GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
PUBLIC NOTICE AND AGENDA
REGULAR SESSION

AMENDED

Tuesday, March 12, 2019 0900 hrs

3885 East Golder Ranch Drive, Tucson, Arizona 85739

*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, March 12, 2019**. The meeting will be held at the Fire District Administration Board Room, which is located at **3885 East Golder Ranch Drive, Tucson, Arizona 85739**. Members of the GRFD Governing Board will attend either in person or by telephone conference call. The order of the Agenda may be altered or changed by direction of the Board. The Board may vote to go into Executive Session, which are not open to the public, on any agenda item pursuant to ARS § 38-431.03(A)(3) for discussion and consultation for legal advice with the Fire District Attorney on the matter(s) as set forth in the agenda item. The following topics and any reasonable variables related thereto will be subject to discussion and possible action.*

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

2. **SALUTE AND PLEDGE OF ALLEGIANCE**

3. **FIRE BOARD REPORTS**

4. **CALL TO THE PUBLIC**

   This is the time for the public to comment. Members of the Board may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date. Those wishing to address the Golder Ranch Fire District Governing Board need not request permission in advance. A member of the public may speak for a reasonable time as determined by the Board on an oral presentation. The Board may adjust time limitations and all individuals desiring to address the Board will have the same opportunity. 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.

5. **PRESENTATIONS**

   A. PRESENTATION OF NEW BOARD MEMBER WALLY VETTE

   B. PRESENTATION OF PERSONNEL

   - 30 YEARS OF SERVICE
     - TOM HELMANDOLLAR

6. **CONSENT AGENDA**

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

A. APPROVE MINUTES – FEBRUARY 12, 2019 REGULAR SESSION

B. APPROVE MINUTES – FEBRUARY 12, 2019 EXECUTIVE SESSION

C. APPROVE MINUTES- FEBRUARY 26, 2019 SPECIAL SESSION

D. APPROVE MINUTES- FEBRUARY 26, 2019 EXECUTIVE SESSION
- FEBRUARY 26, 2019 EXECUTIVE SESSION MINUTES 1
- FEBRUARY 26, 2019 EXECUTIVE SESSION MINUTES 2
- FEBRUARY 26, 2019 EXECUTIVE SESSION MINUTES 3
- FEBRUARY 26, 2019 EXECUTIVE SESSION MINUTES 4
- FEBRUARY 26, 2019 EXECUTIVE SESSION MINUTES 5

E. APPROVE CONTRACT WITH WSM ARCHITECTS FOR ARCHTECTURAL SERVICES REGARDING THE REMODEL OF STATION 375, 12125 N. WOODBURNE AVENUE ORO VALLEY, AZ 85755

7. REPORTS AND CORRESPONDENCE

A. FIRE CHIEF'S REPORT - CHIEF KARRER
- UPDATES ON THE FOLLOWING AREAS:
  - MEETINGS/TRAININGS AND EVENTS ATTENDED
  - POLITICAL & PUBLIC SAFETY INTERACTIONS/UPDATES
  - DISTRICT ACTIVITIES
  - PERSONNEL
  - COMMENDATIONS/THANK YOU CARDS RECEIVED
- BOARD SERVICES REPORT – MANAGER PAINTER
- COMMUNITY RELATIONS REPORT – MANAGER BRASWELL
- INFORMATION TECHNOLOGY REPORT – MANAGER RASCON
- LEADERSHIP TEAM REPORT – PRESIDENT HOWE

B. EMERGENCY/LIFE SAFETY SERVICES ASSISTANT CHIEF'S REPORT - CHIEF BRANDHUBER
- UPDATES ON THE FOLLOWING AREAS:
  - ASSISTANT CHIEF’S ACTIVITIES FOR THE MONTH
  - OPERATIONS
  - EMS
  - TRAINING
  - HEALTH AND SAFETY
  - WILDLAND
  - HONOR GUARD/PIPES AND DRUMS
  - SPECIAL OPERATIONS
  - HUMAN RESOURCES
  - FIRE AND LIFE SAFETY SERVICES

C. LOGISTICS AND FINANCE ASSISTANT CHIEF'S REPORT - CHIEF ABEL
   - UPDATES ON THE FOLLOWING AREAS:
     - ASSISTANT CHIEF'S ACTIVITIES FOR THE MONTH
     - FINANCE
     - LOGISTICS

8. REGULAR BUSINESS

A. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE ESTABLISHMENT OF A BOND COMMITTEE TO REVIEW THE FEASIBILITY OF A BOND ELECTION IN NOVEMBER 2019, AUTHORIZING THE FIRE CHIEF TO RECRUIT INTERESTED COMMUNITY MEMBERS TO SERVE ON THE COMMITTEE

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

9. FUTURE AGENDA ITEMS

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

- REGULARLY SCHEDULED MEETING – APRIL 09, 2019

10. CALL TO THE PUBLIC

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

11. ADJOURNMENT

_____

Albert Pesqueira, Clerk of the Board
Golder Ranch Fire District

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

Posted By: Shannon Ortiz 3/7/19 by 9:00 a.m.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Brooke Painter, Board Services Manager

DATE: March 12, 2019

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: Randy Karrer, Fire Chief

DATE: March 12, 2019

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. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date. Those wishing to address the Golder Ranch Fire District Board need not request permission in advance. A member of the public may speak for a reasonable time as determined by the Board on an oral presentation. The Fire Board may adjust time limitations and all individuals desiring to address the Fire Board will have the same opportunity. The Fire District 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 Board members 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: Brooke Painter, Board Services Division

DATE: March 12, 2019

SUBJECT: PRESENTATION OF NEWLY APPOINTED BOARD MEMBER

ITEM #: 5A

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

BACKGROUND

This is an introduction of newly appointed governing board member, Wally Vette.

Chairperson Cox-Golder will administer the oath of office. This is for presentation purposes only, Mr. Vette was administered his official oath by Manager Painter to meet statutory requirements.

RECOMMENDED MOTION

No motion is necessary for this agenda item.

OATH OF OFFICE

STATE OF ARIZONA)
)
COUNTY OF PIMA)

I,Wally Vette, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of office of Golder Ranch Fire District Board Member according to the best of my ability, so help me God (or so I do affirm).

_____
Signature
Golder Ranch Fire District Board Member

Subscribed and sworn to before me this _____ day of _____, 2019

Notary Public: _____ My commission expires: _____

A.R.S. § 38-231. Officers and employees required to take loyalty oath; form; classifications; definition

A. In order to ensure the statewide application of this section on a uniform basis, each board, commission, agency and independent office of this state, and of any of its political subdivisions, and of any county, city, town, municipal corporation, school district and public educational institution, shall completely reproduce this section so that the form of written oath of affirmation required in this section contains all of the provisions of this section for use by all officers and employees of all boards, commissions, agencies and independent offices.

B. Any officer or employee who fails to take and subscribe to the oath or affirmation provided by this section within the time limits prescribed by this section is not entitled to any compensation until the officer or employee does so take and subscribe to the form of oath or affirmation prescribed by this section.

C. Any officer or employee having taken the form of oath or affirmation prescribed by this section, and knowingly at the time of subscribing to the oath of affirmation, or at any time thereafter during the officer's or employee's term of office or employment, does commit or aid in the commission of any act to overthrow by force, violence or terrorism as defined in section 13-2301 the government of this state or of any of its political subdivisions, or advocates the overthrow by force, violence or terrorism as defined in section 13-2301 of the government of this state or of any of its political subdivisions, is guilty of a class 4 felony and, on conviction under this section, the officer or employee is deemed discharged from the office of employment and is not entitled to any additional compensation or any other emoluments or benefits which may have been incident or appurtenant to the office or employment.

D. Any of the person referred to in article XVIII, section 10, Constitution of Arizona, as amended, relating to the employment of aliens, are exempted from any compliance with this section.

E. In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before any officer or employee enter upon the duties of the office or employment, the officer or employee shall take and subscribe the following oath or affirmation: (see above)

F. For the purposes of this section, "officer or employee" means any person elected, appointed or employed, either on a part-time or full-time basis, by this state or any of its political subdivisions or any county, city, town, municipal corporation, school district, public educational institution or any board, commission or agency of any county, city, town, municipal corporation, school district or public educational institution.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Human Resources Division

DATE: March 12, 2019

SUBJECT: PRESENTATION OF PERSONNEL

ITEM #: 5B

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

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

30 Years of Service Recognition

- Tom Helmandollar (03/20/1989)

RECOMMENDED MOTION

No motion is necessary for this agenda item.

EMPLOYEE RECOGNITION

Employee Name: Roy Helmandollar

Date of Hire: 03/20/1989

Current Position:

Reason for Recognition: 30 Years of Service

Date of Board Meeting: March 12, 2019

Prepared by:

The employee named above will be recognized for Years of Service milestone, Job Promotion, New Employee, or Academy Graduate. **Please complete:** Current Position, Prepared by, GRFD CAREER HISTORY, the PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS, and PERSONAL OR SPECIAL NOTES. This information will be used when the employee is recognized at the next GRFD Board Meeting.

Please return to Human Resources via email by: 2/25/2019

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

- *GRFD CAREER HISTORY: Roy "Tom" Helmandollar became an EMT in 1985, was hired by the district in March of 1988. Tom was promoted to LT. in 1991, he opened station 3(373) in 1992 and station 4 (374) in 1993. Tom became a CEP in 1995 then Captain in 1996. Tom was the CEP of the year in 1995 Tom's current assignment is at Station 378 on C shift.*

- *PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:*

  Tom is known around the district for his "Brother" greeting, as well as a distinct handshake. Tom was one of the founding members of the GRFD Honor guard team, and is still a very active member. Tom has also been a role model with his commitment to fitness, for a guy that old he can still run circles around many of the younger firefighters in the district.

  While stationed at 373 many years ago there might have been an incident with Kris Croddy, and "Dos" involving a flashlight projecting images on the ceiling, not sure if this is the venue to talk about that.

  PERSONAL OR SPECIAL NOTES OF INTEREST:

  Tom married his beautify wife Pam in 1997 and they are the proud parents to their amazing daughter Kaytlin. Before joining GRFD Tom served in the US Army in the 82nd Airborne as an MP.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Brooke Painter, Board Services Manager

DATE: March 12, 2019

SUBJECT: CONSENT AGENDA

ITEM #: 6A-6E

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

BACKGROUND

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

A. APPROVE MINUTES – FEBRUARY 12, 2019 REGULAR SESSION
B. APPROVE MINUTES– FEBRUARY 12, 2019 EXECUTIVE SESSION
C. APPROVE MINUTES– FEBRUARY 26, 2019 SPECIAL SESSION
D. APPROVE MINUTES– FEBRUARY 26, 2019 EXECUTIVE SESSION
   FEBRUARY 26, 2019 EXECUTIVE SESSION MINUTES 1
   FEBRUARY 26, 2019 EXECUTIVE SESSION MINUTES 2
   FEBRUARY 26, 2019 EXECUTIVE SESSION MINUTES 3
   FEBRUARY 26, 2019 EXECUTIVE SESSION MINUTES 4
   FEBRUARY 26, 2019 EXECUTIVE SESSION MINUTES 5
E. APPROVE CONTRACT WITH WSM ARCHITECTS FOR THE REMODEL OF STATION 375, 12125 N. WOODBURNE AVE ORO VALLEY, AZ 85755

RECOMMENDED MOTION

Motion to approve the March 12, 2019 Consent Agenda.

GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
REGULAR SESSION MINUTES
February 12, 2019 0900 hrs
3885 East Golder Ranch Drive, Tucson, Arizona

DRAFT

1. CALL TO ORDER/ROLL CALL

Fire Board Chairperson Vicki Cox Golder called the meeting to order on Tuesday, February 12, 2019 at 9:00 a.m.

Members Present: Board Chairperson Vicki Cox Golder, Board Vice-Chair Richard Hudgins, Board Member Al Pesqueira, Board Member Steve Brady

Staff Present: Fire Chief Randy Karrer, Assistant Chief Pat Abel, Assistant Chief Tom Brandhuber, Community Relations Manager Anne Marie Braswell, Finance Manager Dave Christian, Board Services Manager Brooke Painter, Legal Counsel Donna Aversa

2. SALUTE AND PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

3. FIRE BOARD REPORTS

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

4. CALL TO THE PUBLIC

There were no public issues presented.

5. PRESENTATIONS

A. PRESENTATION OF PERSONNEL

Fire Inspector Brenda Staggs was given a pin for 10 years of service to the Golder Ranch Fire District. Newly promoted Engineers Christopher Dawkins, Ignacio Gamez and Kurt Strieter were pinned with their engineer's badge. Newly promoted Paramedics Adam Lundeberg, Colin Port and Valerie Schaefer were pinned with their paramedic's badge. Newly promoted Captains Nathan Mitchell and Andrew Hatfield were pinned with their captain's badge.

