlord Improvement 7350 N La Cholla	OV Assisted Living Main 12380 N Vistoso Park	Jimmy Johns T.I. 9660 N Oracle		Petcare LLC T.I. 7861 N Oracle
Persian Room Storage T.I. 9290 N Thornydale	Stone Canyon Clubhouse F.A. 14250 N Hohokum Village	Mountainside Fitness T.I. 11935 N Oracle		CDO High School F.A. & Dialer 25 W Calle Concordia
The Art of Nails T.I. 11931 N 1st Ste 102	Desert Drifter 10335 N La Canada	Surf Thru Car Wash and Solar 11595 N Oracle		Extra Space Storage 8710 N Oracle
Chili's F.A. 11065 N Oracle	Gateway @ Vistoso Apts. 945/955 W Vistoso Highlands	Happy Joes T.I. 11695 N Oracle Rd		
Oleta Care Home 7235 N La Oesta	Naranja Prof. Park Bldgs 1,2,3 1440 W Naranja	Catalina Eye Care T.I. 10281 N Oracle		
St. Odelia F.A. 7570 N Paseo Del Norte	OV Assisted Living Casitas 12380 N Vistoso Park	Ironwood Dermatology T.I. 10281 N Oracle		
St. Elizabeth Ann Seaton F.A. 8650 N Shannon		Holiday Inn Express T.I. 11075 W Oracle Rd		
		Encantada at OV Apts. 1730 E Tangerine		
		Shell Building 10281 N Oracle		
		Pain Institute of AZ Surgery 365 E Linda Vista Ste A		
		Pain Institute of AZ Clinic 365 E Linda Vista Ste B		
		Workout Anytime T.I. 11975 N Oracle		
		Complete Canine T.I. 10140 N Oracle		
		Life Storage - Solar Panels 11061 N Oracle		
		Sigma Technologies F.A. 10960 N Stallard		

Fire Marshal Akins

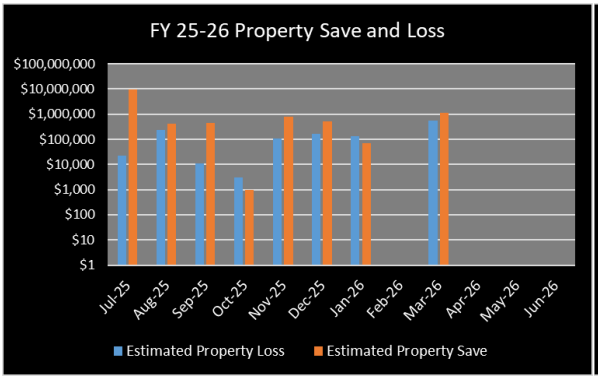
- Attended the Oro Valley Chamber annual meeting and awards breakfast
- Attended meeting with the KNOX representative
- Attended re-occurring meetings to include Arizona Fire District Association, Oro Valley Pre-construction, Development Review Committee, Traffic Safety, Town Council, Joint Fire Investigations, Fire Chief Status, Executive Leadership, Southern Arizona Fire Marshal Association, Arizona Fire Marshal Association, and Fire Prevention Staff

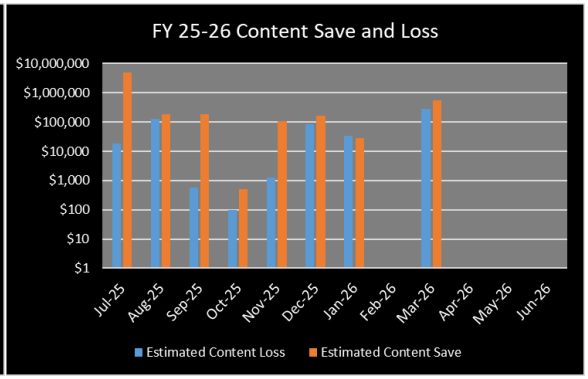
Education/Committees/Training Activities

- Inspector Filener attended the FI-210 Wildland Fire Origin and Cause Determination Class at the Arizona Wildfire Incident Management Academy
- DFM Druke attended the Arizona Center for Fire Service Excellence Training Committee meeting
- DFM Druke was appointed the Vice-Chair of the International Code Council Fire Service Exam Committee
- DFMs and Inspectors attended the Southern Arizona Fire Marshals meeting
- DFMs and Inspectors attended the Joint Fire Investigation meeting with NWFD, OVPD, MPD, PCSD, and PCAO

GRFD Fire Investigations

Estimated Property Loss	Estimated Property Save	FY 25-26	Estimated Content Loss	Estimated Content Save
$1,238,051	$13,212,675		$547,649	$6,157,388





- On March 2, 2026, a structure fire was reported in the Northwest Fire District
  - GRFD assisted with the origin and cause investigation
- On March 3, 2026, a structure fire was reported in the Golder Ranch Fire District
  - The origin of the fire was in the garage
  - The cause of the fire was due to a malfunction with a golf cart plugged into a charger
  - The fire classification is unintentional

***** SMOKE ALARM SAVE while residents were SLEEPING*****

FIVE family members and FOUR dogs safely escaped!!

- On March 3, 2026, a structure fire was reported in the Golder Ranch Fire District
  - The origin of the fire was at the front patio where a pergola meets the structure
  - The cause of the fire was due to friction created from cutting tools while removing dry-rotted pergola from structure
  - The fire classification is unintentional
- On March 5, 2026, a structure fire was reported in the Golder Ranch Fire District
  - The origin of the fire was in the garage
  - The fire classification is undetermined
- On March 13, 2026, a structure fire was reported in the Northwest Fire District
  - GRFD assisted with the origin and cause investigation
- On March 19, 2026, a mobile home fire was reported in the Northwest Fire District
  - GRFD assisted with the origin and cause investigation
- On March 24, 2026, a mobile home fire was reported in the Northwest Fire District
  - GRFD assisted with the origin and cause investigation
- On March 29, 2026, a structure fire was reported in the Golder Ranch Fire District
  - The origin of the fire was in the garage
  - The cause of the fire was due to a malfunction with an electric vehicle charging
  - The fire classification is unintentional

***** SMOKE ALARM SAVE while residents were SLEEPING*****

THREE family members, THREE dogs, and TWO cats safely escaped!!

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Grant Cesarek, Assistant Chief of Support Services

MTG. DATE: April 21, 2026

SUBJECT: SUPPORT SERVICES ASSISTANT CHIEF'S REPORT

ITEM #: 8C

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

March 2026

Assistant Chief's Activities

- Month revolved around finalizing drawings and working through the bid completion for construction at training and fleet. The team has a great plan; our focus was on reducing total cost while maintaining the spirit of the design.
- Assisted with design for the Quasar building, construction started there this month, specifically with demolition to assist the architects in their design.
- Movement of items in storage this month by the facilities team is a great help, starting to see where items should be stored and moving them there.
- Attended the budget planning sessions, great job to all.
- Assisted with hiring panels for the IT Director and Facilities Technician vacancies, congratulation to Danny Martinez as our new IT Director.
- Our fleet team continues to keep vehicles serviced to a top level and the new command staff vehicles are almost completed.
- Several hours spent on health care and working with the benefits committee.
- Budget work continued, capital improvement planning and studying remaining bond account funding for projects.
- Attended the health and wellness fair at the Tucson Convention Center, great job to our team who assisted with the event, excellent topics to bring back.

Facilities Maintenance Activities

Facilities Team:

- Logistics and planning for the upcoming renovations of Fleet and PD building in coordination with Fleet staff, Concord General Contracting, and Seaver Franks
- Annual GRFD facilities deep clean completed, as well as boardroom carpet clean.
- Facilities module active for 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. Contractor selected in addition to working with Seaver Franks for architectural design needed to obtain permitting for the facility remodel. Plans to be completed soon and construction process to begin.
- Continued work on request for bids from contractors on Station 373 extractor improvement plan.
- Capital project planning and tentatively scheduling. HVAC replacement with (1) unit this fiscal year at North Admin (3885).

- Capital project planning for roof assessment re-coat for FY 25/26 for North Admin (3885), Station 370 and Station 375
- Continued discussions and quotes from Hiller Systems for proposal of fire alarm system improvements and monitoring. Still in process for providing repairs to systems from 2025 inspections.
- Continued work on surplus processing at North Campus. PD Classroom 2, Oracle Junction storage and HR room at 3885 in the system. Working on processing items to surplus site.
- Continued progress on implementing full capacity of OpIQ for tracking, recording, and forecasting all maintenance and repair on all GRFD assets.

All information adjusted this month for the fiscal year, I had been tracking calendar.

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: **595 YTD** (81 in March) Expected: **585** YTD
- Number of monthly station inspections completed: **10**

Demands

- Number of service tickets expected to be requested (monthly): **66** (595/9 average per month YTD)
- Expected tickets per month: **50**

Fleet Maintenance Activities

Fleet Maintenance Team:

- Jesus attended Cummins engine overhaul training in Avondale.
- Ed, Johnathan and Phil attended SWEVT training conference in Texas.
- 3 of the 6 Explorer's are in service. Great job, Johnathan on installation!

Fleet monthly outputs:

- Closed work orders YTD: **1332** Expected: **1980**
- Billed Labor YTD: **3784** Expected: **3690**
- % of NFPA annual inspections: **65%** Expected**: 76%**

Procurement and Fire Supply

Procurement Team:

- Assisting Facilities staff/ Logistics team with coordination of moves for upcoming projects at Fleet, Professional Development and Quasar project.
- All station supplies and fire equipment moved to Quasar for storage and inventory for new facility.
- Surplus hose continued to be distributed throughout district. (Timeframe extended due to assisting Facilities staff with progress)
- SCBA bottle and pack inventory, tracking and recording complete, input still in process.
- Continued assistance to the Facilities staff for manpower, asset verification and supply requests. Facilities staff currently depleted on manpower.
- Progressive development and usage of OPIQ tracking system, recategorization and organization of inventory for improved asset and consumable management.
- Continual work 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.
- PPE inventory tracking records being updated, requests for assets for each personnel complete.
- Update of PPE tracking and deployment (suppression and supply), utilizing barcodes and scanner enhancement to expedite the process. Master recording sheet being released to operations to update and manage all assigned assets.
- 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). Weekly request memo sent and is fully functional and still operating efficiently.

All information adjusted this month for the fiscal year, it had previously been tracked by calendar year.

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: 351 YTD** (56 in March with addition of procurement process and ticket requirement)

NEW ENTRY

***** Station supply requests are included on this report. Ability to track request created (see below)*****

- **YTD: 276 total requested, each individual ticket consists of multiple items and quantities**
- **Total QTY of items: 4,309**

Demands

- Number of service tickets expected to be requested: **39** (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

- The Health and Safety Division conducted the annual Air Consumption Drill for A and C – Shift crews. All crews did a great job and worked through the unseasonable high temperatures.
- Planning and coordination for the 3rd annual Health and Wellness conference.

RESULTS

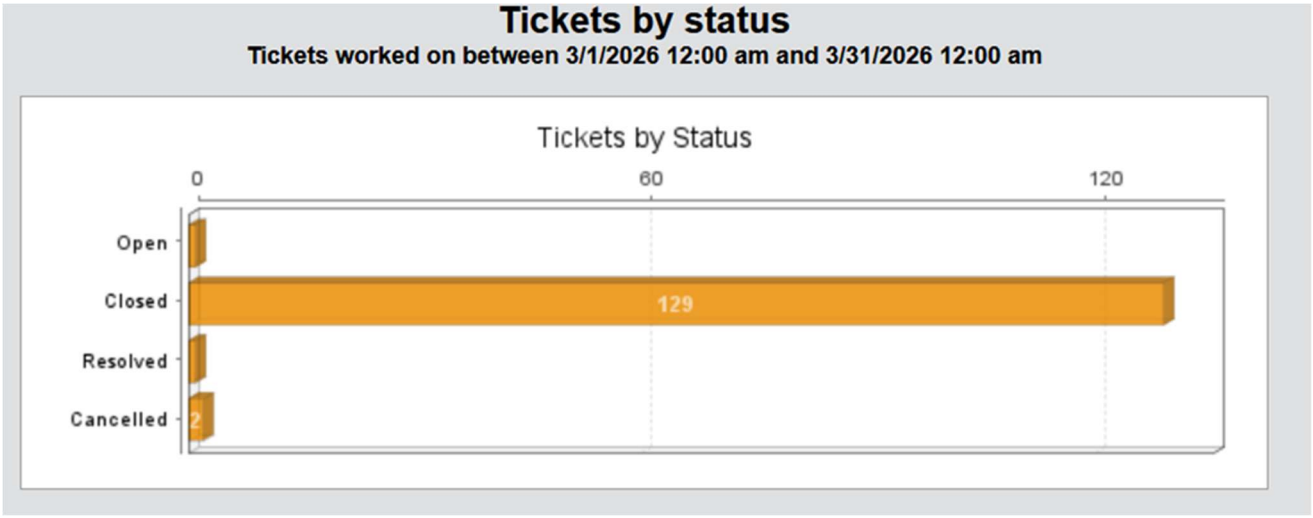
- % employees who do not experience documented injuries – **87%** (20 claimed injuries documented with HR, 22 injuries documented in Supervisor Report of Injury (SRI) with no further medical attention needed for a combined total of 42 injuries reported from July 1, 2025 – March 31, 2026).
- % employees who engage with mental health consultation services – 6.1% from January 1, 2025 - December 31, 2025.
- % district members who complete their annual physical for FY 25/26 – Quarter 1 members (January, February, March) currently completing and data not provided by 1582 yet. Quarter 2 members (April, May, June) just starting their physicals. **98%** of Quarter 3 members (July, August, September). **96%** of Quarter 4 members (October/November/December)
- # of reported near-miss incidents – **0**
- # of motor vehicle collisions per 100,000 miles driven – **0**

OUTPUTS

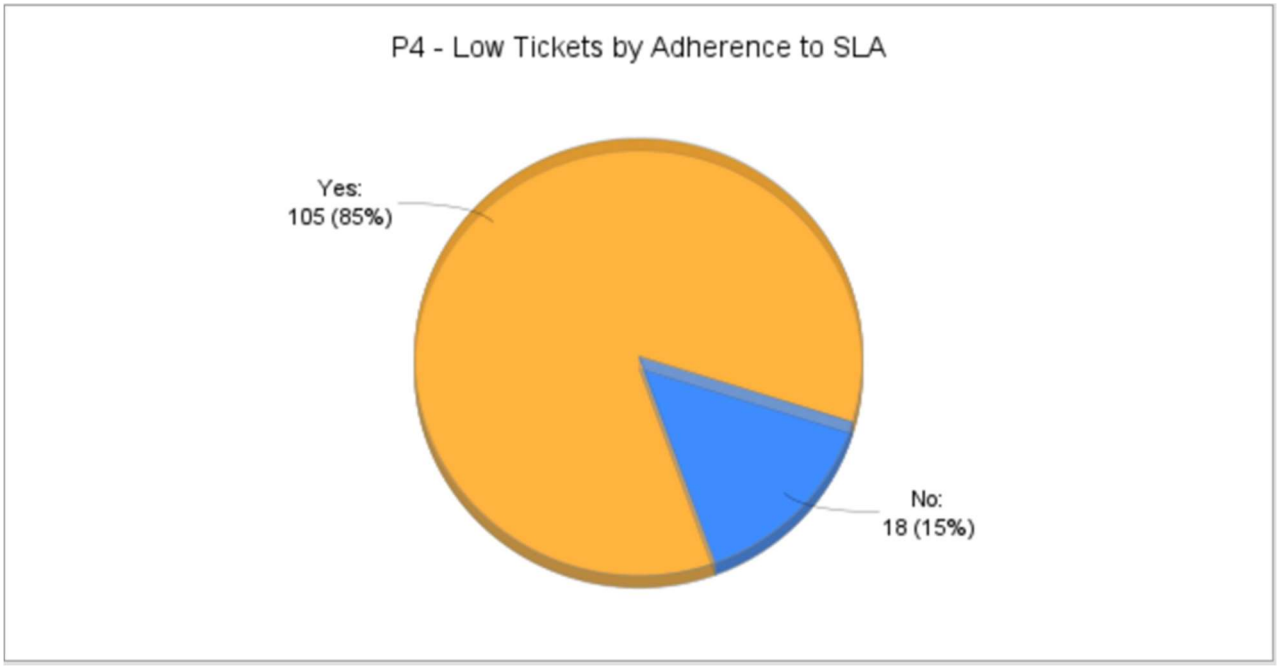
- # peer fitness training sessions conducted – **0** for the Month of March.
- # peer support sessions conducted – **14** – Total sessions reported from July 1, 2025 – December 31, 2025.
- # safety education sessions provide – **0** for the Month of March.

Technology team strategic budget metrics highlights

March Ticket Volume: 133



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

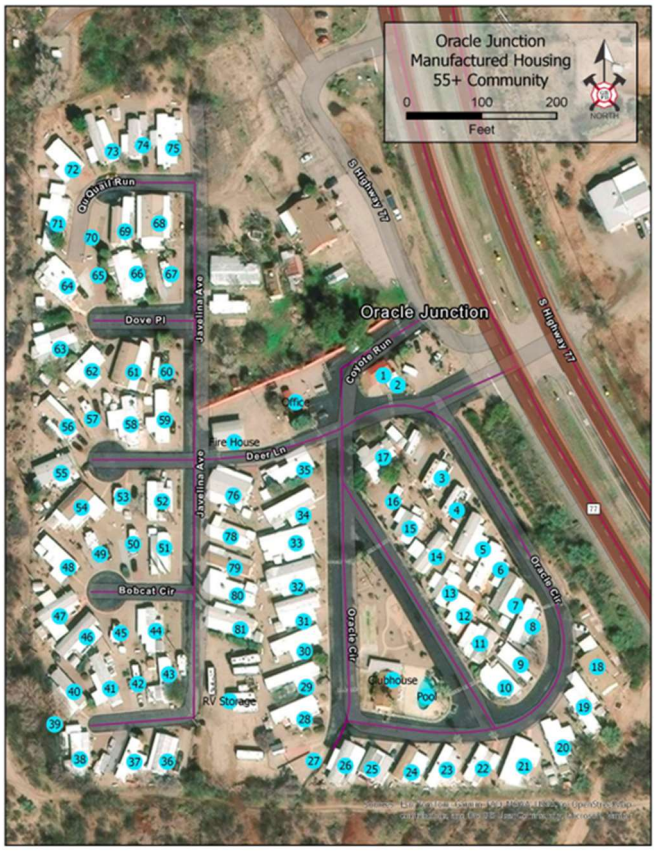


IT Applications Activities/Projects

- The applications group is completing the configuration and setting up a new security tool to provide training and awareness for our users. This tool will help users to identify and report malicious emails overall, increasing the security awareness of the district.
- The applications group has completed the project to bring a copy of the scheduling application Telestaff in house. This project provides business continuity in the case that the online/cloud hosted version of Telestaff was to become unavailable for an extended period.
- Assisted Board services department to ensure that recorded board meetings meet new laws for ADA compliance. The new law requires the video on demand to have a transcription or closed captions.

IT GIS Activities/Projects

- Continue ongoing work to create a new version of the public facing interactive map on our website to include the new ADA laws and technical updates.
- Provided GIS and technical support for the CRP fire mitigation site visit at Catalina Regional Park with BC Spanarella and folks from Pima County Office of the Administrator, Pima County Regional Flood Control District, and Arizona Department of Forestry and Fire Management.
- Collaboration with Deputy Fire Marshal White, NWFD Sr Analyst Johanna Krauss, and all Golder fields crews to inspect all 4,718 fire hydrants within our fire district; currently 62% completion! On track to finish by the June deadline.
  - GIS Analyst Becky Steinnecker created and printed maps for Community Educator Massie for the Oracle Junction smoke detector walk and also participated in the walk.



IT Systems Group Activities/Projects

- Congratulations to Systems Specialist Guy Perkins on successfully completing his probationary period.
- The systems group researched and resolved a request from the Human Resources department to allow greater control and flexibility over the names displayed on email signatures vs names as entered in Paycom.
- Collaborated and assisted the applications group with the project to bring self-host a backup copy of the Telestaff application.
- The systems group continued working on a project to upgrade the district network firewall. This will update the hardware and allow for greater internet bandwidth for the district. An important project as more services transition to online or cloud hosted model.

Strategic Communications

Community and Media Relations Supervisor – Lydia Camarillo



Strategic Initiatives

- District Visibility & Community Presence
- Launched Women's History weekly highlight
- Promoted Pima County survey on Community Wildfire Protection Plan

- Participated in:
    - Safety First Saturday
    - Smoke Alarm Walk at Oracle Junction
    - Drug Awareness Day
    - Oro Valley Chamber Membership meeting
    - Oro Valley Chamber Annual Meeting & Awards Breakfast
- Supported internal communications through updated Dashboard messaging

Public Relations

- Managed media response and public information for incidents including:
    - House fire near Moore Road and Rancho Vistoso Boulevard
    - House fire near Lambert Lane and La Cañada Drive
    - House fire near Woodburne and Moore
- District social media content was referenced or showcased across multiple digital news platforms.

Social Media Strategy

Featured Content:

- Oro Valley Hospital recognition of 375 and 377 crews treating patient experiencing stroke
- Smoke alarm safety
- Rancho Vistoso Smoke Alarm program
- Billing Specialists I or II recruitment
- Happy St. Patrick's Day from the District
- March Governing Board meeting highlights
- Retirement of Finance Director Dave Christian

Ongoing Communications

- Public Safety Announcements (PSAs) on heat safety and rattlesnake awareness
- District achievements, including employee spotlights, years of service recognitions, promotions, Code Saves, and emergency responses.

Social Media by the Numbers

Facebook

- Views: 336,300
- Posts: 32
- Top Post: Our crews are on scene of a house fire near Woodburne and Moore.

Instagram

- Views: 92,000
- Posts: 41
- Top Post: Our crews are on scene of a house fire near Woodburne and Moore.

X

- Posts: 13
- Impressions 9,900
- (Times post was seen on X)
- Top Post: Our crews are on scene of a house fire near Woodburne and Moore

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

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

MTG. DATE: April 21, 2026

SUBJECT: EMS & FIRE RESPONSE ASSISTANT CHIEF'S REPORT

ITEM #: 8D

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

March 2026

Assistant Chief's Activities

- Assisted with a variety of EMS initiatives, including supply management, operational coordination, and active participation in EMS, CQI, and leadership meetings.
- Dedicated significant time to budget development and oversight, including expenditure tracking, forward planning, and ensuring suppression operations are well-positioned for future needs.
- Supported training efforts across multiple areas, including skills lab preparation, recruit EMT academy activities, and external training opportunities such as Air Evac LZ class.
- Maintained awareness of suppression performance metrics, including response times, patient outcomes, and overall service delivery.
- Supported training and development across the District, including required training and promotional processes.
- Remained actively involved with Special Operations and Wildland functions through training, coordination, and readiness planning to ensure operational preparedness when needed.
- Ensured crews received recognition for outstanding work while fostering strong connections with community and partner agency events.

EMS

Recognition

- On February 2nd, 2026, crews from EN370 and PM373 achieved a code save. The crew took immediate action on a medical patient that went into cardiac arrest during their assessment. After treatment at a local hospital, the patient was discharged home with no deficits. Great job Captain Carlson, Engineer Kreitner, Paramedics Ayon, Medel, and Campos, and Firefighters Metz and Roth!



- Northwest Hospital recognized crews working February 24th on EN381 and PM380 for their treatment and notifications resulting in a first medical contact to balloon inflation of 73 minutes. Excellent work captain Randy Cramblit, Engineer Gamez, Paramedics Eric Campbell, and Kane, and Firefighters Cornejo, and Landreville!



- Northwest Hospital recognized crews working February 3rd on EN376 and PM376 for their treatment and notifications resulting in a door to balloon time of 55 minutes for a patient suffering a STEMI. Great job Captain Carlson, Engineer Capuano, Paramedics Brain Rinder, Chad Manuel, and Firefighters Valenzuela, and Spencer!



- On February 11th, 2026, crews from EN376 and PM377 achieved a code save. Our providers responded to a medical call and arrived to find OVPD performing high quality CPR. Shortly after crews took over resuscitation, the patient was found to have ROSC. Crew continued advanced life support treatments and transport. The patient was discharged home after hospital care. Great job Captains Morales-German, and Carlson, Paramedics Davis, and Anthony Chavez, and Firefighters Dybis, and Bracken!



EMS Training

- Final preparation for April Skills lab was completed. Some crews attended March 30th and 31st.
- Staff shifted focus to preparations for the recruit EMT class on April 20th, 2026.
- On March 22nd Air Evac 8 flew in to provide a Landing Zone (LZ) class for our providers. The flight crew covered LZ considerations, communications, and operating around incoming and departing aircraft. We appreciate the collaboration with our medical flight partners.



EMS Team

- Staff took over the ordering and receiving of EMS supplies
- Staff along with other divisions met with our Operative IQ representatives.
- Staff participated in the following regular meetings:
    - GRFD EMS and CQI
    - GRFD leadership meetings.
    - SAEMS meetings.
    - EMS ROC

EMS Performance

Emergency Medical Response Program

The purpose of the Emergency Medical Response program is to provide emergency response, evidence 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.

Results:

% EMS calls for service where the turnout time is 1:15 or less. 80.7%

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 = 13.4

Maintain wall times (arrival at hospital to transfer of care) at the 90th percentile to 45 minutes or less. 27:57

The number of instances where non-reserve ambulance availability is 0. There were 0 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) 48%

% STEMI responses where EMS performance benchmarks are met. Administrative medical direction is building this report

% stroke responses where EMS performance benchmarks are met. 98%

% TBI responses where EMS performance benchmarks are met. Administrative medical direction is building this report.

% of surveyed respondents are satisfied with the service received from EMS response. 94%

Outputs:

The number of EMS responses provided. 1066

The number of ambulance transports provided. 640

Demands:

The number of EMS responses expected to be requested. 992

The number of ambulance transports to be requested. 604

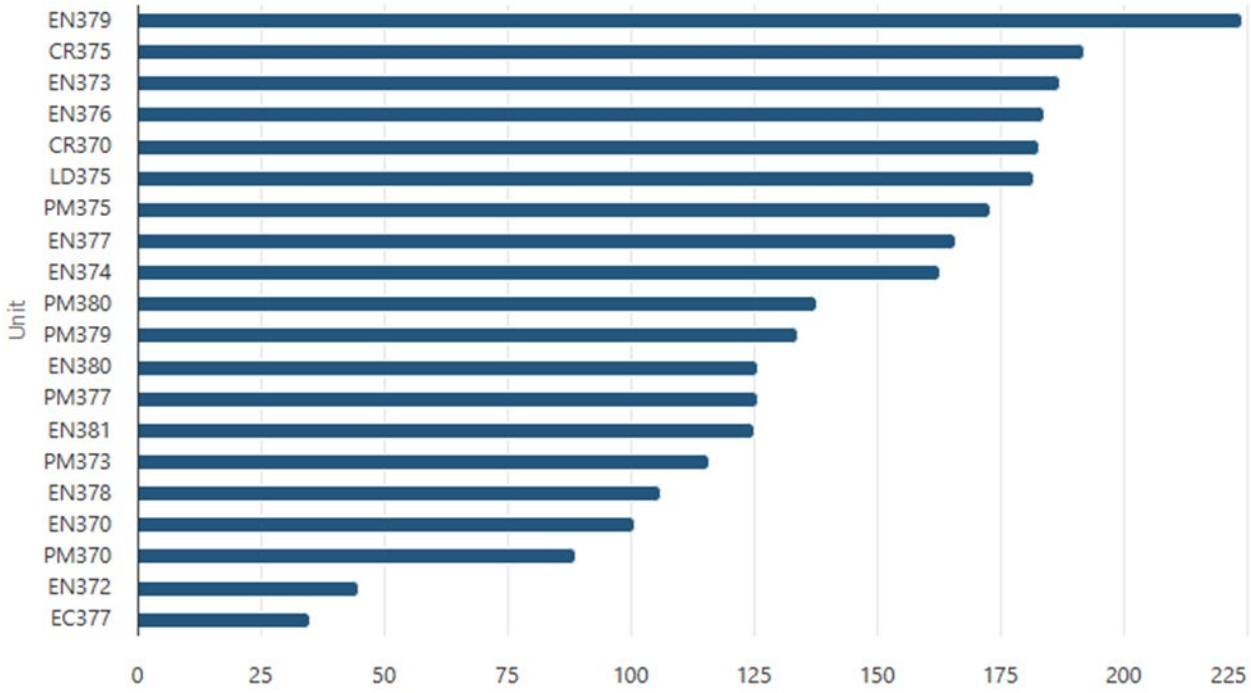
Efficiencies:

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

EMS program expenditure per capita. $63 FY2425

Incidents by EMS Unit (Top 20)

Mar 01, 2026 12:00 AM to Mar 31, 2026 11:59 PM



Professional Development



Courses/Training:

- RTA 26-01 Activities and accomplishments for the month of March:
    - Jones and Bartlett Learning (JBL) Fire Fighting:
        - ♣ Ch. 21, 22, 23, 24, 29, 30, 31, 32, 33, 34, 35, & 36
    - Hazardous Material FRO & FRA
    - Ropes and Swift Water Operations Level course
    - Wildland:
        - S-130, S-190, & L-180
    - Vector Solutions:
        - OSHA assignments completed
- Practical Skills and Evolutions:
    - Salvage & Overhaul
    - Ventilation
    - Protecting Evidence
    - Foam Application
    - Defensive Fire methods
    - Standpipe & FDC's
    - Sprinkler Systems

    - Live Fire:
        - Fire Behavior
        - LPG: Car Fire
        - LPG: Propane Cylinder

- LPG: Flammable Liquid
- Room and contents







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.

February 2026 Results

- 0% completion rate on Firefighter ISO training.
- 0% completion rate on Engineer ISO training.
- 0%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
- 0% completion rate on all district-required annual Wildland Refresher Training

- 0% completion rate on all district-required annual Physical Agility Evaluations.
- 0% completion rate on all district-required annual VFIS Refresher training.
- 0% completion rate on all district-required annual Ropes Ops/Tech Refresher training.
- 0% completion rate on all district-required annual Swift Water Ops/Tech training.
- 0% completion rate on all district-required annual Hazmat Refresher training.
- Promotional success rate.
    - Captain Promotional: 40%
    - Engineer Promotional: 58%
- % 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. Completed
- % budget variance. Work in progress

Output

- 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. Work in Progress
- 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 2 events for the month of March:

- 3/11 Monthly meeting: Team
- 3/27 Drug Awareness Day Multi-agency OVPD event: Captain Hoffman, Labas

Special Operations

Results

- 0% of Special Operations responses resulted in injuries or loss of life to GRFD personnel.
- The Special Operations Team Members completed an average of 1.5 hours of Hazardous Materials Training per person this month.

- The Special Operations Team Members completed an average of 7 hours of Technical Rescue Training per person this month.
- 73% of the Special Operations Division's budget is still available.

Outputs

- 2 Technical Rescue responses
- 1 hazardous material responses

Monthly Response Highlights

- The Special Operations Team responded to a hiker rescue at the Sutherland Trail in the Catalina State Park. A hasty team was formed to find hikers that did not know how to find their way back down to the parking lot. Team Members made contact with the two hikers and assisted them back to the parking lot.
- The Special Operations Team responded to a Hazardous Materials Incident at the Pima County Wastewater plant. This incident involved the over pressurization of a chemical storage tank, leading to the explosive release of a gas resulting in a metal door being blown off the tank and an exothermic vapor cloud being created within the area. Fortunately, no injuries or loss of life occurred from this dangerous event.
- The Special Operations Team responded to a hiker rescue at the Romero Pools Trail in the Catalina State Park. Two Special Operations Team members formed a hasty team and assisted a dehydrated hiker down the trail.

Monthly Training

Regional Hazardous Materials Continuing Education:

- From January through April of 2026, the Special Operations Team is focusing on decontamination methods, utilizing some of the new equipment the region switched to in 2025. It started with d decontamination method selection and will end in April with mass decontamination. The team p participated in the March hands-on training hosted by NWFD at their training facility. This consisted of a classroom portion that reviewed HAZMAT Maydays and concluded with a hands-on drill of setting up technical wet decontamination and technical dry decontamination.

Regional Technical Rescue Continuing Education:

- The Special Operations Team participated in the in-person drill on Helicopter Operations hosted by Pima County Sheriff's Department Search and Rescue Team (PCSO SAR). This drill took place at the Pima County Fairgrounds and provided a helicopter tour along with provided insight on their rescue techniques and how crews on the ground could assist them. This was valuable training for the team as we utilize air assets often on our hiker rescue calls.
- Station 377 A-Shift toured Roche Medical to plan out a Confined Space Rescue Regional Drill that will take place in July. This is the hottest month of the year, and this facility will give an opportunity for an indoors drill, in the basement, in an actual confined space. The facility is eager to host us for this drill. Planning for this drill will take place over the next couple of months and will involve the entire region over a 3-day period in July.

Regional Initial Training:

- GRFD had three students complete the 5-week Hazardous Materials Technician course in February.
- The 200-hour Regional TRT program has started. The first class within the program was Rope Rescue Operations and Technician. GRFD had one student in the two-week class. The next class will be Confined Space Rescue, starting April 6, 2026, which will be hosted by GRFD.

In-District Continuing Education:

- Captain Sam Garcia and Paramedic Dominic Rhodes toured two sites for potential future training opportunities, the Sweetwater Treatment Plant and the Biosphere 2. Both facilities are very willing to let GRFD train on their campuses for disciplines such as Confined Space Rescue and Rope Rescue.
- Some members of the Special Operations Team completed their VFIS Emergency Trailer Driver's Course. This requirement must be completed every two years with the didactic portion being completed annually.
- Some members of the Special Operations Team completed their annual Red Card pack test. This is an annual test the Team performs to be compliant with REMS assignments and ensure our members are fit-for-duty to perform hiker rescues.
- The Swift Water Rescue District Refresher didactic assignment was distributed to all suppression personnel, which consisted of current procedures, PowerPoint presentations, a throw bag video, and the command checklist for a swift water rescue incident. The practical training starts April 1, 2026, which will cycle all units across all three shifts through a hands-on drill to prepare for monsoon s season.

In-District Initial Training:

- The Team is looking into certifying more members in the ROHVA UTV driver's training in the near future.
- The RKI GX-Force 4 gas monitors are still being distributed within the South Battalion with Station 376 and Station 379 receiving their new monitors in early April. The remaining stations will receive their monitors throughout this year.

Wildland

Wildland Assignments March 2026:

Crew: Kroger (Comms technician)
Assignment: Ashby Fire -- North Platte, NE
Shop #: RENTAL
3/27/2026 - 4/6/2026

Crew: Newburn / Colby (Medical Team)
Assignment: Sago Fire -- Mescalero, NM
Shop #: 2238 / 1931 / 1932
3/28/2026 - 4/3/2026

Training :

GRFD Wildland Team taught L-280: Followership to Leadership. Regional partners along with GRFD Wildland Team personnel attended. It was a very successful course.

Captain Port and BC Spanarella attended the 2026 annual WUI (Wildland Urban Interface) Conference in Reno, NV. Much was learned and brought back to the organization.

Arizona Wildfire and Incident Management Academy (AWIMA) was very successful. We had 21 members attend as students, instructors, and incident management team members. GRFD had a very strong presence and represented the district very well.

Fire Response

March 2026 Family of Measures

Results:

63% fire calls for service where the turnout time is 1:30 or less

83% 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).

100% 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).

N/A% 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). **(no responses in this category)**

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)**

N/A% 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). **(no responses in this category)**

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 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:

13 residential fire responses provided

- 5 were responses outside GRFD boundaries

0 commercial fire responses provided

0 vehicle fire responses provided

4 Wildland/brush fire responses provided

2 were outside GRFD boundaries

1 rubbish fire response provided

GOLDER RANCH FIRE DISTRICT

INCIDENT TYPE	TOTALS	PERCENT
STATION #: Station 370		
	0	0.00%
Hazardous Situation - Nonchemical - Motor Vehicle Collision	2	0.11%
Medical - Illness	49	2.64%
Medical - Illness - Abdominal Pain / Problems	1	0.05%
Medical - Illness - Altered Mental Status	2	0.11%
Medical - Illness - Chest Pain (Non - Trauma)	1	0.05%
Medical - Illness - Nausea / Vomiting	1	0.05%
Medical - Illness - Overdose / Poisoning	1	0.05%
Medical - Illness - Sick Case	3	0.16%
Medical - Injury / Trauma - Motor Vehicle Collision	2	0.11%
Medical - Other - Medical Alarm	5	0.27%
No Emergency - Cancelled	7	0.38%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	4	0.22%
Outside Fire - Vegetation / Grass Fire	1	0.05%
Public Assist - Citizen Assist / Service Call	5	0.27%
Public Assist - Fire / Smoke Alarm	6	0.32%
Public Assist - Lift Assist	3	0.16%
Public Assist - Person In Distress	1	0.05%
Public Assist - Snake Relocation	21	1.13%
Structure Fire - Confined Cooking / Appliance Fire	1	0.05%
	Total: 116	**Total: 6.25%**
STATION #: Station 372		
Medical - Illness	4	0.22%
Medical - Illness - Altered Mental Status	1	0.05%
Medical - Illness - Back Pain (Non - Trauma)	1	0.05%
Medical - Illness - Breathing Problems	2	0.11%
Medical - Illness - Sick Case	1	0.05%
Medical - Injury / Trauma - Fall	3	0.16%
Public Assist - Citizen Assist / Service Call	1	0.05%
Public Assist - Fire / Smoke Alarm	10	0.54%
Public Assist - Lift Assist	1	0.05%
Public Assist - Other Desert Animal	1	0.05%
Public Assist - Snake Relocation	7	0.38%
	Total: 32	**Total: 1.73%**
STATION #: Station 373		
	0	0.00%
Hazardous Materials - Gas Leak / Gas Odor	1	0.05%
Hazardous Situation - Nonchemical - Electrical Hazard / Short Circuit	1	0.05%
Medical - Illness	123	6.63%
Medical - Illness - Altered Mental Status	2	0.11%
Medical - Illness - Chest Pain (Non - Trauma)	2	0.11%
Medical - Illness - Heart Problems	1	0.05%
Medical - Illness - Nausea / Vomiting	1	0.05%
Medical - Illness - Psychological Behavior Issues	1	0.05%
Medical - Illness - Sick Case	2	0.11%
Medical - Injury / Trauma - Fall	4	0.22%
Medical - Injury / Trauma - Motor Vehicle Collision	9	0.49%
Medical - Other - Medical Alarm	1	0.05%
No Emergency - Cancelled	3	0.16%
No Emergency - False Alarm - Malfunctioning Alarm	1	0.05%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	5	0.27%
Public Assist - Citizen Assist / Service Call	9	0.49%

INCIDENT TYPE	TOTALS	PERCENT
Public Assist - CO Alarm	1	0.05%
Public Assist - Fire / Smoke Alarm	47	2.53%
Public Assist - Lift Assist	6	0.32%
Public Assist - Lock Box Assist	2	0.11%
Public Assist - Other Desert Animal	2	0.11%
Public Assist - Snake Relocation	44	2.37%
Structure Fire - Confined Cooking / Appliance Fire	1	0.05%
	Total: 269	**Total: 14.50%**
STATION #: Station 374		
	0	0.00%
Hazardous Situation - Investigation - Odor	2	0.11%
Law Enforcement Support	1	0.05%
Medical - Illness	67	3.61%
Medical - Illness - Back Pain (Non - Trauma)	1	0.05%
Medical - Illness - Chest Pain (Non - Trauma)	1	0.05%
Medical - Illness - Psychological Behavior Issues	1	0.05%
Medical - Illness - Sick Case	7	0.38%
Medical - Injury / Trauma - Fall	10	0.54%
Medical - Injury / Trauma - Motor Vehicle Collision	6	0.32%
Medical - Injury / Trauma - Other Traumatic Injury	1	0.05%
Medical - Other - Medical Alarm	2	0.11%
No Emergency - Cancelled	2	0.11%
No Emergency - False Alarm - Accidental Alarm	1	0.05%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	3	0.16%
Outside Fire - Other Outside Fire	1	0.05%
Public Assist - Bee Swarm	1	0.05%
Public Assist - Citizen Assist / Service Call	10	0.54%
Public Assist - Fire / Smoke Alarm	26	1.40%
Public Assist - Lift Assist	5	0.27%
Public Assist - Snake Relocation	61	3.29%
	Total: 209	**Total: 11.27%**
STATION #: Station 375		
	0	0.00%
Hazardous Materials - Gas Leak / Gas Odor	2	0.11%
Hazardous Situation - Nonchemical - Motor Vehicle Collision	1	0.05%
Law Enforcement Support	1	0.05%
Medical - Illness	63	3.40%
Medical - Illness - Abdominal Pain / Problems	1	0.05%
Medical - Illness - Altered Mental Status	1	0.05%
Medical - Illness - Back Pain (Non - Trauma)	2	0.11%
Medical - Illness - Breathing Problems	2	0.11%
Medical - Illness - Chest Pain (Non - Trauma)	4	0.22%
Medical - Illness - Headache	1	0.05%
Medical - Illness - Nausea / Vomiting	1	0.05%
Medical - Illness - Overdose / Poisoning	1	0.05%
Medical - Illness - Sick Case	6	0.32%
Medical - Injury / Trauma - Fall	13	0.70%
Medical - Injury / Trauma - Motor Vehicle Collision	7	0.38%
Medical - Other - Medical Alarm	1	0.05%
No Emergency - Cancelled	7	0.38%
No Emergency - False Alarm - Accidental Alarm	2	0.11%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	9	0.49%
Public Assist - Citizen Assist / Service Call	17	0.92%
Public Assist - Fire / Smoke Alarm	24	1.29%
Public Assist - Lift Assist	2	0.11%

INCIDENT TYPE	TOTALS	PERCENT
Public Assist - Other Desert Animal	1	0.05%
Public Assist - Person In Distress	1	0.05%
Public Assist - Snake Relocation	95	5.12%
Rescue - Hiker Rescue	1	0.05%
Structure Fire - Structural Involvement	2	0.11%
	Total: 268	**Total: 14.45%**
STATION #: Station 376		
	0	0.00%
Hazardous Situation - Nonchemical - Motor Vehicle Collision	1	0.05%
Medical - Illness	48	2.59%
Medical - Illness - Breathing Problems	4	0.22%
Medical - Illness - Cardiac Arrest	1	0.05%
Medical - Illness - Chest Pain (Non - Trauma)	4	0.22%
Medical - Illness - Convulsions / Seizures	1	0.05%
Medical - Illness - Nausea / Vomiting	1	0.05%
Medical - Illness - Overdose / Poisoning	1	0.05%
Medical - Illness - Stroke / CVA	1	0.05%
Medical - Illness - Unknown Problem	1	0.05%
Medical - Illness - Well Person Check	2	0.11%
Medical - Injury / Trauma - Fall	2	0.11%
Medical - Injury / Trauma - Motor Vehicle Collision	8	0.43%
Medical - Injury / Trauma - Other Traumatic Injury	1	0.05%
Medical - Other - Medical Alarm	1	0.05%
No Emergency - Cancelled	3	0.16%
No Emergency - False Alarm - Accidental Alarm	1	0.05%
No Emergency - False Alarm - Other False Call	1	0.05%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	5	0.27%
Public Assist - Citizen Assist / Service Call	11	0.59%
Public Assist - Fire / Smoke Alarm	7	0.38%
Public Assist - Lift Assist	2	0.11%
Public Assist - Snake Relocation	64	3.45%
Structure Fire - Room and Contents Fire	1	0.05%
Structure Fire - Structural Involvement	1	0.05%
	Total: 173	**Total: 9.33%**
STATION #: Station 377		
	0	0.00%
Hazardous Materials - Fuel Spill / Fuel Odor	1	0.05%
Hazardous Situation - Investigation - Odor	1	0.05%
Hazardous Situation - Nonchemical - Motor Vehicle Collision	2	0.11%
Law Enforcement Support	2	0.11%
Medical - Illness	55	2.96%
Medical - Illness - Abdominal Pain / Problems	1	0.05%
Medical - Illness - Altered Mental Status	2	0.11%
Medical - Illness - Back Pain (Non - Trauma)	2	0.11%
Medical - Illness - Breathing Problems	2	0.11%
Medical - Illness - Chest Pain (Non - Trauma)	4	0.22%
Medical - Illness - Diabetic Problems	1	0.05%
Medical - Illness - Overdose / Poisoning	1	0.05%
Medical - Illness - Sick Case	5	0.27%
Medical - Illness - Unconscious Victim	2	0.11%
Medical - Illness - Unknown Problem	2	0.11%
Medical - Injury / Trauma - Assault	1	0.05%
Medical - Injury / Trauma - Fall	15	0.81%
Medical - Injury / Trauma - Motor Vehicle Collision	11	0.59%
No Emergency - Cancelled	8	0.43%

INCIDENT TYPE	TOTALS	PERCENT
No Emergency - False Alarm - Other False Call	2	0.11%
No Emergency - Good Intent - Investigate Hazardous Release (Nothing Found)	1	0.05%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	3	0.16%
No Emergency - Good Intent - Smoke From Nonhostile Source (Smoke Scare)	1	0.05%
Public Assist - Citizen Assist / Service Call	7	0.38%
Public Assist - Fire / Smoke Alarm	11	0.59%
Public Assist - Lift Assist	9	0.49%
Public assist - Other Alarm	1	0.05%
Public Assist - Snake Relocation	34	1.83%
	Total: 187	**Total: 10.08%**
STATION #: Station 378		
	0	0.00%
Hazardous Materials - Gas Leak / Gas Odor	1	0.05%
Medical - Illness	23	1.24%
Medical - Illness - Abdominal Pain / Problems	1	0.05%
Medical - Illness - Breathing Problems	1	0.05%
Medical - Illness - Cardiac Arrest	1	0.05%
Medical - Illness - Chest Pain (Non - Trauma)	1	0.05%
Medical - Illness - Diabetic Problems	2	0.11%
Medical - Illness - Sick Case	1	0.05%
Medical - Injury / Trauma - Fall	2	0.11%
Medical - Injury / Trauma - Motor Vehicle Collision	1	0.05%
No Emergency - Cancelled	1	0.05%
No Emergency - False Alarm - Malfunctioning Alarm	1	0.05%
Public Assist - Citizen Assist / Service Call	7	0.38%
Public Assist - Fire / Smoke Alarm	26	1.40%
Public Assist - Lift Assist	2	0.11%
Public Assist - Snake Relocation	31	1.67%
Structure Fire - Confined Cooking / Appliance Fire	1	0.05%
	Total: 103	**Total: 5.55%**
STATION #: Station 379		
	0	0.00%
Hazardous Situation - Investigation - Odor	2	0.11%
Hazardous Situation - Investigation - Smoke Investigation	1	0.05%
Law Enforcement Support	2	0.11%
Medical - Illness	127	6.85%
Medical - Illness - Abdominal Pain / Problems	1	0.05%
Medical - Illness - Back Pain (Non - Trauma)	1	0.05%
Medical - Illness - Breathing Problems	2	0.11%
Medical - Illness - Chest Pain (Non - Trauma)	2	0.11%
Medical - Illness - Sick Case	2	0.11%
Medical - Illness - Stroke / CVA	2	0.11%
Medical - Injury / Trauma - Assault	1	0.05%
Medical - Injury / Trauma - Fall	8	0.43%
Medical - Injury / Trauma - Heat / Cold Exposure	1	0.05%
Medical - Injury / Trauma - Motor Vehicle Collision	7	0.38%
Medical - Injury / Trauma - Other Traumatic Injury	1	0.05%
Medical - Other - Intercept Other Unit	2	0.11%
No Emergency - Cancelled	14	0.75%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	17	0.92%
Public Assist - Citizen Assist / Service Call	12	0.65%
Public Assist - Fire / Smoke Alarm	11	0.59%
Public Assist - Lift Assist	3	0.16%
Public Assist - Snake Relocation	57	3.07%
Structure Fire - Confined Cooking / Appliance Fire	1	0.05%

INCIDENT TYPE	TOTALS	PERCENT
	Total: 277	**Total: 14.93%**
STATION #: Station 380		
	0	0.00%
Hazardous Materials - Gas Leak / Gas Odor	1	0.05%
Hazardous Situation - Investigation - Odor	1	0.05%
Law Enforcement Support	1	0.05%
Medical - Illness	120	6.47%
Medical - Illness - Breathing Problems	3	0.16%
Medical - Illness - Chest Pain (Non - Trauma)	3	0.16%
Medical - Illness - Convulsions / Seizures	1	0.05%
Medical - Illness - Sick Case	4	0.22%
Medical - Illness - Stroke / CVA	1	0.05%
Medical - Illness - Unconscious Victim	2	0.11%
Medical - Illness - Unknown Problem	3	0.16%
Medical - Injury / Trauma - Choking	1	0.05%
Medical - Injury / Trauma - Fall	3	0.16%
Medical - Injury / Trauma - Motor Vehicle Collision	3	0.16%
Medical - Injury / Trauma - Other Traumatic Injury	1	0.05%
Medical - Other - Intercept Other Unit	1	0.05%
No Emergency - Cancelled	6	0.32%
No Emergency - False Alarm - Accidental Alarm	2	0.11%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	8	0.43%
Public Assist - Bee Swarm	1	0.05%
Public Assist - Citizen Assist / Service Call	5	0.27%
Public Assist - Fire / Smoke Alarm	2	0.11%
Public Assist - Snake Relocation	48	2.59%
	Total: 221	**Total: 11.91%**
	Total: 1,855	**Total: 100.00%**

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: April 21, 2026

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION #2026-0005, APPROVING THE CALL OF ELECTION FOR THE GOVERNING BOARD OF THE GOLDER RANCH FIRE DISTRICT FOR THE PURPOSE OF FILLING TWO VACANCIES ON THE GOVERNING BOARD IN NOVEMBER 2026

ITEM #: 9A

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

BACKGROUND

The Golder Ranch Fire District Governing Board has two seats that will expire on November 30, 2026. In accordance with A.R.S. §16-226 a nonpartisan election shall be called no later than one hundred and fifty days before the date of holding an election.

Therefore, the Golder Ranch Fire District Governing Board shall approve by resolution, to call for an election to be held on Tuesday, November 3, 2026, to fill two (2) vacancies on the Golder Ranch Fire District Governing Board.

Golder Ranch Fire District will contract with Pima and Pinal County Elections Departments to conduct the election. Notifications to the Board of Supervisors in both Pima and Pinal County shall take place in accordance with A.R.S. §16-225.

RECOMMENDED MOTION

Motion to approve Resolution #2026-0005 approving the call of election for the governing board of the Golder Ranch Fire District for the purpose of filling two vacancies on the governing board at the November 3, 2026, General Election.

GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

RESOLUTION NO. 2026-0005

A RESOLUTION APPROVING THE CALL OF ELECTION FOR THE GOVERNING BOARD OF THE GOLDER RANCH FIRE DISTRICT FOR THE PURPOSE OF FILLING TWO VACANCIES ON THE GOVERNING BOARD AT THE GENERAL ELECTION ON NOVEMBER 3, 2026

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 terms of two (2) members of the Governing Board of the Golder Ranch Fire District will expire on November 30, 2026; and

WHEREAS, the Governing Board desires to hold an election for the purpose of electing members to fill the two (2) vacancies on the Governing Board, in compliance with all applicable laws; and

WHEREAS, pursuant to A.R.S. §16-204, §16-225, §16-226, and §48-802, the election must take place on November 5, 2024; and

WHEREAS, it is the responsibility of the Golder Ranch Fire District to perform all acts and duties to fully comply with the aforementioned Arizona Revised Statutes.

NOW, THEREFORE, BE IT RESOLVED that the Golder Ranch Fire District Governing Board met in a duly noticed public session on April 21, 2026, and upon a vote of _____ approved and adopted Resolution No. 2026-0005 to call for an election to be held on Tuesday, November 3, 2026, to fill two (2) vacancies on the Golder Ranch Fire District Governing Board.

BE IT FURTHER RESOLVED that the Golder Ranch Fire District will contract with Pima and Pinal County Elections Departments to conduct the election and the election precincts will correspond to the Pima and Pinal County election precincts; and

GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

BE IT FURTHER RESOLVED that the Clerk of the Governing Board shall send notice to the Board of Supervisors and the officer in charge of elections in Pinal and Pima County, in accordance with A.R.S. §16-225; and

BE IT FURTHER RESOLVED that Golder Ranch Fire District staff is hereby authorized and directed to take all steps necessary and proper to implement this Resolution.

APPROVED AND ADOPTED this 21st day of April 2026, at a duly noticed public meeting of the Golder Ranch Fire District Governing Board.

_____

Wally Vette
Vice-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

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Michele Smith, HR Generalist

MTG. DATE: April 21, 2026

SUBJECT: DISCUSSION & POSSIBLE ACTION REGARDING POLICY 1011 DISCRIMINATION/HARASSMENT

ITEM #: 9B

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

BACKGROUND

1011 Discrimination/Harassment - This was due for a review and updates to match current practices and maintain compliance.

RECOMMENDED MOTION

Motion to approve policy 1011 Discrimination/Harassment.

Discriminationory/-Harassment

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent district members from being subjected to ~~discriminatory harassment~~discrimination and/or harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty not created by law. This policy applies to all applicants for employment and to all ~~employee~~members of the District while on the job or during District-related activities.

1011.2 DEFINITIONS

Definitions related to this policy include:

Protected Characteristics are actual or perceived protected characteristics, including race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, veteran status, marital status, economic status, cultural group, or any other status protected by law (ARS § 41-1463) or District policy.

1011.23 POLICY

The Golder Ranch Fire District (the District) is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of ~~discriminatory harassment~~discrimination and/or harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1. The District shall maintain a policy of nondiscrimination with regard to all ~~employee~~members and applicants for employment. There shall be no tolerance for discrimination or bias ~~because of r~~based on ~~ace, color, religion, sex, age, national origin, disability or any basis prohibited by statu~~protected characteristics~~e~~. All aspects of employment, including recruitment, advertising, job application procedures, hiring, length of service, layoff, firing, advancement, compensation, benefits, training, and other terms, conditions and privileges of employment shall be governed on the basis of merit, competence, and qualifications. The District is the final judge of the suitability of all candidates for employment.

2. The District shall comply with the applicable provisions of the Americans with Disabilities Act of 1990 by guaranteeing equal opportunity to individuals with disabilities. The District prohibits discrimination against "qualified individuals with disabilities" in all employment practices, including recruitment, advertising, job application procedures, hiring, length of

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service, layoff, firing, advancement, compensation, benefits, training, and other terms, conditions, and privileges of employment.

3. Any individual with a qualifying disability may request a reasonable accommodation by notifying Human Resources, either directly or through their immediate supervisor. Any request received by a supervisor shall be forwarded to HR immediately. An applicant for employment may submit a request to Human Resources. Upon receipt of a request, the District will engage in an interactive process to identify and evaluate feasible reasonable accommodations.

~~3. Any individual with a qualifying disability may make a request for reasonable accommodation to their immediate supervisor or in the case of an applicant for employment, to the Fire Chief. Upon receipt of such request, a meeting will be held to discuss the feasibility of the accommodation request.~~

~~**1011.3 RELATED POLICIES**~~

~~Internal Administrative Investigation~~

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~~**1011.4 DEFINITIONS**~~
~~Definitions related to this policy include:~~

1011.3.1 DISCRIMINATION
The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on ~~on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law~~ protected characteristics. ~~(ARS § 41-1463).~~

~~Discriminatory harassment~~Discrimination and/or harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected characteristics. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute ~~discriminatory harassment~~discrimination and/or harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or district equipment or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to district policy and to a work environment that is free of discrimination.

1011.3.2 RETALIATION
Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed discriminatory practice. Retaliation will not be tolerated.

1011.3.3 SEXUAL HARASSMENT
The District prohibits all forms of ~~discriminatory harassment~~discrimination and/or harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

1011.3.4 ADDITIONAL CONSIDERATIONS
Discrimination and/or harassment do not include actions that are in accordance with established

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rules, principles, or standards, including:

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(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Arizona Civil Rights Act guidelines.

(b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District ~~or district rules or regulations~~ policy, or any other appropriate work-related communication between supervisor and member.

1011.4 RESPONSIBILITIES

This policy applies to all District members, who shall follow the intent of these guidelines in a manner that reflects district policy, professional standards, and the best interest of the ~~Golder Ranch Fire District~~District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory ~~promptly~~, or harassing conduct, or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Human Resources Director, ethics reporting platform, or the Fire Board.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation or has observed harassment, discrimination, or retaliation is encouraged to promptly report such conduct in accordance with the procedures outlined in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

Regardless of who receives the initial complaint, the Fire Chief, or designee, shall be notified on the same day at the earliest possible time by the person receiving the initial complaint. ~~Suppose the Fire Chief is not immediately available. In that case, the person~~ If the designee receives~~ing~~ the complaint they shall report it to the ~~senior Chief Officer on duty, who shall report it to the~~ Fire Chief at the earliest possible time. If the complaint is against the Fire Chief, the complaint shall be forwarded to the Chairperson~~man~~ of the Fire Board.

1011.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, harassment including sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Human Resources Director, or the Fire Board for further information, direction, or clarification.

1011.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including any harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the

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incidence of any form of discrimination, any harassment, or retaliation.

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(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Fire Chief or the Human Resources Director in writing the circumstances surrounding any reported allegations or observed all acts of discrimination, harassment, or retaliation no later than the next business day.

~~1011.4.3 SUPERVISOR'S ROLE~~
~~Supervisors and managers shall be aware of the following:~~

(a) Being aware of their conduct and ~~B~~behavior ~~of supervisors and managers~~ should ~~represent~~ consistently reflect the values of the District and professional standards.

~~(b) False or mistaken accusations of discrimination, harassment, or retaliation can negatively affect the careers of innocent members.~~

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

1011.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. It is the policy of the ~~Golder Ranch Fire District~~District that all complaints of discrimination, retaliation, or harassment shall be fully documented and promptly and thoroughly investigated. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment.

1011.5.1 ~~SUPERVISOR~~ ADDRESSING AND REPORTING UNWELCOME CONDUCT~~RESOLUTION~~

Members who believe they are experiencing any discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the matter, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

1011.5.2 FORMAL INVESTIGATION

A formal investigation will be conducted if the complaint cannot be satisfactorily resolved at the lowest level possible. ~~through the supervisory resolution process~~.

The Fire Chief, or designee will assign ~~T~~the person ~~assigned~~ to investigate the complaint and will ~~have~~e~~will have~~ full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint. No member will be subject

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to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Human Resources Director, or the Fire Board.

1011.5.3 ALTERNATIVE COMPLAINT PROCESS

Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring employment discrimination complaints to federal, state, or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements. No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District.

1011.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented ~~on the appropriate forms and~~ in a manner designated by the Fire Chief. The outcome of all reports shall be:

(a) Approved by the Fire Chief, the Fire Board, or the Human Resources Director, depending on the ranks of the parties involved.

(b) Maintained in accordance with the established records retention schedule.

1011.6.1 NOTIFICATION OF DISPOSITION

The complainant~~, or victim~~ will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

1011.7 TRAINING

~~All new members shall be provided with a copy of this policy as part of their orientation.~~ The policy shall be reviewed with each new member during orientation. The member shall certify ~~by signing the prescribed form that the member has been advised of this policy~~acknowledgement of this policy and, ~~is~~ is aware of and understands its contents and agrees to abide by its provisions during the member's term with the District.

All members shall ~~receive~~ complete annual Harassment Prevention training ~~on the requirements of this policy~~ and shall certify ~~by signing the prescribed form~~ that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

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Policy
1011

Golder Ranch Fire District
Policy Manual

Discrimination/Harassment

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent district members from being subjected to discrimination and/or harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty not created by law. This policy applies to all applicants for employment and to all members of the District while on the job or during District-related activities.

1011.2 DEFINITIONS

Definitions related to this policy include:

Protected Characteristics are actual or perceived protected characteristics, including race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, veteran status, marital status, economic status, cultural group, or any other status protected by law (ARS § 41-1463) or District policy.

1011.3 POLICY

The Golder Ranch Fire District (the District) is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discrimination and/or harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1. The District shall maintain a policy of nondiscrimination with regard to all members and applicants for employment. There shall be no tolerance for discrimination or bias based on protected characteristics. All aspects of employment, including recruitment, advertising, job application procedures, hiring, length of service, layoff, firing, advancement, compensation, benefits, training, and other terms, conditions and privileges of employment shall be governed on the basis of merit, competence, and qualifications. The District is the final judge of the suitability of all candidates for employment.

2. The District shall comply with the applicable provisions of the Americans with Disabilities Act of 1990 by guaranteeing equal opportunity to individuals with disabilities. The District prohibits discrimination against "qualified individuals with disabilities" in all employment practices, including recruitment, advertising, job application procedures, hiring, length of

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service, layoff, firing, advancement, compensation, benefits, training, and other terms, conditions, and privileges of employment.

3. Any individual with a qualifying disability may request a reasonable accommodation by notifying Human Resources, either directly or through their immediate supervisor. Any request received by a supervisor shall be forwarded to HR immediately. An applicant for employment may submit a request to Human Resources. Upon receipt of a request, the District will engage in an interactive process to identify and evaluate feasible reasonable accommodations.

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The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on protected characteristics. Discrimination and/or harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected characteristics. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discrimination and/or harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or district equipment or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to district policy and to a work environment that is free of discrimination.

1011.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed discriminatory practice. Retaliation will not be tolerated.

1011.3.3 SEXUAL HARASSMENT

The District prohibits all forms of discrimination and/or harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.

Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

1011.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and/or harassment do not include actions that are in accordance with established rules, principles, or standards, including:

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(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Arizona Civil Rights Act guidelines.

(b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District policy, or any other appropriate work-related communication between supervisor and member.

1011.4 RESPONSIBILITIES

This policy applies to all District members, who shall follow the intent of these guidelines in a manner that reflects district policy, professional standards, and the best interest of the District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct, or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Human Resources Director, ethics reporting platform, or the Fire Board.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation or has observed harassment, discrimination, or retaliation is encouraged to promptly report such conduct in accordance with the procedures outlined in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

Regardless of who receives the initial complaint, the Fire Chief, or designee, shall be notified on the same day at the earliest possible time by the person receiving the initial complaint. If the designee receives the complaint they shall report it to the Fire Chief at the earliest possible time. If the complaint is against the Fire Chief, the complaint shall be forwarded to the Chairperson of the Fire Board.

1011.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, harassment including sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Human Resources Director, or the Fire Board for further information, direction, or clarification.

1011.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including any harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the

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incidence of any form of discrimination, any harassment, or retaliation.

(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Fire Chief or the Human Resources Director in writing the circumstances surrounding any reported allegations or observed all acts of discrimination, harassment, or retaliation no later than the next business day.

Being aware of their conduct and behavior should consistently reflect the values of the District and professional standards.

(a) Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

1011.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. It is the policy of the District that all complaints of discrimination, retaliation, or harassment shall be fully documented and promptly and thoroughly investigated. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment.

1011.5.1 ADDRESSING AND REPORTING UNWELCOME CONDUCT

Members who believe they are experiencing any discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the matter, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

1011.5.2 FORMAL INVESTIGATION

A formal investigation will be conducted if the complaint cannot be satisfactorily resolved at the lowest level possible..

The Fire Chief, or designee will assign the person to investigate the complaint and will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint. No member will be subject

to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation and that

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a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Human Resources Director, or the Fire Board.

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1011.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented in a manner designated by the Fire Chief. The outcome of all reports shall be:

(a) Approved by the Fire Chief, the Fire Board, or the Human Resources Director, depending on the ranks of the parties involved.

(b) Maintained in accordance with the established records retention schedule.

1011.6.1 NOTIFICATION OF DISPOSITION

The complainant, will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

1011.7 TRAINING

The policy shall be reviewed with each new member during orientation. The member shall certify acknowledgement of this policy and is aware of and understands its contents and agrees to abide by its provisions during the member's term with the District.

All members shall complete annual Harassment Prevention training and shall certify that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

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GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO:	Governing Board
FROM:	Allison Delong, HR Director
MTG. DATE:	April 21, 2026
SUBJECT:	DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL/SIGNING OF A TWO-YEAR AGREEMENT WITH SPARK HIRE
ITEM #:	9C

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

BACKGROUND

The Human Resources Department has utilized Spark Hire for the past two years to enhance its recruitment processes. This platform enables the administration and management of one-way video interviews as well as behavioral assessments for recruiting purposes.

The use of Spark Hire supports Human Resources in effectively screening, evaluating, and identifying the most qualified candidates to advance in the recruitment process. Additionally, it improves efficiency by allowing candidates to complete interviews on their own schedules within established timelines.

As a result, the department is able to review and assess candidates more quickly, reducing the time and costs associated with conducting initial screening interview panels.

This agreement provides a two-year rate lock.

RECOMMENDED MOTION

Move to approve the Spark Hire agreement as presented.

SPARK HIRE

Spark connections. Hire together.

Spark Hire Order Form

Golder Ranch Fire District

SPARK HIRE

From our CEO

Allison,

Thank you for your continued support of Spark Hire!

Since 2012, we've helped thousands of organizations just like yours.

While our solutions have evolved over the years, our commitment to delivering an exceptional customer experience remains the same.

It's our goal to be the best company you do business with and we can't wait to prove it.

We appreciate the opportunity and look forward to the continued relationship.

Josh Tolan
CEO, Spark Hire



From our customers

SPARK HIRE

Spark Hire Order Form

Customer Information	
Entity Name ("Customer")	Golder Ranch Fire District
AP Contact Name	HR Team
AP Email	HRTeam@grfdaz.gov
AP Phone Number	520-825-9001 x6
Billing Address	1600 E Hanley Blvd
Billing City	Oro Valley
Billing State/Province	AZ
Billing Zip/Postal Code	85737
Billing Country	US

Product	Price	Quantity	Subtotal *
Meet Growth Unlimited	$9,576.00	1	$9,576.00

Total Amount * (US Dollars) **$9,576.00**

*plus any applicable sales taxes

Order Details	
Order Start Date	2026-07-22
Order End Date	2028-07-22
Billing Frequency	Annual
Payment Method *(Can be changed later with our Finance team)*	ACH
Months Serviced	24
Number of Employees	101-200

SPARK HIRE

Special Notes:

By signing this Order Form, Customer agrees to pay Spark Hire the Total Amount via a payment schedule defined by the Billing Frequency.

Customer warrants that the "**Number of Employees**" documented on this Order Form is an accurate representation of the size of their organization. Since the Number of Employees factors into the price quote, if the Number of Employees is found to be materially inaccurate, Spark Hire reserves the right to increase the price during the Term or upon the renewal.

If Customer's Payment Method is Credit Card, Spark Hire will automatically charge the credit card on file based on the Total Amount and Billing Frequency.

If Customer's Payment Method is ACH/Wire or Check, Customer agrees to submit payment according to the Billing Frequency.

The **"Order Start Date"** is specified in this Order Form and the initial payment is due no later than the Order Start Date. The **"Order End Date"** is also specified in this Order Form.

Subscriptions are non-cancelable before their Order End Date. Customer is responsible for paying Spark Hire the Total Amount.

If Customer chooses to discontinue services after the Order End Date, Customer must provide a 60-day written notice to billing@sparkhire.com prior to the Order End Date. Otherwise, the subscription will be automatically renewed for an additional number of months specified in **"Months Serviced"** on the same Plan in this Order Form with an automatic price increase of 8%**.**

Spark Hire reserves the right to recover costs of collection of missed, late, or failed payments and to suspend access to the Spark Hire services until payment is current. Such suspension shall not extend the expiration date of services ordered. Except as expressly provided herein all amounts paid hereunder are final and non-refundable.

This Order Form is governed by the terms of Spark Hire's Terms of Use found at https://www.sparkhire.com/terms. If any verbiage in this Order Form and the Terms of Use conflict, the verbiage in this Order Form shall supersede.

Purchasing future add-ons or upgrades to the subscription associated with this order shall be subject to an updated price quote based on the Spark Hire pricing at the time.

Upon signature by Customer and submission to Spark Hire, this Order Form shall become legally binding.

The signatory below acknowledges that they are authorized to sign on behalf of Customer and bind Customer to this Order Form.