B. PRESENTATION BY FIRE MEDIC JOHN COLBY TO CHIEF KARRER FOR THE FIRE DISTRICT'S SUPPORT DURING HIS RECENT DEPLOYMENT

Fire Medic John Colby made a presentation to Chief Karrer for the District's support during his recent deployment.

The Governing Board took a brief break at 9:40 a.m. They reconvened at 9:45 a.m. They moved to item 6 - Consent Agenda as Mr. Ulan was running late.

6. CONSENT AGENDA

A. APPROVE MINUTES – JANUARY 8, 2018 REGULAR SESSION
B. APPROVE MINUTES – JANUARY 8, 2018 EXECUTIVE SESSION
C. APPROVAL OF INTERGOVERNMENTAL AGREEMENT BETWEEN GOLDER RANCH FIRE DISTRICT AND RINCON VALLEY FIRE DISTRICT FOR INFORMATION TECHNOLOGY SERVICES

MOTION by Board Member Brady to approve the February 12, 2019 Consent Agenda
MOTION SECONDED by Clerk Pesqueira
MOTION CARRIED 4/0

7. REPORTS AND CORRESPONDENCE

A. FIRE CHIEF'S REPORT – Chief Karrer presented his report to the Governing Board. Chief Karrer added that we are still dealing with some wildland reimbursement issues; it is on ongoing process. He also added that he has been involved in the state fire marshal position. Board Member asked about how the wildland billing was reimbursed. Chief Karrer explained the process. There were no further questions or comments from the Governing Board.

- BOARD SERVICES REPORT – Board Services Manager stated that her report was included in the board packet. There were no further questions or comments from the Governing Board.
- COMMUNITY RELATIONS REPORT – Community Relations Manager Braswell stated that her report was included in the board packet. There were no further questions or comments from the Governing Board.
- INFORMATION TECHNOLOGY REPORT – IT Manager Rascon stated that his report was included in the board packet. Chairperson Cox Golder asked about the new cell tower at the Biosphere. IT Manager Rascon explained that they are still in the logistics planning of the site. There were no further questions or comments from the Governing Board.
- LEADERSHIP TEAM REPORT – President Howe was not in attendance.

B. EMERGENCY/LIFE SAFETY SERVICES ASSISTANT CHIEF'S REPORT – Chief Brandhuber presented the Operation Chief's report to the Governing Board. There were no further questions or comments from the Governing Board.

C. LOGISTICS AND FINANCE ASSISTANT CHIEF'S REPORT – Chief Abel presented the Logistics and Finance report to the Governing Board. Chief Abel added that we are beginning the budget process. He also added that there. There were no further questions or comments from the Governing Board.

DRAFT

The Governing Board moved back to item 5.C – under Presentations, as Mr. Ulan arrived.

5. PRESENTATIONS

C. PRESENTATION BY PAUL ULAN FROM PRIMARY CONSULTANTS LLC TO PROVIDE THE GOVERNING BOARD INFORMATION ON A POSSIBLE BOND ELECTION FOR 2019 OR 2020

Chief Karrer introduced Paul Ulan as a subject matter expert of general obligation bonds. Mr. Ulan gave a presentation speaking about the election climate currently, the cost of doing an election in 2019 versus 2020 as a shared election. He also answered questions for the Board.

Chairperson Cox Golder asked about the cost of doing the election in 2019. Chief Karrer stated that Manager Painter got preliminary numbers from both counties and we are looking at over $250,000 if there is nothing else on either county ballot. Chief Karrer explained that staff has been working to determine the capital needs that would be met by the bond. He continued that he is looking for the Governing Board to make a decision whether or not to move forward with a bond election within the next 60 to 90 days.

Chairperson Cox Golder stated that she agreed that 2019 is the year to move forward with the bond election. She would like to see a package put together for the next board meeting.

NO MOTION NEEDED FOR THIS AGENDA ITEM

8. REGULAR BUSINESS

A. PUBLIC HEARING ON PROPOSED 2018 INTERNATIONAL FIRE CODE (IFC) WITH LOCAL AMENDMENTS PURSUANT TO A.R.S. §48-805.02

Chairperson Cox Golder opened the public hearing at 10:08 a.m.
There were no public comments.
Chairperson Cox Golder closed the public hearing at 10:08 a.m.

B. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF RESOLUTION #2019-0001 ADOPTING THE 2018 INTERNATIONAL FIRE CODE (IFC) WITH LOCAL AMENDMENTS PURSUANT TO A.R.S. §48-805.9

Chief Karrer stated that all legal requirements have been met. He continued that the Town of Oro Valley also has adopted a similar code.

MOTION by Vice Chair Hudgins to approve Resolution #2019-0001 adopting the 2018 International Fire Code (IFC) with local amendments pursuant to A.R.S. §48-805.9
MOTION SECONDED by Board Member Brady
MOTION CARRIED 4/0

DRAFT

C. DISCUSSION AND POSSIBLE ACTION REGARDING THE USE OF WILDLAND FUNDS TO PURCHASE A POLARIS SIDE BY SIDE TO BE USED DURING WILDLAND AND SPECIAL OPERATIONS RESPONSES WITHIN THE DISTRICT

Chief Karrer stated that he is looking for Board approval to utilize revenue in the wildland funds, which is brought into the District by the wildland teams out of district responses. He continued that since this request outside of the approved budget, he is looking for Board approval to utilize the wildland funds.

Battalion Chief Lunde explained this would be used to serve our community during wildland and special operations responses. It is the goal of the wildland and special operations teams to send out members to all hazard incidents in the capacity of a rapid extrication module or REM. He answered questions from the Governing Board. He stated that he is looking to purchase a side by side and trailer with brakes.

MOTION by Steve Brady to purchase the apparatus as presented
MOTION SECONDED by Vice-Chair Hudgins
MOTION CARRIED 4/0

D. UPDATE ON THE 2016 – 2020 STRATEGIC PLAN – FOR DISCUSSION PURPOSES ONLY

Chief Karrer explained that 2016 we presented to the Governing Board the Golder Ranch Fire District's Strategic Plan for 2016 – 2020. This plan was a result of collaborative effort between all members of our organization and stakeholders in the community and was intended to begin where the previous strategic plan concluded. He stated that professional development was a strong point in this strategic plan. In the fall of 2018, staff members were directed to review the plan and document the achievements or deficiencies of each of the goals specifically related to their areas of responsibility. He continued that those reviews were included in the board packet for the Board's review.

Chairperson Cox Golder asked about the survey. Manager Braswell explained that since writing the report, there is a very brief customer satisfaction survey that has been added to the newly designed website. Board Vice-Chair asked about HIPAA compliance with the survey results. Manager Braswell stated that all protected information is kept in full compliance with HIPAA. Clerk Pesqueira asked about a listing for complaint numbers, outcomes, etc. Chief Karrer stated that would be a good idea.

Board Member Brady asked about the health and safety initiative about second pair of turnouts and proper storage space for the turnouts. Chief Brandhuber explained that some progress has been made in the safety of turnouts and storage, including a hood exchange, extractors in stations; the funding to address these issues fully, simply has not been there.

DRAFT

Board Member Brady asked about a strategic planning process coming up. Chief Karrer stated that he does believe that it is time and will coincided with the budget planning process.

Board Member Pesqueira asked about a plan to purchase a second pair of turnouts. Chief Karrer stated that staff has been working out a plan.

NO MOTION NEEDED FOR THIS AGENDA ITEM

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

Finance Manager Christian presented the monthly financials and reconciliation for Golder Ranch Fire District to the Governing Board. There were no further comments or questions from the Governing Board. Chief Karrer added some clarification on the revolving fund at the state and how they pay from that fund.

MOTION by Vice Chair Hudgins to approve and accept the Golder Ranch Fire District reconciliation and monthly financial reports as presented
MOTION SECONDED by Clerk Pesqueira
MOTION CARRIED 4/0

F. EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(3) THE GOLDER RANCH FIRE DISTRICT GOVERNING BOARD MAY GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF LEGAL ADVICE REGARDING THE NOTICE OF OVERPAYMENT FROM THE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS)

G. EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(1) THE GOLDER RANCH FIRE DISTRICT GOVERNING BOARD MAY GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION AND CONSIDERATION OF APPLICATIONS FOR THE APPOINTMENT OF A REPRESENTATIVE TO FILL THE VACANT SEAT ON THE GRFD GOVERNING FOR THE REMAINDER OF THE TERM UNTIL DECEMBER 1, 2020

MOTION by Board Member Brady to move into executive session for agenda items F and G at 10:43 a.m.
MOTION SECONDED by Vice-Chair Hudgins
MOTION CARRIED 4/0

In attendance for the executive sessions will be the Governing Board, Chief Karrer, Legal Counsel Aversa, and Board Services Manager Painter.

MOTION by Board Member Pesqueira to reconvene into regular session at 11:25 a.m.
MOTION SECONDED by Board Member Brady
MOTION CARRIED 4/0

DRAFT

Chairperson Cox Golder reminded those in executive session that all matters discussed in executive session are confidential pursuant to A.R.S. §38-431.03(C).

H. DISCUSSION AND POSSIBLE ACTION REGARDING THE NOTICE OF OVERPAYMENT FROM THE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS)

Chief Karrer explained that PSPRS overpaid three former employees due to a change in legislation due to the Parker Hall case. He continued that they have debt our unfunded liability with our PSPRS account. Board Vice-Chair Hudgins stated that the Board is leaving this up to Chief Karrer to handle, as it is under his administrative duties.

MOTION by Board Member Brady to refer it back to Chief Karrer
MOTION SECONDED by Vice Chair Hudgins
MOTION CARRIED 4/0

I. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF A REPRESENTATIVE TO THE GOLDER RANCH FIRE DISTRICT'S GOVERNING BOARD TO FILL THE VACANT SEAT ON THE GRFD GOVERNING BOARD FOR THE REMAINDER OF THE TERM UNTIL DECEMBER 1, 2020

Chief Karrer explained the past practice is to interview all candidates. Legal Counsel stated that Board Services Manager Painter has received five letters of interest for the board position; one candidate has withdrawn from the process. The Governing Board set a special session date to interview all candidates on February 26, 2019 at 0900; all interviews would be held in Executive Session.

MOTION by Vice Chair Hudgins to interview the four remaining candidates and for Manager Painter to contact the candidates and set up the interviews
MOTION SECONDED by Board Member Brady
MOTION CARRIED 4/0

9. <u>FUTURE AGENDA ITEMS</u>

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

- Regularly Scheduled Meeting – March 12, 2019

10. <u>CALL TO THE PUBLIC</u>

There were no public issues presented.

DRAFT

11. ADJOURNMENT

MOTION by Board Member Brady to adjourn the meeting at 11:31 a.m.
MOTION SECONDED by Clerk Pesqueira
MOTION CARRIED 4/0

_____
Albert Pesqueira, Clerk of the Board
Golder Ranch Fire District
b/p

DRAFT

GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
SPECIAL SESSION MINUTES
February 26, 2019 0830 hrs
3885 East Golder Ranch Drive, Tucson, Arizona

DRAFT

1. CALL TO ORDER/ROLL CALL

Fire Board Chairperson Vicki Cox Golder called the meeting to order on Tuesday, February 26, 2019 at 8:30 a.m.

Members Present: Board Chairperson Vicki Cox Golder, Board Vice-Chair Richard Hudgins, Board Member Al Pesqueira, Board Member Steve Brady

Staff Present: Board Services Manager Brooke Painter, Legal Counsel Donna Aversa

2. SALUTE AND PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

3. CALL TO THE PUBLIC

There were no public comments presented.

4. REGULAR BUSINESS

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

The Board discussed each of the questions that will be asked to each candidate. The decided to add to question number seven asking about the source of funding for the fire district and that board members may ask follow up questions as they deem necessary.

MOTION by Vice-Chair Hudgins to approve the questions as presented with the addition to question number seven regarding the source of funding for the fire district and that the board members may ask follow up questions as needed
MOTION SECONDED by Board Member Brady
MOTION CARRIED 4/0

They agreed that approximately 20 minutes would be allotted for each candidate. There were also discussions about the possibility to deviate from the order as listed on the agenda; however, the Board agreed that the order of the candidate interviews was fine. Manager Painter confirmed that each candidate did receive at least 24 hours written notice of the meeting pursuant to A.R.S. §38-431.03.A(1).