Agreed to by:

Signature	
Job Title	Vice Chairperson, GRFD Governing Board

Name	Wally Vette
Date	4/21/26

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO:	Governing Board
FROM:	Eric Perry, Assistant Chief of Community Risk Reduction
MTG. DATE:	April 21, 2026
SUBJECT:	DISCUSSION AND/OR POSSIBLE ACTION REGARDING AN INTERGOVERNMENTAL AGREEMENT WITH AVRA VALLEY FIRE DISTRICT FOR AMBULANCE BILLING SERVICES
ITEM #:	9D

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

BACKGROUND

Golder Ranch Fire District (GRFD) has had an IGA in place with Avra Valley Fire District (AVFD) for ambulance billing services since 2019. The decision has been made to increase the percentage of collections that GRFD retains as fee for services to 7% for normal ambulance billing and 8% if AVFD chooses to pursue an ambulance membership service in the future. This increase is to offset increased costs of providing this service.

RECOMMENDED MOTION

Motion to approve the Intergovernmental Agreement with the Avra Valley Fire District increasing the fees for ambulance billing services as described.

BILLING SERVICES AGREEMENT

Avra Valley Fire District As of July 1, 2026

This Billing Services Agreement ("Agreement") is effective as of July 1, 2026 (the "Effective Date"), between Avra Valley Fire District ("Provider"), and Golder Ranch Fire District ("GRFD").

RECITALS

A. Provider provides emergency and non-emergency medical and related services including ambulance transports as authorized and regulated by the Arizona Department of Health Service ("ADHS")
B. GRFD provides billing for providers of emergency and non-emergency medical and related services.
C. Provider desires to engage GRFD to provide billing and related services for Provider upon the terms and conditions as set forth in this Agreement.
D. GRFD desires to provide billing and related services upon the terms and conditions set forth in this Agreement.

AGREEMENT

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Engagement. Provider hereby engages GRFD, Provider's sole and exclusive agent for the provision of billing services for Provider, and GRFD accepts this engagement, each doing so on the terms and conditions set forth in this Agreement. Provider and GRFD each will designate a contact person who will be responsible for receiving and responding to inquiries from the other party. Initially, The Fire Chief, or the Fire Chief's designee, will be the contact person for GRFD, and Provider's Fire Chief will be the contact person for Provider. Each party will provide advance written notice to the other party of a change in contact person.

2. Provider's Obligations. In addition to the services set forth on Attachment A, Provider will

   2.1. Every GRFD business day, for all medical and transport services rendered by Provider during the term of this Agreement (the "Provider Services"), provide the following "Billing Information" from the Provider's designated database (the "Data Base"), which includes:
      (A) a completed Patient Care Report ("ePCR"), including all attachments, which contains, among other things, the loaded patient transport mileage. If mileage appears inaccurate, GRFD will contact Provider for accurate mileage information or use commercially available maps to correct mileage to the tenth of each loaded mile;
      (B) a completed signature form;
      (C) all available information from the related hospital, insurance carrier, third-party payer, governmental entity, or other entity or individual (including patients) ("Payers");
      (D) any other information required by the Payer; and

(E) a hospital patient demographic information registration sheet (a "hospital face sheet").

3. GRFD's Obligations. GRFD is responsible for performing the services set forth on Attachment B, through its employees, agents, and contractors.

4. Compensation. Provider will pay to GRFD, and GRFD will accept as full and complete payment for its services, the compensation specified in Attachment C. This Section will survive the termination of this Agreement.

5. Exclusive Special Power of Attorney. In connection with the Billing Services to be provided hereunder, and throughout the term (and non-exclusively thereafter as provided in Section 8.2), Provider hereby grants to GRFD an exclusive special power of attorney and appoints GRFD as Provider's exclusive true and lawful agent and attorney-in-fact, and GRFD hereby accepts such special power of attorney and appointment, for the following purposes related only to claims that are not paid for in whole or in part by the Federal Government:

   5.1. Billing to Patients. To bill Provider's patients, in Provider's name and on behalf of Provider, for all billable Provider Services.

   5.2. Billing to Payers. To bill, in Provider's name and on Provider's behalf, all claims for reimbursement or indemnification from Payers for all covered billable Provider Services. GRFD shall direct all payments for such Provider Services to be paid to an address designated by Provider.

   5.3. Collection of Other Receivables. To collect and receive, in Provider's name and on Provider's behalf, all accounts receivable generated by such billings and claims for reimbursement, and to administer such accounts including extending the time of payment of any such accounts for cash, credit, or otherwise.

   5.4. Irrevocability of Power. The special power of attorney granted herein will be coupled with an interest and will be irrevocable except with GRFD's written consent. The irrevocable power of attorney will expire on the later of (i) when this Agreement has been terminated or (ii) when all fees due to GRFD have been paid.

   5.5. Further Instruments. Upon request of GRFD, Provider will execute and deliver to the bank at which the Bank Account is maintained or other third-party identified by GRFD, such additional documents or instruments as may be necessary or reasonably required to evidence or effect the special power of attorney granted to GRFD by Provider pursuant to this Section.

6. Limitation of Liability. GRFD will not be responsible for any failure to render Billing Services for any reason or reasons whatsoever as may be beyond GRFD's control. In no event will GRFD be liable for lost revenue, consequential damages, special damages, or damages of any kind, even if it has been advised of the possibility of such damages. GRFD will not be responsible for any claim against Provider by any third party. Moreover, GRFD

will have no liability to any third party under any agreement that Provider has or may have with any Payers, and GRFD will have no responsibility whatsoever for the legality, validity or amount of the fees charged by Provider, or any term or condition with any Payer with respect to such fee. GRFD will not be responsible for any delayed payments, non-payments, or retroactive denials of pre-authorization or eligibility determinations. This Section will survive the termination of this Agreement.

7. Indemnity.

7.1. Provider will defend, indemnify and hold GRFD, and its Board of Directors, agents, and employees ("GRFD Representatives") harmless from any claims arising solely out of any act or omission by Provider or the Provider Representatives, including any claims arising from the Provider's claimed failure to comply with any statutes, regulations, contract or other obligations relating to the provision of Provider Services or the billing for Provider Services to any Payer, including Medicare, Medicaid, state Medicaid waiver programs, ADHS, or other state or federal health care payment programs.

7.2. Provider's obligation to indemnify will survive the termination of this Agreement.

8. Term and Termination.

8.1. Term. The term of this Agreement will begin on the Effective Date and will continue for one year through June 30, 2027 unless terminated sooner pursuant to the terms of this Agreement. At the expiration of the initial term or any renewal term, the Agreement will automatically renew for successive one-year terms until terminated pursuant to this Agreement.

8.2. Termination.

(A) Either party may terminate this Agreement at the end of the initial or any renewal term by providing the other party with written notice of its intent to terminate the Agreement at least ninety (90) days prior to the expiration of the initial or renewal term.

(B) If either party commits a material breach of its obligations under this Agreement, and such breach is not cured to the reasonable satisfaction of the non-breaching party within thirty (30) days after the breaching party receives a written notice describing the breach, this Agreement will terminate on the thirtieth day after the notice of breach.

(C) Effect of Termination.

(I) Termination of this Agreement will not relieve Provider of its obligation to pay GRFD its fees and expenses relating to billing for Provider Services provided prior to termination.

(II) In the event of termination by any party, GRFD, at its sole option, will have the option of either:

(a) During the ninety (90)-day period following termination date (a) GRFD will continue to provide Billing Services for Provider Services provided through the termination date hereof; and (b) Provider will continue to fulfill Provider's obligations under Sections 2 and 4 with respect to such Billing Services. Upon completion of such 90-day period and upon payment in full for all services provided by GRFD hereunder, GRFD will provide to Provider information related to uncollected Provider Services, in a mutually agreeable format; or

(b) Providing Provider within ten days of the date of termination a report detailing all outstanding balances, including relevant payment information. After providing such information, GRFD's responsibilities hereunder will cease.

(III) The parties will continue to be bound by the respective obligations, promises, or covenants set forth in this Agreement that are expressly made to extend beyond the term, including, without limitation, compensation, restrictive covenants, indemnity, and confidentiality provisions, which provisions will survive the expiration or termination of this Agreement.

(D) Section 8.2 will survive termination of this Agreement.

8.3. Legislative, Regulatory, or Administrative Change. If there is a change in the Medicare or Medicaid laws, regulations or general instructions, the adoption of new legislation, adoption of new statutes, rules and/or regulations impacting the ADHS and ambulance transport, or a change in any third-party reimbursement system, any of which makes it impossible or illegal for a party to perform services or receive compensation under this Agreement, the parties will immediately propose good faith modifications to this Agreement to comply with the changes. If such proposed modification is given, and if the parties are unable within sixty (60) days thereafter to agree upon proposed changes, either party may terminate this Agreement by providing the other party with prior written notice at least sixty (60) days in advance.

9. Independent Contractor. GRFD, at all times, is acting and performing as an independent contractor. Provider will neither have nor exercise any control or direction over the methods by which GRFD performs its services hereunder. Provider and GRFD will fully comply with all applicable provisions of law and other rules and regulations of any and all governmental authorities relating to the performance of its services under this Agreement. Specifically, GRFD will not provide any services hereunder that would cause GRFD to not qualify for the exemption set forth at A.R.S. § 32-1004(13).

10. Restrictive Covenants.

10.1. During the term of this Agreement, and for a period of one year after this Agreement's termination, for any reason, Provider will not:

(A) Solicit any of the employees of GRFD or its affiliates to leave his or her employment.

(B) Solicit any of the employees of GRFD or its affiliates to become employees of any other person or entity.

10.2. Provider acknowledges that GRFD possesses extraordinary and unique skills and knowledge as to the business of GRFD and that the services to be rendered by it hereunder cannot be replaced or the loss thereof adequately compensated for in money damages, and that any breach by Provider of any covenant contained herein will cause irreparable injury to GRFD and its affiliates. Therefore, if Provider breaches any covenant contained herein will cause irreparable injury to GRFD and its affiliates. Therefore, if Provider breaches any covenant contained herein, GRFD and its affiliates will, in addition to any. other remedies that may be available to it, have the right to obtain from any court or arbitrator having jurisdiction, such equitable relief as may be appropriate, including a decree enjoining Provider from any further breach of this Agreement. In any such proceeding, Provider does hereby waive Provider's right, if any, to trial by jury, and does hereby waive Provider's right, if any, to interpose any counterclaim or set off for any cause whatsoever.

10.3. Provider agrees that the restrictive covenants contained herein are reasonable as to duration, territory, activities, and otherwise in their entirety. However, if any court or arbiter of competent jurisdiction determines that any covenant or part thereof contained herein is unenforceable as stated, then the remainder will be enforceable as provided herein and the court will determine what is reasonable with respect to the covenant or part thereof determined to be otherwise unenforceable.

10.4. This covenant will be construed as an agreement independent of any other provision in this Agreement; and the existence of any claim or cause of action of Provider against GRFD, whether predicated on this Agreement or otherwise, will not constitute a defense to the enforcement of this covenant.

10.5. This Section 10 will survive the termination of this Agreement.

11. Confidential Information.

11.1. Receipt of Confidential Information. The parties acknowledge that the parties will be entrusted with Confidential Information that is disclosed by one party (the "Disclosing Party") to the other party (the "Receiving Party"). "Confidential Information" includes, but is not limited to, all information of either party that is not generally known to the public, whether of a technical, business or other nature (including, without limitation, trade secrets, know-how and information relating to the technology, software, designs, specifications and prototypes, customers, business plans, promotional and marketing activities, finances and other business affairs of such party), that has been identified as being proprietary and/or confidential or that by the nature of the circumstances surrounding the disclosure ought to be treated as

propriety and confidential (collectively, "Confidential Information"). All Confidential Information will remain the exclusive property of the Disclosing Party, and the Receiving Party will have no rights, by license or otherwise, to use the Confidential Information except as expressly provided herein.

11.2. Use of Confidential Information. During and after the term, the Receiving Party, except as expressly provided in this Agreement, will not disclose the Confidential Information to anyone without the Disclosing Party's prior written consent. The Receiving Party will not use, or permit other to use, Confidential Information for any purpose other than to perform the services under this Agreement. The Receiving Party will take all reasonable measures to avoid disclosure, dissemination, or unauthorized use of Confidential Information, including, at a minimum, those measures it takes to protect its own confidential information of a similar nature.

11.3. Return of Confidential Information. Upon the Disclosing Party's written request or the termination of this Agreement, for whatever reason, the Receiving Party promptly will return all tangible material embodying Confidential Information (in any form and including, without limitation, all summaries, copies, and excerpts of Confidential Information).

11.4. Section 11 will survive the termination of this Agreement.

12. Miscellaneous. This Agreement supersedes all other agreements and understandings between the parties regarding its subject matter and is intended to be an integrated agreement setting forth all of the terms and conditions of the parties' agreements. This Agreement will be binding upon the heirs, executors, administrators, or other successors in interest of each party but this Agreement may not be assigned without the prior written consent of the other party, except that GRFD may assign this Agreement to an entity in which it has a majority interest without the consent of Provider.

13. Notices. Any notice required or permitted to be given under this Agreement will be sufficient if in writing and personally delivered or mailed, by registered or certified mail, postage prepaid to:

If to GRFD: Golder Ranch Fire District
Attn: Fire Chief
1600 E. Hanley
Oro Valley, AZ 85737

If to Provider: _____
_____
_____
_____

14. Choice of Law; Amendment. This Agreement is made under and will be construed and performed in accordance with the laws of the state of Arizona and venue will be in Pima

County, Arizona. It may not be amended or modified except in writing dated and signed by, or on behalf of, both parties.

15. Dispute Resolution. Except as provided in Section 10.2, any and all disputes or other matters arising under this Agreement will be resolved by arbitration in Pima County, Arizona, before a single arbitrator mutually selected by the parties, with such arbitration conducted in accordance with the commercial rules of the American Arbitration Association. In the event the parties are unable to mutually agree on the selection of an arbitrator within fifteen (15) calendar days of either party's demand for arbitration, the arbitrator will be selected by the presiding civil judge of the Superior Court of Pima County, Arizona. Notwithstanding the foregoing, in the event of a dispute involving the confidentiality of information, the aggrieved party may commence a lawsuit and seek injunctive relief. The prevailing party in any arbitration or lawsuit will be entitled to reasonable costs, including attorney fees and related fees such as expert witness fees, as determined by the Court or Arbitrator.

16. Counterparts. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute the same instrument. Each party represents and warrants that the party signing on its behalf has full authority to execute this Agreement on behalf of the party.

17. Headings. The descriptive headings of the sections and subsections of this Agreement are intended for convenience only, and do not constitute parts of this Agreement.

18. Further Instruments. The parties will, from time to time and at such time as may be required, take such further actions and execute such further documents as may be reasonably required and necessary to affect the provisions hereof.

19. Survival. It is the express intention and agreement of the parties that all covenants, agreements, statements, representations, warranties, and indemnities made in this Agreement, whether or not expressly stated, will survive the execution and delivery of this Agreement.

20. No Third-Party Beneficiaries. Nothing in this Agreement will be construed to give any rights or benefits in this Agreement to anyone other than GRFD and Provider. All duties and responsibilities undertaken under this Agreement will be for the sole and exclusive benefit of GRFD and Provider, and not for the benefit of any other party.

21. HIPAA. Provider is a "covered entity," as that term is defined in the HIPAA Standards for Privacy of Individually Identifiable Health Information and the Standards for Security of Electronic Protected Health Information, 45 C.F.R. Parts 160 and 164, Subparts A, C and E (the "HIPAA Regulations"), and the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009 (the "HITECH Act") (collectively, the HIPAA Regulations and the HITECH Act are referred to as the "Requirements"). To the extent this Agreement causes GRFD to be a business associate of Provider, the parties will comply with the terms and conditions set forth in Attachment D. This Section will survive the termination of this Agreement.

22. State Provisions. The parties will comply with, and exercise duties under, the provisions listed in Attachment E, "State Provisions," only as far as required by state law.

The parties hereto executed this Agreement this on the dates indicated at their respective signatures, below.

As approved by GRFD on: April 21, 2026

GRFD
Golder Ranch Fire District

By : _____
Wally Vette
Its : Vice-Chairperson of the GRFD Governing Board

As approved by Provider on : _____

Provider
Avra Valley Fire District

By: _____
Its : _____

ATTACHMENT A

PROVIDER SERVICES

Provider will provide the following services:

1. Provide to GRFD a copy of Provider's fee schedule, names and addresses of all Departments, and a list of all insurance plans in which the Provider's Departments participate, including associated provider numbers. Pursuant to this obligation, Provider will provide GRFD the current rate schedule for Provider, published and updated from time to time by the Arizona Department of Health Services, Bureau of Emergency Medical Services ("Rate Schedule"), for charges applicable to Provider Services. Provider understands that the Rate Schedule establishes the rate to be charged for Provider transport services and that GRFD will have no authority, representation, or liability whatsoever with respect to the establishment of such fees or Provider's failure to timely provide an updated Rate Schedule to GRFD.
2. Provide access to Provider's database if GRFD is required to access or modify electronic patient care report files with updated patient demographic information.
3. Provide access if requesting GRFD's assistance in an audit of Provider.
4. Provide accurate and appropriate information, consistent with all applicable Payer policies, rules, regulations and contracts.
5. No less than 2 times per week, provide GRFD with copies of all checks, Explanation of Benefits (EOB's) and any other forms reflecting payment for Provider Services, including patient co-payments, deductibles and deposit date received by Provider.
6. Promptly provide GRFD with any other information reasonably requested by GRFD for the performance of services under this Agreement.
7. Provider will be solely responsible for: (a) auditing payments from Payers to determine whether Provider is receiving contractual or regulatory payment rates and (b) resolving any such payment deficiencies with Payers, unless otherwise agreed by GRFD in writing.
8. Provide daily (business day) mail or electronic transmission of all transports and services performed.
9. Ensure all items and services indicated as used or furnished are accurate and were necessary for the medical condition detailed. Include loaded patient mileage from "point of pickup" to "transport to" location.
10. Provide complete medical necessity information including all attachments and all available demographic and third-party information for each transport submitted for billing including a completed signature form and a hospital face sheet.
11. Refund all overpayments to the appropriate party within 10 days of notification by GRFD.
12. Provide 30 days' notice of any fee schedule change, or when appropriate, notice of a pending fee schedule change.
13. Provide GRFD with any additional information as required or reasonably necessary to carry out the intent of this Agreement.

ATTACHMENT B

GRFD SERVICES

1. Billing Services. GRFD will:
   A. Bill on behalf of and in the name (as directed by Provider) of Provider receivables generated by such billings and claims for reimbursement. Provider will not be required to perform any measures that would require GRFD to be licensed as a collection agency in Arizona.
   B. Generate a bill on behalf of and in the name of Provider for all claims for indemnification from Blue Cross/Blue Shield, insurance companies, attorneys, Medicare, AHCCCS, and all other third-party payers or fiscal intermediaries for all covered billable EMS services provided to patients.
   C. Represent Provider, when necessary, when claims require appeal, review, fair hearing, or post payment audit. GRFD will charge all expenses to Provider, and Provider will pay the charges within ten days after receipt of invoice.
   D. Determine reason for overdue payments based on historical payment trends.
   E. Bill all transports submitted with complete information within two business days of receipt.
   F. Post all identifiable payment receipts within two business days of receipt.
   G. Make an attempt to contact the responsible party if third party information is incomplete or not present.
   H. Request demographic information from the "transport to location" if third party information is incomplete or missing.
   I. Check prior transportation billing history, and AHCCCS eligibility.
   J. Monitor payer trends and claim status of slow payers. Elevate payer contact when payment trends indicate established parameters have been exceeded based on monthly statistical analysis of payer balances and aging.
   K. Bill private pay balances and accounts a maximum of two times (provided the address on file is accurate).
   L. Make claim status inquiries on all unpaid third-party accounts.
   M. Based on Billing Information input/provided by Provider, submit claims electronically or via U.S. Mail to Payers and patients, as applicable, for Provider Services and instruct payments to be mailed or transmitted to an address/account designated by Provider.
   N. Automatically bill secondary or private pay balances upon posting of primary payment.
   0. At the request of Provider, appeal inappropriately denied claims upon receipt of the denial or supporting medical necessity documentation.
   P. Respond promptly to all patient inquiries regarding patient statements.
   Q. Except with respect to patients who have entered into a payment plan with Provider, as otherwise directed by Provider and as otherwise determined by GRFD in its good faith determination, turn over to a collection agency selected by Provider, all accounts that remain unpaid after 120 days from the date the initial statements were delivered, or date last payment was made, whichever is latest. Provider acknowledges and accepts patient payment plans that will cause the account to be paid within 12 months and considers those accounts to be current. Requests for plans in excess of 12 months will be referred to the Provider's chosen collection agency for processing.

2. Consultation Services. GRFD will:
   A. Advise and consult with Provider regarding billing logistics for ambulance services provided by Provider;
   B. Assist Provider, at the request of Provider, in the establishment and implementation of procedures for Provider's Services as they relate to established payer guidelines, procedures and requirements.
   C. Provide assistance with requesting and implementing rate increases.

3. Report Services. Except for reports relating to the actual collections or billing activities performed by GRFD, GRFD does not warrant or represent the accuracy of any reports generated for or delivered to Provider. Provider is solely responsible for the accuracy of any forecasts or statistical data generated for Provider. Subject to the foregoing, GRFD will:
   A. Provide monthly reports, to be sent no later than the I0th business day following receipt of final transportation and payment documentation for the prior month's billing, as follows:
      l. Call detail report;
      11. Call summary report;
      111. Charge detail and summary report;
      IV. Crew analysis report;
      v. Receivables distribution report;
      vi. Twelve-month charge/credit analysis report;
      vii. Unit analysis report
      viii. Credit detail and summary report;
      ix. Collection activity report; and
      x. Aging detail report.
   B. Provide collection percentages by period billed both gross and net of mandated allowable amounts.
   C. Provide a one-business-day turnaround for requested standard operational reports.
   D. Provide statistical data for completion of annual reporting requirements.
   E. Provide financial forecasts when requested.

4. Insurance. GRFD will maintain in force at all times during the performance of this Agreement the following policy or policies of insurance covering its operations listed on Attachment B-1.

ATTACHMENT B-1

INSURANCE

A. Comprehensive General Liability, including contractual liability, with a combined single limit of one million dollars ($1,000,000.00) per occurrence, two million dollars ($2,000,000.00) aggregate; and (b) professional liability (errors and omissions, negligence and intentional acts by the company damaging the Provider) with a combined single limit of one million dollars ($1,000,000.00) per occurrence, two million dollars ($2,000,000.00) aggregate.

B. Copies of GRFD's certificates of insurance evidencing the coverage required as set forth above will be provided to Provider upon request. This is a condition precedent to the formation of any obligation by the Provider to compensate GRFD under this Agreement.

ATTACHMENT C

COMPENSATION

This Attachment defines the compensation due to GRFD under this Agreement.

1. Fees.
   1.1. Provider will pay a fee equal to 7% of the Net Payments for services billed by GRFD during the term. "Net Payments" means all amounts collected from any source, net of refunds, from the Provider Services billed by GRFD.
   1.2. In the event Provider adopts an EMS membership program and GRFD is engaged to administer the collection or tracking of the Provider's EMS membership program, the Provider's fee under paragraph 1.1 above will increase to 8%.
   1.3. GRFD will bill record research fees, copy fees, re-bill fees-reactivate account fees, and postage fees to the requesting entity; provided, however, that Provider will pay 100% of any such fees that have been remitted to Provider rather than GRFD within ten days of receipt of amount paid.

2. Payment Terms. GRFD will provide an invoice to Provider for GRFD's fee and expenses no later than 15 days after the close of each calendar month, and Provider will pay the invoice amount within 10 days of its receipt of the invoice. The invoice will set forth GRFD's fee, based on the collections received during the preceding calendar month by Provider for services billed by GRFD. Any amounts that remain unpaid after thirty (30) days will accrue interest at the rate of 1% per month.

ATTACHMENT D

BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum ("Addendum") is made a part of and incorporated into the Agreement.

1. Definitions. Except as otherwise set forth in this Addendum or the Agreement, all capitalized terms have the same meaning as set forth in the Requirements, as such may be amended from time to time.

(a) **"Disclose"** has the same meaning as the term "disclosure" in 45 C.F.R. § 160.103.

(b) **"EPHI"** has the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103, but limited to information created or received by GRFD as a Business Associate of Provider.

(c) **"PHI"** has the same meaning as the term "protected health information" in 45 C.F.R. § 160.103, but limited to information created or received by GRFD as a Business Associate of Provider.

(d) **"Secretary"** means the Secretary of the Department of Health and Human Services or his or her designee.

2. **GRFD's Obligations.** GRFD will:

(a) Not Use or Disclose PHI except as permitted or required by this Addendum or as Required By Law;

(b) Implement appropriate safeguards to prevent the Use or Disclosure of PHI, except as set forth in this Addendum;

(c) Implement Administrative, Physical and Technical Safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of EPHI;

(d) Promptly report to Provider: (i) any Use or Disclosure of PHI by GRFD or a third party to which GRFD has Disclosed PHI that is not contemplated by this Addendum, including any Breach of Unsecured PHI; and (ii) any Security Incident, of which GRFD becomes aware;

(e) Mitigate, to the extent possible, any harmful effects (known to GRFD) from any Use or Disclosure not permitted by this Addendum;

(f) Ensure that any agents, including subcontractors, to whom GRFD provides PHI or EPHI agrees to the same restrictions and conditions in this Addendum;

(g) Provide, in accordance with Provider's reasonable request, to Provider or to a third party, as directed by Provider, in accordance with the Requirements, access to PHI in a Designated Record Set;

(h) Make any amendment to PHI in a Designated Record Set that Provider has agreed to pursuant to 45 C.F.R. § 164.526;

(i) Document any Disclosures of PHI necessary to provide an accounting of Disclosures in accordance with 45 C.F.R. § 164.528, and will provide the accounting to Provider upon request;

G) To the extent GRFD carries out any obligations of Provider under the Requirements, GRFD will comply with the Requirements that apply to Provider in the performance of such obligations; and

(k) Make its internal practices, books, records relating to the Use and Disclosure of PHI available to the Secretary for purposes of determining Provider's compliance with the Requirements.

3. **Permitted Uses and Disclosures.** Except as otherwise set forth in this Addendum, GRFD may:

(a) Use or Disclose PHI to perform its duties and obligations pursuant to the Agreement or this Addendum; provided that such Use or Disclosure complies with the Requirements;

(b) Use PHI for its management and administration or to carry out GRFD's legal responsibilities;

(c) Disclose PHI for the purposes in Section 3(b), if (i) the Disclosure is required by law, or (ii) GRFD obtains reasonable assurances from the persons or entities to whom the PHI is Disclosed that (A) the PHI will remain confidential and will not be used or further Disclosed except as Required By Law or for the purpose for which it was Disclosed to the person, and (B) the person will notify GRFD of any instances of which it becomes aware that the confidentiality of the PHI has been breached.

4. **Provider's Obligations.** Provider will notify GRFD of any:

(a) Limitation in Provider's Notice Of Privacy Practices, as required by the Requirements, which may affect GRFD's Use or Disclosure of PHI;

(b) Changes in or revocation of an individual's permission to Use or Disclose PHI, to the extent that such change may affect GRFD's Use or Disclosure of PHI; and

(c) Restriction regarding the Use or Disclosure of an individual's PHI that Provider has agreed to in accordance with 45 C.F.R. § 164.522, to the extent that such restriction may affect GRFD's Use or Disclosure of the PHI.

5. **Termination.** Notwithstanding any provision in the Agreement to the contrary, the Agreement or this Addendum may be terminated pursuant to the following terms:

(a) **Termination for Cause.** If GRFD materially breaches this Addendum, Provider may:

(1) Provide GRFD an opportunity to cure the breach or end the violation; provided that, if GRFD does not cure the breach or end the violation within the time specified by Provider, Provider may terminate this Addendum and the Agreement;

(2) Immediately terminate this Addendum and the Agreement if cure is not possible; or

(3) If neither termination nor cure is feasible, Provider will report the violation to the Secretary.

(b) **Effect of Termination.** Upon termination of the Agreement, GRFD will return or destroy all PHI. If it is not feasible for GRFD to return or destroy the PHI, (i) GRFD will notify Provider of such infeasibility; (ii) GRFD will limit GRFD's Use and Disclosure of such PHI to the purpose which makes it infeasible for GRFD to return or destroy the PHI; and (iii) the terms and conditions set forth in this Addendum will continue with respect to the PHI for so long as GRFD maintains the PHI.

6. **Amendment of Requirements.** If the Requirements are amended and the amendments require an amendment to this Addendum to comply with the amendments to the Requirements, notwithstanding anything in this Addendum or the Agreement to the contrary, this Addendum will be amended automatically, without any signed, written amendment by GRFD or Provider, to comply with the amendments. All applicable Requirements, including all future applicable Requirements, are hereby incorporated in this Addendum by this reference, as if they were set forth herein in full.

7. **Interpretation.** Any ambiguity in this Addendum will be resolved to permit Provider to comply with the Requirements. To the extent there are any inconsistencies between this Addendum and the Agreement, this Addendum will govern. Nothing in this Addendum will be construed to create any rights or remedies in any third parties. This Addendum replaces and supersedes any prior business associate agreements between the parties with respect to services provided under the Agreement.

ATTACHMENT E

State Provisions

1. Employment Discrimination. GRFD and its Subcontractors will not discriminate on the grounds of age, race, color, national origin, religion, sex, disability, familial status, or any other protected basis in the selection, treatment, and retention of employees, subcontractors or in the procurement of materials and leases of equipment. GRFD and any Subcontractor will not participate, either directly or indirectly, in any type of discrimination prohibited by any federal, state, or local law, including but not limited to Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975.

2. Legal Arizona Workers Act.
   2.1. In compliance with A.RS. §41-4401, GRFD hereby warrants that it will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to GRFD's employment of its employees, and with the E-Verify requirements of A.R.S. §23-214 (A) (together the "State and Federal Immigration Laws"). GRFD will further ensure that each subcontractor who performs any work for GRFD under this Agreement likewise complies with the State and Federal Immigration Laws.
   2.2. To the extent required by applicable state law, GRFD agrees and warrants that Provider will have the right at any time to inspect the books and records of GRFD and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws. GRFD agrees that any act by GRFD or a subcontractor of GRFD that results in the impediment or denial of access of the books and records of GRFD or its subcontractor will be a default and material breach of this Agreement on the part of GRFD.
   2.3. Nothing herein will make GRFD or any subcontractor of GRFD an agent or employee of Provider. Nothing herein will act to establish privity of contract between Provider and any subcontractor of GRFD.
   2.4. Any breach of GRFD's or any of GRFD's subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this Section, will be deemed to be a material breach of this Agreement subjecting GRFD to penalties up to and including suspension or termination of this Agreement. If the breach is by a subcontractor of GRFD, and the subcontract is suspended or terminated as a result, GRFD will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, subject to Provider's approval, as soon as possible to avoid delay in the providing of services. Any additional costs attributable directly or indirectly to remedial action under this Section will be the responsibility of GRFD.
   2.5. GRFD will advise each of GRFD's subcontractors of Provider's rights and the subcontractor's obligations under this Section by including a provision in its contract with each subcontractor in the following form:

> "SUBCONTRACTOR hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to SUBCONTRACTOR's employees, and with the requirements of A.RS. § 23-214

(A). SUBCONTRACTOR further agrees that the PROVIDER may inspect the SUBCONTRACTOR'S books and records to insure that SUBCONTRACTOR is in compliance with these requirements. Any breach of this Section by SUBCONTRACTOR will be deemed to be a material breach of this contract subjecting SUBCONTRACTOR to penalties up to and including suspension or termination of this contract."

3. Non-appropriation. Provider's obligations under this Agreement will be subject to the right of non-appropriation. In the event the Governing Body of Provider fails to appropriate sufficient funds for the funding of this Agreement, the Agreement will terminate at the end of the fiscal year for which the Governing Body did in fact allocate sufficient funds for the performance of this Agreement. An event of non-appropriation will not be considered an event of default under this Agreement.

4. Prohibited Investments. To the extent applicable, the parties agree to comply with the requirements of A.RS.§§ 35-391.06(A) and 35-393.06(B) and certify that they do not have any scrutinized business operations.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Eric Perry, Assistant Chief of Community Risk Reduction

MTG. DATE: April 21, 2026

SUBJECT: DISCUSSION AND/OR POSSIBLE ACTION REGARDING AN INTERGOVERNMENTAL AGREEMENT WITH RINCON VALLEY FIRE DISTRICT FOR AMBULANCE BILLING SERVICES

ITEM #: 9E

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

BACKGROUND

Golder Ranch Fire District (GRFD) has had an IGA in place with Rincon Valley Fire District (RVFD) for ambulance billing services since 2019. The decision has been made to increase the percentage of collections that GRFD retains as fee for services to 7% for normal ambulance billing and 8% if RVFD chooses to pursue an ambulance membership service in the future. This increase is to offset increased costs of providing this service.

RECOMMENDED MOTION

Motion to approve the Intergovernmental Agreement with the Rincon Valley Fire District increasing the fees for ambulance billing services as described.

BILLING SERVICES AGREEMENT

Rincon Valley Fire District As of July 1, 2026

This Billing Services Agreement ("Agreement") is effective as of July 1, 2026 (the "Effective Date"), between Rincon Valley Fire District ("Provider"), and Golder Ranch Fire District ("GRFD").

RECITALS

A. Provider provides emergency and non-emergency medical and related services including ambulance transports as authorized and regulated by the Arizona Department of Health Service ("ADHS")
B. GRFD provides billing for providers of emergency and non-emergency medical and related services.
C. Provider desires to engage GRFD to provide billing and related services for Provider upon the terms and conditions as set forth in this Agreement.
D. GRFD desires to provide billing and related services upon the terms and conditions set forth in this Agreement.

AGREEMENT

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Engagement. Provider hereby engages GRFD, Provider's sole and exclusive agent for the provision of billing services for Provider, and GRFD accepts this engagement, each doing so on the terms and conditions set forth in this Agreement. Provider and GRFD each will designate a contact person who will be responsible for receiving and responding to inquiries from the other party. Initially, The Fire Chief, or the Fire Chief's designee, will be the contact person for GRFD, and Provider's Fire Chief will be the contact person for Provider. Each party will provide advance written notice to the other party of a change in contact person.