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

Chairperson Cox Golder reminded those in executive session that all matters discussed in executive session are confidential pursuant to A.R.S. §38-431.03(C).

NO MOTION NEEDED FOR THIS AGENDA ITEM

C. THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(1) FOR CONSIDERATION OF APPOINTMENT OF BOARD MEMBER CANDIDATE MARY CASWELL

MOTION by Vice-Chair Hudgins to move into executive session for consideration of appointment of Board Member Candidate Mary Caswell at 8:53 a.m.
MOTION SECONDED by Board Member Brady
MOTION CARRIED 4/0

Vice-Chairperson Hudgins reminded those in executive session that all matters discussed in executive session are confidential pursuant to A.R.S. §38-431.03(C).

MOTION by Vice-Chair Hudgins to reconvene into open session at 9:15 a.m.
MOTION SECONDED by Clerk Pesqueira
MOTION CARRIED 4/0

D. THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(1) FOR CONSIDERATION OF APPOINTMENT OF BOARD MEMBER CANDIDATE LEE MAYES

MOTION by Vice-Chair Hudgins to move into executive session for consideration of appointment of Board Member Candidate Lee Mayes at 9:23 a.m.
MOTION SECONDED by Clerk Pesqueira
MOTION CARRIED 4/0

Vice-Chairperson Hudgins reminded those in executive session that all matters discussed in executive session are confidential pursuant to A.R.S. §38-431.03(C).

MOTION by Vice-Chair Hudgins to reconvene into open session at 9:45 a.m.
MOTION SECONDED by Board Member Brady
MOTION CARRIED 4/0

E. THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(1) FOR CONSIDERATION OF APPOINTMENT OF BOARD MEMBER CANDIDATE WALLY VETTE

DRAFT

MOTION by Vice-Chair Hudgins to move into executive session for consideration of appointment of Board Member Candidate Wally Vette at 9:46 a.m.
MOTION SECONDED by Clerk Pesqueira
MOTION CARRIED 4/0

Vice-Chair Hudgins reminded those in executive session that all matters discussed in executive session are confidential pursuant to A.R.S. §38-431.03(C).

MOTION by Vice-Chair Hudgins to reconvene into open session at 10:16 a.m.
MOTION SECONDED by Clerk Pesqueira
MOTION CARRIED 4/0

F. THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(1) FOR CONSIDERATION OF APPOINTMENT OF BOARD MEMBER CANDIDATE NATHAN ANDERSON

MOTION by Vice-Chair Hudgins to move into executive session for consideration of appointment of Board Member Candidate Nathan Anderson at 10:23 a.m.
MOTION SECONDED by Clerk Pesqueira
MOTION CARRIED 4/0

Vice-Chair Hudgins reminded those in executive session that all matters discussed in executive session are confidential pursuant to A.R.S. §38-431.03(C).

MOTION by Vice-Chair Hudgins to reconvene into open session at 10:35 a.m.
MOTION SECONDED by Clerk Pesqueira
MOTION CARRIED 4/0

G. THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(3) FOR CONSULTATION OR LEGAL ADVICE WITH THE ATTORNEY FOR THE DISTRICT REGARDING THE PROCESS FOR FILLING THE VACANT BOARD POSITION

MOTION by Vice-Chair Hudgins to move into executive session for legal advice regarding the process for filling the vacant board position at 10:35 a.m.
MOTION SECONDED by Clerk Pesqueira
MOTION CARRIED 4/0

Chairperson Cox Golder reminded those in executive session that all matters discussed in executive session are confidential pursuant to A.R.S. §38-431.03(C).

MOTION by Vice-Chair Hudgins to reconvene into open session at 10:38 a.m.
MOTION SECONDED by Clerk Pesqueira
MOTION CARRIED 4/0

DRAFT

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

MOTION by Vice-Chair Hudgins to appoint Wally Vette to the Golder Ranch Fire District Governing Board for the remainder of the unexpired term until December 2020
MOTION SECONDED by Clerk Pesqueira
MOTION CARRIED 4/0

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

Attorney Aversa suggested that the Board direct Manager Painter to contact Mr. Vette to notify him of the appointment and coordinate the required training.

MOTION by Vice-Chair Hudgins to direct Manager Painter to contact Mr. Vette and coordinate the required training and to contact all applicants and encourage future participation with Golder Ranch Fire District
MOTION SECONDED by Board Member Brady
MOTION CARRIED 4/0

8. ADJOURNMENT

MOTION by Chairperson Cox Golder to adjourn the meeting at 10:40 a.m.
MOTION SECONDED by Vice-Chair Hudgins
MOTION CARRIED 4/0

_____
Albert Pesqueira, Clerk of the Board
Golder Ranch Fire District
b/p

DRAFT

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Pat Abel, Assistant Chief

DATE: March 12, 2019

SUBJECT: Contract with WSM Architects

ITEM #: 6E

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

BACKGROUND

Attached is the contract agreement between WSM Architects and Golder Ranch Fire District for architectural services for the station 375 remodel and expansion project located at 12125 N. Woodburne Avenue, Tucson, AZ 85755. Approximately 7,100 sq. ft. of existing building will require remodeling and approximately 2,100 sq. ft**.** of new construction will be added requiring complete design & build services. Architect's services are compensated on a percent basis. A seven and one half (7.5) percent of the owner's budget for the cost of the work will be assessed. Staff, the district attorney, Donna Aversa and insurance carrier have reviewed this document.

RECOMMENDED MOTION

Item included in March 12, 2019 consent agenda.

AIA® Document B101™ – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the day of in the year 2019
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Golder Ranch Fire District
3885 E. Golder Ranch Drive
Tucson, AZ 85739
520-825-9001

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

WSM Architects, Inc.
4330 N. Campbell Avenue, Suite 268
Tucson, AZ 85718
520-408-1044

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

Golder Ranch FD Fire Station #375 located at 12125 N. Woodburne Avenue, Tucson, AZ 85755 Remodel and Addition.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.
(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

Golder Ranch Fire District is planning to remodel and expand the existing Fire Station 375.
The building is located at 12125 N. Woodburne Ave, Oro Valley, AZ 85755.
Approximately 7,100 sq. ft. of existing building will require remodeling and approximately 2,100 sq. ft. of new construction will be added.

(Paragraphs deleted)
§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

To Be finalized- Initial Milestones- Pre-design and programming, Schematic design, Design Development and Construction Documents- Permit submittal and GMP Sept 16, 2019

.2 Construction commencement date:

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To Be Determined

.3 Substantial Completion date or dates:

To Be Determined

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

This project shall use the construction management at risk method for construction of the project.

(Paragraphs deleted)
§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Patrick Abel, Assistant Chief
Golder Ranch Fire District
3885 E. Golder Ranch Drive
Tucson, AZ 85739
520-825-9001

(Paragraphs deleted)
§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Paul Mickelberg
WSM Architects, Inc.
4330 N. Campbell Avenue, Suite 268
Tucson, AZ 85718
520-408-1044

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Schneider Structural Engineers
435 E. 9th Street

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Tucson, AZ 85705
520-512-8183

.2 Mechanical Engineer / Automatic Fire sprinkler:

PH Mechanical Engineering
333 N. Wilmot Road, Suite 201
Tucson, AZ 85711
520-731-2060

.3 Electrical Engineer:

Electrical Design Associates
7536 North La Cholla Boulevard
Tucson, AZ 85741
520-622-2196

§ 1.1.11.2 Consultants retained under Supplemental Services:

§ 1.1.12 Other Initial Information on which the Agreement is based:

Civil engineering is excluded assuming minimal grading and drainage calculations will be needed for the addition and would be an additional service if required by the Town of Oro Valley. Landscape architecture consultant is also excluded unless required by the Town. Basic civil and landscape design will be provided by WSM.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

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§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than one million ($ 1,000,000.00) for each occurrence and one million ($ 1,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million ($ 1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than one million ($ 1,000,000.00) each accident, one million ($ 1,000,000.00) each employee, and one million ($ 1,000,000.00) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million ($ 1,000,000.00) per claim and one million ($ 1,000,000.00) in the aggregate.

§ 2.5.7 Additional Insured Obligations. To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella polices for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

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§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

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§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Constructin Manager shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Construction Manager shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3. VFY this connection

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Construction Manager shall update the estimate for the Cost of the Work

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect, following the Owner's approval of the Construction Documents and of the Construction Manager's estimate of Construction Costs, shall assist the Owner Obtaining bids or Negotiated Proposals.

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(Paragraphs deleted)

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

.1 organizing and participating in selection interviews with prospective contractors;

(Paragraphs deleted)

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

WSM will provide Construction Administration support during the construction of the fire station, which includes site visits and construction meetings twice monthly (16 visits, assuming an 8-month construction period), review of contractor shop drawings, submittals, pay applications and answering questions during construction.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

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§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information

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given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

(Paragraph deleted)

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

.1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;

.2 issue Certificates of Substantial Completion;

.3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,

.4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise

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specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.
(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility *(Architect, Owner, or not provided)*
§ 4.1.1.1 Programming	Architect – included in Basic Services
§ 4.1.1.2 Multiple preliminary designs	Architect – included in Basic Services
§ 4.1.1.3 Measured drawings	
§ 4.1.1.4 Existing facilities surveys	Architect – included in Basic Services
§ 4.1.1.5 Site evaluation and planning	Architect – included in Basic Services
§ 4.1.1.6 Building Information Model management responsibilities	Not provided
§ 4.1.1.7 Development of Building Information Models for post construction use	Not provided
§ 4.1.1.8 Civil engineering	Not provided
§ 4.1.1.9 Landscape design	Not provided
§ 4.1.1.10 Architectural interior design	Architect – included in Basic Services
§ 4.1.1.11 Value analysis	
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	Not provided
§ 4.1.1.13 On-site project representation	Not provided
§ 4.1.1.14 Conformed documents for construction	Not provided
§ 4.1.1.15 As-designed record drawings	Architect – included in Basic Services
§ 4.1.1.16 As-constructed record drawings	Architect – as Additional Service
§ 4.1.1.17 Post-occupancy evaluation	Not provided
§ 4.1.1.18 Facility support services	Not provided
§ 4.1.1.19 Tenant-related services	Not provided
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Architect – included in Basic Services
§ 4.1.1.21 Telecommunications/data design	Not provided
§ 4.1.1.22 Security evaluation and planning	Basic security included- intrusion detection system CCTV etc. excluded
§ 4.1.1.23 Commissioning	Gen Contractor provided to meet Bldg Code
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	Not provided
§ 4.1.1.25 Fast-track design services	Not provided
§ 4.1.1.26 Multiple bid packages	Not provided
§ 4.1.1.27 Historic preservation	Not provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	Not provided
§ 4.1.1.29 Other services provided by specialty Consultants	Not provided
§ 4.1.1.30 Other Supplemental Services	Architect - Automatic Sprinkler engineering included

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§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- **.1** Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- **.2** Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- **.3** Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- **.4** Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- **.5** Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- **.6** Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- **.7** Preparation for, and attendance at, a public presentation, meeting or hearing;
- **.8** Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- **.9** Evaluation of the qualifications of entities providing bids or proposals;
- **.10** Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- **.11** Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall

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give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

.1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;

.2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;

.3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;

.4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,

.5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

.1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor

.2 Sixteen (16) visits to the site by the Architect during construction

.3 One (1) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents

.4 One (1) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within twenty-four (24) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private,

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above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

(Paragraph deleted)

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the

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Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

The Construction Manager is responsible for developing construction cost estimates.

(Paragraphs deleted)

§ 6.5 If at any time the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Construction Manager in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

.1 give written approval of an increase in the budget for the Cost of the Work;
.2 authorize rebidding or renegotiating of the Project within a reasonable time;
.3 terminate in accordance with Section 9.5;
.4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
.5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

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§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

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§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box.)

[X] Arbitration pursuant to Section 8.3 of this Agreement

[ ] Litigation in a court of competent jurisdiction

[ ] Other: *(Specify)*

If the Owner and Architect 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, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

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ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:
(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

None

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction.

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§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

(Paragraph deleted)

.2 Percentage Basis
(Insert percentage value)

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Seven and one-half (7.5) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6, and adjusted at the end of each phase. Based upon the current estimate of $1,100,000.00, the fee would be $82,500.00, if that were the final construction cost. The fee would be billed in the following phases by percentage and billed monthly based upon the percentage of work complete for each of the phases outlined in 11.5.

Basic Services Estimated Total: $82,500.00

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

As-built CAD Record Drawings based on contractors markups $1000.00

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

As agreed to in writing between Owner and Architect.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus zero percent (0 %), or as follows:
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	twenty	percent (	20	%)
Design Development Phase	twenty	percent (	20	%)
Construction Documents Phase	thirty-five	percent (	35	%)
Procurement Phase	five	percent (	5	%)
Construction Phase	twenty	percent (	20	%)
Total Basic Compensation	one hundred	percent (	100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

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(Table deleted)
(Paragraphs deleted)

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

.1 Transportation and authorized out-of-town travel and subsistence;
.2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
.3 Permitting and other fees required by authorities having jurisdiction over the Project;
.4 Printing, reproductions, plots, and standard form documents;
.5 Postage, handling, and delivery;
.6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
.7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
.8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
.9 All taxes levied on professional services and on reimbursable expenses;
.10 Site office expenses;
.11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
.12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants as a Reimbursable Expenses Allowance of $5,000.00

§ 11.9 Architect's Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of zero ($ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

(Paragraph deleted)

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid ( ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

1 % monthly

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

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ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:
(Include other terms and conditions applicable to this Agreement.)

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect

(Paragraph deleted)

(Paragraphs deleted)

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*	**ARCHITECT** *(Signature)*
	Paul Mickelberg President
(Printed name and title)	*(Printed name, title, and license number, if required)*

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Additions and Deletions Report for
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PAGE 1

AGREEMENT made as of the day of in the year 2019

...

Golder Ranch Fire District
3885 E. Golder Ranch Drive
Tucson, AZ 85739
520-825-9001

...

WSM Architects, Inc.
4330 N. Campbell Avenue, Suite 268
Tucson, AZ 85718
520-408-1044

...

Golder Ranch FD Fire Station #375 located at 12125 N. Woodburne Avenue, Tucson, AZ 85755 Remodel and Addition.

PAGE 2

Golder Ranch Fire District is planning to remodel and expand the existing Fire Station 375.
The building is located at 12125 N. Woodburne Ave, Oro Valley, AZ 85755.
Approximately 7,100 sq. ft. of existing building will require remodeling and approximately 2,100 sq. ft. of new construction will be added.

~~§ 1.1.1 The Owner's program for the Project:~~
~~*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*~~

~~§ 1.1.2 The Project's physical characteristics:~~

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~~*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*~~

~~§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:~~
~~*(Provide total and, if known, a line item breakdown.)*~~

...

To Be finalized- Initial Milestones- Pre-design and programming, Schematic design, Design Development and Construction Documents- Permit submittal and GMP Sept 16, 2019

PAGE 3

To Be Determined

...

To Be Determined

~~.4 Other milestone dates:~~

...

This project shall use the construction management at risk method for construction of the project.

~~§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:~~
~~*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*~~

~~§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.~~

...

Patrick Abel, Assistant Chief
Golder Ranch Fire District
3885 E. Golder Ranch Drive
Tucson, AZ 85739
520-825-9001

...

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~~§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:~~
~~*(List name, address, and other contact information.)*~~

~~§ 1.1.9 The Owner shall retain the following consultants and contractors:~~
~~*(List name, legal status, address, and other contact information.)*~~

~~.1 Geotechnical Engineer:~~

~~.2 Civil Engineer:~~

~~.3 Other, if any:~~
~~*(List any other consultants and contractors retained by the Owner.)*~~

...

Paul Mickelberg
WSM Architects, Inc.
4330 N. Campbell Avenue, Suite 268
Tucson, AZ 85718
520-408-1044

...

Schneider Structural Engineers
435 E. 9th Street
Tucson, AZ 85705
520-512-8183

PAGE 4

.2 Mechanical ~~Engineer:~~Engineer / Automatic Fire sprinkler:

PH Mechanical Engineering
333 N. Wilmot Road, Suite 201
Tucson, AZ 85711
520-731-2060

...

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.3 Electrical Engineer:

Electrical Design Associates
7536 North La Cholla Boulevard
Tucson, AZ 85741
520-622-2196

...

Civil engineering is excluded assuming minimal grading and drainage calculations will be needed for the addition and would be an additional service if required by the Town of Oro Valley. Landscape architecture consultant is also excluded unless required by the Town. Basic civil and landscape design will be provided by WSM.

PAGE 5

§ 2.5.1 Commercial General Liability with policy limits of not less than one million ($ 1,000,000.00) for each occurrence and one million ($ 1,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million ($ 1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

...

§ 2.5.5 Employers' Liability with policy limits not less than one million ($ 1,000,000.00) each accident, one million ($ 1,000,000.00) each employee, and one million ($ 1,000,000.00) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million ($ 1,000,000.00) per claim and one million ($ 1,000,000.00) in the aggregate.

PAGE 7

§ 3.2.6 The ~~Architect~~ Constructin Manager shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

...

§ 3.3.2 The ~~Architect~~ Construction Manager shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3. VFY this connection

...

§ 3.4.4 The ~~Architect~~ Construction Manager shall update the estimate for the Cost of the Work ~~prepared in accordance with Section 6.3.~~

...

The ~~Architect shall assist the Owner in establishing a list of prospective contractors. Following~~ Architect, following the Owner's approval of the Construction ~~Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.~~Documents and of the Construction Manager's estimate of Construction Costs, shall assist the Owner Obtaining bids or Negotiated Proposals.

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~~§ 3.5.2 Competitive Bidding~~

~~§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.~~

~~§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:~~

~~.1 facilitating the distribution of Bidding Documents to prospective bidders;~~

~~.2 organizing and conducting a pre-bid conference for prospective bidders;~~

~~.3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,~~

~~.4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.~~

~~§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.~~

PAGE 8

~~.1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;~~

~~.2~~ organizing and participating in selection interviews with prospective contractors;

~~.3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,~~

~~.4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.~~

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, ~~as an Additional Service,~~ consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

...

WSM will provide Construction Administration support during the construction of the fire station, which includes site visits and construction meetings twice monthly (16 visits, assuming an 8-month construction period), review of contractor shop drawings, submittals, pay applications and answering questions during construction.

PAGE 10

~~§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.~~

PAGE 11

§ 4.1.1.1	Programming	Architect – included in Basic Services
§ 4.1.1.2	Multiple preliminary designs	Architect – included in Basic Services

...

§ 4.1.1.4	Existing facilities surveys	Architect – included in Basic Services
§ 4.1.1.5	Site evaluation and planning	Architect – included in Basic Services
§ 4.1.1.6	Building Information Model management responsibilities	Not provided
§ 4.1.1.7	Development of Building Information Models for post construction use	Not provided
§ 4.1.1.8	Civil engineering	Not provided

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§ 4.1.1.9 Landscape design	Not provided
§ 4.1.1.10 Architectural interior design	Architect – included in Basic Services

...

§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	Not provided
§ 4.1.1.13 On-site project representation	Not provided
§ 4.1.1.14 Conformed documents for construction	Not provided
§ 4.1.1.15 As-designed record drawings	Architect – included in Basic Services
§ 4.1.1.16 As-constructed record drawings	Architect – as Additional Service
§ 4.1.1.17 Post-occupancy evaluation	Not provided
§ 4.1.1.18 Facility support services	Not provided
§ 4.1.1.19 Tenant-related services	Not provided
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Architect – included in Basic Services
§ 4.1.1.21 Telecommunications/data design	Not provided
§ 4.1.1.22 Security evaluation and planning	Basic security included- intrusion detection system CCTV etc. excluded
§ 4.1.1.23 Commissioning	Gen Contractor provided to meet Bldg Code
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	Not provided
§ 4.1.1.25 Fast-track design services	Not provided
§ 4.1.1.26 Multiple bid packages	Not provided
§ 4.1.1.27 Historic preservation	Not provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	Not provided
§ 4.1.1.29 Other services provided by specialty Consultants	Not provided
§ 4.1.1.30 Other Supplemental Services	Architect - Automatic Sprinkler engineering included

PAGE 13

.1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor

.2 Sixteen (16) visits to the site by the Architect during construction

.3 One (1) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents

.4 One (1) inspections for any portion of the Work to determine final completion.

...

§ 4.2.5 If the services covered by this Agreement have not been completed within twenty-four (24) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

PAGE 14

~~**§ 5.7** If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™ 2017, Sustainable Projects Exhibit, attached to this Agreement.~~

PAGE 15

The Construction Manager is responsible for developing construction cost estimates.

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~~§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.~~

~~§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.~~

§ 6.5 If at any time the ~~Architect's~~ Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the ~~Architect~~ Construction Manager in making such adjustments.

PAGE 17

[X] Arbitration pursuant to Section 8.3 of this Agreement

PAGE 18

None

~~.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:~~

PAGE 19

~~.1 Stipulated Sum~~

~~*(Insert amount)*~~

PAGE 20

Seven and one-half (7.5) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section ~~11.6.~~11.6, and adjusted at the end of each phase. Based upon the current estimate of $1,100,000.00, the fee would be $82,500.00, if that were the final construction cost. The fee would be billed in the following phases by percentage and billed monthly based upon the percentage of work complete for each of the phases outlined in 11.5.

Basic Services Estimated Total: $82,500.00

~~.3 Other~~

~~*(Describe the method of compensation)*~~

...

As-built CAD Record Drawings based on contractors markups $1000.00

...

As agreed to in writing between Owner and Architect.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus zero percent (0 %), or as follows:

...

Schematic Design Phase	twenty	percent (	20	%)
Design Development Phase	twenty	percent (	20	%)
Construction Documents	thirty-five	percent (	35	%)

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Phase				
Procurement Phase	five	percent (	5	%)
Construction Phase	twenty	percent (	20	%)

PAGE 21

~~**§ 11.7** The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.~~
~~*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*~~

~~**Employee or Category** **Rate ($0.00)**~~

...

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants ~~plus percent (%) of the expenses incurred.~~
as a Reimbursable Expenses Allowance of $5,000.00

...

§ 11.10.1.1 An initial payment of zero ($ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

~~**§ 11.10.1.2** If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of ($) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.~~

...

1 % monthly

PAGE 22

~~.2 AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:~~
~~*(Insert the date of the E203-2013 incorporated into this agreement.)*~~

~~.3 Exhibits:~~
~~(Check the appropriate box for any exhibits incorporated into this Agreement.)~~

~~[ ] AIA Document E204™ 2017, Sustainable Projects Exhibit, dated as indicated below:~~
~~*(Insert the date of the E204-2017 incorporated into this agreement.)*~~

~~[ ] Other Exhibits incorporated into this Agreement:~~
~~*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)*~~

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~~.4 Other documents:~~

~~*(List other documents, if any, forming part of the Agreement.)*~~

...

Paul Mickelberg President

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Certification of Document's Authenticity

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I, Paul Mickelberg, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 10:57:39 ET on 03/06/2019 under Order No. 2030898610 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B101™ – 2017, Standard Form of Agreement Between Owner and Architect , as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

_____

(Signed)

_____

(Title)

_____

(Dated)

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GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Randy Karrer, Fire Chief

DATE: March 12, 2019

SUBJECT: REPORTS AND CORRESPONDENCE

ITEM #: 7A – 7C

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

A. Fire Chief's Report – Chief Karrer
   - Updates on the following areas:
     - Meetings/Trainings and Events Attended
     - Political & Public Safety Interactions
     - District Activities
     - Personnel
     - Commendations/Thank You Cards Received
   - Board Services Report – Manager Painter
   - Community Relations Report – Manager Braswell
   - Information Technology Report – Manager Rascon
   - Leadership Team Report – President Howe

B. Operations Assistant Chief's Report – Chief Brandhuber
   - Updates on the following areas:
     - Operations
     - Ems
     - Training
     - Health And Safety
     - Wildland
     - Honor Guard/Pipes And Drums
     - Special Operations
     - Human Resources
     - Fire and Life Safety Services

C. Administrative Services Assistant Chief's Report – Chief Abel
   - Updates on the following areas:
     - Finance
     - Logistics

RECOMMENDED MOTION

No motion is necessary for this agenda item.

CHIEF'S REPORT

Randy Karrer

March 12, 2019

Meetings, Trainings & Events Attended for the Month

Monday, February 4th I conducted the command staff briefing.

Monday, February 4th I attended the Culture Committee meeting. The committee is planning the annual awards banquet on April 4, 2019 6 p.m. at Golder Ranch Fire District's (GRFD) training center. Because of the success and setting of last year's event, it was decided to keep it the same with a few modifications.

Tuesday, February 5th I conducted the fire chief's status meeting with all the managers and direct reports.

Tuesday, February 5th staff and union leadership participated in a conference call with GRFD benefits broker, Ed Gussio of Crest Insurance. Management and union leadership are evaluating the district's benefits and looking at adjustments.