2. Provider's Obligations. In addition to the services set forth on Attachment A, Provider will

   2.1. Every GRFD business day, for all medical and transport services rendered by Provider during the term of this Agreement (the "Provider Services"), provide the following "Billing Information" from the Provider's designated database (the "Data Base"), which includes:
      (A) a completed Patient Care Report ("ePCR"), including all attachments, which contains, among other things, the loaded patient transport mileage. If mileage appears inaccurate, GRFD will contact Provider for accurate mileage information or use commercially available maps to correct mileage to the tenth of each loaded mile;
      (B) a completed signature form;
      (C) all available information from the related hospital, insurance carrier, third-party payer, governmental entity, or other entity or individual (including patients) ("Payers");
      (D) any other information required by the Payer; and

(E) a hospital patient demographic information registration sheet (a "hospital face sheet").

3. GRFD's Obligations. GRFD is responsible for performing the services set forth on Attachment B, through its employees, agents, and contractors.

4. Compensation. Provider will pay to GRFD, and GRFD will accept as full and complete payment for its services, the compensation specified in Attachment C. This Section will survive the termination of this Agreement.

5. Exclusive Special Power of Attorney. In connection with the Billing Services to be provided hereunder, and throughout the term (and non-exclusively thereafter as provided in Section 8.2), Provider hereby grants to GRFD an exclusive special power of attorney and appoints GRFD as Provider's exclusive true and lawful agent and attorney-in-fact, and GRFD hereby accepts such special power of attorney and appointment, for the following purposes related only to claims that are not paid for in whole or in part by the Federal Government:

   5.1. Billing to Patients. To bill Provider's patients, in Provider's name and on behalf of Provider, for all billable Provider Services.

   5.2. Billing to Payers. To bill, in Provider's name and on Provider's behalf, all claims for reimbursement or indemnification from Payers for all covered billable Provider Services. GRFD shall direct all payments for such Provider Services to be paid to an address designated by Provider.

   5.3. Collection of Other Receivables. To collect and receive, in Provider's name and on Provider's behalf, all accounts receivable generated by such billings and claims for reimbursement, and to administer such accounts including extending the time of payment of any such accounts for cash, credit, or otherwise.

   5.4. Irrevocability of Power. The special power of attorney granted herein will be coupled with an interest and will be irrevocable except with GRFD's written consent. The irrevocable power of attorney will expire on the later of (i) when this Agreement has been terminated or (ii) when all fees due to GRFD have been paid.

   5.5. Further Instruments. Upon request of GRFD, Provider will execute and deliver to the bank at which the Bank Account is maintained or other third-party identified by GRFD, such additional documents or instruments as may be necessary or reasonably required to evidence or effect the special power of attorney granted to GRFD by Provider pursuant to this Section.

6. Limitation of Liability. GRFD will not be responsible for any failure to render Billing Services for any reason or reasons whatsoever as may be beyond GRFD's control. In no event will GRFD be liable for lost revenue, consequential damages, special damages, or damages of any kind, even if it has been advised of the possibility of such damages. GRFD will not be responsible for any claim against Provider by any third party. Moreover, GRFD

will have no liability to any third party under any agreement that Provider has or may have with any Payers, and GRFD will have no responsibility whatsoever for the legality, validity or amount of the fees charged by Provider, or any term or condition with any Payer with respect to such fee. GRFD will not be responsible for any delayed payments, non-payments, or retroactive denials of pre-authorization or eligibility determinations. This Section will survive the termination of this Agreement.

7. Indemnity.

7.1. Provider will defend, indemnify and hold GRFD, and its Board of Directors, agents, and employees ("GRFD Representatives") harmless from any claims arising solely out of any act or omission by Provider or the Provider Representatives, including any claims arising from the Provider's claimed failure to comply with any statutes, regulations, contract or other obligations relating to the provision of Provider Services or the billing for Provider Services to any Payer, including Medicare, Medicaid, state Medicaid waiver programs, ADHS, or other state or federal health care payment programs.

7.2. Provider's obligation to indemnify will survive the termination of this Agreement.

8. Term and Termination.

8.1. Term. The term of this Agreement will begin on the Effective Date and will continue for one year through June 30, 2027 unless terminated sooner pursuant to the terms of this Agreement. At the expiration of the initial term or any renewal term, the Agreement will automatically renew for successive one-year terms until terminated pursuant to this Agreement.

8.2. Termination.

(A) Either party may terminate this Agreement at the end of the initial or any renewal term by providing the other party with written notice of its intent to terminate the Agreement at least ninety (90) days prior to the expiration of the initial or renewal term.

(B) If either party commits a material breach of its obligations under this Agreement, and such breach is not cured to the reasonable satisfaction of the non-breaching party within thirty (30) days after the breaching party receives a written notice describing the breach, this Agreement will terminate on the thirtieth day after the notice of breach.

(C) Effect of Termination.

(I) Termination of this Agreement will not relieve Provider of its obligation to pay GRFD its fees and expenses relating to billing for Provider Services provided prior to termination.

(II) In the event of termination by any party, GRFD, at its sole option, will have the option of either:

(a) During the ninety (90)-day period following termination date (a) GRFD will continue to provide Billing Services for Provider Services provided through the termination date hereof; and (b) Provider will continue to fulfill Provider's obligations under Sections 2 and 4 with respect to such Billing Services. Upon completion of such 90-day period and upon payment in full for all services provided by GRFD hereunder, GRFD will provide to Provider information related to uncollected Provider Services, in a mutually agreeable format; or

(b) Providing Provider within ten days of the date of termination a report detailing all outstanding balances, including relevant payment information. After providing such information, GRFD's responsibilities hereunder will cease.

(III) The parties will continue to be bound by the respective obligations, promises, or covenants set forth in this Agreement that are expressly made to extend beyond the term, including, without limitation, compensation, restrictive covenants, indemnity, and confidentiality provisions, which provisions will survive the expiration or termination of this Agreement.

(D) Section 8.2 will survive termination of this Agreement.

8.3. Legislative, Regulatory, or Administrative Change. If there is a change in the Medicare or Medicaid laws, regulations or general instructions, the adoption of new legislation, adoption of new statutes, rules and/or regulations impacting the ADHS and ambulance transport, or a change in any third-party reimbursement system, any of which makes it impossible or illegal for a party to perform services or receive compensation under this Agreement, the parties will immediately propose good faith modifications to this Agreement to comply with the changes. If such proposed modification is given, and if the parties are unable within sixty (60) days thereafter to agree upon proposed changes, either party may terminate this Agreement by providing the other party with prior written notice at least sixty (60) days in advance.

9. Independent Contractor. GRFD, at all times, is acting and performing as an independent contractor. Provider will neither have nor exercise any control or direction over the methods by which GRFD performs its services hereunder. Provider and GRFD will fully comply with all applicable provisions of law and other rules and regulations of any and all governmental authorities relating to the performance of its services under this Agreement. Specifically, GRFD will not provide any services hereunder that would cause GRFD to not qualify for the exemption set forth at A.R.S. § 32-1004(13).

10. Restrictive Covenants.

10.1. During the term of this Agreement, and for a period of one year after this Agreement's termination, for any reason, Provider will not:

(A) Solicit any of the employees of GRFD or its affiliates to leave his or her employment.

(B) Solicit any of the employees of GRFD or its affiliates to become employees of any other person or entity.

10.2. Provider acknowledges that GRFD possesses extraordinary and unique skills and knowledge as to the business of GRFD and that the services to be rendered by it hereunder cannot be replaced or the loss thereof adequately compensated for in money damages, and that any breach by Provider of any covenant contained herein will cause irreparable injury to GRFD and its affiliates. Therefore, if Provider breaches any covenant contained herein will cause irreparable injury to GRFD and its affiliates. Therefore, if Provider breaches any covenant contained herein, GRFD and its affiliates will, in addition to any. other remedies that may be available to it, have the right to obtain from any court or arbitrator having jurisdiction, such equitable relief as may be appropriate, including a decree enjoining Provider from any further breach of this Agreement. In any such proceeding, Provider does hereby waive Provider's right, if any, to trial by jury, and does hereby waive Provider's right, if any, to interpose any counterclaim or set off for any cause whatsoever.

10.3. Provider agrees that the restrictive covenants contained herein are reasonable as to duration, territory, activities, and otherwise in their entirety. However, if any court or arbiter of competent jurisdiction determines that any covenant or part thereof contained herein is unenforceable as stated, then the remainder will be enforceable as provided herein and the court will determine what is reasonable with respect to the covenant or part thereof determined to be otherwise unenforceable.

10.4. This covenant will be construed as an agreement independent of any other provision in this Agreement; and the existence of any claim or cause of action of Provider against GRFD, whether predicated on this Agreement or otherwise, will not constitute a defense to the enforcement of this covenant.

10.5. This Section 10 will survive the termination of this Agreement.

11. Confidential Information.

11.1. Receipt of Confidential Information. The parties acknowledge that the parties will be entrusted with Confidential Information that is disclosed by one party (the "Disclosing Party") to the other party (the "Receiving Party"). "Confidential Information" includes, but is not limited to, all information of either party that is not generally known to the public, whether of a technical, business or other nature (including, without limitation, trade secrets, know-how and information relating to the technology, software, designs, specifications and prototypes, customers, business plans, promotional and marketing activities, finances and other business affairs of such party), that has been identified as being proprietary and/or confidential or that by the nature of the circumstances surrounding the disclosure ought to be treated as

propriety and confidential (collectively, "Confidential Information"). All Confidential Information will remain the exclusive property of the Disclosing Party, and the Receiving Party will have no rights, by license or otherwise, to use the Confidential Information except as expressly provided herein.

11.2. Use of Confidential Information. During and after the term, the Receiving Party, except as expressly provided in this Agreement, will not disclose the Confidential Information to anyone without the Disclosing Party's prior written consent. The Receiving Party will not use, or permit other to use, Confidential Information for any purpose other than to perform the services under this Agreement. The Receiving Party will take all reasonable measures to avoid disclosure, dissemination, or unauthorized use of Confidential Information, including, at a minimum, those measures it takes to protect its own confidential information of a similar nature.

11.3. Return of Confidential Information. Upon the Disclosing Party's written request or the termination of this Agreement, for whatever reason, the Receiving Party promptly will return all tangible material embodying Confidential Information (in any form and including, without limitation, all summaries, copies, and excerpts of Confidential Information).

11.4. Section 11 will survive the termination of this Agreement.

12. Miscellaneous. This Agreement supersedes all other agreements and understandings between the parties regarding its subject matter and is intended to be an integrated agreement setting forth all of the terms and conditions of the parties' agreements. This Agreement will be binding upon the heirs, executors, administrators, or other successors in interest of each party but this Agreement may not be assigned without the prior written consent of the other party, except that GRFD may assign this Agreement to an entity in which it has a majority interest without the consent of Provider.

13. Notices. Any notice required or permitted to be given under this Agreement will be sufficient if in writing and personally delivered or mailed, by registered or certified mail, postage prepaid to:

If to GRFD: Golder Ranch Fire District
Attn: Fire Chief
1600 E. Hanley
Oro Valley, AZ 85737

If to Provider: _____
_____
_____
_____

14. Choice of Law; Amendment. This Agreement is made under and will be construed and performed in accordance with the laws of the state of Arizona and venue will be in Pima

County, Arizona. It may not be amended or modified except in writing dated and signed by, or on behalf of, both parties.

15. Dispute Resolution. Except as provided in Section 10.2, any and all disputes or other matters arising under this Agreement will be resolved by arbitration in Pima County, Arizona, before a single arbitrator mutually selected by the parties, with such arbitration conducted in accordance with the commercial rules of the American Arbitration Association. In the event the parties are unable to mutually agree on the selection of an arbitrator within fifteen (15) calendar days of either party's demand for arbitration, the arbitrator will be selected by the presiding civil judge of the Superior Court of Pima County, Arizona. Notwithstanding the foregoing, in the event of a dispute involving the confidentiality of information, the aggrieved party may commence a lawsuit and seek injunctive relief. The prevailing party in any arbitration or lawsuit will be entitled to reasonable costs, including attorney fees and related fees such as expert witness fees, as determined by the Court or Arbitrator.

16. Counterparts. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute the same instrument. Each party represents and warrants that the party signing on its behalf has full authority to execute this Agreement on behalf of the party.

17. Headings. The descriptive headings of the sections and subsections of this Agreement are intended for convenience only, and do not constitute parts of this Agreement.

18. Further Instruments. The parties will, from time to time and at such time as may be required, take such further actions and execute such further documents as may be reasonably required and necessary to affect the provisions hereof.

19. Survival. It is the express intention and agreement of the parties that all covenants, agreements, statements, representations, warranties, and indemnities made in this Agreement, whether or not expressly stated, will survive the execution and delivery of this Agreement.

20. No Third-Party Beneficiaries. Nothing in this Agreement will be construed to give any rights or benefits in this Agreement to anyone other than GRFD and Provider. All duties and responsibilities undertaken under this Agreement will be for the sole and exclusive benefit of GRFD and Provider, and not for the benefit of any other party.

21. HIPAA. Provider is a "covered entity," as that term is defined in the HIPAA Standards for Privacy of Individually Identifiable Health Information and the Standards for Security of Electronic Protected Health Information, 45 C.F.R. Parts 160 and 164, Subparts A, C and E (the "HIPAA Regulations"), and the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009 (the "HITECH Act") (collectively, the HIPAA Regulations and the HITECH Act are referred to as the "Requirements"). To the extent this Agreement causes GRFD to be a business associate of Provider, the parties will comply with the terms and conditions set forth in Attachment D. This Section will survive the termination of this Agreement.

22. State Provisions. The parties will comply with, and exercise duties under, the provisions listed in Attachment E, "State Provisions," only as far as required by state law.

The parties hereto executed this Agreement this on the dates indicated at their respective signatures, below.

As approved by GRFD on: April 21, 2026

GRFD
Golder Ranch Fire District

By : _____
Wally Vette

Its : Vice-Chairperson of the
GRFD Governing Board

As approved by Provider on : _____

Provider
Rincon Valley Fire District

By: _____
Its : _____

ATTACHMENT A

PROVIDER SERVICES

Provider will provide the following services:

1. Provide to GRFD a copy of Provider's fee schedule, names and addresses of all Departments, and a list of all insurance plans in which the Provider's Departments participate, including associated provider numbers. Pursuant to this obligation, Provider will provide GRFD the current rate schedule for Provider, published and updated from time to time by the Arizona Department of Health Services, Bureau of Emergency Medical Services ("Rate Schedule"), for charges applicable to Provider Services. Provider understands that the Rate Schedule establishes the rate to be charged for Provider transport services and that GRFD will have no authority, representation, or liability whatsoever with respect to the establishment of such fees or Provider's failure to timely provide an updated Rate Schedule to GRFD.
2. Provide access to Provider's database if GRFD is required to access or modify electronic patient care report files with updated patient demographic information.
3. Provide access if requesting GRFD's assistance in an audit of Provider.
4. Provide accurate and appropriate information, consistent with all applicable Payer policies, rules, regulations and contracts.
5. No less than 2 times per week, provide GRFD with copies of all checks, Explanation of Benefits (EOB's) and any other forms reflecting payment for Provider Services, including patient co-payments, deductibles and deposit date received by Provider.
6. Promptly provide GRFD with any other information reasonably requested by GRFD for the performance of services under this Agreement.
7. Provider will be solely responsible for: (a) auditing payments from Payers to determine whether Provider is receiving contractual or regulatory payment rates and (b) resolving any such payment deficiencies with Payers, unless otherwise agreed by GRFD in writing.
8. Provide daily (business day) mail or electronic transmission of all transports and services performed.
9. Ensure all items and services indicated as used or furnished are accurate and were necessary for the medical condition detailed. Include loaded patient mileage from "point of pickup" to "transport to" location.
10. Provide complete medical necessity information including all attachments and all available demographic and third-party information for each transport submitted for billing including a completed signature form and a hospital face sheet.
11. Refund all overpayments to the appropriate party within 10 days of notification by GRFD.
12. Provide 30 days' notice of any fee schedule change, or when appropriate, notice of a pending fee schedule change.
13. Provide GRFD with any additional information as required or reasonably necessary to carry out the intent of this Agreement.

ATTACHMENT B

GRFD SERVICES

1. Billing Services. GRFD will:
   A. Bill on behalf of and in the name (as directed by Provider) of Provider receivables generated by such billings and claims for reimbursement. Provider will not be required to perform any measures that would require GRFD to be licensed as a collection agency in Arizona.
   B. Generate a bill on behalf of and in the name of Provider for all claims for indemnification from Blue Cross/Blue Shield, insurance companies, attorneys, Medicare, AHCCCS, and all other third-party payers or fiscal intermediaries for all covered billable EMS services provided to patients.
   C. Represent Provider, when necessary, when claims require appeal, review, fair hearing, or post payment audit. GRFD will charge all expenses to Provider, and Provider will pay the charges within ten days after receipt of invoice.
   D. Determine reason for overdue payments based on historical payment trends.
   E. Bill all transports submitted with complete information within two business days of receipt.
   F. Post all identifiable payment receipts within two business days of receipt.
   G. Make an attempt to contact the responsible party if third party information is incomplete or not present.
   H. Request demographic information from the "transport to location" if third party information is incomplete or missing.
   I. Check prior transportation billing history, and AHCCCS eligibility.
   J. Monitor payer trends and claim status of slow payers. Elevate payer contact when payment trends indicate established parameters have been exceeded based on monthly statistical analysis of payer balances and aging.
   K. Bill private pay balances and accounts a maximum of two times (provided the address on file is accurate).
   L. Make claim status inquiries on all unpaid third-party accounts.
   M. Based on Billing Information input/provided by Provider, submit claims electronically or via U.S. Mail to Payers and patients, as applicable, for Provider Services and instruct payments to be mailed or transmitted to an address/account designated by Provider.
   N. Automatically bill secondary or private pay balances upon posting of primary payment.
   0. At the request of Provider, appeal inappropriately denied claims upon receipt of the denial or supporting medical necessity documentation.
   P. Respond promptly to all patient inquiries regarding patient statements.
   Q. Except with respect to patients who have entered into a payment plan with Provider, as otherwise directed by Provider and as otherwise determined by GRFD in its good faith determination, turn over to a collection agency selected by Provider, all accounts that remain unpaid after 120 days from the date the initial statements were delivered, or date last payment was made, whichever is latest. Provider acknowledges and accepts patient payment plans that will cause the account to be paid within 12 months and considers those accounts to be current. Requests for plans in excess of 12 months will be referred to the Provider's chosen collection agency for processing.

2. Consultation Services. GRFD will:
   A. Advise and consult with Provider regarding billing logistics for ambulance services provided by Provider;
   B. Assist Provider, at the request of Provider, in the establishment and implementation of procedures for Provider's Services as they relate to established payer guidelines, procedures and requirements.
   C. Provide assistance with requesting and implementing rate increases.

3. Report Services. Except for reports relating to the actual collections or billing activities performed by GRFD, GRFD does not warrant or represent the accuracy of any reports generated for or delivered to Provider. Provider is solely responsible for the accuracy of any forecasts or statistical data generated for Provider. Subject to the foregoing, GRFD will:
   A. Provide monthly reports, to be sent no later than the I0th business day following receipt of final transportation and payment documentation for the prior month's billing, as follows:
      l. Call detail report;
      11. Call summary report;
      111. Charge detail and summary report;
      IV. Crew analysis report;
      v. Receivables distribution report;
      vi. Twelve-month charge/credit analysis report;
      vii. Unit analysis report
      viii. Credit detail and summary report;
      ix. Collection activity report; and
      x. Aging detail report.
   B. Provide collection percentages by period billed both gross and net of mandated allowable amounts.
   C. Provide a one-business-day turnaround for requested standard operational reports.
   D. Provide statistical data for completion of annual reporting requirements.
   E. Provide financial forecasts when requested.

4. Insurance. GRFD will maintain in force at all times during the performance of this Agreement the following policy or policies of insurance covering its operations listed on Attachment B-1.

ATTACHMENT B-1

INSURANCE

A. Comprehensive General Liability, including contractual liability, with a combined single limit of one million dollars ($1,000,000.00) per occurrence, two million dollars ($2,000,000.00) aggregate; and (b) professional liability (errors and omissions, negligence and intentional acts by the company damaging the Provider) with a combined single limit of one million dollars ($1,000,000.00) per occurrence, two million dollars ($2,000,000.00) aggregate.

B. Copies of GRFD's certificates of insurance evidencing the coverage required as set forth above will be provided to Provider upon request. This is a condition precedent to the formation of any obligation by the Provider to compensate GRFD under this Agreement.

ATTACHMENT C

COMPENSATION

This Attachment defines the compensation due to GRFD under this Agreement.

1. Fees.
   1.1. Provider will pay a fee equal to 7% of the Net Payments for services billed by GRFD during the term. "Net Payments" means all amounts collected from any source, net of refunds, from the Provider Services billed by GRFD.
   1.2. In the event Provider adopts an EMS membership program and GRFD is engaged to administer the collection or tracking of the Provider's EMS membership program, the Provider's fee under paragraph 1.1 above will increase to 8%.
   1.3. GRFD will bill record research fees, copy fees, re-bill fees-reactivate account fees, and postage fees to the requesting entity; provided, however, that Provider will pay 100% of any such fees that have been remitted to Provider rather than GRFD within ten days of receipt of amount paid.

2. Payment Terms. GRFD will provide an invoice to Provider for GRFD's fee and expenses no later than 15 days after the close of each calendar month, and Provider will pay the invoice amount within 10 days of its receipt of the invoice. The invoice will set forth GRFD's fee, based on the collections received during the preceding calendar month by Provider for services billed by GRFD. Any amounts that remain unpaid after thirty (30) days will accrue interest at the rate of 1% per month.

ATTACHMENT D

BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum ("Addendum") is made a part of and incorporated into the Agreement.

1. Definitions. Except as otherwise set forth in this Addendum or the Agreement, all capitalized terms have the same meaning as set forth in the Requirements, as such may be amended from time to time.

(a) **"Disclose"** has the same meaning as the term "disclosure" in 45 C.F.R. § 160.103.

(b) **"EPHI"** has the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103, but limited to information created or received by GRFD as a Business Associate of Provider.

(c) **"PHI"** has the same meaning as the term "protected health information" in 45 C.F.R. § 160.103, but limited to information created or received by GRFD as a Business Associate of Provider.

(d) **"Secretary"** means the Secretary of the Department of Health and Human Services or his or her designee.

2. **GRFD's Obligations.** GRFD will:

(a) Not Use or Disclose PHI except as permitted or required by this Addendum or as Required By Law;

(b) Implement appropriate safeguards to prevent the Use or Disclosure of PHI, except as set forth in this Addendum;

(c) Implement Administrative, Physical and Technical Safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of EPHI;

(d) Promptly report to Provider: (i) any Use or Disclosure of PHI by GRFD or a third party to which GRFD has Disclosed PHI that is not contemplated by this Addendum, including any Breach of Unsecured PHI; and (ii) any Security Incident, of which GRFD becomes aware;

(e) Mitigate, to the extent possible, any harmful effects (known to GRFD) from any Use or Disclosure not permitted by this Addendum;

(f) Ensure that any agents, including subcontractors, to whom GRFD provides PHI or EPHI agrees to the same restrictions and conditions in this Addendum;

(g) Provide, in accordance with Provider's reasonable request, to Provider or to a third party, as directed by Provider, in accordance with the Requirements, access to PHI in a Designated Record Set;

(h) Make any amendment to PHI in a Designated Record Set that Provider has agreed to pursuant to 45 C.F.R. § 164.526;

(i) Document any Disclosures of PHI necessary to provide an accounting of Disclosures in accordance with 45 C.F.R. § 164.528, and will provide the accounting to Provider upon request;

G) To the extent GRFD carries out any obligations of Provider under the Requirements, GRFD will comply with the Requirements that apply to Provider in the performance of such obligations; and

(k) Make its internal practices, books, records relating to the Use and Disclosure of PHI available to the Secretary for purposes of determining Provider's compliance with the Requirements.

3. **Permitted Uses and Disclosures.** Except as otherwise set forth in this Addendum, GRFD may:

(a) Use or Disclose PHI to perform its duties and obligations pursuant to the Agreement or this Addendum; provided that such Use or Disclosure complies with the Requirements;

(b) Use PHI for its management and administration or to carry out GRFD's legal responsibilities;

(c) Disclose PHI for the purposes in Section 3(b), if (i) the Disclosure is required by law, or (ii) GRFD obtains reasonable assurances from the persons or entities to whom the PHI is Disclosed that (A) the PHI will remain confidential and will not be used or further Disclosed except as Required By Law or for the purpose for which it was Disclosed to the person, and (B) the person will notify GRFD of any instances of which it becomes aware that the confidentiality of the PHI has been breached.

4. **Provider's Obligations.** Provider will notify GRFD of any:

(a) Limitation in Provider's Notice Of Privacy Practices, as required by the Requirements, which may affect GRFD's Use or Disclosure of PHI;

(b) Changes in or revocation of an individual's permission to Use or Disclose PHI, to the extent that such change may affect GRFD's Use or Disclosure of PHI; and

(c) Restriction regarding the Use or Disclosure of an individual's PHI that Provider has agreed to in accordance with 45 C.F.R. § 164.522, to the extent that such restriction may affect GRFD's Use or Disclosure of the PHI.

5. **Termination.** Notwithstanding any provision in the Agreement to the contrary, the Agreement or this Addendum may be terminated pursuant to the following terms:

(a) **Termination for Cause.** If GRFD materially breaches this Addendum, Provider may:

(1) Provide GRFD an opportunity to cure the breach or end the violation; provided that, if GRFD does not cure the breach or end the violation within the time specified by Provider, Provider may terminate this Addendum and the Agreement;

(2) Immediately terminate this Addendum and the Agreement if cure is not possible; or

(3) If neither termination nor cure is feasible, Provider will report the violation to the Secretary.

(b) **Effect of Termination.** Upon termination of the Agreement, GRFD will return or destroy all PHI. If it is not feasible for GRFD to return or destroy the PHI, (i) GRFD will notify Provider of such infeasibility; (ii) GRFD will limit GRFD's Use and Disclosure of such PHI to the purpose which makes it infeasible for GRFD to return or destroy the PHI; and (iii) the terms and conditions set forth in this Addendum will continue with respect to the PHI for so long as GRFD maintains the PHI.

6. **Amendment of Requirements.** If the Requirements are amended and the amendments require an amendment to this Addendum to comply with the amendments to the Requirements, notwithstanding anything in this Addendum or the Agreement to the contrary, this Addendum will be amended automatically, without any signed, written amendment by GRFD or Provider, to comply with the amendments. All applicable Requirements, including all future applicable Requirements, are hereby incorporated in this Addendum by this reference, as if they were set forth herein in full.

7. **Interpretation.** Any ambiguity in this Addendum will be resolved to permit Provider to comply with the Requirements. To the extent there are any inconsistencies between this Addendum and the Agreement, this Addendum will govern. Nothing in this Addendum will be construed to create any rights or remedies in any third parties. This Addendum replaces and supersedes any prior business associate agreements between the parties with respect to services provided under the Agreement.

ATTACHMENT E

State Provisions

1. Employment Discrimination. GRFD and its Subcontractors will not discriminate on the grounds of age, race, color, national origin, religion, sex, disability, familial status, or any other protected basis in the selection, treatment, and retention of employees, subcontractors or in the procurement of materials and leases of equipment. GRFD and any Subcontractor will not participate, either directly or indirectly, in any type of discrimination prohibited by any federal, state, or local law, including but not limited to Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975.

2. Legal Arizona Workers Act.
   2.1. In compliance with A.RS. §41-4401, GRFD hereby warrants that it will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to GRFD's employment of its employees, and with the E-Verify requirements of A.R.S. §23-214 (A) (together the "State and Federal Immigration Laws"). GRFD will further ensure that each subcontractor who performs any work for GRFD under this Agreement likewise complies with the State and Federal Immigration Laws.
   2.2. To the extent required by applicable state law, GRFD agrees and warrants that Provider will have the right at any time to inspect the books and records of GRFD and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws. GRFD agrees that any act by GRFD or a subcontractor of GRFD that results in the impediment or denial of access of the books and records of GRFD or its subcontractor will be a default and material breach of this Agreement on the part of GRFD.
   2.3. Nothing herein will make GRFD or any subcontractor of GRFD an agent or employee of Provider. Nothing herein will act to establish privity of contract between Provider and any subcontractor of GRFD.
   2.4. Any breach of GRFD's or any of GRFD's subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this Section, will be deemed to be a material breach of this Agreement subjecting GRFD to penalties up to and including suspension or termination of this Agreement. If the breach is by a subcontractor of GRFD, and the subcontract is suspended or terminated as a result, GRFD will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, subject to Provider's approval, as soon as possible to avoid delay in the providing of services. Any additional costs attributable directly or indirectly to remedial action under this Section will be the responsibility of GRFD.
   2.5. GRFD will advise each of GRFD's subcontractors of Provider's rights and the subcontractor's obligations under this Section by including a provision in its contract with each subcontractor in the following form:

> "SUBCONTRACTOR hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to SUBCONTRACTOR's employees, and with the requirements of A.RS. § 23-214

(A). SUBCONTRACTOR further agrees that the PROVIDER may inspect the SUBCONTRACTOR'S books and records to insure that SUBCONTRACTOR is in compliance with these requirements. Any breach of this Section by SUBCONTRACTOR will be deemed to be a material breach of this contract subjecting SUBCONTRACTOR to penalties up to and including suspension or termination of this contract."

3. Non-appropriation. Provider's obligations under this Agreement will be subject to the right of non-appropriation. In the event the Governing Body of Provider fails to appropriate sufficient funds for the funding of this Agreement, the Agreement will terminate at the end of the fiscal year for which the Governing Body did in fact allocate sufficient funds for the performance of this Agreement. An event of non-appropriation will not be considered an event of default under this Agreement.

4. Prohibited Investments. To the extent applicable, the parties agree to comply with the requirements of A.RS.§§ 35-391.06(A) and 35-393.06(B) and certify that they do not have any scrutinized business operations.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Grant Cesarek, Assistant Chief of Support Services

MTG. DATE: April 21, 2026

SUBJECT: DISCUSSION AND/OR POSSIBLE ACTION REGARDING AN INTERGOVERNMENTAL AGREEMENT WITH THE TOWN OF ORO VALLEY PROVIDING LOCATIONS AND FIBER OPTIC ACCESS FOR THE ORO VALLEY POLICE DEPARTMENT DRONE AS FIRST RESPONDER PROGRAM

ITEM #: 9F

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

BACKGROUND

The Town of Oro Valley (TOV) has been awarded grant funding to implement the Drone as First Responder (DRF) program. Stipulations of the grant require the drone ports be housed on government facilities. The drone ports must be strategically located to provide proper coverage, with a radius of 3.5 miles per port, making GRFD stations 375 and 377 ideal locations for the installation of the ports and required radar systems. GRFD will allow TOV to install the electrical infrastructure, drone ports and fiber optic access for the program. Cost of installation, infrastructure, hardware, and permitting will be TOV responsibility. GRFD will be responsible for any increased electrical costs, anticipated to be minimal, and provide access to the drone ports for TOV personnel to performance maintenance and inspections as needed. The DRF program is managed and operated by the TOV, at no time will GRFD be construed as a partner in the program or have access to any data, images, video, etc. from the program. This is a five year agreement, with two year automatic renewals, and optional termination with a 30 day notice.

RECOMMENDED MOTION

Motion to approve the Intergovernmental Agreement with the Town of Oro Valley allowing the installation of Drone as First Responder at GRFD stations 375 and 377.

Intergovernmental Agreement
By and Between The Town of Oro Valley and The Golder Ranch Fire District
For Drone As First Responder Program

This Intergovernmental Agreement (the Agreement) is entered into by and between the Town of Oro Valley, an Arizona municipal corporation (the Town) and Golder Ranch Fire District, an Arizona fire district (the District or GRFD).

RECITALS

A. GRFD provides fire and emergency services within its jurisdictional boundaries from ten fire stations including fire stations located within the Town.
B. GRFD is authorized to enter this Agreement pursuant to A.R.S. §48-805 and §11-952.
C. The Town operates the Oro Valley Police Department (OVPD), which provides public safety services within the jurisdictional boundaries of the Town.
D. The Town is authorized to enter this Agreement pursuant to A.R.S. §11-952.
E. The Town and GRFD have overlapping boundaries and have a long history of working together to provide enhanced public safety to their shared community.
F. The Town desires to enhance its public safety response through the implementation and operation of an OVPD Drone as First Responder Program (OVPD DFR Program) which would allow an OVPD remote operator to deploy a drone to a scene to provide live feed information to improve OVPD's response and situational awareness.
G. The OVPD DFR Program requires its drones to be deployed quickly from strategic locations.
H. The Town and GRFD have identified approved rooftop locations at GRFD Stations 375 and 377 (the Approved GRFD Locations) as strategic locations for the OVPD's DFR Program to install, house, operate and maintain its drones, required radar equipment, and any other necessary or reasonably required equipment and infrastructure (collectively, the DFR Program Equipment).
I. GRFD and the Town have each determined it is mutually beneficial for the Town to install, house, operate, and maintain drones at the Approved GRFD Locations as part of the OVPD DFR Program upon the terms and conditions as set forth in this Agreement.

Now, for the mutual promises contained in this Agreement, the parties agree as follows.

1. Recitals. The Recitals set forth above are incorporated into the terms and conditions of this Agreement.
2. Effective Date. This Agreement shall be effective as of the date of the final signature set forth below (the Effective Date).
3. Term. The initial term of this Agreement shall be five (5) years from the Effective Date and shall automatically renew for successive two (2) year terms unless sooner terminated as set forth in this Agreement. Term shall refer to the initial term and any renewals or extensions of this Agreement including any amendments to this Agreement.

4. Termination. Either party may terminate this Agreement for any reason by providing the other party with thirty (30) days written notice. Upon termination, the Town shall remove all DFR Program Equipment and return GRFD property to its original condition. This Agreement may be terminated pursuant to A.R.S. §38-511 as may be amended from time to time.
5. Purpose. The purpose of this Agreement is to mutually enhance the public safety response by OVPD and GRFD within the Town through the implementation and operation of the OVPD DFR Program.
6. Budget. Each Party represents and warrants that it has within its respective budget, sufficient funds to discharge the obligations and duties as set forth under this Agreement. Should either party fail to appropriate continued funding during the term of this Agreement, then this Agreement shall be deemed to terminate by operation of law.
7. Scope. This Agreement defines the rights and responsibilities of the parties related to the OVPD DFR Program.
8. Obligations of the Town.
    a. Access and Installation. The Town, including the Town's designated contractors, shall be solely responsible for installing, inspecting, maintaining, repairing, and placing DFR Program Equipment.
    b. No Interference. Neither the Town's access nor any aspect of the OVPD DFR Program shall interfere with GRFD operations.
    c. Management, Operation, and Maintenance. The Town shall have sole responsibility for managing, operating, and maintaining all aspects of the OVPD DFR Program including but not limited to operation, software and hardware updates, scheduled and unscheduled maintenance, repairs, and emergency troubleshooting. All images and data generated by the OVPD DFR Program shall remain the property of OVPD and the Town.
    d. Compliance. The Town shall be solely responsible for compliance with all Federal, State, and municipal statutes, rules, regulations, and requirements associated with the OVPD DFR Program.
9. Obligations of GRFD.
    a. Access and Installation. GRFD grants the Town and the Town's designated contractors, reasonable access to GRFD Approved Location, for the purpose of installing, inspecting, maintaining, repairing, and placing DFR Program launch platforms, equipment, and reasonable supporting infrastructure including electric lines and wired internet cabling.
    b. Utilities. GRFD shall provide the Town access to GRFD's electric power for the OVPD DFR Program. The monthly electric power expense shall be provided at GRFD's expense. The Town shall be responsible for all hardware, software, installation, and other costs to connect, and maintain the electric power.
    c. Fiber Optics. GRFD shall provide the Town with access to GRFD's fiber optic service for the Town to establish its own data connections. The monthly fiber optics expense shall be provided at GRFD's expense. The Town shall be responsible for all hardware, software, installation, and other costs to connect, and maintain the

connection and shall be subject to GRFD's firewall and any other security as GRFD deems appropriate.

10. Costs. Except as set forth above related to electric and fiber optics connections, the Town shall be solely responsible for all costs and expenses associated with every aspect of the OVPD DFR Program and the Town shall retain ownership of all DFR Program Equipment.
11. No Partnership. Nothing in this Agreement shall be construed as establishing a partnership, joint venture, or similar relationship between the Town and GRFD and nothing in this Agreement shall be construed to authorize either Party to act as an agent for the other.
12. Employees. Each Party's employees shall remain under the exclusive direction and control of their respective employer, and no employee of a Party shall be considered an employee of the other Party or a joint employee.
13. Notices. All notices required by this agreement shall be in writing delivered to the person and addresses specified below or to such other persons or addresses as either party may designate to the other party by written notice. Notices are deemed received 48 hours after they are placed in the U.S. Post, First Class, prepaid, and addressed to the Office of the Fire Chief. Notices are deemed received immediately, if provided by hand delivery to the Office of the Fire Chief.

    To the Town:
    Attention Town Manager
    11000 N. La Cañada Drive
    Oro Valley, AZ 85737

    To GRFD:
    Attention Fire Chief
    1600 E. Hanley Blvd.
    Oro Valley, AZ 85737

14. Insurance. The Town shall provide proof of insurance, naming GRFD as an additional insured, throughout the duration of this Agreement including all renewals and extensions, with limits of not less than two million dollars per occurrence and three million dollars in the aggregate. The insurance limits set forth shall not be deemed to limit the scope of indemnification. A Party may satisfy the insurance requirements with an equivalent program of self-insurance as approved by the other Party.
15. Indemnification. To the extent permissible by law, each Party shall indemnify, defend, and hold harmless the other Party, and the other Party's employees, officers, and agents, from and against any and all claims (including, but not limited to, intellectual property infringement), damages, losses, liabilities, expenses (including all expenses associated with litigation up through final appeal, and costs (including all court costs up through final appeal) arising out of or resulting from any negligent or intentional act, willful misconduct, omission, violation of applicable law, or breach of this Agreement by the indemnifying Party or any party acting at its direction or on its behalf but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officer, officials, agents, employees, or volunteers. Each Party expressly reserves the right to retain separate counsel at its own expense to participate in the defense or settlement of such claims.
16. Attorney's Fees and Costs. Should it become necessary to retain legal counsel to enforce and provision of this Agreement, the Parties agree that the prevailing Party shall be entitled to the award of reasonable attorney's fees and other costs.

17. Construction. This Agreement has been negotiated by the Parties, and no Party has acted under compulsion or duress, therefore the Parties waive any rule of interpretation which would construe any provision of this Agreement against any party who drafted this Agreement.
18. Entire Agreement. Amendments; Assignments. This document, including all Attachments, constitutes the entire agreement between the Parties. This Agreement shall not be modified, amended, or extended except by written amendment signed by both Parties. Neither Party may assign its rights or obligations under this Agreement without the prior written consent of the other Party.
19. No Waiver. No waiver of satisfaction of a condition or nonperformance of an obligation under this agreement will be effective unless it is in writing and signed by the Party granting the waiver. A waiver of satisfaction of a condition or nonperformance of an obligation under this Agreement will not be construed as a waiver of any earlier or later breach of the same term or as a waiver of the term itself. A non-breaching Party's continued performance after a breach, failure to give notice of a breach, or failure to enforce or exercise a right under this Agreement will not be deemed a waiver of the breach.
20. Warranty. Each Party hereby represents and warrants to the other Party that (i) such Party has the right, power, and authority to enter into this Agreement and to full perform all its obligations hereunder; and (ii) the making of this Agreement does not violate any Agreement existing between such Party and any third party.
21. Governing Law and Venue. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona without regard to its conflicts of law principles. Jurisdiction and venue for any dispute arising out of this Agreement shall exclusively rest in Pima County, Arizona.
22. Force Majeure. Neither Party will be responsible for any failure or delay in its performance under this Agreement (except for any payment obligations) due to causes beyond its reasonable control, including, but not limited to, labor disputes, strikes, lockouts, war, terrorism, riots, pandemics, epidemics, or acts of God.

As approved by the Golder Ranch Fire District on this 21st day of April, 2026.

_____
Vice-Chairperson, Wally Vette

Attest:

_____
Clerk of the Board, Sandra Outlaw

As approved by the Town of Oro Valley on this ___ day of April, 2026.

_____
Mayor

Attest:

_____

REVIEWED AND APPROVED AS TO FORM

Pursuant to A.R.S. § 11-952, the attorney for each Party has determined that this Agreement is in proper form and is within the powers and authority granted to each respective party under the laws of the State of Arizona.

Attorney for Golder Ranch Fire District

_____
Donna Aversa

Date: April 21, 2026

Attorney for Town of Oro Valley

_____
Date:

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Grant Cesarek, Assistant Chief of Support Services

MTG. DATE: April 21, 2026

SUBJECT: DISCUSSION AND/OR ACTION REGARDING THE APPROVAL OF A CONSTRUCTION AGREEMENT WITH CONCORD GENERAL CONTRACTING FOR THE COMPLETION OF RENOVATIONS TO THE GRFD TRAINING AND FLEET BUILDINGS

ITEM #: 9G

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

BACKGROUND

In October of 2025 the Governing Board approved staff to proceed with the design and construction drawings for the completion of renovations to the training and fleet buildings as part of the 2019 voter approved bond election, with a total price not to exceed $5.7 million. Seaver Franks Architecture has completed the construction design and drawings, receiving approval from Pima County for permits, allowing Concord General Contracting to proceed with the subcontractor bid process. The item presented to the board is the AIA contract to complete construction with a gross maximum price of $4,773,500. This includes 6% contingency and conservative allowances for items that have require the scope of work to be finalized, such as audio visual needs. Staff will continue a value engineering process to reduce the total cost while maintaining the spirit of the renovation design. If approved, staff will provide a notice to proceed and construction is tentatively planned to begin April 27, 2026.

RECOMMENDED MOTION

Motion to approve the agreement with Concord General Contracting for the completion of renovations to the training and fleet buildings with a gross maximum price of $4,773,500.

AIA® Document A102® – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price

AGREEMENT made as of the Ninth day of April in the year Two Thousand Twenty-six
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Golder Ranch Fire District
3885 East Golder Ranch Drive
Tucson, Arizona 85739
Telephone Number: 520-825-5902

and the Contractor:
(Name, legal status, address and other information)

Concord General Contracting, Inc.
5828 North Oracle Road
Suite 150
Tucson, Arizona 85704

for the following Project:
(Name, location and detailed description)

Golder Ranch Fire District

Training and Maintenance Facility Upgrades
3895 East Golder Ranch Drive
Tucson, Arizona 85739

The Architect:
(Name, legal status, address and other information)

Seaver Franks Architects AIA
2552 North Alvernon Way
Tucson, Arizona 85712
Telephone Number: 520-795-4000

The Owner and Contractor agree as follows.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A102™–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. If anything in the other Contract Documents, other than a Modification, is inconsistent with this Agreement, this Agreement shall govern. An enumeration of the Contract Documents, other than a Modification, appears in Article 16.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

The work of this contract shall include all labor, material, transportation, equipment, administration, etc. as necessary to construct the structure, furnish and install all equipment to complete all work as described in the contract documents within the contract limit lines. All work that is referred to as N.I.C. (not in contract) shall not be included in the work.

ARTICLE 3 RELATIONSHIP OF THE PARTIES

The Contractor accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Contractor's skill and judgment in furthering the interests of the Owner; to furnish efficient business administration and supervision; to furnish at all times an adequate supply

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of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish and approve, in a timely manner, information required by the Contractor and to make payments to the Contractor in accordance with the requirements of the Contract Documents.

ARTICLE 4 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 4.1 The date of commencement of the Work shall be:
(Check one of the following boxes.)

[ ] The date of this Agreement.

[X] A date set forth in a notice to proceed issued by the Owner.

[ ] Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 4.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 4.3 Substantial Completion

§ 4.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:
(Check one of the following boxes and complete the necessary information.)

[X] Not later than 280 (Two hundred eighty) calendar days from the date of commencement of the Work.

[ ] By the following date:

§ 4.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date

§ 4.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 4.3, liquidated damages, if any, shall be assessed as set forth in Section 5.1.6.
All adjustments of the Contract Time shall be requested in writing by the Contractor, approved by the Architect and Owner and issued by the Architect in writing. There is no provision in the agreement for liquidated damages.

ARTICLE 5 CONTRACT SUM

§ 5.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum is the Cost of the Work as defined in Article 7 plus the Contractor's Fee.

§ 5.1.1 The Contractor's Fee:
(State a lump sum, percentage of Cost of the Work, or other provision for determining the Contractor's Fee.)

The Contractor shall be paid the actual cost of the work plus a fee of five percent (5%). The actual cost of the work shall include sales tax. Contract price is defined as all costs of this work outlined in Article 7 including the Contractors Fee as well as Contractors Risk Contingency.

§ 5.1.2 The method of adjustment of the Contractor's Fee for changes in the Work:

For changes in the scope of the work or adjustments to the Guaranteed Maximum Price for change orders shall be based on the following: If any change order results in an increase in cost, the contract shall be increased in an

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amount including the cost of the work plus the contractor's fee in the amount of five percent (5%) of the total increase. If any change order item results in a decrease in cost the amount less shall be the actual reduction in the cost of the work plus a fee of five percent (5%) total of the decreased cost of the work.

Adjustments of the contract sum for items covered by Allowance shall be based on the following: any cost of installation, use of equipment, overhead, profit, etc. except as noted in the contract documents shall be included in the contract sum and shall not be included in the Allowance. The costs for work performed under Allowances shall be properly itemized and supported by invoices and other sufficient substantiating data to permit evaluation. Allowances shall be added together to determine the total amount of all allowances, and all actual costs for work performed under all allowances. Any difference between the total amount of all allowances and the total amount of all actual costs of all allowances shall be adjusted as follows: if actual costs exceed the amount of Allowances, the contract sum shall be increased in the amount of the excess plus costs of sales tax, insurance, bond (if applicable) plus the Contractor's Fee of five percent (5%) of the total increases for overhead and profit.

Construction Contingency: The Owner will maintain a separately identified contingency amount (The Construction Contingency) The Construction Contingency is not allocated to an item in the cost of the project and is established for the Contractor's use as may be required for costs incurred in the Work from unforeseen causes or details which should have been anticipated by the Contractor at the time of the Owner's approval of the GMP. Such unanticipated causes or details include, but not limited to, refinement of details of design within the scope of standards, quality and quantities which are reasonably inferable from the GMP documents, the correction of minor defects not relating to design, delays in receipt of materials due to no fault of the Contractor, corrections in the Work provided the Contractor has exhausted all reasonable means to obtain correction of same from responsible Subcontractor, labor and material overruns and additional costs relating to Subcontractor defaults. The Contractor may utilize the Construction Contingency for its items within the Cost of the Project thru the issuance of an allowance authorization request.

§ 5.1.3 Limitations, if any, on a Subcontractor's overhead and profit for increases in the cost of its portion of the Work:

Fifteen percent.

§ 5.1.4 Rental rates for Contractor-owned equipment shall not exceed percent (N/A %) of the standard rental rate paid at the place of the Project.

§ 5.1.5 Unit prices, if any:
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price Per Unit ($0.00)
N/A		

§ 5.1.6 Liquidated damages, if any:
(Insert terms and conditions for liquidated damages, if any.)

N/A

§ 5.1.7 Other:
(Insert provisions for bonus, cost savings or other incentives, if any, that might result in a change to the Contract Sum.)

N/A

§ 5.2 Guaranteed Maximum Price

§ 5.2.1 The Contract Sum is guaranteed by the Contractor not to exceed Four Million Seven Hundred Seventy Three Thousand Five Hundred Dollars and Zero Cents ($ 4,773,500.00), subject to additions and deductions by Change Order as provided in the Contract Documents. This maximum sum is referred to in the Contract Documents as the Guaranteed Maximum Price. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Contractor without reimbursement by the Owner.

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§ 5.2.2 Alternates

§ 5.2.2.1 Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
N/A	

§ 5.2.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
N/A		

§ 5.2.3 Allowances, if any, included in the Guaranteed Maximum Price:
(Identify each allowance.)

Item	Price
Audio Visual Control	$95,200
Construction Contingency	$238,690

§ 5.2.4 Assumptions, if any, upon which the Guaranteed Maximum Price is based:
(Identify each assumption.)

N/A

§ 5.2.5 To the extent that the Contract Documents are anticipated to require further development, the Guaranteed Maximum Price includes the costs attributable to such further development consistent with the Contract Documents and reasonably inferable therefrom. Such further development does not include changes in scope, systems, kinds and quality of materials, finishes or equipment, all of which, if required, shall be incorporated by Change Order.

§ 5.2.6 The Owner shall authorize preparation of revisions to the Contract Documents that incorporate the agreed-upon assumptions contained in Section 5.2.4. The Owner shall promptly furnish such revised Contract Documents to the Contractor. The Contractor shall notify the Owner and Architect of any inconsistencies between the agreed-upon assumptions contained in Section 5.2.4 and the revised Contract Documents.

ARTICLE 6 CHANGES IN THE WORK

§ 6.1 Adjustments to the Guaranteed Maximum Price on account of changes in the Work may be determined by any of the methods listed in Article 7 of AIA Document A201™–2017, General Conditions of the Contract for Construction.

§ 6.2 Adjustments to subcontracts awarded on the basis of a stipulated sum shall be determined in accordance with Article 7 of A201–2017, as they refer to "cost" and "fee," and not by Articles 5, 7 and 8 of this Agreement. Adjustments to subcontracts awarded with the Owner's prior written consent on the basis of cost plus a fee shall be calculated in accordance with the terms of those subcontracts.

§ 6.3 In calculating adjustments to the Guaranteed Maximum Price, the terms "cost" and "costs" as used in Article 7 of AIA Document A201–2017 shall mean the Cost of the Work as defined in Article 7 of this Agreement and the term "fee" shall mean the Contractor's Fee as defined in Section 5.1.1 of this Agreement.

§ 6.4 If no specific provision is made in Article 5 for adjustment of the Contractor's Fee in the case of changes in the Work, or if the extent of such changes is such, in the aggregate, that application of the adjustment provisions of Article 5 will cause substantial inequity to the Owner or Contractor, the Contractor's Fee shall be equitably adjusted on the same basis that was used to establish the Fee for the original Work, and the Guaranteed Maximum Price shall be adjusted accordingly.

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ARTICLE 7 COSTS TO BE REIMBURSED

§ 7.1 Cost of the Work

§ 7.1.1 The term Cost of the Work shall mean costs necessarily incurred by the Contractor in the proper performance of the Work. The Cost of the Work shall include only the items set forth in this Article 7.

§ 7.1.2 Where, pursuant to the Contract Documents, any cost is subject to the Owner's prior approval, the Contractor shall obtain such approval in writing prior to incurring the cost.

§ 7.1.3 Costs shall be at rates not higher than the standard paid at the place of the Project, except with prior approval of the Owner.

§ 7.2 Labor Costs

§ 7.2.1 Wages or salaries of construction workers directly employed by the Contractor to perform the construction of the Work at the site or, with the Owner's prior approval, at off-site workshops.

§ 7.2.2 Wages or salaries of the Contractor's supervisory and administrative personnel when stationed at the site and performing Work, with the Owner's prior approval.

§ 7.2.2.1 Wages or salaries of the Contractor's supervisory and administrative personnel when performing Work and stationed at a location other than the site, but only for that portion of time required for the Work, and limited to the personnel and activities listed below:
(Identify the personnel, type of activity and, if applicable, any agreed upon percentage of time to be devoted to the Work.)

N/A

§ 7.2.3 Wages or salaries of the Contractor's supervisory or administrative personnel engaged at factories, workshops or while traveling, in expediting the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work.

§ 7.2.4 Costs paid or incurred by the Contractor, as required by law or collective bargaining agreements, for taxes, insurance, contributions, assessments, and benefits and, for personnel not covered by collective bargaining agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, provided such costs are based on wages and salaries included in the Cost of the Work under Sections 7.2.1 through 7.2.3.

§ 7.2.5 If agreed rates for labor costs, in lieu of actual costs, are provided in this Agreement, the rates shall remain unchanged throughout the duration of this Agreement, unless the parties execute a Modification.

§ 7.3 Subcontract Costs

Payments made by the Contractor to Subcontractors in accordance with the requirements of the subcontracts and this Agreement.

§ 7.4 Costs of Materials and Equipment Incorporated in the Completed Construction

§ 7.4.1 Costs, including transportation and storage at the site, of materials and equipment incorporated, or to be incorporated, in the completed construction.

§ 7.4.2 Costs of materials described in the preceding Section 7.4.1 in excess of those actually installed to allow for reasonable waste and spoilage. Unused excess materials, if any, shall become the Owner's property at the completion of the Work or, at the Owner's option, shall be sold by the Contractor. Any amounts realized from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

§ 7.5 Costs of Other Materials and Equipment, Temporary Facilities and Related Items

§ 7.5.1 Costs of transportation, storage, installation, dismantling, maintenance, and removal of materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Contractor at the site and fully consumed in the performance of the Work. Costs of materials, supplies, temporary facilities, machinery, equipment, and tools, that are not fully consumed, shall be based on the

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cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Contractor shall mean fair market value.

§ 7.5.2 Rental charges for temporary facilities, machinery, equipment, and hand tools not customarily owned by construction workers that are provided by the Contractor at the site, and the costs of transportation, installation, dismantling, minor repairs, and removal of such temporary facilities, machinery, equipment, and hand tools. Rates and quantities of equipment owned by the Contractor, or a related party as defined in Section 7.8, shall be subject to the Owner's prior approval. The total rental cost of any such equipment may not exceed the purchase price of any comparable item.

§ 7.5.3 Costs of removal of debris from the site of the Work and its proper and legal disposal.

§ 7.5.4 Costs of the Contractor's site office, including general office equipment and supplies.

§ 7.5.5 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, subject to the Owner's prior approval.

§ 7.6 Miscellaneous Costs

§ 7.6.1 Premiums for that portion of insurance and bonds required by the Contract Documents that can be directly attributed to this Contract.

§ 7.6.1.1 Costs for self-insurance, for either full or partial amounts of the coverages required by the Contract Documents, with the Owner's prior approval.

§ 7.6.1.2 Costs for insurance through a captive insurer owned or controlled by the Contractor, with the Owner's prior approval.

§ 7.6.2 Sales, use, or similar taxes, imposed by a governmental authority, that are related to the Work and for which the Contractor is liable.

§ 7.6.3 Fees and assessments for the building permit, and for other permits, licenses, and inspections, for which the Contractor is required by the Contract Documents to pay.

§ 7.6.4 Fees of laboratories for tests required by the Contract Documents; except those related to defective or nonconforming Work for which reimbursement is excluded under Article 13 of AIA Document A201–2017 or by other provisions of the Contract Documents, and which do not fall within the scope of Section 7.7.3.

§ 7.6.5 Royalties and license fees paid for the use of a particular design, process, or product, required by the Contract Documents.

§ 7.6.5.1 The cost of defending suits or claims for infringement of patent rights arising from requirements of the Contract Documents, payments made in accordance with legal judgments against the Contractor resulting from such suits or claims, and payments of settlements made with the Owner's consent, unless the Contractor had reason to believe that the required design, process or product was an infringement of a copyright or a patent, and the Contractor failed to promptly furnish such information to the Architect as required by Article 3 of AIA Document A201–2017. The costs of legal defenses, judgments, and settlements, shall not be included in the Cost of the Work used to calculate the Contractor's Fee or subject to the Guaranteed Maximum Price.

§ 7.6.6 Costs for communications services, electronic equipment, and software, directly related to the Work and located at the site, with the Owner's prior approval.

§ 7.6.7 Costs of document reproductions and delivery charges.

§ 7.6.8 Deposits lost for causes other than the Contractor's negligence or failure to fulfill a specific responsibility in the Contract Documents.

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§ 7.6.9 Legal, mediation and arbitration costs, including attorneys' fees, other than those arising from disputes between the Owner and Contractor, reasonably incurred by the Contractor after the execution of this Agreement in the performance of the Work and with the Owner's prior approval, which shall not be unreasonably withheld.

§ 7.6.10 Expenses incurred in accordance with the Contractor's standard written personnel policy for relocation and temporary living allowances of the Contractor's personnel required for the Work, with the Owner's prior approval.

§ 7.6.11 That portion of the reasonable expenses of the Contractor's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work.

§ 7.7 Other Costs and Emergencies

§ 7.7.1 Other costs incurred in the performance of the Work, with the Owner's prior approval.

§ 7.7.2 Costs incurred in taking action to prevent threatened damage, injury, or loss, in case of an emergency affecting the safety of persons and property, as provided in Article 10 of AIA Document A201–2017.

§ 7.7.3 Costs of repairing or correcting damaged or nonconforming Work executed by the Contractor, Subcontractors, or suppliers, provided that such damaged or nonconforming Work was not caused by the negligence of, or failure to fulfill a specific responsibility by, the Contractor, and only to the extent that the cost of repair or correction is not recovered by the Contractor from insurance, sureties, Subcontractors, suppliers, or others.

§ 7.8 Related Party Transactions

§ 7.8.1 For purposes of this Section 7.8, the term "related party" shall mean (1) a parent, subsidiary, affiliate, or other entity having common ownership of, or sharing common management with, the Contractor; (2) any entity in which any stockholder in, or management employee of, the Contractor holds an equity interest in excess of ten percent in the aggregate; (3) any entity which has the right to control the business or affairs of the Contractor; or (4) any person, or any member of the immediate family of any person, who has the right to control the business or affairs of the Contractor.

§ 7.8.2 If any of the costs to be reimbursed arise from a transaction between the Contractor and a related party, the Contractor shall notify the Owner of the specific nature of the contemplated transaction, including the identity of the related party and the anticipated cost to be incurred, before any such transaction is consummated or cost incurred. If the Owner, after such notification, authorizes the proposed transaction in writing, then the cost incurred shall be included as a cost to be reimbursed, and the Contractor shall procure the Work, equipment, goods, or service, from the related party, as a Subcontractor, according to the terms of Article 10. If the Owner fails to authorize the transaction in writing, the Contractor shall procure the Work, equipment, goods, or service from some person or entity other than a related party according to the terms of Article 10.

ARTICLE 8 COSTS NOT TO BE REIMBURSED

§ 8.1 The Cost of the Work shall not include the items listed below:

- **.1** Salaries and other compensation of the Contractor's personnel stationed at the Contractor's principal office or offices other than the site office, except as specifically provided in Section 7.2, or as may be provided in Article 15;
- **.2** Bonuses, profit sharing, incentive compensation, and any other discretionary payments, paid to anyone hired by the Contractor or paid to any Subcontractor or vendor, unless the Owner has provided prior approval;
- **.3** Expenses of the Contractor's principal office and offices other than the site office;
- **.4** Overhead and general expenses, except as may be expressly included in Article 7;
- **.5** The Contractor's capital expenses, including interest on the Contractor's capital employed for the Work;
- **.6** Except as provided in Section 7.7.3 of this Agreement, costs due to the negligence of, or failure to fulfill a specific responsibility of the Contract by, the Contractor, Subcontractors, and suppliers, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable;
- **.7** Any cost not specifically and expressly described in Article 7; and
- **.8** Costs, other than costs included in Change Orders approved by the Owner, that would cause the Guaranteed Maximum Price to be exceeded.

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ARTICLE 9 DISCOUNTS, REBATES AND REFUNDS

§ 9.1 Cash discounts obtained on payments made by the Contractor shall accrue to the Owner if (1) before making the payment, the Contractor included the amount to be paid, less such discount, in an Application for Payment and received payment from the Owner, or (2) the Owner has deposited funds with the Contractor with which to make payments; otherwise, cash discounts shall accrue to the Contractor. Trade discounts, rebates, refunds, and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Contractor shall make provisions so that they can be obtained.

§ 9.2 Amounts that accrue to the Owner in accordance with the provisions of Section 9.1 shall be credited to the Owner as a deduction from the Cost of the Work.

ARTICLE 10 SUBCONTRACTS AND OTHER AGREEMENTS

§ 10.1 Those portions of the Work that the Contractor does not customarily perform with the Contractor's own personnel shall be performed under subcontracts or other appropriate agreements with the Contractor. The Owner may designate specific persons from whom, or entities from which, the Contractor shall obtain bids. The Contractor shall obtain bids from Subcontractors, and from suppliers of materials or equipment fabricated especially for the Work, who are qualified to perform that portion of the Work in accordance with the requirements of the Contract Documents. The Contractor shall deliver such bids to the Architect and Owner with an indication as to which bids the Contractor intends to accept. The Owner then has the right to review the Contractor's list of proposed subcontractors and suppliers in consultation with the Architect and, subject to Section 10.1.1, to object to any subcontractor or supplier. Any advice of the Architect, or approval or objection by the Owner, shall not relieve the Contractor of its responsibility to perform the Work in accordance with the Contract Documents. The Contractor shall not be required to contract with anyone to whom the Contractor has reasonable objection.

§ 10.1.1 When a specific subcontractor or supplier (1) is recommended to the Owner by the Contractor; (2) is qualified to perform that portion of the Work; and (3) has submitted a bid that conforms to the requirements of the Contract Documents without reservations or exceptions, but the Owner requires that another bid be accepted, then the Contractor may require that a Change Order be issued to adjust the Guaranteed Maximum Price by the difference between the bid of the person or entity recommended to the Owner by the Contractor and the amount of the subcontract or other agreement actually signed with the person or entity designated by the Owner.

§ 10.2 Subcontracts or other agreements shall conform to the applicable payment provisions of this Agreement, and shall not be awarded on the basis of cost plus a fee without the Owner's prior written approval. If a subcontract is awarded on the basis of cost plus a fee, the Contractor shall provide in the subcontract for the Owner to receive the same audit rights with regard to the Subcontractor as the Owner receives with regard to the Contractor in Article 11.

ARTICLE 11 ACCOUNTING RECORDS

The Contractor shall keep full and detailed records and accounts related to the Cost of the Work, and exercise such controls, as may be necessary for proper financial management under this Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Contractor's records and accounts, including complete documentation supporting accounting entries, books, job cost reports, correspondence, instructions, drawings, receipts, subcontracts, Subcontractor's proposals, Subcontractor's invoices, purchase orders, vouchers, memoranda, and other data relating to this Contract. The Contractor shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

ARTICLE 12 PAYMENTS

§ 12.1 Progress Payments

§ 12.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor, and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum, to the Contractor, as provided below and elsewhere in the Contract Documents.

§ 12.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

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§ 12.1.3 Provided that an Application for Payment is received by the Architect not later than the last day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the 15th day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than 15 (fifteen) days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

~~**§ 12.1.4** With each Application for Payment, the Contractor shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner or Architect to demonstrate that payments already made by the Contractor on account of the Cost of the Work equal or exceed progress payments already received by the Contractor plus payrolls for the period covered by the present Application for Payment, less that portion of the progress payments attributable to the Contractor's Fee.~~

§ 12.1.5 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Guaranteed Maximum Price among: (1) the various portions of the Work; (2) any contingency for costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order; and (3) the Contractor's Fee.

§ 12.1.5.1 The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. The schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 12.1.5.2 The allocation of the Guaranteed Maximum Price under this Section 12.1.5 shall not constitute a separate guaranteed maximum price for the Cost of the Work of each individual line item in the schedule of values.

§ 12.1.5.3 When the Contractor allocates costs from a contingency to another line item in the schedule of values, the Contractor shall submit supporting documentation to the Architect.

§ 12.1.6 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed; or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Contractor on account of that portion of the Work and for which the Contractor has made payment or intends to make payment prior to the next Application for Payment, by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

§ 12.1.7 In accordance with AIA Document A201–2017 and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 12.1.7.1 The amount of each progress payment shall first include:

.1 That portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the most recent schedule of values;

.2 That portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction or, if approved in writing in advance by the Owner, suitably stored off the site at a location agreed upon in writing;

.3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified; and

.4 The Contractor's Fee, computed upon the Cost of the Work described in the preceding Sections 12.1.7.1.1 and 12.1.7.1.2 at the rate stated in Section 5.1.1 or, if the Contractor's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work included in Sections 12.1.7.1.1 and 12.1.7.1.2 bears to a reasonable estimate of the probable Cost of the Work upon its completion.

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§ 12.1.7.2 The amount of each progress payment shall then be reduced by:

.1 The aggregate of any amounts previously paid by the Owner;

.2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;

.3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;

.4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017;

.5 The shortfall, if any, indicated by the Contractor in the documentation required by Section 12.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and

.6 Retainage withheld pursuant to Section 12.1.8.

§ 12.1.8 Retainage

§ 12.1.8.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:
(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

Ten percent.

§ 12.1.8.1.1 The following items are not subject to retainage:
(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

N/A

§ 12.1.8.2 Reduction or limitation of retainage, if any, shall be as follows:
(If the retainage established in Section 12.1.8.1 is to be modified prior to Substantial Completion of the entire Work, insert provisions for such modification.)

Upon substantial completion of fifty percent (50%) of the entire work of the construction, retainage will be reduced to five percent (5%) with approval from Owner.

§ 12.1.8.3 Except as set forth in this Section 12.1.8.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 12.1.8. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:
(Insert any other conditions for release of retainage, such as upon completion of the Owner's audit and reconciliation, upon Substantial Completion.)

§ 12.1.9 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 12.1.10 Except with the Owner's prior written approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and suitably stored at the site.

§ 12.1.11 The Owner and the Contractor shall agree upon a mutually acceptable procedure for review and approval of payments to Subcontractors, and the percentage of retainage held on Subcontracts, and the Contractor shall execute subcontracts in accordance with those agreements.

§ 12.1.12 In taking action on the Contractor's Applications for Payment the Architect shall be entitled to rely on the accuracy and completeness of the information furnished by the Contractor, and such action shall not be deemed to be a representation that (1) the Architect has made a detailed examination, audit, or arithmetic verification, of the

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documentation submitted in accordance with Section 12.1.4 or other supporting data; (2) that the Architect has made exhaustive or continuous on-site inspections; or (3) that the Architect has made examinations to ascertain how or for what purposes the Contractor has used amounts previously paid on account of the Contract. Such examinations, audits, and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

§ 12.2 Final Payment

§ 12.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

.1 the Contractor has fully performed the Contract, except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment;

.2 the Contractor has submitted a final accounting for the Cost of the Work and a final Application for Payment; and

.3 a final Certificate for Payment has been issued by the Architect in accordance with Section 12.2.2.

§ 12.2.2 Within 30 days of the Owner's receipt of the Contractor's final accounting for the Cost of the Work, the Owner shall conduct an audit of the Cost of the Work or notify the Architect that it will not conduct an audit.

§ 12.2.2.1 If the Owner conducts an audit of the Cost of the Work, the Owner shall, within 10 days after completion of the audit, submit a written report based upon the auditors' findings to the Architect.

§ 12.2.2.2 Within seven days after receipt of the written report described in Section 12.2.2.1, or receipt of notice that the Owner will not conduct an audit, and provided that the other conditions of Section 12.2.1 have been met, the Architect will either issue to the Owner a final Certificate for Payment with a copy to the Contractor, or notify the Contractor and Owner in writing of the Architect's reasons for withholding a certificate as provided in Article 9 of AIA Document A201–2017. The time periods stated in this Section 12.2.2 supersede those stated in Article 9 of AIA Document A201–2017. The Architect is not responsible for verifying the accuracy of the Contractor's final accounting.

§ 12.2.2.3 If the Owner's auditors' report concludes that the Cost of the Work, as substantiated by the Contractor's final accounting, is less than claimed by the Contractor, the Contractor shall be entitled to request mediation of the disputed amount without seeking an initial decision pursuant to Article 15 of AIA Document A201–2017. A request for mediation shall be made by the Contractor within 30 days after the Contractor's receipt of a copy of the Architect's final Certificate for Payment. Failure to request mediation within this 30-day period shall result in the substantiated amount reported by the Owner's auditors becoming binding on the Contractor. Pending a final resolution of the disputed amount, the Owner shall pay the Contractor the amount certified in the Architect's final Certificate for Payment.

§ 12.2.3 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

§ 12.2.4 If, subsequent to final payment, and at the Owner's request, the Contractor incurs costs, described in Article 7 and not excluded by Article 8, to correct defective or nonconforming Work, the Owner shall reimburse the Contractor for such costs, and the Contractor's Fee applicable thereto, on the same basis as if such costs had been incurred prior to final payment, but not in excess of the Guaranteed Maximum Price. If adjustments to the Contract Sum are provided for in Section 5.1.7, the amount of those adjustments shall be recalculated, taking into account any reimbursements made pursuant to this Section 12.2.4 in determining the net amount to be paid by the Owner to the Contractor.