Wednesday, February 6th Manager Rascon and I attended the Assistance to Firefighters Grant (AFG) meeting. This is a regional effort to obtain mobile and portable radio's compatible with the Pima County Wireless Integrated Network (PCWIN) radio system. Most fire departments in the valley are participating.

Wednesday, February 6th I participated in the Arizona Ambulance Association (AzAA) board meeting conference call. We discussed a senate bill (SB1301) that has been dropped by American Medical Response (AMR) that would significantly restrict a governmental body in the request for proposal (RFP) process related to CON providers. It is being opposed by the Arizona Fire Districts' Association (AFDA), Arizona Fire Services Institute (AFSI) and the AzAA.

The evening of Wednesday, February 6th I attended the Oro Valley Council meeting.

Thursday, February 7th I attended the Oro Valley Chamber of Commerce Public Policy committee meeting. Pat Cavanaugh, Economic Director for Pima County was the presenter. He provided an overview of the future of the county development projects and incentives.

The afternoon of Thursday, February 7th Manager Braswell, Chief Brandhuber, Chief Cesarek and I met with new Oro Valley Hospital (OVH) Chief Administration Officer (CAO) Erin Oller. She joins OVH from Oklahoma City, Oklahoma. We had a very good discussion regarding how GRFD can partner with OVH on a variety of programs.

The morning of Friday, February 8th I attended the honor guard/pipes and drums meeting. I expressed my appreciation for their efforts and the wonderful job they all did at the Dahl memorial service. I gave each of them a fire chief's coin.

On Friday, February 10th I also participated in the Arizona Ambulance Legislative Action committee conference call. The committee will be addressing SB1301 with formal opposition.

The week of February 5th through the 8th I had several conversations with Gilbert Davidson, COO of the State of Arizona. The topics ranged from the posting of the state forester's position and the ongoing debt the State has incurred with local agencies for wildland fire responses. Of most concern is the acknowledgement from the federal government, specifically the National Forest, that all bills submitted have been paid to the State of Arizona within thirty days of submittal. Of course, the shutdown had a minor impact, but state fire agencies have been told that Arizona has been paid. The question as to why the cooperators have not been paid by the State is the looming question.

Monday, February 11th I conducted the command staff briefing and the direct reports meeting.

Tuesday, February 12th we conducted a long but informative governing board meeting with eight promotional ceremonies.

Tuesday, February 12th Chief Brandhuber and I visited stations 370 and 375 to discuss many items occurring in the District.

Wednesday, February 13th administrative staff had the monthly team luncheon grilling pollo and carne asada. Regretfully, I was not able to attend or participate as I had a catastrophic failure of my water heater at home and I was waiting for a plumber. Special thanks to all who covered for me (I was supposed to be the main griller).

Thursday, February 14th I drove to Phoenix to attend and serve as chairman of AFSI. We discussed the open forester position and the five potential candidates. We also discussed many legislative issues and the lack of payment from Arizona Department of Forestry and Fire Management on wildland bills.

Thursday, February 14th Chief Brandhuber attended the PCWIN Board of Directors meeting on my behalf.

Friday, February 15th I participated the Arizona Ambulance Legislative Action Committee conference call.

Friday, February 15th Oro Valley Public Works Director/Town Engineer Paul Keesler and I had lunch. We discussed many items, including the use of class 'A' firefighting foam at the 4th of July celebration at Canyon Del Oro (CDO) high school.

EMS staff met with Oro Valley councilwomen Jones-Ivey to go over GRFD's EMS programs. She is a retired nurse and has expressed interest in how GRFD serves the community with its many EMS programs.

Oro Valley Police Chief Sharp challenged me to talk about my favorite book for the "love of reading week". I accepted his challenge and posted my favorite book on Facebook. I challenged Chief Rozema of Marana Police Department and Chief Bradley of Northwest Fire District to do the same. We will see if they do!

Tuesday, February 19th I participated in a State Mutual Aid conference call.

Tuesday, February 19th staff met with Manager Carl Hamilton of Copperpoint Insurance Company (GRFD's workers compensation provider) to discuss district claims over the last year. Although the District has done well and seen improvement since the implementation of the Health and Safety Deputy Chief Position, there is still room for improvement. Claims are being reviewed and adjustments are being made to policy in an effort to reduce injuries.

The evening of Tuesday, February 19th I attended the Southern Pinal County Chiefs' meeting in Oracle, Arizona. We discussed mutual response issues and collaborative efforts to improve services in the rural areas of southern Pinal County. GRFD is the largest provider that is near to many of these communities so it only makes sense to help when possible.

Wednesday, February 20th the human resources staff, union leadership, Chief Abel and I met with GRFD's health insurance broker, Ed Gussio from Crest Insurance. Staff continue to evaluate the district's health insurance program to find incentives and improvements. Overall, management is very happy with the partially self-funded plan and employees agree.

The evening of Wednesday, February 20th I attended the Oro Valley Council meeting. They held a study session on the community center and golf courses. There were many vocal people that were not supportive of either. But the vast majority were supportive and enjoyed the community center and golf courses. It is clear that the council wants to make some adjustments but it is unclear exactly what that would be.

Thursday, February 21st I had lunch with Chief Gullota from Tucson Fire Department (TFD), Chief Bradley from Northwest Fire District (NWFD) and Chief Kahle from Rincon Valley Fire District (RVFD). We discussed collaborative efforts and the possibility of RVFD joining the consortium.

Many members of operations and administrative staff have taken vacation or flex/comp time on Thursday February 21st and/or Friday, February 22nd for "Rodeo Days" a Tucson tradition!

Monday, February 25th I conducted the command staff weekly briefing and the Fire Chief's Direct Reports Meeting.

The afternoon of February 25th I attended and served on the Local Pension Board meeting.

Tuesday, February 26th, the Governing Board interviewed four candidates for the open board position. Oro Valley resident Wally Vette was selected to fill the open position. I will be meeting with Mr. Vette in the coming weeks to provide an orientation of the District, including a tour of GRFD's stations. Welcome Mr. Vette!

Tuesday, February 26th the EMS staff had a very productive meeting with Oro Valley councilmember Jones – Ivey. Mayor Winfield suggested that councilmember Jones-Ivy meet with GRFD staff because of her nursing background and my interaction with her following the meeting with the Mayor. She connected with GRFD nurse Amber Prince, EMS Deputy Chief Cesarek and Division Chief Robb to discuss the programs she had expressed interest in which included CPR training and the district's community paramedicine program. She also received a tour of station 377 and looked over the apparatus.

Tuesday, February 26th senior staff met to discuss possible bond projects and had a conference call with financial advisor Mark Reader. Staff compiled a list of items to be reviewed with the Board at the upcoming board meeting.

Wednesday, February 27th I drove to Sierra Vista with Avondale fire chief and AFCA president Paul Adams to attend the Cochise County fire chiefs' meeting. I provided an overview of the changes to the state mutual aid system and answered questions.

Wednesday, February 27th managers, senior staff and chief officers attended a class on conducting internal investigations. This intensive program was taught by Julie Sumner, who is a lawyer with significant experience in state and federal employment law. She represents organizations and people in all types of employment matters. The class was entitled "Internal Investigations – Best Practices".

The afternoon of Wednesday, February 27th I met with NWFD Chief Bradley and spoke with Tucson Fire Department Chief Gullotta via conference call regarding automatic aid response issues. We have had several issues that we are investigating and attempting to resolve through an operational fact finding mission.

I met with Vice Mayor Barrett on the 28th of February and look forward to developing a very proactive relationship.

The morning of Friday, March 1st Chief Brandhuber and I attended the Tucson Fire Department annual awards ceremony.

Political & Public Safety Interactions & Updates

Monday, February 18th I authored a letter (attached) to Interim Forestry Director David Tenney. The State of Arizona owes GRFD more than $745, 000 for wildfire responses dating back to June

2018. Sadly, the State owes $12.2 million dollars to fire departments/districts across the State. Follow this link to a story written by the Green Valley News Local **fire districts** may reduce wildfire duties amid state funding shortfall . It seems every year, GRFD and other districts/departments are continuously battling the state bureaucracy to receive payment for past wildland responses. I have asked Director Tenney to contact me so we can work collaboratively to find a solution to this problem. Thursday afternoon Director Tenney and his assistant Bill Boyd had a long conversation. He essentially told me that unless the Governor's office or legislature increases the revolving fund we would not see any relief because of the amounts of money needed for reimbursement. This week I also forward my letter to Senate President, Karen Fann (I met with her during the consolidation process) and informed her of issues impacting all fire departments in the State. She was not only aware of it (Chief Freitag has kept her informed) but had been working with other leaders to find a resolution. Former Senate President, Andy Tobin, was successful in increasing the fund to ten million but, clearly, that is not enough. This is a "pass through" fund or expense out and revenue in, so it would not impact the overall budget. Therefore, the reason the Governor is so reluctant to increase it is not clear. Leaders in the fire services are continuing to push the issue and call for permanent change. Fighting this issue every year is getting old.

District Activities for the Month

Monday February 18th administrative offices were closed for President's Day, however, many administrative employees worked to flex the day later in the week for Rodeo vacation, including myself.

The District experienced a significant weather system February 22nd and 23rd. GRFD stations experienced heavy rain and even snowfall at the Catalina and SaddleBrooke stations. See the attached briefing or follow this link https://youtu.be/pes5ynsf2vw.

The weekend of March 2nd and 3rd was packed full of events with the Local 3832 Samaniego Archery Barbeque event, the ColoGuard Classic golf tournament and a host of other activities. With the beautiful weather it is hard to stay indoors. Much different than the previous weekend.

Personnel Updates

Management continues to address a difficult personnel issue.

Commendations and Thank you Letters Received for the Month

- Thank you letter from Pusch Ridge Christian Academy for RN Amber Prince.
- Thank you for replacing smoke detectors for Inspector Brenda Staggs and 376 crew.
- Thank you for Paramedic Jim Bell from Redeemer Lutheran Kindergarten.
- Thank you from Ventura County Fire Department for Captain Matt Peru, Engineer Michael Waldorf, Firefighter Aaron Karrer and Firefighter Ignacio Gamez.

- Thank you letter for paramedic Kyle Campbell and firefighter Andrew Garcia for replacing a smoke detector.

Ortiz, Shannon

From: John Flynn <johnflynn@azfireadvisor.com>
Sent: Monday, February 18, 2019 7:03 AM
To: AFDA Admin
Subject: AFDA Weekly Legislative & Political Report - 2/18/19
Attachments: Fire Service Bill Tracking Report - February 18 2019.pdf

Importance: High

Today is the 36th day of the legislative session. A total of 1,289 bills have been posted / 6 bills passed / 1 vetoed / 3 signed by Governor. This is the last week of committee hearings for House bills to be heard in the House and Senate bills to be heard in the Senate (*notwithstanding Appropriations Committees*). Committee agendas are full. The week's Fire Service Bill Tracking Report with 73 bills of interest is attached. Committee hearing schedules for fire service tracking list bills are listed in the report. Notable bills of interest with recent and next action are listed below.

Notable Legislative Measures

- **H2276: AMBULANCES; CERTIFICATES; NAME CHANGE** (AFDA Position: **NEUTRAL**) Recent action: 2/7 referred to House Regulatory Affairs. Next: House Regulatory Affairs hearing (2/18 2:00 PM, House Rm. 5)

- **H2469: FIRE DISTRICT CONSOLIDATION, MERGER** (AFDA Position: **SUPPORT**) Recent action: 2/14 PASSED House Government 11-0. Next: Rules hearing (Monday 2/18 at 1:00 PM, House Rm 4).

- **S1159: FIRE DISTRICTS; FINANCIAL REPORTS; ALTERNATIVES** (AFDA Position: **SUPPORT**) Recent action: 2/14 PASSED Senate Third Read 29-0. Next: transmitted to the House.

- **S1231: PUBLIC SAFETY; RESIDENCY REQUIRMENTS; PROHIBITION** (PFFA Position: **SUPPORT)** Recent action: 2/11 PASSED Senate Government 6-1. Next: Rules hearing (Monday 2/18 at 1:00 PM, Senate Caucus Rm 1)

- **S1301: AMBULANCE SERVICES; CERTIFICATES; NEEDS ASSESSMENT** (AFDA Position: **OPPOSE**) Recent action: 1/30 – referred to Senate Health and Human Services. Next: committee hearing TBD.