§ 12.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

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1 % per annum

ARTICLE 13 DISPUTE RESOLUTION

§ 13.1 Initial Decision Maker

The Architect will serve as Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to the Agreement, to serve as Initial Decision Maker.
(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 13.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:
(Check the appropriate box.)

[X] Arbitration pursuant to Section 15 of AIA Document A201–2017

[ ] Litigation in a court of competent jurisdiction

[ ] Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 14 TERMINATION OR SUSPENSION

§ 14.1 Termination

§ 14.1.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 14.1.2 Termination by the Owner for Cause

§ 14.1.2.1 If the Owner terminates the Contract for cause as provided in Article 14 of AIA Document A201–2017, the amount, if any, to be paid to the Contractor under Article 14 of AIA Document A201–2017 shall not cause the Guaranteed Maximum Price to be exceeded, nor shall it exceed an amount calculated as follows:

.1 Take the Cost of the Work incurred by the Contractor to the date of termination;

.2 Add the Contractor's Fee, computed upon the Cost of the Work to the date of termination at the rate stated in Section 5.1.1 or, if the Contractor's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion;

.3 Subtract the aggregate of previous payments made by the Owner; and

.4 Subtract the costs and damages incurred, or to be incurred, by the Owner under Article 14 of AIA Document A201–2017.

§ 14.1.2.2 The Owner shall also pay the Contractor fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Contractor that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 14.1.2.1.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Contractor shall, as a condition of receiving the payments referred to in this Article 14, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Contractor, as the Owner may

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require for the purpose of fully vesting in the Owner the rights and benefits of the Contractor under such subcontracts or purchase orders.

§ 14.1.3 Termination by the Owner for Convenience
If the Owner terminates the Contract for convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:
(Insert the amount of or method for determining the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

§ 14.2 Suspension
The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017; in such case, the Guaranteed Maximum Price and Contract Time shall be increased as provided in Article 14 of AIA Document A201–2017, except that the term "profit" shall be understood to mean the Contractor's Fee as described in Article 5 and Section 6.4 of this Agreement.

ARTICLE 15 MISCELLANEOUS PROVISIONS
§ 15.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 15.2 The Owner's representative:
(Name, address, email address and other information)

Golder Ranch Fire District
Grant Cesarek
3885 East Golder Ranch Drive
Tucson, Arizona 85739

§ 15.3 The Contractor's representative:
(Name, address, email address and other information)

Concord General Contracting, Inc.
JV Nyman
5828 North Oracle Road
Suite 105
Tucson, Arizona 85704

§ 15.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 15.5 Insurance and Bonds
§ 15.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A102™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

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§ 15.5.2 The Contractor shall provide bonds as set forth in AIA Document A102™–2017 Exhibit A, and elsewhere in the Contract Documents.

~~**§ 15.6** Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with a building information modeling exhibit, if completed, or as otherwise set forth below:~~

~~*(If other than in accordance with a building information modeling exhibit, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)*~~

N/A

§ 15.7 Other provisions:

N/A

ARTICLE 16 ENUMERATION OF CONTRACT DOCUMENTS

§ 16.1 This Agreement is comprised of the following documents:

.1 AIA Document A102™–2017, Standard Form of Agreement Between Owner and Contractor

~~**.2** AIA Document A102™–2017, Exhibit A, Insurance and Bonds~~

.3 AIA Document A201™–2017, General Conditions of the Contract for Construction

~~**.4** Building information modeling exhibit, dated as indicated below:~~

(Insert the date of the ~~building information modeling exhibit~~ E203-2013 incorporated into this Agreement.)

.5 Drawings

Number	Title	Date
See attached document log.		

.6 Specifications

Section	Title	Date	Pages

.7 Addenda, if any:

Number	Date	Pages

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 16.

.8 Other Exhibits:
(Check all boxes that apply.)

[ ] AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

[ ] The Sustainability Plan:

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Title	Date	Pages

[ ] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

.9 Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

Concord General Contracting, Inc. proposal dated 4/10/2026.

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*	**CONTRACTOR** *(Signature)*
Wally Vette, Vice-Chairperson GRFD Governing Board	John V. Nyman, President
(Printed name and title)	*(Printed name and title)*

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Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification 11:28:50 PT on 04/12/2026 under Order No. 2114431988 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A102™ - 2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, other than changes shown in the attached final document by underscoring added text and striking over deleted text.

_____

(Signed)

_____

(Title)

_____

(Dated)

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Guaranteed Maximum Price



CONCORD
General Contracting

Golder Ranch Training & Maintenance Facility Upgrades

CONCORD
General Contracting

ENGAGE.BUILD.DELIVER.

April 10th, 2026
Golder Ranch Training &
Maintenance Facility Upgrades
3835 E Golder Ranch Drive,
Tucson, AZ 85739

RE: Guaranteed Maximum Price

Dear Project Team:

Attached is our package for a Guaranteed Maximum Price of the Golder Ranch Training & Maintenance Facility Upgrades. This proposal represents the drawings, specifications and information obtained during site visits. We have utilized our knowledge from similar projects, the current construction market and subcontractor input to put together this proposal. The pricing presented in this package represents the contract amount as this project moves into construction.

We have included a schedule of values, written narrative, schedule, site logistics plan and document log.

We look forward to continuing working with the project team on this exciting project. If you have any questions or need further information, please feel free to contact me at any time.

Sincerely, Concord General Contracting, Inc

Jason Beaver
Vice President/COO

David Landis
Senior Estimator

CONCORD GENERAL CONTRACTING INC
5828 N Oracle Rd suite 150, Tucson, AZ 85704
P: (520) 327-2010

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GOLDER RANCH FIRE DIST.

CONCORD
General Contracting

SCHEDULE OF VALUES

4/2/2026

Training & Maintenance Facility Upgrades
GMP 1.1

CONCORD
General Contracting

Item	Description Of Work	GMP	Sub-Contractor
DIVISION 00 - GENERAL CONDITIONS			
1	General Conditions	$358,467	Concord General Contracting
DIVISION 01 - GENERAL REQUIREMENTS			
2	Testing and Inspecting Services	$25,030	Ninyo & Moore
3	Temporary Barriers	$53,651	American Fence
4	Final Cleaning	$56,408	TrueCore Cleaning
5	Site Surveys	$18,720	PSOMAS
DIVISION 02 - EXISTING CONDITIONS			
6	Demolition	$93,756	RCD Demolition
7	Asbestos Remediation	$0	Allowance
DIVISION 03 - CONCRETE			
8	Cast-in-Place Concrete	$194,139	Barron's Concrete
DIVISION 04 - MASONRY			
9	Masonry	$7,160	Kerr Masonry
DIVISION 05 - METALS			
10	Structural Steel	$0	NOT IN CONTRACT
DIVISION 06 - WOODS & PLASTICS			
11	Rough Carpentry	$43,761	CMR
12	Millwork	$40,405	Mesquite & Brass
DIVISION 07 - THERMAL AND MOISTURE PROTECTION			
13	Insulation	$14,507	Gale Contractor
14	Joint Sealants	$10,025	Rockliffe Construction
DIVISION 08 - DOORS & WINDOWS			
15	Doors, Frames & Hardware	$84,634	Complete Door Systems
16	Coiling Doors and Grills	$77,900	Applied Rite Doors & Docks
17	Glass & Glazing	$5,828	Romanoski Glass & Mirror
DIVISION 09 - FINISHES			
18	Drywall & Framing	$203,540	Tim Nolan
19	Acoustical Ceilings	$39,100	Janning's Acoustical
20	Flooring	$221,051	HSI
21	Painting	$53,269	Wiese Painting
DIVISION 10 - SPECIALTIES			
22	Specialties	$123,280	APA
23	Signage	$6,174	Addisigns, Inc.
DIVISION 11 - EQUIPMENT			
24	Kitchen Equipment	$0	By Owner

CONCORD
General Contracting

4/2/2026

Training & Maintenance Facility Upgrades
GMP 1.1

CONCORD
General Contracting

Item	Description Of Work		GMP	Sub-Contractor
DIVISION 12- FURNISHINGS				
25	Fixed Furnishings		$56,654	TBD
DIVISION 13 - SPECIAL CONSTRUCTION				
26	Premanufactured Metal Buildings		$482,825	LMBI Inc.
DIVISION 14 - CONVEYING SYSTEMS				
27	Vehicle Lifts		$9,175	ACM
DIVISION 21 - FIRE PROTECTION				
28	Fire Sprinkler Systems		$77,154	Kazal
DIVISION 22 - PLUMBING				
29	Plumbing		$340,730	RG & Sons
30	Fuel Systems Piping		$186,098	Doehrman
DIVISION 23 - HVAC				
31	HVAC		$245,964	Achilles
DIVISION 26 - ELECTRICAL				
32	Electrical		$630,864	Stark Electric
DIVISION 27 - COMMUNICATIONS				
33	Communications		$41,891	Arizona Communications
34	Audio Visual Control		$95,200	Allowance
DIVISION 28- ELECTRONIC SAFETY & SECURITY				
35	Security		$0	Allowance
36	Fire Detection & Alarm		$37,985	In Electrical
DIVISION 31 - EARTHWORK & PAVING				
37	Earthwork & Paving		$38,036	RW Strunk
38	Termite Control		$1,271	Northwest Exterminating
DIVISION 32 - EXTERIOR IMPROVEMENTS				
39	Stripping		$3,511	Arrow Striping
40	**Subtotal**		**$3,978,162**	
41	Construction Contingency	6.0%	$238,690	
42	Owner Contingency	0.0%	$0	
43	Builders Risk Insurance	0.35%	$16,707	
44	General Liability Insurance	1.21%	$57,758	
45	Performance & Payment Bond	1.29%	$61,457	
46	Contractors Fee	5.00%	$238,675	
47	**Subtotal**		**$4,591,449**	
48	Arizona Privilege Tax	3.97%	$182,051	
49	**TOTAL**		**$4,773,500**	

CLARIFICATIONS

GMP 1.0
Clarifications
Golder Ranch Fire Department
Fleet Maintenance & Training Facility
3845 East Golder Ranch Drive
Tucson, Arizona 85739

GENERAL CLARIFICATIONS

Inclusions:

1. Contractor contingency is included at 6% to address any unexpected cost that may arise during the construction phase to include covering scope gap; missed scope; and correcting defective, damages or nonconforming work.
2. General Liability Insurance has been included at 1.21%.
3. Builder's Risk Insurance has been included at 0.35%.
4. Bond has been included at 1.29%
5. Arizona Privilege Tax is included at 3.965%.
6. A Notice to Proceed shall be issued on or before April 21, 2026, for a Construction Start date of May 4, 2026
7. Work shall be completed during the hours from 6:00 AM to 4:30 PM, Monday through Friday.

Exclusions:

1. Concord suggests the owner carry a separate contingency from 5% to 10%. The owner contingency is to cover unexpected cost, design changes, or unforeseen conditions.
2. A design contingency is not included to address any unforeseen cost that may arise during the design phase to include material price fluctuations, unexpected site conditions, or design issues.
3. Escalation to address material and labor price increases from today's rates till the start of construction has not been included.
4. Tap fees & utility company direct costs, to be paid by owner.
5. Trico design, wiring and installation costs. All Trico fees are by the owner.
6. All Easement descriptions and documents are the responsibility of the Owner.
7. Inspection fees, tap fees, agency fees, bonds, and special inspection charges.
8. Any variance application fees, and architectural / engineering filling fees.
9. Auto-CAD as-built drawings.
10. Moving furniture and cubicles.
11. Special system monitoring.
12. The utility service applications.
13. Permit and fees

DIVISION 1 - GENERAL REQUIREMENTS

Inclusions

General Requirement

1. The project staff shall include a part-time project coordinator, project manager, assistant project manager, and a full-time project superintendent.
2. A 10-yard dumpster shall be provided for miscellaneous construction trash and for rough-clean.
3. Temporary trailer for the duration of the project.
4. Temporary toilets and handwashing stations shall be place outside the building and adjacent to the building entrance.
5. Fire extinguishers shall be placed at strategic locations on the site.
6. As-built drawings shall be updated and submitted at the end of the project.
7. Site survey shall include layout of the ramp, underground electrical and as-built drawings.
8. Final clean of the building to include interior and exterior windows.
9. A temporary fence for laydown of materials and job site trailer.

Exclusions:

1. Trailer or temporary facilities for the owner and staff.
2. Site security and surveillance
3. Project signage

DIVISION 02 – EXISTING CONDITIONS

Inclusions

Demolition – Training Facility

1. Tenant improvement demolition shall include toilet accessories, lockers, millwork, plumbing fixtures, stage, stairs, railing, partitions, mop sink, tile, metal panel, gypsum wallboard, toilet partitions, fire extinguisher cabinets, acoustical ceiling tile, hard ceilings, light fixtures, and mechanical air devices.
2. Structural demolition shall include saw cut of slab on grade for plumbing trenches and steel column.
3. Legal hauling and disposal fees
4. NESHAP Permit

Demolition – Fleet Maintenance Facility

1. Site demolition shall include removing asphalt paving, bollards, lean-to footings, metal building lean-to, and concrete paving in front of the Maintenance Facility.
2. Tenant improvement demolition shall include lockers, millwork, toilet accessories, tile, plumbing fixtures, floor drain and piping, toilet partitions, gypsum wall board partitions, mechanical devices and ductwork, light fixtures, acoustical ceiling tile and ceiling fans.
3. Structural demolition shall include saw cut of slab on grade, removal of steel stairs, removal of exterior partitions, removal of siding, mezzanine, concrete

stairs, masonry wall, steel mezzanine column, metal building girts and removal of overhead doors.
4. Legal hauling and disposal fees
5. NESHAP Permit

Facility Remediation

1. Remediation survey and asbestos abatement and remediation.

Exclusions:

1. Furniture, fixtures, and equipment removal from site.
2. Asbestos survey and remediation.

DIVISION 03 – CONCRETE

Inclusions

Concrete – Training Facility

1. 12" Wide by 7" thick concrete trench pour back with #4x10" long epoxy at 24" on center and over 4" aggregate base has been figured for plumbing and electrical underground.

Concrete – Fleet Maintenance Facility

1. 7" Thick concrete slab with #5 reinforcing bar at 16" on center each way over 6" of aggregate base with perimeter footings for 22 columns, 4" x 4" concrete curb and concrete trench drain.
2. 16" Thick new concrete structural pad with #5 reinforcing bar on center each way top & bottom over 4" aggregate base.
3. Equipment pad shall be 8" thick concrete slab with #5 reinforcing bar at 16" on center each way over 6" aggregate base.
4. New concrete pavement shall be 6" thick over exiting grade.
5. 6" Diameter Schedule 40 galvanized steel guard post barricade, Type B, filled solid concrete.
6. 6" Thick new mechanical unit pad over 4" aggregate base.
7. Infill existing pit with 7" concrete slab with #4 reinforcing bar at 16" on center each way and epoxy into existing slab.

Exclusions:

1. The new stairs shall have concrete treads and landings.
2. The mezzanine shall have a concrete topping slab.

DIVISION 04 – MASONRY

Inclusions

Masonry – Fleet Maintenance Facility

1. 8x8x16 NW smooth natural gray masonry pony walls with 8x2x16 solid cap to include drilling and epoxy dowels.
2. Solid grout

Exclusions:

1. Epoxy coated reinforcing bar
2. Waterproofing sealer

DIVISION 06 – WOOD, PLASTICS, and COMPOSITES

Inclusions

Rough Carpentry – Training Facility

1. Rough framing for the stage and stairs in the presentation room.

Rough Carpentry – Fleet Maintenance Facility

1. The mezzanine shall have a plywood floor.
2. The exterior perimeter wall shall include a plywood sheathing up to 8' high.

Millwork – Training Facility

1. The breakroom shall have 12" deep upper cabinets and 24" deep lower and pantry cabinets with a 4" toe kick.
2. The vanities shall be ADA compliant with steel floating brackets, magnetic modesty panel mounts and 7" apron.
3. Cabinets and ADA panels shall be constructed with Formica Natural Ash 8843 and white on VC with matching 1 mm PVC edge banding on exposed edges.
4. Solid surface countertops shall be Della Terra Group 0 Quartz with a 4" backsplash, 1.5" overhand, and 3cm edge.
5. Cabinetry hardware shall include soft close hinges, soft close slides, functional wire pulls, and adjustable shelving.

Millwork – Training Facility

1. The breakroom shall have 12" deep upper cabinets and 24" deep lower and pantry cabinets.
2. The vanities shall be ADA compliant with steel floating brackets, magnetic modesty panel mounts and 7" apron.
3. Cabinets and ADA panels shall be constructed with Formica Natural Ash 8843 and white on VC with matching 1 mm PVC edge banding on exposed edges.
4. Solid surface countertops shall be Della Terra Group 0 Quartz with a 4" backsplash, 1.5" overhand, and 3cm edge.
5. Cabinetry hardware shall include soft close hinges, soft close slides, functional wire pulls, and adjustable shelving.

Exclusions:

1. Under-cabinet lighting
2. Repair or refresh of existing millwork
3. Non-typical locks and pulls

DIVISION 07 – THERMAL AND MOISTURE PROTECTION

Inclusions

Insulation – Training Facility

1. New R-25 unfaced batts with white scrim facing in existing roof deck between roof purlins directly above remodeled area where existing ceilings will be removed.
2. New R-25 unfaced batts in new Type A exterior wall framing.

3. R-19 6.25" Unfaced batts in all new Type B 6" partitions to the bottom of the roof purlins.
4. R-11 3.5" Unfaced batts in all new Type C 3-5/8" partitions to bottom of roof purlins.

Insulation – Training Facility

1. New R-25 8" unfaced batts laying on top of all ceilings.
2. R-19 6.25" Unfaced batts in hard lid framing.
3. R-19 6.25" Unfaced batts in all new Type A & C partitions.
4. R-11 3.5" Unfaced batts in all new Type B partitions calling for insulation.

Sealants and Caulking – Training Facility

1. All existing and new wall and ceiling penetrations are to be sealed for new work
2. Exterior hollow metal door frames

Sealants and Caulking – Fleet Maintenance Facility

1. All existing and new wall and ceiling penetrations are to be sealed for new work
2. Exterior hollow metal door frames
3. Overhead door perimeter

Exclusions:

1. Fire caulking and safing
2. Mineral wood in stud walls as described in the gypsum wall board specification. See alternate pricing.
3. Repair of the existing roofing
4. Rigid insulation on curbs
5. Perimeter and roof insulation at existing building locations.

DIVISION 08 – OPENINGS

Inclusions

Doors, Frames and Hardware – Training Facility

1. Hollow metal frames and doors
2. Wood doors shall be Brich with a clear pre-finish.
3. Finish hardware.

Doors, Frames and Hardware – Fleet Maintenance Facility

1. Hollow metal frames and doors
2. Wood doors shall be Brich with a clear pre-finish.
3. Finish hardware.

Coiling Doors – Fleet Maintenance Facility

1. 8x8 insulated rolling service door shall include a 24-guage exterior and interior slats slat curtain with a manufacturer's standard color tan, white, gray, or brown, R-7.7, 26 PSF wind load design, 20,000 cycle spring, chain hoist operation, and header brush seal.
2. 14x14 Insulated rolling service doors shall include a 24-guage exterior and interior slats slat curtain with a manufacturer's standard color tan, white, gray,

or brown, R-7.7, 26 PSF wind load design, 20,000 cycle spring, motor operation with electric reversing safety edge, and header brush seal.

Glass & Glazing – Training Facility

1. Door 107A shall have ¼" clear tempered glass viewing kit

Glass & Glazing – Training Facility

2. Exterior storefront glazing shall a dark bronze slider with clear tempered glass for window Type 2 by International Window Corporation.
3. Door 107A shall have ¼" clear tempered glass viewing kit

Exclusions:

1. Fire caulking and safing
2. Mineral wood in stud walls as described in the gypsum wall board specification. See alternate pricing.
3. STC rated door assemblies.
4. Window film.

DIVISION 09 – FINISHES

Inclusions

Gypsum Wall Board – Training & Fleet Maintenance Facility

1. Metal frame, hang and finish drywall at partitions and ceilings
2. Limiting heights based on 5 psf and L/240 deflection
3. Backing and blocking shall be 18-gauge flat strapping
4. 5/8" Regular sheetrock at all walls and soffits
5. ½" tile backer board at all shower locations
6. Square cornerbead
7. Tape and finish with a texture to match existing and up to Level 4

Ceramic Tile – Training Facility

1. Floor Tile F2 shall be a 24x24 Daltile Astronomy porcelain tile.
2. Floor Tile F6 shall be a 2x2 Daltile Color Wheel Mosaic tile.
3. Wall tile W2 shall be a 12x24 Daltile Astronomy porcelain tile.
4. Wall Tile W4 shall be a 12x24 or 18x18 Daltile Astronomy porcelain tile.
5. The grout shall be a Mapei Ultra Color plus FA.
6. The Schulter shall be a SP WSL 30T Roll in water guard shower and Jolly J 100 AE edge finish.
7. The shower floors shall have waterproofing Regard with a mesh
8. The grout sealer shall be Aqua Mix.
9. All color selections shall be chosen from a standard color chart.

Ceramic Tile – Fleet Maintenance Facility

1. Floor Tile shall be a 12x24 Daltile Astronomy porcelain tile.
2. Shower Floor Tile shall be a 2x2 Daltile Color Wheel Mosaic tile.
3. Wall tile shall be a 12x24 Daltile Astronomy porcelain tile.
4. The grout shall be a Mapei Ultra Color plus FA.
5. The Schulter shall be a SP WSL 30T Roll in water guard shower and Jolly J 100 AE edge finish.

6. The shower floors and walls shall have waterproofing Regard with a mesh
7. The grout sealer shall be Aqua Mix.
8. All color selections shall be chosen from a standard color chart.

Acoustical Ceilings – Training & Fleet Maintenance Facility

1. Acoustical ceiling tiles to be Prelude 7300 XL 15/16" grid system with 24"x24"x5/8" tegular tile.
2. Repair existing ceilings at wall penetrations and new wall locations.
3. Two wires for each light fixtures.

Flooring – Training Facility

1. Carpet tile shall be a Shaw 24x24 No Rules Diffuse Ecoworx M
2. LVP shall be a Patcraft 20 mil 2.5 mm 6x48 plank tile
3. Base shall be a Tarkett 4" with toe.
4. Exposed concrete shall have a clear seal polish to a 400 grit.
5. All color selections shall be chosen from a standard color chart.

Flooring – Fleet Maintenance Facility

1. Carpet tile shall be a Shaw 24x24 No Rules Diffuse Ecoworx M
2. LVP shall be a Patcraft 20 mil 2.5 mm 6x48 plank tile
3. Base shall be a Tarkett 4" with toe.
4. Exposed concrete shall have a clear seal polish to a 400 grit.
5. All color selections shall be chosen from a standard color chart.

Epoxy Flooring – Fleet Maintenance Facility

1. The existing and new maintenance bays shall be a double broadcast white quartz epoxy with a chemical resistant topcoat.
2. The existing epoxy floor shall be removed.

Painting – Training Facility

1. Interior painting shall include drywall walls, ceilings and soffits; hollow metal doors and frames; metal stairs and railings.

Painting – Fleet Maintenance Facility

1. Interior painting shall include drywall walls, ceilings and soffits; hollow metal doors and frames; metal stairs, railings, exposed ceilings, and exposed ductwork.
2. Exterior painting shall include bollards, and exterior stairs.

Exclusions:

1. Mineral wood in stud walls as described in the gypsum wall board specification. See alternate pricing.
2. STC rated door assemblies.
3. Major floor preparation
4. Staining wood doors and millwork
5. Painting of coiling doors
6. Painting of acoustical ceiling tile and grid

DIVISION 10 – SPECIALTIES

Inclusions

Signage – Training & Fleet Maintenance Facility

1. Interior room signs shall be 6" x 6" x 1/8" acrylic panel with digital print text, background, graphics, and ADA 3-D braille adhered with VHB and silicone.
2. Non-illuminated "EXIT" Room ID Signs to be digital print graphics with 3-D braille and adhered with VHB tape.

Toilet Partition – Training & Fleet Maintenance Facility

1. Toilet partitions and urinal screens shall be plastic laminate with a color selection from a standard color chart.
2. Hardware shall be chrome stirrup brackets with chrome hardware.

Toilet Accessories – Training & Fleet Maintenance Facility

1. Toilet accessories shall include grab bars, soap dispensers, toilet seat dispensers, sanitary napkin disposal, toilet paper holders, paper towel dispenser and disposal, stainless steel framed mirrors, and folding shower seats.

Wall Protection – Training & Fleet Maintenance Facility

1. Fiber Reinforced Panels shall be 4' high in the janitors closet.

Fire Extinguisher and Cabinets – Training Facility

1. Fire extinguisher cabinet shall be Model #C1017F17.
2. Fire extinguisher shall be Cosmic 10E.

Lockers – Training & Fleet Maintenance Facility

1. Metal lockers shall be Penco single tier lockers with a Zbase.
2. Benches shall be manufactured by Penco.

Exclusions:

1. Signage permit procurement
2. Shower curtain and rod shall be by Owner.

DIVISION 11 – EQUIPMENT

Exclusions:

1. Residential appliances to include ice machine, refrigerators, microwave ovens, stoves, dishwasher, and disposals, shall be by the Owner

DIVISION 12 – FURNISHINGS

Inclusions

Multiple Fixed Seating

1. Fixed tables and chairs have been figured in the auditorium of the Training Facility.

Exclusions:

1. Loose furnishings, not permanently attached, shall be furnished and installed by the Owner.
2. Shelving shall be furnished and installed by the Owner.

DIVISION 13 – SPECIAL CONSTRUCTION

Inclusions

Fabricated Engineered Structures – Training Building

1. Flat strapping for wall sheeting at new walls
2. Thermal break foam tap at new walls
3. Continuous air and moisture barrier at new walls

Fabricated Engineered Structures – Fleet Maintenance Building

1. The expansion of the Maintenance Facility shall be a pre-engineered metal building to include building steel, wall sheeting, roof sheeting, trim, gutters, downspouts, R-19 roof insulation, and R-13 wall insulation.
2. Steel mezzanine package with a specified design by FCP Structures
3. Steel post barricades
4. Roof transition trim from old to new roof location.
5. Design and permitting

Exclusions:

1. Upgrades or additional structural supports to the existing building.
2. A pre-engineered metal canopy has been figured on the opposite side of the Maintenance Facility Building.

DIVISION 14 – CONVEYING SYSTEMS

Inclusions

Vehicle Lifts – Fleet Maintenance Building

1. Relocation of two (2) post lifts and hardware

Exclusions:

1. Final electrical connection
2. Modification to lifts

DIVISION 21 – FIRE SUPPRESSION

Inclusions

Fire Protection – Training Facility

1. Design per NFPA 13 Standards and comply with local AHJ requirements.
2. Submit to State Fire Marshall's office for permits
3. New sprinkler heads in the areas that are being remodeled to match existing.
4. Sprinkler heads are to be located center in the 2x2 tile and a quarter point in the 2x4 tile.
5. All materials shall be UL listed for fire protection and installed per NFPA 13.
6. Threaded piping shall be Schedule 40.
7. Seamless Schedule 40 pipes shall be for the gas systems with 300 lb. fittings.
8. System to be a hydrostatic of 200-pound pressure test at rough-in.

Fire Protection – Fleet Maintenance Facility

1. Design per NFPA 13 Standards and comply with local AHJ requirements.

2. Submit to State Fire Marshall's office for permits
3. New sprinkler heads in the areas at the ceiling level of the shop expansion, lube room and mezzanine.
4. Sprinkler heads are to be located center in the 2x2 tile and a quarter point in the 2x4 tile.
5. All materials shall be UL listed for fire protection and installed per NFPA 13.
6. Threaded piping shall be Schedule 40.
7. Seamless Schedule 40 pipes shall be for the gas systems with 300 lb. fittings.
8. System to be a hydrostatic of 200-pound pressure test at rough-in.

Exclusions:

1. Alarms and releasing panel.
2. Fire Pump
3. Make safe and fire watch
4. Gas systems
5. ESFR or CMSA and SMDA sprinklers for elections warehouse
6. Custom colors for concealed head covers
7. Seismic bracing
8. Repair or replacement of existing sprinkler to remain.
9. Hydraulic calculations

DIVISION 22 – PLUMBING

Inclusions

Plumbing – Training Facility

1. Plumbing demolition and safe-off.
2. New waste and vent connecting to existing shall be PVC DWV plastic pipe and fittings
3. Excavation, backfill and compaction for our new underground plumbing
4. Domestic cold, hot, hot return water piping connecting to existing to be copper pipe and fittings.
5. Condensate piping shall be copper pipe and fittings
6. Insulation of new hot water and condensate piping
7. Gas piping shall be black steel schedule 40 pipe and fittings and connecting to existing.
8. Domestic water chlorination
9. Plumbing fixtures

Plumbing – Fleet Maintenance Facility

1. Plumbing demolition and safe-off.
2. New waste and vent connecting to existing shall be PVC DWV plastic pipe and fittings
3. Trench drain
4. Excavation, backfill and compaction for our new underground plumbing
5. Domestic cold, hot, hot return water piping connecting to existing to be copper pipe and fittings.

6. Condensate piping shall be copper pipe and fittings
7. Compress air piping shall be copper pipe and fittings with compress air filter regulators with gauges and lubricators.
8. Installation of owner furnished air compressor/dryer.
9. Insulation of new hot water and condensate piping
10. Gas piping shall be black steel schedule 40 pipe and fittings and connecting to existing.
11. Domestic water chlorination
12. Plumbing fixtures

Fuel and Lube System – Fleet Maintenance Facility

1. Furnish and installation of oil tanks, pumps and reels to include fabrication of reel brackets, mounting of reels, setting of tanks, vent piping, setting of oil, coolant, and grease pumps.
2. All oil and grease product piping will be hydraulic seamless steel tubing and fitting with wall thickness based on pressure required.
3. Coolant shall be a Tyle L copper.

Exclusions:

1. Repair of existing plumbing systems and remaining fixtures.
2. Seismic restraints
3. Hard digging
4. Firestopping
5. Cast iron pipe and fittings
6. Testing of exiting plumbing
7. New or repair of existing insulation
8. Sanitary and waste camera inspection
9. Hydro jetting, rodding, or cleaning of sanitary waste piping.

DIVISION 23 – HVAC

Inclusions

HVAC – Training Facility

1. Thoroughly clean, inspect, and report any deficiencies to the owner of the four (4) existing single package AC units to remain.
2. Thoroughly clean, inspect, and report any deficiencies to the owner of the one (1) existing DOAS unit to remain. Provide new filters.
3. Thoroughly clean, inspect, and report any deficiencies to the owner of the one (1) existing wall mounted exhaust fan to remain.
4. Thoroughly clean, inspect, and report any deficiencies to the owner of the one (1) existing residential kitchen hood to remain.
5. Remove existing ceiling mounted exhaust fan and associated ductwork. Leave existing duct through wall and wall cap for connection to future exhaust fan.
6. Six (6) existing return air device and associated flex duct to remain. Adjust for new grid as necessary.
7. Remove existing return air device and associated ductwork.

8. Fourteen (14) existing supply air devices and associated ductwork to remain. Adjust to new grid as necessary.
9. Remove nine (9) existing supply air devices and associated flex ductwork. Patch and seal duct to match.
10. Remove ten (10) existing exhaust air devices and associated ductwork back to the main duct. Patch and seal duct to match.
11. Relocate two (2) existing thermostats to location shown and provide additional control wiring.
12. One (1) 2-ton ductless split system heat pump with insulated refrigerant circuit and wire wall mounted controller. Indoor fan coil to be installed don interior wall and outdoor condensing unit to be placed outdoors on concrete equipment pad.
13. Two (2) Cook ceiling mounted exhaust fan with integral backdraft damper, disconnect switch and air distribution terminating at wall cap with 7-day programmable timeclock provided for EF-2 only.
14. One (1) wall mounted dryer box with air distribution terminating at wall cap.
15. Eighteen (18) new air supply devices with insulated branch ducting
16. Three(3) new return air grilles provided with internally insulated plenum.
17. Nine (9) new exhaust grilles with new branch ducting.
18. Testing and balance report.

HVAC - Fleet Maintenance Facility

1. Thoroughly clean, inspect, and report any deficiencies to the owner of the existing gas fired package heating unit and wall switch to remain.
2. Thoroughly clean, inspect, and report any deficiencies to the owner of the existing evaporative cooler, wall switch, associated ductwork, and air devices to remain.
3. Remove existing in-line exhaust fan and all associated ductwork.
4. Thoroughly, inspect, and report any deficiencies to the Owner of the existing exhaust fan, associated ductwork, air devices and louvers to remain.
5. Relocate existing exhaust fan and all associated ductwork and air devices
6. Remove existing condensing unit and associated refrigerant piping
7. Remove exiting furnace, coil, and all associated ductwork, air devices and thermostat.
8. Relocate existing exhaust hood, exhaust fan and associated louver to louver; and provide supplemental ductwork as required.
9. Remove exiting portion of sully air duct and associated louver; and patch and seal main ductwork.
10. Relocate existing residential kitchen hood to location shown, and provide supplemental air distribution as required
11. Remove existing exterior wall louver.
12. One (1) evaporative cooler with recirculation pump, sump purge pump, 2-speed fan motor, single point power connection, uninsulated air distribution system, and thermostat. Cooler will be provided with angle iron support frame.

13. Two (2) Carrier split system heat pumps with angle iron support frame, insulated refrigerant circuit, 7-day programmable thermostat, and internally insulated air distribution with insulated branch ducting.
14. One (1) new Cook in-line exhaust fan with disconnect switch, backdraft damper, speed controller and air distribution system.
15. Two (2) vehicle exhaust hose reels with 6" W.C. air distribution terminating at utility set fans placed on the roof with disconnect switch, spring isolators and inlet duct collor.
16. Three (3) infrared heaters with combustion single wall piping, Type B flue piping.
17. Four (4) exterior wall louvers.
18. Fourteen (14) air devices supply.
19. Twelve (12) return air grilles
20. Four (4) exhaust grills
21. Test and balance report

Exclusions:

1. Repair of existing HVAC systems and equipment to remain.
2. Re-balancing existing rooftop package units.

DIVISION 26 – ELECTRICAL

Inclusions

Electrical – Training and Fleet Maintenance Facility

1. Demolition and make safe as shown on the drawings.
2. New electrical panels and circuit breakers
3. All distribution raceways and feeders
4. Arc flash and short circuit studies
5. All lighting and lighting control
6. All receptacles and branch circuitry
7. Power to mechanical equipment
8. Communications backboxes and conduits
9. Grounding and bonding
10. Trenching, backfill, and compaction for underground conduits
11. Test and verify correct voltage to new equipment.