- **S1348: FIREWORKS; RETAIL SALES; ENFORCEMENT** (AFDA Position: **OPPOSE**) Recent action: 2/4 referred to Senate Commerce. Next: Commerce hearing (Thursday 02/21/19 at 9:30AM, Senate Rm. 1) *This measure is an expansion of the number of allowable days for retail sales and use of consumer fireworks in Maricopa and Pima Counties.*

- **S1475: DNA IDENTIFICATION DATABASE; REQUIREMENTS** (AFDA Position: **OPPOSE**) Recent action: 2/5 referred to Senate Transportation & Public Safety Next: Transportation & Public Safety hearing (2/20 9:00 AM, Senate Rm. 109) *as introduced S1475 would require all firefighters to submit DNA samples for housing in a database to be maintained by AZDPS. Proposed strike everything committee amendment seeks to remove firefighters. If S1475 is passed with the committee S/E amendment, it will require an additional Senate floor amendment to fully exempt firefighters and law enforcement officers.*

State Budget Watch

- The Governor's proposed budget does not include any additional funding for items essential to Arizona's fire service. The list below is a breakdown of fire service priorities and the funding provided within the Governor's budget proposal:
    - Increase the amount of the budget stabilization fund (BSF) used as a revolving fund for wildland fire payments to fire cooperators (*currently capped at a $10M maximum draw – seeking $15M cap on maximum draw*). **NOT IN THE BUDGET**. The state currently owes fire cooperator agencies approximately $12.5 million dollars from the past fire season. The BSF is currently at its' $10 million-dollar capacity. The increase in the

BSF revolving fund is necessary to reduce the time and amount of funding local government fire cooperators are carrying for the state and federal government.

- Continue funding support for State Fire School at current level. **INCLUDED IN BUDGET**.
- Adequate funding and resource support for DFFM / ASFMO. **FUNDING IS FLAT**. Funding for the agency is equal to previous year and while other state public safety agencies were given cost of living wage adjustments, the fire staff at DFFM and ASFMO was not included.

Arizona Legislative & Political Calendar

- **February 22** – last day for House & Senate Committees to hear bills in the legislative body of origin.
- **March 29** – last day for House & Senate Committees to hear bills in the opposite legislative body.
- **April 23** – 100th Day of Session

Upcoming at AFDA

- **March 7, 2019** - the next AFDA Board Meeting is scheduled for **Thursday, March 7, 2019 at 10:00 a.m.** at the at the Avondale Fire and Medical Department's Headquarters – 1825 N 107th Ave. Avondale, AZ *(note: the AFDA Board serves as the association's Legislative Committee and legislative actions are discussed / vetted / determined at the Board Meeting)*
- **May 10, 2019** – Mohave County Fire Officers Association are hosting "Developing the Leadership of Tomorrow's Fire Service" – Riverside Resort, Laughlin, NV. For information click the link: MCFOA
- **July 8-11, 2019** – AFCA-AFDA Leadership Conference – Glendale, AZ (*6 hour mandated statutory training for fire district elected officials and fire chiefs offered*)

John Flynn
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NATIONAL WEATHER SERVICE TUCSON, AZ

WEATHER BRIEFING FOR MAJOR WINTER STORM

Issued: Thursday, Feb 21, 2019 3:15 PM MST
Valid: Through Saturday, Feb 23, 2019

CHANGES SINCE LAST BRIEFING:

- Winter Storm Warning now in effect for Cochise County between 3500-5000 feet.
- All Winter Storm Warnings have been extended until 8 PM MST Friday.

SUMMARY: A strong winter storm moving into the area will result in widespread valley rain and heavy mountain snow through Friday evening before diminishing late Friday night. Travel will be greatly impacted on roadways to/from communities that don't usually see heavy snow including Bisbee and Oracle. A Freeze is possible for desert locations including Tucson Saturday morning.

This afternoon – Saturday Morning: Precipitation will continue to increase in areal coverage through the remainder of the afternoon hours, with widespread precipitation tonight through Friday, tapering off from west to east Friday evening. Above 7000 feet, gusty winds and low visibilities will result in possible blizzard-like conditions, especially tonight through midday Friday. Moderate Confidence

Snow Level: This Afternoon: 5000-5500 feet
Tonight: 3000-4000 feet (north of Tucson),
4000-5000 feet (south/east of Tucson)
Friday: 3000-3500 feet (from Tucson northward), 3500-4000 feet (south/east of Tucson)
Friday Night: Lowering to 2500 feet area-wide
Moderate Confidence

Precipitation Amounts: Rainfall amounts generally 0.75"-1.50" in the valleys.
-> Snowfall accumulations of 1-4" with locally higher amounts between 3500-4500 feet, primarily Friday and Friday evening at these lower elevations.
-> 4-14" of total snow between 4500-5000 feet (includes Bisbee and Oracle), primarily late tonight and Friday.
-> 10-20" of total snow at 5000-7000 feet and 20-40+ of total snow above 7000 feet for the Catalinas/Rincons/Santa Ritas/Mt. Graham/White Mountains. 1-2 feet of total snow above 7000 feet on the Chiricahuas/Huachucas. Moderate to High Confidence

Freezing Temperatures: A freeze is possible for some desert locations Saturday morning. High Confidence

GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov
Office of Fire Chief Randy Karrer

February 18, 2019

David Tenney
Interim Director
Department of Forestry and Fire Management
1110 W Washington Street, Suite 100
Phoenix, AZ 85007

RE: Wildland Fire Reimbursement

Dear Interim Director Tenney,

As you may or may not know, the Golder Ranch Fire District (GRFD) has been in partnership with the Department of Forestry and Fire Management (DFFM) in wildland fire response for many years. As a result of urban interface within the District, GRFD feels it is extremely important to work collaboratively with the DFFM and federal partners to ensure preparation for catastrophic events such as the devastating fires that took place in California and Arizona this past year. GRFD experienced a similar event locally at Catalina State Park in the mid 1990's which has been the foundation of the District's Community Risk Reduction (CCR) program.

The partnership GRFD has enjoyed with DFFM has greatly benefited the community and we are happy to support DFFM in suppression efforts across the State and in neighboring states. The DFFM staff continues to be a progressive and proactive partner to ensure the safety of the citizens of Arizona. For this reason, the two agencies have worked well together.

However, I must express my significant concern for the lack of payment by the State of Arizona. Currently, GRFD has more than $745,000 in outstanding debt, specifically for wildland fire suppression response, which has been submitted to the State of Arizona for reimbursement. These bills date as far as June 2018. The vast majority of these fires are federal fires that require the State of Arizona to pay the responding agency first and then seek reimbursement from the Federal Government. However, I was informed that DFFM has a staffing shortage inhibiting the bill processing and more alarming, Arizona does not have the capacity in the revolving fire fund to facilitate payment. On multiple occasions, through many venues, the Arizona fire service has requested that the capacity of this pass through fund be increased to facilitate timely payment to the cooperators of the State wildfire response system. Yet, year after year, we continue to experience the same difficulty and find ourselves carrying the debt of the State. Frankly put, this issue essentially leaves the taxpayers of my fire district, and other local governments across the State, carrying the debt for the State of Arizona. It appears the upcoming budget year will be no different than past years and our concerns, and that of our taxpayers, has fallen on deaf ears.

To be clear, we very much value the mutually beneficial relationship with DFFM. It is in everyone's best interest that DFFM and local agencies collaborate to ensure the safety of our citizens and protect the lands of the State of Arizona. We recognize that the State has limited fire suppression resources and it relies heavily on the cooperative agreement to ensure response and suppression of wildfires. However, it is becoming increasingly difficult to justify the benefits of maintaining the partnership as we appear to be giving the State of Arizona an ongoing interest free loan from year to year.

GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov
Office of Fire Chief Randy Karrer

As the Chairman of the Pima County Fire Chiefs Association (PFCA) and facilitator of the Arizona Fire Services Institute (AFSI), I am regularly informed of the challenges smaller organizations are experiencing because of these uncompensated responses. Smaller fire districts and departments across the State, some already struggling financially, choose to participate in the cooperators agreement as a method to enhance their revenues. But they simply do not have the capacity to absorb this ongoing debt. Federal labor laws require us as employers to compensate our employees in a timely fashion, yet we are not reimbursed timely by the State for those expenses, which is required by the cooperative agreement and Arizona Revised Statue (ARS) 37-1305. It is understood that this statute requires further authorization should the fund be exceeded, however over the past years it has become obvious that the fund is routinely exceeded. Therefore, an adjustment to the fund or the policies is clearly needed.

Although I realize these issues may be beyond your immediate control, it is important for you to understand the difficult position Arizona's fire districts and departments are facing. It is my sincere hope that you can assist the Arizona fire service in finding a permanent solution to this ongoing dilemma. We recognize this is a complex problem and we do not want to bring problems without solutions. Moreover, we are more than willing to work cooperatively and strategize to find an amicable solution. I, or other Arizona fire service leaders, would be more than happy to meet with you, or whomever you feel is appropriate in State leadership, to assist in providing historical perspective and education on the impacts of this unfortunate situation. We must find a solution that is equitable and allows agencies to continue to participate in the State cooperative agreement while protecting the citizens and lands of our great country.

Please contact me at your earliest convenience to discuss potential options or meeting opportunities so we can work together to find a solution to this unique problem. The best method is my email rkarrer@grfdaz.gov or cell 520-334-0658. I look forward to working with you and your staff to resolve these challenges.

Respectfully,

Randy Karrer
Fire Chief
Golder Ranch Fire District

Cc: Vicki Cox-Golder, Chairperson GRFD governing board
John Flynn, Arizona Fire Districts Association Executive Director
Chuck Wunder, Pima Fire Chiefs Association, Vice president
Arizona Fire Services Institute, Executive Board
Mary Dalton, Arizona Fire Districts Association, President
Paul Adams, Arizona Fire Chiefs Association, President
Bryan Jefferies, Professional Firefighters of Arizona, President
Bobby Apodaca, Volunteer Firefighters of Arizona
Mary Cameli, Metropolitan Fire Chiefs of Arizona

PUSCH RIDGE
CHRISTIAN ACADEMY

February 6, 2019

Amber Prince, RN
Golder Ranch Fire District
3885 East Golder Ranch Drive
Tucson, Arizona 85739

Amber,

Thank you for the generous donation of mannequins to our school. Your gift allows us to practice CPR skills with students and staff, as needed, and helps to greatly enhance the CPR/First Aid scenarios we offer our students periodically.

We value our partnership with Golder Ranch Fire Department and appreciate all you do for us at Pusch Ridge Christian Academy.

Respectfully,

Brian E. Rafacz, MEd
Assistant Principal Over the Middle School
Pusch Ridge Christian Academy
520-797-0107 x130
brian.rafacz@prca.academy

take their picture with our retired therapy dog (Mn. Veterans Home & Regions Trauma Hospital, St. Paul, MN.)! They were the Best and so is Brenda the Fire Inspector! She gave us a lot of information on How to Have our detectors Replaced! Thank all of you for your wonderful Service to Oro Valley!

Very Sincerely,

[redacted]

Dear Chief Karrer—

We just had our Smoke detectors Replaced & the 2 young firemen did it Quickly, efficiently & very neatly! Our Ceilings are Quite High but they Perfokmed the task effortlessly and with good Humor!

What a Wonderful program to have in a Community! We are very impressed! The firefighters are with the "376" Crew and we didn't get their names & they even let us

Thank You for Our Super Field Trip!

By: Redeemer Lutheran Kindergarten

Daniel

Archie
The big bell was really cool !!!

The hose was the best!

Melanie

Athena

The hose was my favorite and the firetruck!

The hose was so much fun!!!

Joshua

I loved the ambulance!

2 9C

The hose and ambulance were the best!

Quentin
I loved the water hose!

Sophia R
I loved seeing inside the fire truck!

Addy
Spraying the hose was good!

Sophia C
I loved EVERYTHING!!

Firefighter Bell is the BEST!

Thanks for the Best Firestation Tour, EVER!!!
Mrs. Aten
P.S. Mr. March? :)

Thank You
Hill and Woolsey Fires, November 2018

On November 8, 2018, our community, still reeling from the devastating shooting at Borderline Bar & Grill, was struck by the Hill and Woolsey Fires. With fierce Santa Ana winds whipping through the region, battling the flames required strength, perseverance, and most importantly, all hands on deck. Thank you for the tremendous help and support you provided during this difficult fight — we couldn't have done it without you.

MARK LORENZEN
Fire Chief
Ventura County Fire Department

[redacted]

Chief Randy Karrer
3885 E. Golder Ranch Drive
Tucson AZ 85739

Dear Chief Karrer,

We live in Vistoso Village where last week your firefighters helped us by replacing the batteries In our smoke detectors. This is a wonderful service for which we are really appreciative. I am sure it prevents several accidents and it certainly keeps us up to date with our batteries. The crew who came to our house were very professional and pleasant. It was a pleasure to have them here.

Thank you!