Exclusions:

1. Repair of existing electrical not meeting code.
2. Reuse existing gear package
3. City permit cost
4. Core drilling and patching
5. Traffic Control
6. Primary power
7. Existing conductors and wire to remain.

DIVISION 27 – COMMUNICATIONS

Inclusions

Structured Cabling – Training and Fleet Maintenance Facility

1. Communication and data cabling shall be provided as required.
2. New communication backbone has been figured at the Maintenance Facility.

Audio-Visual – Training and Fleet Maintenance Facility

1. An allowance has been provided for the auditorium at the Training Facility.
2. An allowance has been provided for the large conference room in the Maintenance Facility.

Exclusions:

1. Master clock system

DIVISION 28 – ELECTRONIC SAFETY AND SECURITY

Inclusions

Fire Detection and Alarm

1. Renovations shall have all smoke detectors changed out to heat detectors during construction.
2. Low voltage fire alarm system equipment, rough-in, cabling, trim, programming and vendor fees.
3. Fire alarm system shall be renovated for the new rooms.

Exclusions:

1. Access control, intrusion detection, CCTV and cameras.

DIVISION 31 – EARTHWORK

Inclusions

EARTHWORK – Fleet Maintenance Facility

1. Over-excavation and compaction of existing materials at the footings
2. Import of soil.
3. Finish pad grade, under concrete pavement, and under asphalt

Termite Treatment – Fleet Maintenance Facility

1. Termite treatment at the new slab on grade.

Exclusions:

1. Treatment of the existing building.

DIVISION 32 – EXTERIOR IMPROVEMENTS

Inclusions

Asphalt

1. Asphalt repair shall be a 2.5” paving over a 4” aggregate base coarse.

Exclusions:

1. Asphalt repair or sealing of existing.

SCHEDULE

GOLDER RANCH FIRE DIST.

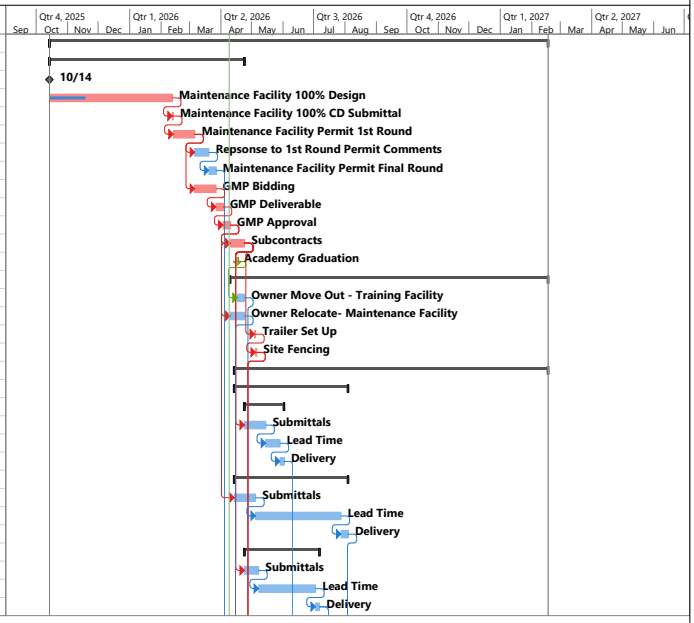
CONCORD
General Contracting

Concord General Contracting

Golder Ranch Training & Maintenance Facility
3835 E. Golder Ranch Drive
Tucson, Arizona 85739

CONCORD
General Contracting

ID	Task Mode	Task Name	Duration	Start	Finish
1		**Training & Maintenance Facility**	**351 days**	**Tue 10/14/25**	**Tue 2/16/27**
2		**Preconstruction/Design**	**138 days**	**Tue 10/14/25**	**Thu 4/23/26**
3		Training Facility Permit	0 days	Tue 10/14/25	Tue 10/14/25
4		Maintenance Facility 100% Design	87 days	Tue 10/14/25	Wed 2/11/26
5		Maintenance Facility 100% CD Submittal	1 day	Thu 2/12/26	Thu 2/12/26
6		Maintenance Facility Permit 1st Round	15 days	Fri 2/13/26	Thu 3/5/26
7		Repsonse to 1st Round Permit Comments	10 days	Fri 3/6/26	Thu 3/19/26
8		Maintenance Facility Permit Final Round	5 days	Fri 3/20/26	Thu 3/26/26
9		GMP Bidding	15 days	Fri 3/6/26	Thu 3/26/26
10		GMP Deliverable	5 days	Fri 3/27/26	Thu 4/2/26
11		GMP Approval	5 days	Fri 4/3/26	Thu 4/9/26
12		Subcontracts	10 days	Fri 4/10/26	Thu 4/23/26
13		Academy Graduation	1 day	Thu 4/16/26	Thu 4/16/26
14		**Mobilization**	**223 days**	**Fri 4/10/26**	**Tue 2/16/27**
15		Owner Move Out - Training Facility	5 days	Fri 4/17/26	Thu 4/23/26
16		Owner Relocate- Maintenance Facility	10 days	Fri 4/10/26	Thu 4/23/26
17		Trailer Set Up	1 day	Mon 5/4/26	Mon 5/4/26
18		Site Fencing	1 day	Tue 5/5/26	Tue 5/5/26
19		**Maintenance Facility**	**221 days**	**Tue 4/14/26**	**Tue 2/16/27**
20		**Procurement**	**80 days**	**Tue 4/14/26**	**Mon 8/3/26**
21		**Steel**	**27 days**	**Fri 4/24/26**	**Mon 6/1/26**
22		Submittals	15 days	Fri 4/24/26	Thu 5/14/26
23		Lead Time	10 days	Fri 5/15/26	Thu 5/28/26
24		Delivery	2 days	Fri 5/29/26	Mon 6/1/26
25		**Pre-Engineered Metal Building**	**80 days**	**Tue 4/14/26**	**Mon 8/3/26**
26		Submittals	3 wks	Tue 4/14/26	Mon 5/4/26
27		Lead Time	12 wks	Tue 5/5/26	Mon 7/27/26
28		Delivery	5 days	Tue 7/28/26	Mon 8/3/26
29		**Door, Frames and Hardware**	**52 days**	**Fri 4/24/26**	**Mon 7/6/26**
30		Submittals	10 days	Fri 4/24/26	Thu 5/7/26
31		Lead Time	8 wks	Fri 5/8/26	Thu 7/2/26
32		Delivery	2 days	Fri 7/3/26	Mon 7/6/26



Project: Golder Ranch Training
Date: Thu 4/9/26

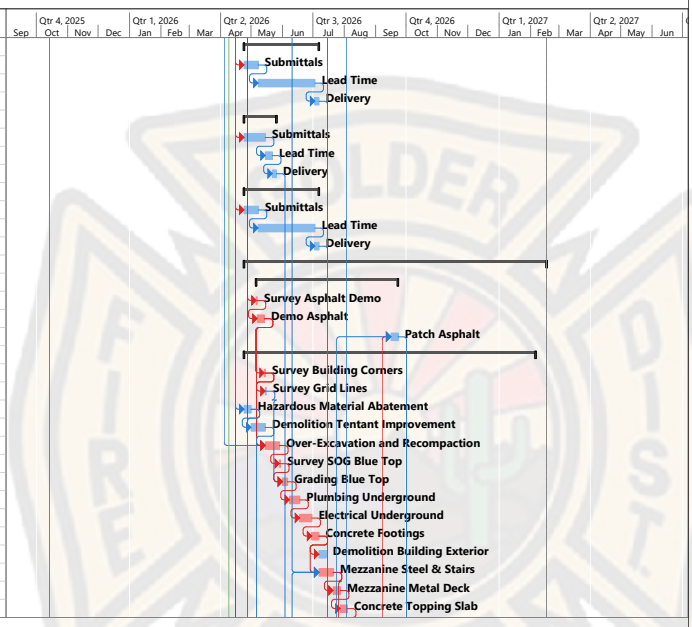
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Split
Milestone
Summary
Project Summary
Inactive Task
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
Finish-only
External Tasks
External Milestone
Deadline
Critical
Critical Split
Progress
Manual Progress

Concord General Contracting

Golder Ranch Training & Maintenance Facility
3835 E. Golder Ranch Drive
Tucson, Arizona 85739

CONCORD
General Contracting

ID	Task Mode	Task Name	Duration	Start	Finish
33		**Residential Appliances**	**52 days**	**Fri 4/24/26**	**Mon 7/6/26**
34		Submittals	10 days	Fri 4/24/26	Thu 5/7/26
35		Lead Time	8 wks	Fri 5/8/26	Thu 7/2/26
36		Delivery	2 days	Fri 7/3/26	Mon 7/6/26
37		**Fire Protection**	**22 days**	**Fri 4/24/26**	**Mon 5/25/26**
38		Submittals	3 wks	Fri 4/24/26	Thu 5/14/26
39		Lead Time	5 days	Fri 5/15/26	Thu 5/21/26
40		Delivery	2 days	Fri 5/22/26	Mon 5/25/26
41		**Lighting and Control Package**	**52 days**	**Fri 4/24/26**	**Mon 7/6/26**
42		Submittals	10 days	Fri 4/24/26	Thu 5/7/26
43		Lead Time	8 wks	Fri 5/8/26	Thu 7/2/26
44		Delivery	2 days	Fri 7/3/26	Mon 7/6/26
45		**Construction**	**213 days**	**Fri 4/24/26**	**Tue 2/16/27**
46		**Site**	**100 days**	**Wed 5/6/26**	**Tue 9/22/26**
47		Survey Asphalt Demo	1 day	Wed 5/6/26	Wed 5/6/26
48		Demo Asphalt	5 days	Thu 5/7/26	Wed 5/13/26
49		Patch Asphalt	5 days	Wed 9/16/26	Tue 9/22/26
50		**Building**	**206 days**	**Fri 4/24/26**	**Fri 2/5/27**
51		Survey Building Corners	1 day	Thu 5/14/26	Thu 5/14/26
52		Survey Grid Lines	1 day	Fri 5/15/26	Fri 5/15/26
53		Hazardous Material Abatement	5 days	Fri 4/24/26	Thu 4/30/26
54		Demolition Tentant Improvement	10 days	Fri 5/1/26	Thu 5/14/26
55		Over-Excavation and Recompaction	10 days	Fri 5/15/26	Thu 5/28/26
56		Survey SOG Blue Top	1 day	Fri 5/29/26	Fri 5/29/26
57		Grading Blue Top	5 days	Mon 6/1/26	Fri 6/5/26
58		Plumbing Underground	8 days	Mon 6/8/26	Wed 6/17/26
59		Electrical Underground	8 days	Thu 6/18/26	Mon 6/29/26
60		Concrete Footings	5 days	Tue 6/30/26	Mon 7/6/26
61		Demolition Building Exterior	5 days	Tue 7/7/26	Mon 7/13/26
62		Mezzanine Steel & Stairs	10 days	Tue 7/7/26	Mon 7/20/26
63		Mezzanine Metal Deck	5 days	Tue 7/21/26	Mon 7/27/26
64		Concrete Topping Slab	5 days	Tue 7/28/26	Mon 8/3/26



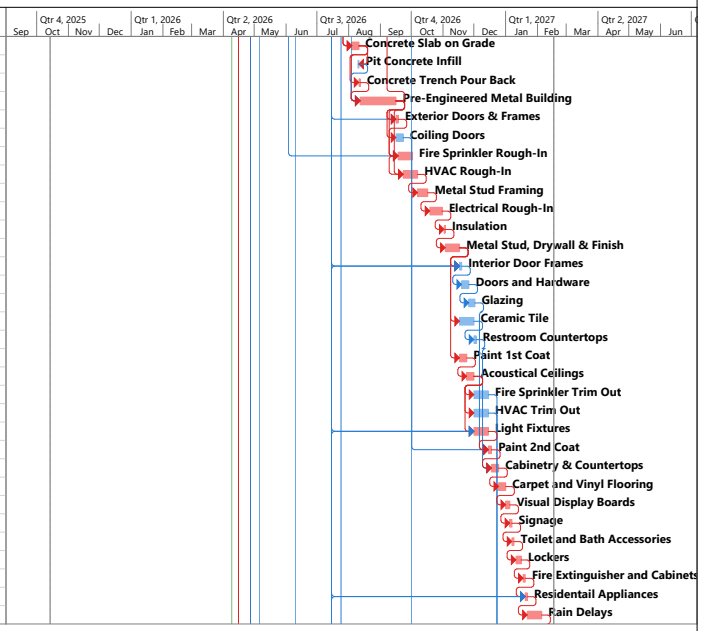
Project: Golder Ranch Training
Date: Thu 4/9/26

Task
Split
Milestone
Summary
Project Summary
Inactive Task
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
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External Tasks
External Milestone
Deadline
Critical
Critical Split
Progress
Manual Progress

Concord General Contracting

Golder Ranch Training & Maintenance Facility
3835 E. Golder Ranch Drive
Tucson, Arizona 85739

ID	Task Mode	Task Name	Duration	Start	Finish
65		Concrete Slab on Grade	5 days	Tue 8/4/26	Mon 8/10/26
66		Pit Concrete Infill	1 day	Mon 8/10/26	Mon 8/10/26
67		Concrete Trench Pour Back	1 day	Tue 8/11/26	Tue 8/11/26
68		Pre-Engineered Metal Building	25 days	Wed 8/12/26	Tue 9/15/26
69		Exterior Doors & Frames	2 days	Wed 9/16/26	Thu 9/17/26
70		Coiling Doors	5 days	Wed 9/16/26	Tue 9/22/26
71		Fire Sprinkler Rough-In	10 days	Fri 9/18/26	Thu 10/1/26
72		HVAC Rough-In	10 days	Wed 9/23/26	Tue 10/6/26
73		Metal Stud Framing	8 days	Wed 10/7/26	Fri 10/16/26
74		Electrical Rough-In	10 days	Mon 10/19/26	Fri 10/30/26
75		Insulation	1 day	Mon 11/2/26	Mon 11/2/26
76		Metal Stud, Drywall & Finish	10 days	Tue 11/3/26	Mon 11/16/26
77		Interior Door Frames	2 days	Tue 11/17/26	Wed 11/18/26
78		Doors and Hardware	5 days	Thu 11/19/26	Wed 11/25/26
79		Glazing	4 days	Thu 11/26/26	Tue 12/1/26
80		Ceramic Tile	10 days	Tue 11/17/26	Mon 11/30/26
81		Restroom Countertops	2 days	Tue 12/1/26	Wed 12/2/26
82		Paint 1st Coat	5 days	Tue 11/17/26	Mon 11/23/26
83		Acoustical Ceilings	5 days	Tue 11/24/26	Mon 11/30/26
84		Fire Sprinkler Trim Out	10 days	Tue 12/1/26	Mon 12/14/26
85		HVAC Trim Out	10 days	Tue 12/1/26	Mon 12/14/26
86		Light Fixtures	10 days	Tue 12/1/26	Mon 12/14/26
87		Paint 2nd Coat	3 days	Tue 12/15/26	Thu 12/17/26
88		Cabinetry & Countertops	5 days	Fri 12/18/26	Thu 12/24/26
89		Carpet and Vinyl Flooring	5 days	Fri 12/25/26	Thu 12/31/26
90		Visual Display Boards	2 days	Fri 1/1/27	Mon 1/4/27
91		Signage	2 days	Tue 1/5/27	Wed 1/6/27
92		Toilet and Bath Accessories	2 days	Thu 1/7/27	Fri 1/8/27
93		Lockers	5 days	Mon 1/11/27	Fri 1/15/27
94		Fire Extinguisher and Cabinets	2 days	Mon 1/18/27	Tue 1/19/27
95		Residentail Appliances	2 days	Wed 1/20/27	Thu 1/21/27
96		Rain Delays	10 days	Fri 1/22/27	Thu 2/4/27



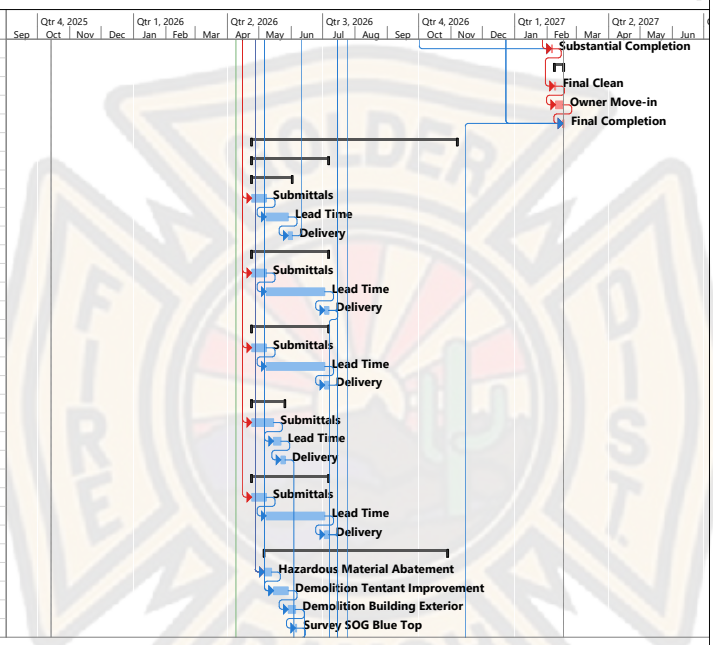
Project: Golder Ranch Training
Date: Thu 4/9/26

Task, Split, Milestone, Summary, Project Summary, Inactive Task, Inactive Milestone, Inactive Summary, Manual Task, Duration-only, Manual Summary Rollup, Manual Summary, Start-only, Finish-only, External Tasks, External Milestone, Deadline, Critical, Critical Split, Progress, Manual Progress

Concord General Contracting

Golder Ranch Training & Maintenance Facility
3835 E. Golder Ranch Drive
Tucson, Arizona 85739

ID	Task Mode	Task Name	Duration	Start	Finish
97		Substantial Completion	1 day	Fri 2/5/27	Fri 2/5/27
98		**Finalization**	**7 days**	**Mon 2/8/27**	**Tue 2/16/27**
99		Final Clean	1 day	Mon 2/8/27	Mon 2/8/27
100		Owner Move-in	5 days	Tue 2/9/27	Mon 2/15/27
101		Final Completion	1 day	Tue 2/16/27	Tue 2/16/27
102		**Training Facility**	**141 days**	**Fri 4/24/26**	**Fri 11/6/26**
103		**Procurement**	**52 days**	**Fri 4/24/26**	**Mon 7/6/26**
104		**Steel**	**27 days**	**Fri 4/24/26**	**Mon 6/1/26**
105		Submittals	10 days	Fri 4/24/26	Thu 5/7/26
106		Lead Time	15 days	Fri 5/8/26	Thu 5/28/26
107		Delivery	2 days	Fri 5/29/26	Mon 6/1/26
108		**Door, Frames and Hardware**	**52 days**	**Fri 4/24/26**	**Mon 7/6/26**
109		Submittals	10 days	Fri 4/24/26	Thu 5/7/26
110		Lead Time	8 wks	Fri 5/8/26	Thu 7/2/26
111		Delivery	2 days	Fri 7/3/26	Mon 7/6/26
112		**Furniture**	**52 days**	**Fri 4/24/26**	**Mon 7/6/26**
113		Submittals	10 days	Fri 4/24/26	Thu 5/7/26
114		Lead Time	8 wks	Fri 5/8/26	Thu 7/2/26
115		Delivery	2 days	Fri 7/3/26	Mon 7/6/26
116		**Fire Protection**	**22 days**	**Fri 4/24/26**	**Mon 5/25/26**
117		Submittals	15 days	Fri 4/24/26	Thu 5/14/26
118		Lead Time	5 days	Fri 5/15/26	Thu 5/21/26
119		Delivery	2 days	Fri 5/22/26	Mon 5/25/26
120		**Lighting and Control Package**	**52 days**	**Fri 4/24/26**	**Mon 7/6/26**
121		Submittals	10 days	Fri 4/24/26	Thu 5/7/26
122		Lead Time	8 wks	Fri 5/8/26	Thu 7/2/26
123		Delivery	2 days	Fri 7/3/26	Mon 7/6/26
124		**Construction**	**126 days**	**Wed 5/6/26**	**Wed 10/28/26**
125		Hazardous Material Abatement	5 days	Wed 5/6/26	Tue 5/12/26
126		Demolition Tentant Improvement	10 days	Fri 5/15/26	Thu 5/28/26
127		Demolition Building Exterior	5 days	Fri 5/29/26	Thu 6/4/26
128		Survey SOG Blue Top	1 day	Fri 6/5/26	Fri 6/5/26



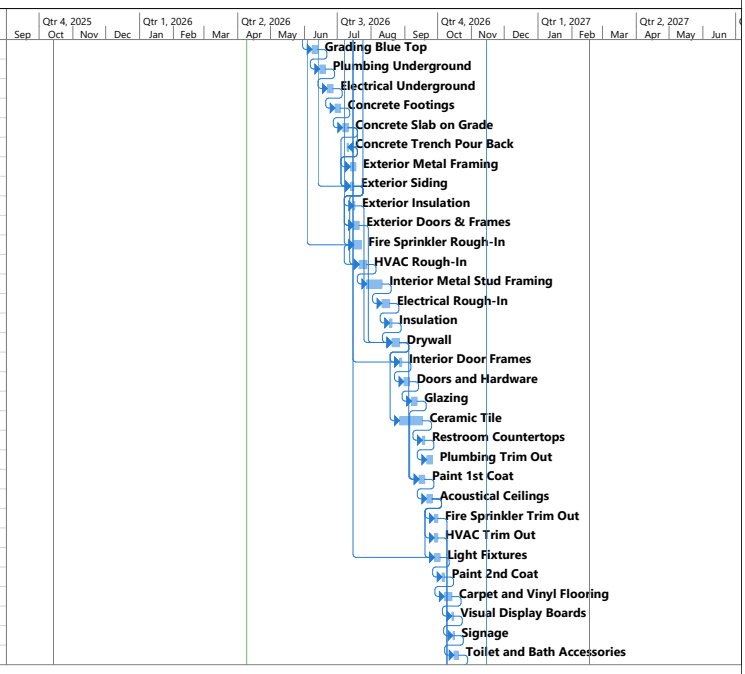
Project: Golder Ranch Training
Date: Thu 4/9/26

Task, Split, Milestone, Summary, Project Summary, Inactive Task, Inactive Milestone, Inactive Summary, Manual Task, Duration-only, Manual Summary Rollup, Manual Summary, Start-only, Finish-only, External Tasks, External Milestone, Deadline, Critical, Critical Split, Progress, Manual Progress

Concord General Contracting

Golder Ranch Training & Maintenance Facility
3835 E. Golder Ranch Drive
Tucson, Arizona 85739

ID	Task Mode	Task Name	Duration	Start	Finish
129		Grading Blue Top	5 days	Mon 6/8/26	Fri 6/12/26
130		Plumbing Underground	5 days	Mon 6/15/26	Fri 6/19/26
131		Electrical Underground	5 days	Mon 6/22/26	Fri 6/26/26
132		Concrete Footings	5 days	Mon 6/29/26	Fri 7/3/26
133		Concrete Slab on Grade	5 days	Mon 7/6/26	Fri 7/10/26
134		Concrete Trench Pour Back	1 day	Fri 7/10/26	Fri 7/10/26
135		Exterior Metal Framing	5 days	Mon 7/13/26	Fri 7/17/26
136		Exterior Siding	3 days	Mon 7/13/26	Wed 7/15/26
137		Exterior Insulation	1 day	Thu 7/16/26	Thu 7/16/26
138		Exterior Doors & Frames	3 days	Thu 7/16/26	Mon 7/20/26
139		Fire Sprinkler Rough-In	5 days	Thu 7/16/26	Wed 7/22/26
140		HVAC Rough-In	5 days	Tue 7/21/26	Mon 7/27/26
141		Interior Metal Stud Framing	10 days	Tue 7/28/26	Mon 8/10/26
142		Electrical Rough-In	5 days	Tue 8/11/26	Mon 8/17/26
143		Insulation	2 days	Tue 8/18/26	Wed 8/19/26
144		Drywall	5 days	Thu 8/20/26	Wed 8/26/26
145		Interior Door Frames	2 days	Thu 8/27/26	Fri 8/28/26
146		Doors and Hardware	5 days	Mon 8/31/26	Fri 9/4/26
147		Glazing	5 days	Mon 9/7/26	Fri 9/11/26
148		Ceramic Tile	15 days	Thu 8/27/26	Wed 9/16/26
149		Restroom Countertops	2 days	Thu 9/17/26	Fri 9/18/26
150		Plumbing Trim Out	5 days	Mon 9/21/26	Fri 9/25/26
151		Paint 1st Coat	5 days	Mon 9/14/26	Fri 9/18/26
152		Acoustical Ceilings	5 days	Mon 9/21/26	Fri 9/25/26
153		Fire Sprinkler Trim Out	3 days	Mon 9/28/26	Wed 9/30/26
154		HVAC Trim Out	3 days	Mon 9/28/26	Wed 9/30/26
155		Light Fixtures	5 days	Mon 9/28/26	Fri 10/2/26
156		Paint 2nd Coat	2 days	Mon 10/5/26	Tue 10/6/26
157		Carpet and Vinyl Flooring	5 days	Wed 10/7/26	Tue 10/13/26
158		Visual Display Boards	1 day	Wed 10/14/26	Wed 10/14/26
159		Signage	1 day	Thu 10/15/26	Thu 10/15/26
160		Toilet and Bath Accessories	2 days	Fri 10/16/26	Mon 10/19/26



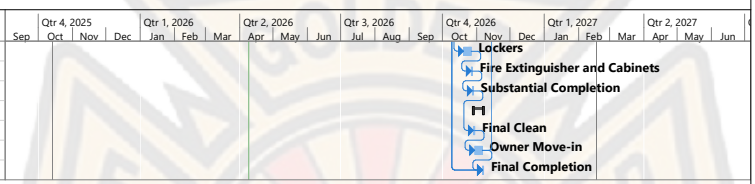
Project: Golder Ranch Training
Date: Thu 4/9/26

Task	Inactive Task	Manual Summary Rollup	External Milestone	Manual Progress
Split	Inactive Milestone	Manual Summary	Deadline	
Milestone	Inactive Summary	Start-only	Critical	
Summary	Manual Task	Finish-only	Critical Split	
Project Summary	Duration-only	External Tasks	Progress	

Concord General Contracting

Golder Ranch Training & Maintenance Facility
3835 E. Golder Ranch Drive
Tucson, Arizona 85739

ID	Task Mode	Task Name	Duration	Start	Finish
161		Lockers	5 days	Tue 10/20/26	Mon 10/26/26
162		Fire Extinguisher and Cabinets	1 day	Tue 10/27/26	Tue 10/27/26
163		Substantial Completion	1 day	Wed 10/28/26	Wed 10/28/26
164		**Finalization**	**7 days**	**Thu 10/29/26**	**Fri 11/6/26**
165		Final Clean	1 day	Thu 10/29/26	Thu 10/29/26
166		Owner Move-in	5 days	Fri 10/30/26	Thu 11/5/26
167		Final Completion	1 day	Fri 11/6/26	Fri 11/6/26



Project: Golder Ranch Training
Date: Thu 4/9/26

Task	Inactive Task	Manual Summary Rollup	External Milestone	Manual Progress
Split	Inactive Milestone	Manual Summary	Deadline	
Milestone	Inactive Summary	Start-only	Critical	
Summary	Manual Task	Finish-only	Critical Split	
Project Summary	Duration-only	External Tasks	Progress	

SITE LOGISTICS PLAN



GOLDER RANCH FIRE DIST.


3895
Golder Ranch Fire District Station 370
Golder Ranch Fire District
Google Maps

DOCUMENT LOG

CONCORD
General Contracting

Document Log

Project Name	Golder Ranch Fire District Professional Development
Project Number	TBD
Project Address	3845 East Golder Ranch Drive, Tucson, AZ 85739
Project Description	Expansion of locker rooms, restrooms and storage

Property Owner	Golder Ranch Fire District
General Contractor	Concord General Contracting
Architect	Seaver Franks Architects Inc
Lead Estimator	David Landis

No.	Date	Rev.	Description	Received	Notes
			Fleet Maintenance Building		
General Drawings				**Consultant:**	**Seaver Franks Architects**
A0.0	02/11/26	0	Cover and General Information	03/23/26	
Demolition Package				**Consultant:**	**Rick Engineering**
D0.0	12/19/25	0	Cover Sheet and General Information	03/23/26	
D2.0	12/19/25	0	Demolition Floor Plans	03/23/26	
D3.0	12/19/25	0	Demolition Reflected Ceiling Plans	03/23/26	
MD1.0	12/19/25	0	Mechanical Demolition Plan	03/23/26	
MPD1.0	12/19/25	0	Mechanical Specifications	03/23/26	
PD1.0	12/19/25	0	Plumbing Demolition Plan	03/23/26	
Civil Drawings				**Consultant:**	**Rick Engineering**
C1.0	02/11/26	0	Project Overview, Plan General Notes, and Legend	03/23/26	
C2.0	02/01/26	0	Civil Notes	03/23/26	
C3.0	02/01/26	0	Paving Plan	03/23/26	
C4.0	02/01/26	0	Grading Plan	03/23/26	
Architectural Drawings				**Consultant:**	**Seaver Franks Architects Inc**
A1.0	02/11/26	0	Overall Site Plan	03/23/26	
A2.0	02/11/26	0	First Floor Reference Floor Plan	03/23/26	
A2.1	02/11/26	0	Dimension Floor Plan	03/23/26	
A2.2	02/11/26	0	Mezzanine Reference, Dimension and Ceiling Plans	03/23/26	
A3.0	02/11/26	0	First Floor Reflected Ceiling Plan	03/23/26	
A4.0	02/11/26	0	Roof Plan	03/23/26	
A5.0	02/11/26	0	Building Elevations	03/23/26	
A6.0	02/11/26	0	Building Sections	03/23/26	
A7.0	02/11/26	0	Wall Sections	03/23/26	
A7.1	02/11/26	0	Wall Sections	03/23/26	
A7.2	02/11/26	0	Wall Sections	03/23/26	
A8.0	02/11/26	0	Enlarged Floor Plans and Interior Elevations	03/23/26	
A8.1	02/11/26	0	Enlarged Floor Plan, Finish, and Equipment Schedules	03/23/26	
A9.0	02/11/26	0	General and Accessibility Details	03/23/26	
A10.0	02/11/26	0	Exterior Details	03/23/26	
A11.0	02/11/26	0	Interior Details	03/23/26	
A11.1	02/11/26	0	Interior Details	03/23/26	
A12.0	02/11/26	0	Door Schedule, Door and Window Types and Details	03/23/26	

CONCORD
General Contracting

Document Log

Project Name	Golder Ranch Fire District Professional Development
Project Number	TBD
Project Address	3845 East Golder Ranch Drive, Tucson, AZ 85739
Project Description	Expansion of locker rooms, restrooms and storage

Property Owner	Golder Ranch Fire District
General Contractor	Concord General Contracting
Architect	Seaver Franks Architects Inc
Lead Estimator	David Landis

No.	Date	Rev.	Description	Received	Notes
Structural Drawings				**Consultant:**	**Turner Structural Engineering CO.**
S0.1	02/11/26	0	Standard Structural Notes	03/23/26	
S1.1	02/11/26	0	Foundation Plan	03/23/26	
S2.1	02/11/26	0	Foundation Details	03/23/26	
S2.2	02/11/26	0	Foundation Details	03/23/26	
Plumbing Drawings				**Consultant:**	**KC Mechanical Engineering, LLC**
P1.0	02/11/26	0	Plumbing Soil and Vent	03/23/26	
P1.1	02/11/26	0	Plumbing Domestic Water and Natural Gas	03/23/26	
P1.2	02/11/26	0	Plumbing Lube, Air, and Shop Reel Water	03/23/26	
P2.0	02/11/26	0	Plumbing Schedules and Details	03/23/26	
P2.1	02/11/26	0	Plumbing Notes and Details	03/23/26	
P3.0	02/11/26	0	Plumbing Risers	03/23/26	
Mechanical Drawings				**Consultant:**	**KC Mechanical Engineering, LLC**
MD1.0	02/11/26	0	Mechanical Demolition Plan	03/23/26	
M1.0	02/11/26	0	Mechanical New Work Plan - First Floor	03/23/26	
M1.1	02/11/26	0	Mechanical New Work Plan - Mezzanine	03/23/26	
M2.0	02/11/26	0	Mechanical Schedule and Details	03/23/26	
MP1.0	02/11/26	0	Division 15 Specifications	03/23/26	
Electrical Drawings				**Consultant:**	**Matthews Consulting & Design, INC.**
ED1.0	02/11/26	0	Electrical Demolition Plan	03/23/26	
E1.0	02/11/26	0	Power and Systems Plan	03/23/26	
E2.0	02/11/26	0	Lighting Plan	03/23/26	
E2.1	02/11/26	0	Lighting Fixture Schedule	03/23/26	
E3.0	02/11/26	0	Electrical HVAC Plan	03/23/26	
E4.0	02/11/26	0	Partial One-Line and Panel Schedules	03/23/26	
Professional Development Expansion					
General Drawings				**Consultant:**	**Seaver Franks Architects**
A0.0	07/31/25	0	General Information	08/29/25	
Demolition Package				**Consultant:**	**Rick Engineering**
D2.0	07/31/25	0	Demolition Floor Plan	08/29/25	
D3.0	07/31/25	0	Demolition Reflected Ceiling Plan	08/29/25	
MD1.0	07/31/25	0	Mechanical Demolition Plan	08/29/25	
PD1.0	07/31/25	0	Plumbing Demolition Plan	08/29/25	
ED1.0	07/31/25	0	Electrical Demolition Plan	08/29/25	

CONCORD
General Contracting

Document Log

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Project Number	TBD
Project Address	3845 East Golder Ranch Drive, Tucson, AZ 85739
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Property Owner	Golder Ranch Fire District
General Contractor	Concord General Contracting
Architect	Seaver Franks Architects Inc
Lead Estimator	David Landis

No.	Date	Rev.	Description	Received	Notes
Civil Drawings				**Consultant:**	**Rick Engineering**
C1.0	02/11/26	0	Project Overview, Plan General Notes, and Legend	03/23/26	
C2.0	02/11/26	0	Civil Notes	03/23/26	
C3.0	02/11/26	0	Paving Plan	03/23/26	
C4.0	02/11/26	0	Grading Plan	03/23/26	
Architectural Drawings				**Consultant:**	**Seaver Franks Architects Inc**
A1.0	07/31/25	0	Overall Site Plan	08/29/25	
A2.0	07/31/25	0	Reference Floor Plan	08/29/25	
A2.1	07/31/25	0	Dimension Floor Plan and Partial Slab Plan	08/29/25	
A3.0	07/31/25	0	Reflected Ceiling Plan	08/29/25	
A4.0	07/31/25	0	Enlarged Plans and Interior Elevations	08/29/25	
A5.0	07/31/25	0	General and Accessibility Details	08/29/25	
A6.0	07/31/25	0	Exterior Wall Section and Detials	08/29/25	
A7.0	07/31/25	0	Interior Details	08/29/25	
A7.1	07/31/25	0	Interior Details	08/29/25	
A8.0	07/31/25	0	Door/Finish Schedules and Details	08/29/25	
Structural Drawings				**Consultant:**	**Turner Structural Engineering Co.**
S1.1	07/31/25	0	Foundation Plan	08/29/25	
S1.2	07/31/25	0	Roof Framing Plan	08/29/25	
S2.1	07/31/25	0	Structural Details	08/29/25	
Plumbing Drawings				**Consultant:**	**KC Mechanical Engineering LLC**
P1.0	07/31/25	0	Plumbing Plan - Sewer	08/29/25	
P1.1	07/31/25	0	Plumbing Plan - Water	08/29/25	
P1.2	07/31/25	0	Plumbing Plan - Gas	08/29/25	
P2.0	07/31/25	0	Plumbing Schedules	08/29/25	
P3.0	07/31/25	0	Plumbing Risers	08/29/25	
P3.1	07/31/25	0	Plumbing Risers	08/29/25	
Mechanical Drawings				**Consultant:**	**KC Mechanical Engineering LLC**
M1.0	07/31/25	0	Mechanical New Work Plan	08/29/25	
M2.0	07/31/25	0	Mechanical Schedules and Details	08/29/25	
MP1.0	07/31/25	0	Division 15 Specifications	08/29/25	
Electrical Drawings				**Consultant:**	**Monrad Engineering, INC.**
E1.0	07/31/25	0	Power and Systems Plan	08/29/25	
E2.01	07/31/25	0	Lighting Plan	08/29/25	
E3.0	07/31/25	0	Partial One-Line, Panel Schedules, Notes, and Specifications	08/29/25	

CONCORD
General Contracting

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Architect	Seaver Franks Architects Inc
Lead Estimator	David Landis

No.	Date	Rev.	Description	Received	Notes
Other Documents					
	08/12/05	0	As-built Plans, A New Training Facility & Fleet Maintenance Building (82-pages)	07/11/25	
	12/17/25	0	Terracon Update to Geotechnical Engineering Report, Golder Ranch Fire Station Expansion (60-pages)	02/13/26	
	02/11/26	0	Structural Calculations for Golder Ranch Fire District Fleet Maintenance Building by Turner Structural Engineering Company (63-pages)	02/13/26	

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Allison Delong, HR Director

MTG. DATE: April 21, 2026

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL/SIGNING OF A TWO-YEAR AGREEMENT WITH NICE HEALTHCARE

ITEM #: 9H

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

BACKGROUND

The presented agreement is a continuation of the current agreement and services and provides a two-year rate lock.