Turner West
Unit 17, Vistoso Village

BOARD SERVICE'S REPORT

Board Services Manager – Brooke Painter

March 12, 2019

Meetings, Trainings & Events Attended for the Month

Board Services held their staff meetings throughout the month. Manager Painter also attended the direct reports staff meetings with Chief Karrer and his direct reports, as well as, the Fire Chief's status meeting with all of the managers.

Manager Painter attended a meeting to discuss the potential of the District going out for a general obligation bond. There are obviously many legal requirements that go along with a bond that will fall in her purview, including open meeting laws, meeting agenda, public notices and minutes for a board directed bond committee.

Manager Painter attended an internal investigations class along with some other chiefs and managers. It was very informative. It provided a lot of information that confirmed things we were doing right and provided some suggestions for things we could be doing better.

Public Safety Personnel Retirement System (PSPRS)

Manager Painter, who also serves as the Secretary of the Public Safety Personnel Retirement System Local Pension Board, put together another Local Pension Board Meeting in February. This was to accept another application to enter into the Deferred Retirement Option Plan (DROP), this time for Firefighter Michael Muirhead. The local pension board also elected Captain Kyle Goodrich as vice-chair of the board and Manager Painter as secretary, again.

Manager Painter set up the training for all PSPRS members. It was a great class with a lot of great information provided. Manager Painter received a lot of good feedback from the personnel who attended. She will probably bring them back out for another similar session in the fall.

Records

Records Specialist Ortiz responded to twenty records requests for the month of January.

The breakdown is as follows:

Environmental Reports -	1
Medical Records -	17
Incident Reports -	2

Monday February 25, 2019 Assured Document Destruction shredded forty-four boxes of expired records, which included accounts payable, accounts receivable, Human Resources files, Fire and Life Safety documents, plans and other applicable records.

Administrative Assistants' Activities

The following are Administrative Specialists Ramos activities for the month:

- Continue work with IT Applications Administrator on Manager Plus program
- Assist Board Services Manager on various tasks and projects
- Assist Logistics DC Hilderbrand with facilities budget. Checking for accuracy in preparation of upcoming budget calculations
- Processing purchase orders for facilities
- Assist logistics facilities manager in responding to station request work orders. Ordering kitchen supplies and station furniture items
- Researching pricing and vendors for kitchen supplies and furniture for stations
- Assist Logistics DC Hilderbrand and Facilities Manager Tom Butler to develop standard vendor lists to include kitchen supplies, furniture lists, order forms and standard procedures for ordering kitchen supplies and station furniture
- Assist facilities manager to facilitate communication regarding quotes and contracts
- Attend board services staff meetings
- Attend logistics/facilities staff meetings

COMMUNITY RELATION'S REPORT

Community Relations Manager – Anne Marie Braswell

March 12, 2019

Meetings, Trainings & Events Attended for the Month

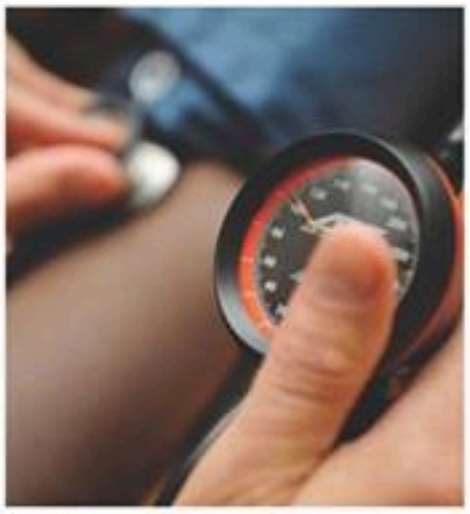
- 2/1/19- Met with Chaplain Wright and Grace Community Church about possible outreach opportunities and collaborative efforts.
- 2/4/19- Attended Culture Club meeting to discuss date and details for next employee recognition event.
- 2/5/19- Attended fire chief status meeting at administration.
- 2/7/19- Met with Chief Cesarek to discuss EMS statistics that we could use in an annual report.
- 2/7/19- Met with Erin Oller, CAO from Oro Valley Hospital, with Chiefs Karrer, Brandhuber and Cesarek to discuss our relationship with the hospital and possible reimbursement for the Community Paramedic Program. We also hosted a station tour at Station 380 for her two young sons and husband. They are new residents of Oro Valley from Oklahoma.
- 2/8/19-Attended Customer Service training provided by the OV Chamber hosted by El Conquistador with Captain Jarrold.
- 2/11/19- Attended Fire Chief meeting at administration.
- 2/11/19- Attended training at the health department for the second annual Love Your Heart blood pressure checks with Captain Jarrold. All 10 of our stations support Pima County's mission for this public awareness campaign.
- 2/12/19- Attended fire district board meeting.
- 2/12/19- Met with print vendor to discuss items that we would need to order. This vendor is local, a member of the OV Chamber and can beat pricing for us so this should prove to be a good relationship.
- 2/13/19- Attended training at Tucson Fire Central on social media challenges with Captain Jarrold. Excellent class!
- 2/14/19- Attended meet and greet with Mayor Winfield at the OV Community Center. It was a great opportunity for us to engage with the Mayor, Vice Mayor, Council Members Rodman and Pina and many others. Captain Jarrold was also present for this.
- 2/14/19- Read to three different classes of children at Ironwood Elementary with Captain Jarrold. This was in recognition of Love of Reading Week.
- 2/15/19- Shot video with Chief Karrer for Love of Reading Week First Page Challenge that Amphi School district was inviting local officials to support. Captain Jarrold and Dave Christian helped produce the video for social networking.
- 2/18/19- Worked on President's Day for 5 ½ hours to catch up.

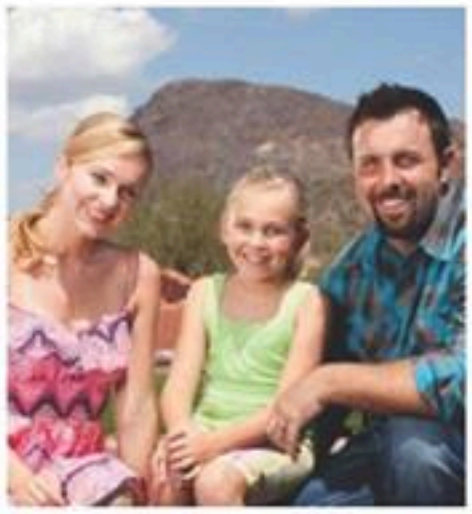
- 2/19/19-2/21/19- Captain Jarrold and I attended a 3 day training at Tucson Fire Central for public educators in the fire service. Great class!
- 2/25/19- Attended Fire Chief meeting at administration
- 2/25/19- Captain Jarrold and I met with the woman in Vistoso Village who helps us run the smoke detector battery replacement program for that community. We discussed ways that we can improve it for next year. She was very grateful for our continued support of the program.
- 2/26/19- Met with OV Council Member Jones-Ivey at Station 377. Chiefs Karrer, Robb, Cesarek and Amber Prince were also present to discuss our EMS division with her. We also facilitated a tour of the station for her. She has requested a presentation in coming months from EMS to the entire council about the innovations in EMS that we are rolling out at GRFD. I'll be assisting with h coordination of this.
- 2/26/19- Met with Chiefs and senior staff members to discuss planning for potential bond for GRFD.
- 2/27/19- Attended Marana Chamber Community and Regional Update meeting at NWFD training center. Mayor Winfield was present and provided an update to the group.
- 2/28/19- Facilitated a video shoot for Tamara Jamison on behalf of the Fire Foundation at Station 380. Captain Jarrold helped to produce this video.

GRFD in the News and on Social Networking

Below are some of the highlights from February 1, 2019- February 28, 2019 regarding media and social networking out reach. All links to media stories are on the GRFD Facebook page.

- For this year's Destination Tucson Magazine, published by Tucson Local Media, we have a full page advertisement that speaks to the importance of recognizing the symptoms of a cardiac event. The advertisement also lists our station locations and features full color photographs of personnel. The magazine has been made available to the public for free at multiple locations and has been provided to fire district board members.
- On February 1, 2019, KVOA Channel 4 reported on the return on JR Colby from his military deployment.
- On February 14, 2019, we submitted a press release announcing the promotions of personnel at GRFD.
- On February 16, 2019, Green Valley News reported on the local fire districts response to the wildland state funding shortfall. They interviewed Chief Karrer as part of their story.
- On February 25, 2019, KOLD News 13 and KVOA Channel 4 reported on the injured hiker rescue that GRFD and NWFD was working on at the Linda Vista Trail.
- On February 27, 2019, Tucson Local Media published a story about the Amphi First Page Challenge and mentioned Chief Karrer's participation and his book of choice.





¡Aquí!

LOVE YOUR HEART

Here!

Participate in the Heart Health Movement with a **free blood pressure screening** and a chance to **win a Fitbit Ionic!** Join us here at the following time*:

February 14, 2019

Golder Ranch Fire District
(All Stations)

8:00 AM to 5:00 PM

#370	3835 E. Golder Ranch Dr.
#372	65462 E. Catalina Hills Dr.
#373	63735 E. SaddleBrooke Blvd.
#374	1130 E. Rancho Vistoso Blvd.
#375	12125 N. Woodburne Ave.
#376	10475 N. La Cañada Dr.
#377	355 E. Linda Vista Blvd.
#378	60891 E. Arroyo Vista Dr.
#379	9310 N. Shannon Rd.
#380	1175 W. Magee Rd.

**Due to the unpredictability of 911 emergencies, we can't guarantee staff will be available during these times to assist with your blood pressure screening. If this occurs, please come back at a later time or visit the website below to find other participating locations throughout Pima County.*

Visit Pima.Gov/HealthyHeart to learn more

GOLDER RANCH FIRE DISTRICT

#LoveYourHeartPima

Follow us here!

@PCHD

@PimaCounty HealthDepartment

PIMA COUNTY HEALTH DEPARTMENT

Golder Ranch Fire District
3885 E Golder Ranch Drive
Tucson, Arizona 85739

"Serving with Strong Hands and Caring Hearts"

February 14, 2019

FOR IMMEDIATE RELEASE

CONTACT: ANNE-MARIE BRASWELL, COMMUNITY RELATIONS MANAGER/520-268-2307/ abraswell@grfdaz.gov

GOLDER RANCH FIRE DISTRICT PROUDLY PROMOTES EIGHT

Tucson, AZ- The Golder Ranch Fire District is proud to announce the promotion of three personnel to the rank of Engineer, three to the rank of Paramedic and two to the rank of Captain. They are:

- Engineer Christopher Dawkins
- Engineer Ignacio Gamez
- Engineer Kurt Strieter
- Paramedic Adam Lundeberg
- Paramedic Colin Port
- Paramedic Valerie Schaefer
- Captain Nathan Mitchell
- Captain Andrew Hatfield

"Starting the New Year with the promotion of personnel is an exciting way to set the stage for further professional development and to continue providing premier service to our valued residents." said Fire Chief Randy Karrer.

These individuals have earned this opportunity through their hard work and dedication. They were all successful in completing a rigorous promotional process including an assessment center, tactical evaluation, and interviews.

The badge pinning ceremony took place at 9:00 a.m. during the regularly scheduled Golder Ranch Fire District Governing Board Meeting on February 12, 2019. Photos are available upon request.

###

INFORMATION TECHNOLOGY'S REPORT

IT Manager – Herman Rascon

March 12, 2019

Meetings, Trainings & Events Attended for the Month

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

Document Locator:

- Setup two new repositories for training and human resources.
- Installed the Document Locator client app on all required computers.
- Fixed issues with client connections.

Columbia Soft:

- Purchased license for new SQL 2017 full version for Document Locator.
- Upgraded RAM on GRSQL2012 to handle growing database demands.
- Prepped GRSQL2012 for new OS upgrade to 2012 and SQL 2017.

FireRMS/ePCR:

- Upgrades to the fire and EMS records management system. This included new hardware, new servers, and upgrades for all affected systems. The upgrades brought new capabilities to our systems, including IFC 2018 codes and automating the mandatory State reporting of opioid overdose.
- Working on Auto Healing Script for application.
- Upgraded all clients for all districts during system upgrade.

MangerPlus:

- Continued enhancing the system.
- Finished cleaning up the work type categories for 1800 records.
- 165 categories are now limited to eight.

Golder Team Talk:

- Finalized the development of the forum for the battalion chiefs and NOPS/operations division

GRFDAZ.GOV

- Enhanced some of the visual aspects to the pages.
- Managed content for other departments.
- Improved functionality of contact forums.

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

- Migrated several servers to new Dell R910, server is now considered a production server.
- Set up new Nextel to 193 link Microwave.
- Set up new 1900 series Cradlepoint for Northwest Fire District (NWFD).