Nice Healthcare is the clinic that comes to our employees/qualified retirees - either virtually, at work, or in your home! Nice offers a wide variety of services meant to diagnose, treat, and above all, prevent short-term, and chronic conditions. Nice provides primary care, mental health therapy, and physical therapy, as well as medication support. Nice ensures more timely and affordable primary health care, and serves to defray insurance costs for both the District and our employees.

Employees and qualified retirees who participate in this benefit regularly provide positive feedback to HR and ask that we continue this benefit. Our monthly utilization is 40%, Nice Healthcare's target utilization is 9%.

RECOMMENDED MOTION

Move to approve the Nice Healthcare agreement as presented.

SERVICE AGREEMENT

This Service Agreement (this "Agreement") is made by and between Golder Ranch Fire District ("Client") and Nice Healthcare PLLC, a Minnesota limited liability company ("Nice Healthcare"), effective as of 04/15/2026 ("Effective Date") for the purpose of setting forth the terms and conditions under which Nice Healthcare shall provide certain services to Client.

1. **Services to Client.** Nice Healthcare shall make available and provide, as requested by Client's covered employees or dependents, the services associated with the care plan designated on Exhibit B, which is attached hereto and incorporated herein (the "Services"). Services shall be provided through one or more of Nice Healthcare's employed or contracted non-physician health care practitioners (the "Providers") who at all times meet the requirements of this Agreement. The Services shall be performed at the locations and within the time frames set out in Exhibit A, which is attached hereto and incorporated herein.

2. **Qualifications and Standards**. Nice Healthcare Providers and other Nice Healthcare personnel will perform Services under this Agreement in compliance with all applicable state and federal standards, laws, rules, and regulations, and will conduct Services in a manner consistent with accepted practices and the standards offered to the other individuals to whom they provide services. All of the Providers that provide Services under this Agreement are licensed to practice in his or her discipline, and all other personnel involved are duly qualified and trained, as may be required to render professional and/or technical services. In the event that a Provider providing Services to Client pursuant to this Agreement fails to comply with any of the requirements described above or elsewhere in this Agreement, Nice Healthcare will notify Client and such Provider(s) will thereupon cease providing Services to Client under this Agreement.

3. **Payment to Nice Healthcare.** For the Services to be performed under this Agreement, Client shall pay Nice Healthcare the amounts set forth in Exhibit B (the "Fees") in the time frames set out in Exhibit B. In the event this Agreement is terminated pursuant to Section 10, Client shall be liable for only those charges incurred prior to the effective termination date. The Fees shall be the sole fees and compensation payable by Client under this Agreement (including the Exhibits) and are exclusive of all applicable sales, use or other similar taxes, if any, which shall be the responsibility of Client.

4. **Confidentiality.**

(a) Confidential Information. In order to provide Services, Nice Healthcare and Client may be furnished with, receive, or otherwise have access to information and materials considered confidential or proprietary by the disclosing party ("Confidential Information"). Confidential Information includes all information, in any form, furnished orally or in writing, made available directly or indirectly to a Party ("Receiving Party") that relates in any way to the Party providing such information ("Disclosing Party"); its existing or former employees or participants; existing, former, or potential customers; or other third parties with whom the

Disclosing Party has a business relationship, which is marked as confidential or should be reasonably known by the Receiving Party to be Confidential Information due to the nature of the information disclosed and the circumstances surrounding the disclosure. Confidential Information also includes Personal Information (as that term is defined below).

For purposes of this Agreement, "Personal Information" shall mean information, provided to Nice Healthcare by or at the direction of Client, or to which access is provided in the course of performance of the Services described in this Agreement, that identifies or makes identifiable an individual (by for example, name, signature, address, telephone number, or other unique identifier, including a social security number), including, but not limited to, information that can be used to authenticate that individual (including, without limitation, passwords or PINs, unique identification numbers, answers to security questions, or other personal identifiers). Personal Information includes information about members and their dependents and beneficiaries for whom Nice Healthcare provides Services. Nice Healthcare and Client shall maintain any and all Personal Information in confidence, without disclosing same to any third party unless having the prior written permission of the Disclosing Party. Unless excluded pursuant to Section 4(b), all Personal Information of members and their dependents and beneficiaries received, developed, or otherwise acquired under this Agreement is presumed to be Client's Confidential Information.

(b) Exceptions. Confidential Information shall not include information that is: (i) already lawfully known by the Receiving Party prior to receiving such information from the Disclosing Party as shown by the Receiving Party's written records; (ii) publicly known at the time of or subsequent to the disclosure or becomes publicly known, in either case through no wrongful act of the Receiving Party; (iii) subsequently disclosed on a non-confidential basis by a third party not having a confidential relationship with the Disclosing Party and such third party rightfully acquired such information; (iv) independently developed by Receiving Party without use or reference to materials of the Disclosing Party as shown by the Receiving Party's written records; or (v) communicated to a third party on a non-confidential basis with the express written consent of the Disclosing Party. The foregoing exceptions do not apply to the disclosure of Personal Information, which shall not be disclosed without the prior written consent of the employee or person to whom the disclosure pertains, unless permitted or required by law.

(c) Standard of Care. Receiving Party shall keep and maintain all Confidential Information received from Disclosing Party in confidence and shall protect Confidential Information with at least the same degree of care (and in any event no less than reasonable care) that it uses to protect its own Confidential Information. The Receiving Party may disclose Confidential Information of the Disclosing Party to its employees, contractors, officers, directors, agents, or other representatives (collectively "**Agents**") only as necessary to perform its obligations hereunder, provided that the Receiving Party shall remain liable to the Disclosing Party for any breach of its confidentiality obligations by its Agents. Notwithstanding the foregoing, Client has the right to disclose Nice Healthcare's Confidential Information in connection with a request by a regulatory authority having supervisory authority over Client.

(d) Legal Disclosure. If the Receiving Party is required by law to disclose Confidential

Information of the Disclosing Party, it shall, to the extent allowed under applicable law, give prompt advance written notice of such requirement to the Disclosing Party. Reasonable efforts shall be made to provide notice in sufficient time to allow the Disclosing Party to seek an appropriate confidentiality agreement, protective order, or modification of any disclosure, and the Receiving Party shall reasonably cooperate in such efforts. Where the Receiving Party must disclose Confidential Information of the Disclosing Party by law, as contemplated in this section, the Receiving Party shall only disclose the minimum Confidential Information required to satisfy such disclosure obligation.

(e) Return or Destruction of Information. Upon termination or expiration of the Agreement for any reason or upon either party's request, the other party shall immediately cease handling and return all documents and other materials constituting or containing Confidential Information or any derivatives of such information to the other party. Each party may retain one copy of Confidential Information for archival purposes.

(f) Notwithstanding any provision of this Agreement to the contrary, in all events, this Agreement shall be interpreted and applied in a manner which causes it to comply with the No Surprises Act prohibition on gag clauses as codified in (i) Section 9824 of the Internal Revenue Code, (ii) the Employee Retirement Income Security Act Section 724, and (iii) Public Health Services Act section 2799A-9.

This Section 4 shall survive any termination of this Agreement

5. **Ownership of Work Product.** Client acknowledges that any work product of any type, defined as any data, documentation, "know-how," concepts, plans, inventions, improvements, techniques, and processes generated by Nice Healthcare under this Agreement, belongs solely to Nice Healthcare and Client hereby assigns and transfers to Nice Healthcare any and all rights that Client might have asserted to such work product, including any copyright, patent, trademark, trade secret or other intellectual property rights, to Nice Healthcare. Client will cooperate with Nice Healthcare and will execute any documentation reasonably required by Nice Healthcare to assert or protect its property rights in the work product. Notwithstanding the foregoing, Nice Healthcare's rights under the section do not extend to or in any way apply to any "protected health information", "electronic protected health information", or "health records" as defined under the Health Insurance Portability and Accountability Act. Client will be granted a non-exclusive, paid in full license to use any work product generated by Nice Healthcare under this Agreement for the term of this Agreement.

6. **Health Care Privacy and Security.** All health or medical information and/or data concerning specific patients (including, but not limited to, the identity of the patients), derived from or obtained during the course of performing Services under this Agreement, shall be treated by the parties as confidential so as to comply with all applicable state and federal laws and regulations regarding confidentiality of patient records, and shall not be released, disclosed, or published to any party other than as required or permitted under applicable laws. Nice Healthcare further acknowledges that it will comply with all applicable state and federal laws and regulations

governing patient privacy and security.

7. **Relationship of Parties.** The sole relationship of the parties is that of independent contractors and nothing in this Agreement or otherwise shall be deemed or construed to create any other relationship, including one of employment, joint venture or agency. Under no circumstances will Nice Healthcare or any Provider hold themselves out as or be considered agents or employees of Client. Client will carry no Workers' Compensation insurance, liability insurance, or health insurance to cover Nice Healthcare or any Provider. Client will not pay any Social Security, unemployment insurance, federal or state withholding taxes, nor provide any other contributions or benefits which might be expected in an employer-employee relationship. Nice Healthcare agrees to report and pay all taxes, unemployment insurance, Social Security and other benefits for Providers. This Section shall survive any termination of this Agreement.

8. **Indemnification.** Each party (the "Indemnifying Party") agrees to indemnify, defend and hold harmless the other party and its managers, shareholders, employees, and dependents of covered employees, and their respective successors and assigns ("Indemnitees") against and with respect to all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including interest, penalties, and attorney's fees (collectively, "Losses") that any Indemnitee may incur or suffer which arise, result from, or relate to the Indemnifying Party's default under or failure to perform any contractual or other obligations or undertaking under this Agreement, or the malpractice, negligence, or breach of applicable law of or by the Indemnifying Party or its employees, agents, independent contractors, subcontractors, or representatives in the discharge of its or his or her professional responsibilities, or any other negligent act or omission to act of the Indemnifying Party, its directors, officers, employees, agents, independent contractors, subcontractors, or representatives arising under this Agreement. This Section shall survive termination or expiration of this Agreement.

Disputes. If a dispute arises between the parties arising from or relating to this Agreement, the parties will attempt to informally resolve it before taking any action. If the dispute is not resolved within thirty (30) days, Arizona law shall apply and venue shall be in Pima County, Arizona.

10. **Term and Termination.** This Agreement shall be effective as of the Effective Date above and will be in effect through the end of the initial Service Period listed in Exhibit B and shall automatically renew for a 12 month period thereafter ("Term"). Either party may terminate this Agreement without cause upon Thirty (30) days advance written notice to the other party ("Without Cause Termination"). In the event of Without Cause Termination, all Services will terminate at the end of the month in which the 30th day after notice falls. Upon any termination, all compensation, as defined in Exhibit B, shall be prorated to reflect actual Services rendered up to the effective date of termination. In addition, either party may terminate this Agreement if the other party breaches any of its material obligations under this Agreement and fails to cure such breach within ten (10) days of written notice thereof. Notwithstanding the foregoing, Client

shall have the right to terminate this Agreement on such shorter periods of notice as may be described elsewhere in this Agreement. In the event that either party becomes insolvent, unable to pay its debts as such debts come due, or enters into or files (or has filed or commenced against it) a petition, arrangement, application, action, or other proceeding seeking relief or protection from creditors under the bankruptcy laws or similar laws of the U.S. or any state of the U.S., this Agreement will terminate immediately upon written notice to the insolvent party, without notice or opportunity to cure.

11. **Insurance**. Nice Healthcare will maintain medical professional liability insurance or a comparable program of self-insurance in the amount of at least One Million Dollars ($1,000,000) per occurrence and Three Million Dollars ($3,000,000) in the aggregate on behalf of each Provider. Such insurance will be either occurrence or claims made with an extended period reporting option under such terms and conditions as may be reasonably required by Client. Nice Healthcare will also maintain general liability insurance or a comparable program of self-insurance of at least One Million Dollars ($1,000,000) per occurrence, including contractual liability. Nice Healthcare will also maintain data security and privacy insurance or a comparable program of self-insurance with limits not less than One Million Dollars ($1,000,000.00) per occurrence covering the acts and omissions of Nice Healthcare under this Agreement. Upon request, Nice Healthcare will deliver to Client insurance certificates evidencing that the required insurance is in force with insurance companies.

12. **Miscellaneous.** This Agreement contains the entire understanding of the parties and may be amended only in writing signed by the parties. This Agreement and any rights and obligations under it may not be assigned by either party unless the other party has given its prior written consent to such assignment. This Agreement shall be governed by and construed under the laws of the State of Utah. The provisions of Sections 4, 5, 8, 9, and 11 shall survive any termination of this Agreement.

13. **Fundamental Regulatory Change**. If any provision, or the underlying purpose, of this Agreement becomes violative of the rules, regulations or reimbursement policies of any applicable federal or state statute, rule or regulation, or administrative or judicial decision or any applicable regulatory, certification or accreditation requirements (collectively, a "Fundamental Regulatory Change"), either party may give notice of intent to amend this Agreement to compensate for the prohibition, restriction, limitation or change. If the parties do not or cannot mutually agree to amend this Agreement in writing within thirty (30) days after said notice is given, then any party may elect to terminate this Agreement immediately upon written notice to the other party without further liability; provided however, that if the implementation of any such law, rule, regulation, standard or interpretation is stayed on account of any administrative appeal or any suit filed in a court of competent jurisdiction, the right to amend or terminate as set forth above will also be stayed during the period of such stay. The determination that a Fundamental Regulatory Change has occurred will be made by (a) counsel to either party, with the concurrence of counsel to the other party; or (b) if counsel for each of the parties cannot concur that a Fundamental Regulatory Change has occurred, by a nationally recognized law firm with expertise in health care law selected unanimously by the parties.

14. **Nice Healthcare Contact Information.**
Address: 2786 Fairview Ave. North, Roseville, MN 55113
Phone Number: 763-412-1993

15. **Notice**. Any notice to be given hereunder by either party shall be in writing and shall be sent by overnight courier service, personal delivery, or by United States certified mail, return receipt requested, postage prepaid. In addition, except for breach notices, termination notices, and assignment notices, any notices given via electronic mail to the e-mail addresses shown below (or such other e-mail address as either party may indicate by at least ten (10) days' prior written notice to the other party) shall be valid, provided that receipt of such e-mailed notice is acknowledged by the addressee by responsive e-mail or other written acknowledgement. Unacknowledged notices delivered via e-mail shall be void and of no effect for purposes of this Agreement. Notices will be effective upon receipt or, with respect to notices delivered via e-mail, upon acknowledgment of receipt in accordance with the foregoing. Notices shall be addressed as follows:

Nice Healthcare
2786 Fairview Ave. North
Roseville, MN 55113
legal@nice.healthcare

Client Name: Golder Ranch Fire District
Address 1: 1600 E. Hanley Boulevard
Address 2: Oro Valley, AZ 85737
E-mail Address: hrteam@grfdaz.gov

16. **Waiver of Default or Breach.** No waiver by either Nice Healthcare or Client of any default or breach of this Agreement operates as a waiver of any future default or breach, whether of like or different character or nature. Any consent, waiver or approval by either party of any act or matter must be in writing and shall apply only to the particular act or matter to which such consent or approval is given.

17. **No Obligation to Make Referrals**. The parties acknowledge and agree that none of the benefits granted the parties under this Agreement is conditioned on any requirement or expectation that the parties make referrals to, be in a position to make, induce or influence referrals to, or otherwise generate business for the other party.

18. **Not An Insurer**. Nice Healthcare further acknowledges that neither it, nor its employees or contractors, are licensed insurers or brokers and will not engage in the transacting of the business of insurance under this Agreement. Both parties acknowledge that neither Nice Healthcare nor its employees or contractors or the Providers will be transacting in the business of insurance or any related profession that requires a professional license or registration under state or federal insurance law.

19. **Entire Agreement**. This Agreement, including the Exhibits hereto, constitutes the entire agreement between the parties pertaining to the subject matter contained in it and supersedes all prior contemporaneous agreements, representations and understandings, whether oral or written, of the parties with respect to such subject matter.

20. **Effect of Invalidity**. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future applicable laws effective during the Term, such provision will be fully severable. This Agreement must be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement, and the remaining provisions of this Agreement that reasonably can be given effect apart from the invalid or unenforceable provision will remain in full force and effect and will not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement.

21. **Severability**. In the event that any one or more of the provisions contained in this Agreement is for any reason held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability of the provision shall not affect any other provision hereof.

22. **Force Majeure**. Neither party will be liable nor deemed to be in breach for any delay or failure in performance under this Agreement where such delay or failure results directly or indirectly from acts of God, civil or military authority, acts of public enemy, war, terrorism, accidents, fires, explosions, earthquakes, floods, epidemics, pandemics, failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions or any similar or dissimilar cause beyond the reasonable control of the affected party. Upon the occurrence of one or more of these events, the affected party will not be in breach of this Agreement for a period equal to the time that the party is unable to reasonably perform. Notwithstanding this provision, a party may terminate this Agreement with regard to the affected party immediately upon written notice if such events continue for more than sixty (60) consecutive days.

23. **Exhibits**. The Parties shall comply with the terms set forth on all Exhibits hereof, which terms are incorporated herein by reference. In the event of a conflict between the terms of this Agreement and those of an Exhibit, the terms of the Exhibit shall control. Except as otherwise expressly provided therein, capitalized terms not otherwise defined on an Exhibit shall have the meanings ascribed to them in this Agreement.

IN WITNESS WHEREOF, THE PARTIES HAVE ENTERED INTO THIS AGREEMENT EFFECTIVE AS OF THE EFFECTIVE DATE.

Client

Name: Wally Vette

Title: Vice Chairperson, GRFD Governing Board

Signature:_____

Nice Healthcare PLLC

Title: COO

Name: Genevieve Swenson

Signature:_____

EXHIBIT A – SERVICE DESCRIPTION

Services

Nice Healthcare is an integrated primary care provider that offers a combination of in-person and virtual care. Services selected by Client for inclusion in their offering are listed in Exhibit B.

A. Virtual Services
    i. Virtual care for select primary care needs
    ii. Virtual care for select physical therapy needs
    iii. Virtual care for select mental health care needs
    iv. Prescriptions
        a. Fulfillment fees for select prescriptions are included at no additional charge.
    v. Care coordination and referrals

B. In-person Services
    i. In-person care for select primary care needs
    ii. In-person X-rays and EKGs
    iii. In-person labs
        a. Processing fees for select in-person labs are included at no additional charge.
    iv. In-person physical exams
    v. In-person rapid tests

C. Non-Covered Services
    i. Male and female pelvic and breast exams
    ii. Vaccines
    iii. Prescription of controlled or specially regulated substances
    iv. Emergency care services and hours
    v. Any care that is conducted by medical providers or facilities unaffiliated with Nice Healthcare
    vi. Servicing medical orders (labs, X-rays, pharmacy) for medical providers or facilities that are not ordered and managed by a Nice Healthcare provider
    vii. Incentivized Primary Care, Biometric Screenings, Flu Clinics, or similar programs are not part of the standard service offering and therefore not included in the contracted price.

Service Terms and Conditions

A. Service providers
    i. Services are provided by nurse practitioners, physician assistants, registered nurses, physical therapists, and mental health therapists.
    ii. Some services may be supported by various technicians and support personnel.

B. Service considerations
    i. Nice Healthcare Providers will provide care consistent with their medical judgment and training. Referrals, prescriptions, labs, and other supporting medical care will be ordered at their discretion and only when medically appropriate.

C. Service geography

i. Virtual care is available to those located within a state in which Nice Healthcare operates.
ii. In-person care is available to those located within the bounds of Nice Healthcare's in-person service area.
iii. Details on Nice Healthcare's operating states and in-person service area can be found at https://nice.healthcare/locations.
iv. Nice Healthcare reserves the right to modify the in-person service area with 60 days' notice.

D. Service hours

i. Nice Healthcare hours of operations are available at: https://nice.healthcare.
ii. Nice observes ten (10) major holidays and will be closed on the nationally recognized weekday for those holidays as well as any associated weekend days where appropriate.
iii. In addition to nationally recognized holidays, Nice is closed for two additional weekdays each year for training purposes.

E. Service reporting

i. Nice Healthcare will provide quarterly utilization reporting to Clients with greater than 50 eligible employees.
ii. Nice Healthcare will provide yearly utilization reporting to Clients with fewer than 50 eligible employees.
iii. Reporting will be sent the month following the close of a reporting period.

F. Locations

i. Fire HQ 1600 E. Hanley Blvd Oro Valley, AZ 85737
ii. Administration North 3885 E. Golder Ranch Drive

Catalina, AZ 85739

iii. Station 370 3835 E. Golder Ranch Dr Catalina, AZ 85739

iv. Station 374 1130 E. Rancho Vistoso Blvd Oro Valley, AZ 85755
v. Station 375 12125 N. Woodburne Ave. Oro Valley, AZ 85755
vi. Station 376 10475 N. La Canada Oro Valley, AZ 85737
vii. Station 377 355 E. Linda Vista Oro Valley, AZ 85704
viii. Station 379 9310 N. Shannon Rd Tucson, AZ 85742
ix. Station 380 1175 W. Magee Rd, Tucson, AZ 85704

EXHIBIT B – SERVICE SELECTION AND COMPENSATION

Service Period

Services will initially begin on 07/01/2026 ("Service Start Date") and run through 06/30/2028 ("Initial Service Period"). After the Initial Service Period, subsequent service periods will align with the Agreement renewal outlined in Section 10 of the Service Agreement.

Service Selection

A. ☑ Full-Service Selection – Includes all In-person and Virtual Services listed in Exhibit A for the selected care types

B. ____ Virtual Only Service Selection – Includes all Virtual Services listed in Exhibit A for the selected care types

Service Compensation

A. Client will pay Nice Healthcare:
   i. $45 per Employee per month for Full-Service employees and
   ii. ____ per Employee per month for Virtual Only Service employees

B. The prepayment amount shall be calculated based on the enrolled employees within the Nice Healthcare provided electronic platform on the first day of the Initial Service Period.

C. **Client understands that all prepayment amounts shall be non-refundable.**

D. Following the Initial Service Period and upon auto-renewal, Client will be billed monthly in arrears at the rates above.

E. Late fees for all unpaid invoices will accrue at a 2.5% interest rate per month. Invoices may include additional taxes and fees as required by applicable state agencies.

F. Client agrees that the Employee count used for calculating invoices will be determined by the greater of i) 10, or ii) the number of enrolled employees within the Nice Healthcare provided electronic platform (or other similar method).

G. All services shall be limited to eligible employees and benefit eligible dependents, as well as COBRA enrolled employees and dependents.

H. Client understands that it is their responsibility to manage and ensure the accuracy of all eligible employees and dependents as well as anyone who may be eligible through COBRA within the provided electronic platform, including when an auto-feed is in place. Failure to do so may result in incorrect billing and/or the inability of otherwise eligible individuals to access Nice services.

I. Nice will expand its in-person visit service area from time to time which may result in Virtual Only employees being transitioned to Full Service employees.

J. All payments made via paper check will be subject to a processing fee. Similarly, any payments made via Credit Card may be subject to an additional transaction fee.

	Name	Email	Phone
Nice Healthcare Billing Contact	Accounts Receivable	billing@nice.healthcare	763-412-1993
Client Billing Contact			

Service Marketing

A. Client agrees to allow Nice Healthcare to promote its services to Client employees to increase awareness and utilization of Nice Healthcare.

   i. Upon request, Client agrees to provide Nice Healthcare a list of Employee email addresses to allow for direct email promotion of Nice Healthcare services.

B. Client agrees to promote Nice Healthcare services to its employees via mutually agreed upon communication strategies.

C. Client grants Nice Healthcare a non-exclusive, non-transferable, royalty-free license to use client's trade names, trademarks, logos, and services marks for promotion of Nice Healthcare services to Client employees.

Other Terms as Negotiated:
Client has elected to prepay for services covering the Initial Service Period of twenty-four (24) months. Nice Healthcare will invoice Client annually over the 24-month service period, with the first invoice issued on 7/1/2026 for the service period of 7/1/2026 - 6/30/2027. A second invoice will be issued on 7/1/2027 for the service period of 7/1/2027 -6/30/2028 based on the enrolled employees within the Nice Healthcare provided electronic platform on 7/1/2027.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO:	Governing Board
FROM:	Allison Delong, HR Director
MTG. DATE:	April 21, 2026
SUBJECT:	DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL/SIGNING OF A TWO-YEAR AGREEMENT WITH PAYTIENT
ITEM #:	9I

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

BACKGROUND

HR on behalf of the Benefits Committee is asking for the Governing Board to approve the attached agreement. We are asking to put this service in place for our employees for the coming benefits year to assist in reducing financial barriers to necessary care while promoting better health outcomes and financial well-being.

Paytient is a financial technology company that provides a healthcare payment app designed to improve access to care by allowing individuals to pay for medical, dental, vision, pharmacy, and veterinary expenses over time. Paytient offers a card-based solution that enables users to cover out-of-pocket costs immediately and repay the balance in manageable installments, without interest or fees.

RECOMMENDED MOTION

Move to approve the Paytient agreement as presented.

Docusign Envelope ID: 5CDA7DD8-B754-8BBA-811C-D708DBAB27C8

Paytient

About Paytient: At Paytient, we believe cost should never stand in the way of care. That's why we partner with compassionate employers to offer a smarter way to pay—one that provides flexible payment options, ensures affordability, and removes the need for interest-bearing medical debt. With Paytient's Health Payment Account (HPA), employees can unlock instant access to an interest-free revolving line of credit for medical, dental, vision, pharmacy, mental health, and even veterinary care, then break up payments into manageable, paycheck-friendly installments. No credit checks, no hidden fees—just access to care when it's needed most.

Employer Subscription Order Form

Day Services Begin ("Effective Date"):	7/1/26	**Employer:**	Golder Ranch Fire District 1600 E. Hanley Blvd. Oro Valley, AZ 85737
Paytient:	Paytient Technologies, Inc. 3601 Endeavor Ave, Suite 109 Columbia, Missouri 65201	**Employer Notice Information:**	Allison Delong Human Resources Director adelong@grfdaz.gov
Paytient Notice Information:	Legal@Paytient.com	**Covered Population:**	On Medical Plan Only 270 employees (approx.)
Custom Program Elements:	No	**Payroll Deduction Enabled as a Repayment Method?:**	Yes
Eligible Expenses:	Medical;Pharmacy;Dental;Vision;Veterinary		
Credit Limit:	$ 2000 per Employee		
Fees:	$ 9 per eligible employee per month ("**PEPM**") $100 Monthly Service Fee		
Payment and Invoicing:	Fees are due starting on the Effective Date continuing for the remainder of the Term. Paytient shall invoice Employer for the Fees monthly, and Employer shall submit payment for the Fees within thirty (30) days of the invoice date.		
Initial Term:	Effective date to 6/30/27		

The Employer Subscription Agreement shall consist of this Order Form and the Employer Subscription Terms and Conditions (available here: https://www.paytient.com/ESA-terms) (together, the "**Agreement**"). The Order Form shall be subject in all respects to such Terms and Conditions and, in the event of a conflict, the Order Form will govern. All capitalized terms used herein shall have the meanings set forth in the Order Form and in the Terms and Conditions. Paytient and Employer (collectively, the "**Parties**," and each, a "**Party**") have caused their duly authorized representatives to execute this Agreement, and this Agreement shall be effective as of the Effective Date.

Docusign Envelope ID: 5CDA7DD8-B754-8BBA-811C-D708DBAB27C8

Paytient

GOLDER RANCH FIRE DISTRICT	**PAYTIENT TECHNOLOGIES INC.**
By:	By:
Name: Wally Vette	Name: Joe Gabler
Title: Vice Chairperson, GRFD Governing Board	Title:
Date: April 21, 2026	Date:

Certificate Of Completion

Envelope Id: 5CDA7DD8-B754-8BBA-811C-D708DBAB27C8
Subject: Paytient Employer Subscription Agreement
Source Envelope:
Document Pages: 2
Certificate Pages: 4
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Signatures: 0
Initials: 0

Status: Sent

Envelope Originator:
Andrea Morse
1802 Moss Creek Ct
Columbia, MO 65201-8864
amorse@paytient.com
IP Address: 54.174.62.131

Record Tracking

Status: Original
4/15/2026 10:25:40 AM

Holder: Andrea Morse
amorse@paytient.com

Location: DocuSign

Signer Events	Signature	Timestamp
Jen Lamons jlamons@paytient.com Vice President, Payer Sales Paytient Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	**Completed** Using IP Address: 216.205.127.15	Sent: 4/15/2026 10:39:25 AM Viewed: 4/15/2026 11:42:00 AM Signed: 4/15/2026 11:43:03 AM
Allison Delong adelong@grfdaz.gov HR Director Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/15/2026 12:28:05 PM ID: 2725b61d-a0ef-4462-9ce2-43e22cfca6ec		Sent: 4/15/2026 11:43:04 AM Viewed: 4/15/2026 12:28:05 PM
Joe Gabler jgabler@paytient.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/14/2026 9:53:16 AM ID: dcbcc4a3-2231-45bb-8d81-60e7aa598b08		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Emily Noland enoland@grfdaz.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:**		

Carbon Copy Events	Status	Timestamp
Not Offered via Docusign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/15/2026 10:39:25 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Paytient Technologies, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Jeff Sargent, Acting Finance Director

MTG. DATE: April 21, 2026

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

ITEM #: 9J

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 3/1/2026 Through 3/31/2026

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	2,620,932.26	2,974,492.41	353,560.15	29,026,920.64	29,102,819.54	75,898.90
6000	Supplies/Consumables	62,347.56	123,303.33	60,955.77	863,359.60	1,332,448.97	469,089.37
6500	Vehicle / Equipment Expense	47,973.35	89,626.39	41,653.04	797,487.98	1,458,372.51	660,884.53
6750	Utilities / Communications	27,237.96	44,698.33	17,460.37	393,047.87	405,484.64	12,436.77
7000	Professional Services	180,659.76	133,193.32	(47,466.44)	1,233,519.74	1,477,964.88	244,445.14
7500	Dues/Subscriptions/Maint. Fees	13,509.20	63,247.97	49,738.77	666,085.87	727,322.06	61,236.19
7750	Insurance	62,612.00	0.00	(62,612.00)	194,642.50	191,400.00	(3,242.50)
8000	Repairs / Maintenance	22,541.87	49,741.00	27,199.13	283,688.63	564,744.00	281,055.37
9000	Debt Service Principle	0.00	0.00	0.00	736,142.00	736,310.00	168.00
9500	Debt Service Interest	0.00	0.00	0.00	839,151.28	827,851.00	(11,300.28)
9900	Capital	48,635.04	182,235.07	133,600.03	2,203,737.34	2,468,958.63	265,221.29
Report Difference		(3,086,449.00)	(3,660,537.82)	574,088.82	(37,237,783.45)	(39,293,676.23)	2,055,892.78

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: April 21, 2026

SUBJECT: FUTURE AGENDA ITEMS

ITEM #: 10

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: April 21, 2026

SUBJECT: Call to the Public

ITEM #: 11

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.