- Migrated VM DC fir Avra Valley Fire District (AVFD) from NWFD server to be deployed to AVFD station 191.
- Spec and build new Veeam backup server for AVFD.
- Work with Commtech to try and repair station 377 unit.
- Begin working with Smartwave on several projects.
    - New station link.
    - Quotes for wireless discovery.
    - Quote for ongoing maintenance agreement.
    - New training wireless upgrade.
- FRMS, EPCR, Zoll systems upgrade/migrations.
- Sophos endpoint renewal.
- Purchased Windows Server 2016 licenses.
- New badge printer setup and tested, still working on software upgrade.
- New microwave link from station 370 to station 374 installation.
- Site visit to Rincon Valley Fire District (RVFD) to start IT full services inter-governmental agreement.

ASSISTANT CHIEF'S REPORT

Emergency/Life Safety Services – Tom Brandhuber

March 12, 2019

Assistant Chief's Activities for the Month

- Chief Cesarek and I attended meeting with Arizona Department of Health Services (AzDHS) to review ARCR submissions best practices and participated in a State Wide Treat and Refer Program round table.
- EMS Division and Anne Marie Braswell presented an overview of the District's EMS program to Oro Valley Council Member Joyce Jones-Ivey.
- Set up the mandatory semi-annual captains meeting to occur in March.
- Held planning meetings for the upcoming recruit academy.
- Attended the ED Directors quarterly meeting.
- Participated in several meetings with TFD and NWFD to map out necessary committees to help plan for the upcoming automatic aid responses between the three agencies.
- Participated in several personnel investigations
- We had two trail rescues at Calle Concordia and Oracle on back to back days. Crews performed well on both incidents.
- During the winter storm in February, we responded to two swift water rescues in Catalina along the Canada Del Oro wash. Crews did a great job at both of these as well.
- Operations personnel have been working on updated inventory sheets for all vehicles included in the ISO PPC evaluation.
- Two new captains, three new paramedics, and three new engineers were promoted.
- Quarterly training cycle wrapped up.

EMS

Community Integrated Healthcare Program

- Very busy month for the CIHP program, 45 referrals, 31 patients enrolled or waiting for scheduling confirmation.
- CIHP medic deployment continuing to function very well

Strategic Goals

- Deployment of medication dispensers at station 370, 377, 380, all medications except controlled medications
- Developing tracking process for adding the controlled medications to the dispensers after testing current process
- Tracking turn-around times at facilities to create most efficient medication replacement system
- Administrative Order edits, presentation to medical director scheduled for March 15th.
- Successful testing process for Promoted Paramedics, three promoted; Lundeberg, Port, and Schaefer
- Spent time providing feedback to all other candidates on their performance in the testing process, positive and negative to offer professional development

Grants

- None

Other items of interest

- Trauma Lab scheduled for March 13, expecting to be well attended, guest lecture by Dr. Andrew Tang, Head of Trauma at Banner UMC.

Month of February Details

	Transports	+/- From Last Year	Interfacility	+/- From Last Year
MD372	0	-1	0	0
MD376	63	-52	0	-17
MD379	0	0	0	0
PM370	83	13	4	0
PM371	0	0	0	0
PM372	3	2	0	0
PM373	79	6	1	1
PM374	0	-1	0	0
PM375	106	-16	1	-22
PM376	11	11	0	0
PM377	88	-22	0	-10
PM379	7	7	0	0
PM380	120	-5	0	-1

Total Transports for the Month to Date:	560	Total Interfacilities for the Month to Date:	6
+/- From Last Month	-58	+/- From Last Feb	-49
Total Responses	586		
Transport %	96%		

Training

Extrication drill

2018-01 Probationary Testing

- The 2018-01 firefighters are now in Module III.
- Module III probationary books will be due March 8, 2019.
- Module III testing is taking place March 12-14, 2019.

2019-01 Academy

- Application period is running from March 11, 2019 thru May 3, 2019.
- Anticipated start of Academy in July 2019.

Miscellaneous

- The first Automatic Aid Company Readiness drill is complete.
- The next Automatic Aid Company Readiness Drill with NWFD will be hosted by GRFD and is being planned for May-June.
- All employees and volunteers have completed their Annual OSHA training.
- Hosted the Haztech class for multiple agencies for 5 weeks.
    - The Haztech graduation ceremony was held in the auditorium and had a very good turnout.

- PTSD Awareness training for suppression was assigned through Target Solutions and was due March 1, 2019.
- PSPRS held a Membership Training in classroom 2 on February 13, 2019.
- IA Med Flight Paramedic class was hosted in classroom 1 February 13-17, 2019.
- Chief Perry, Chief Hurguy and Autumn Zoechbauer attended an ISO class in Green Valley on February 13, 2019.
- Hosted a Personnel Investigations course for approximately 10 people on February 26, 2019.
- Training welcomed Jeremy North as the temporary Training Captain and welcomed back Training Captain Bill Howe to light duty on February 25, 2019.
- Jeremy North is attending a 1403- Live Fire Credential course in Williston, North Dakota March 21-25, 2019.
- Permit process has begun for a new hydrant to be installed near the training building.
    - Hopeful installation to begin in March.

Car Seat Program

- Two car seat installs were done in the month of February.
- Information on the car seat program has been added to the new Golder Ranch Fire District website with the help of Gabriel Teich.
- Working on a proposal for a possible GRFD Family Fun Day, to include car seat checks and other fun/safety oriented activities.
- Applied for the Buckle Up for Life grant sponsored by Cincinnati Children's Hospital and Toyota.
    - Notifications for grant approval will be made on April 15, 2019.

Health and Safety/Crew Scheduler

Health and Safety

- Adding information and resources to the Golder Wellness app.
- Finalizing a mindfulness self-leadership project with DC Robb and Administrative Captain Ryan.
- Assisting the peer support team on various issues.
- Looking at different options for personal carcinogen exposure reporting with BC Seeley.
- Preparing budget.
- Finalizing the annual physical agility test that all suppression employees will participate in.

Crew Scheduler

- Visiting all station and crews on various crew scheduler items.
- Assisted Health and Safety in various items.
- Continuing to update all employees in the system with their current certifications and ranks.

Wildland

Miscellaneous

- Twenty one team members will be attending the upcoming Wildland Academy in Prescott, AZ.
    - Colin Port will be part of the overhead team that will be running the Academy.
    - Seven members will be instructing Basic Wildland and UTV classes.
    - All other members will be attending classes.
- Working on completing pack testing for upcoming Wildland season.
- Will begin teaching all new members of Wildland and Special Ops teams a UTV class in preparation of delivery of new UTV.

Honor Guard/Pipes and Drums

Expenditures

- Honor Guard: 1 expenditure-Van Deren Honor Guard uniform dry cleaning bill $4.20
    - District credit card and Honor Guard budget is all squared up
- Pipes and Drums: No expenditures in February

Events

- Monthly meeting
    - Honor Guard: February 8, 2019- 380
- Oro Valley car show OVPD/GRFD

- Honor Guard: February 16, 2019- two off-duty members (Glover and Selsor) and one on-duty member (Miller)

- Haztech Graduation
  - Honor Guard and Pipes and Drums: February 22, 2019- Honor Guard: four off-duty members (Russo, Miller, Thomas, Hoffman

Special Operations

Haztech Graduation

Hazmat

- Haztech class is complete, with 30 students graduating from ten different agencies.
  - Special thanks goes to GRFD training staff for helping facilitate the on campus delivery for a majority of the past five weeks and making GRFD shine as a regional host agency.
- 6 of the new haztech graduates are from GRFD and will boost the daily staffing of special operations personnel:
  - FF Brett Houser
  - FF Dominic Rhodes
  - FF Dennis Yauch
  - FF Randy Cramblit
  - FF/Medic Ryan Szach
  - Captain Jose Ahumada
- Haztech monthly regional training out at the PSA

TRT

- Certified two new GRFD firefighters in the Ropes II & III certification via a regional grant for technical rescue.

Human Resources

Recruitment:

- FF Academy 2019-01_- Recruitment and hiring process planning is underway in partnership with Training and Operations staff.

Records Management

- Testing phase of new ADP Performance Management/Evaluation Module continues with adjustments being made as necessary.

Policy

- Reviewing district policies and making recommended revisions for next level review.

Benefits

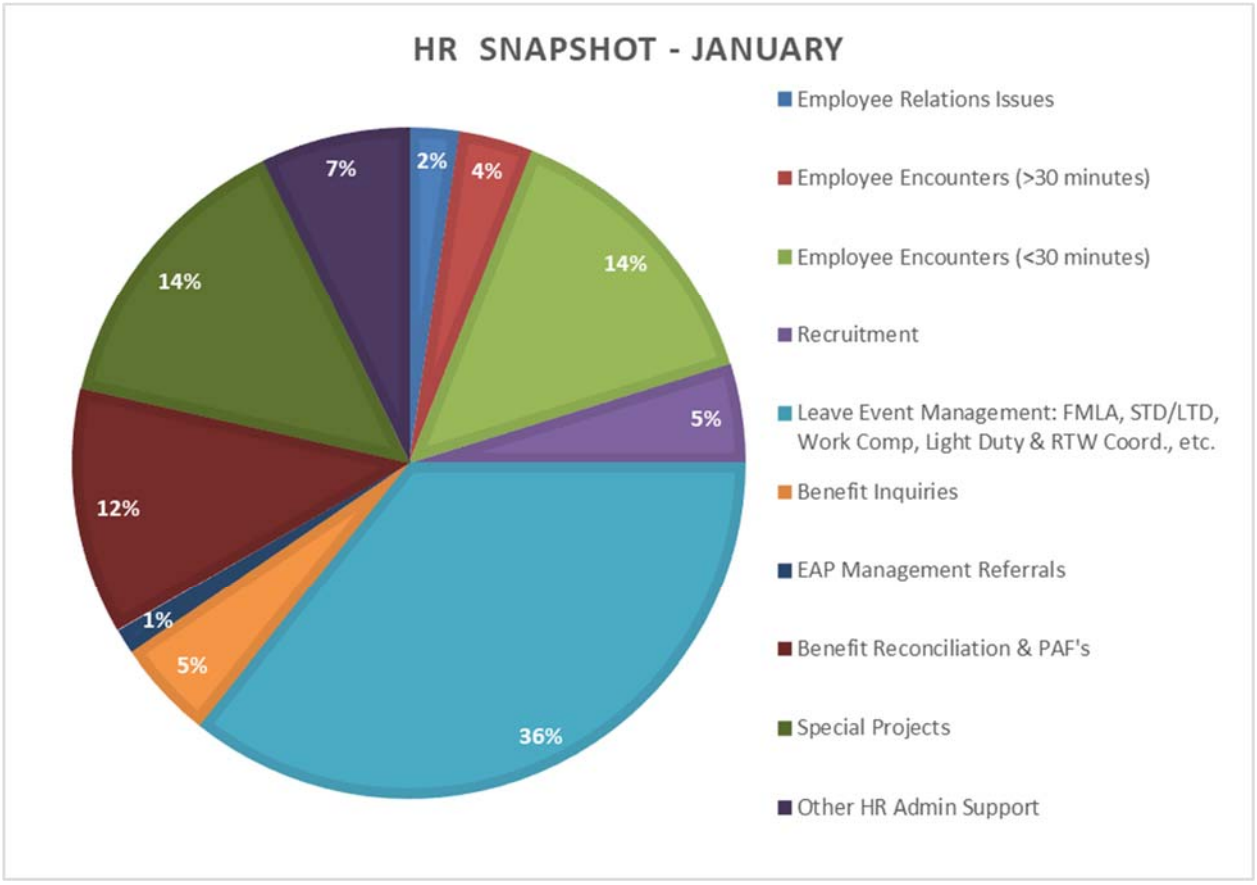
- Open enrollment planning for 2019/20 plan year is well underway. The attached schedule reflects the anticipated timeline.

Open Enrollment FY 19/20 Timeline (rev 2/28/19)	
DATE	**ACTION**
1/14/19	Review utilization reports
1/29/19	HR to provide census data to Ed/Benefit Logic Crest Ins to obtain quotes from competitor carriers as indicated.
2/4/19	**Benefits Committee Conference Call** Continue discussions on Incentives, Wellness Assessment, etc.
2/20/19	**1st Benefits Committee Meeting** BCBSAZ Wellness Options & Resources Presentation (Doug Ulrich) Review utilization reports and quotes received from competitor carriers
3/4/19	**2nd Benefits Committee Meeting** Review & Discussion of Wellness Options & Resources info presented at 2/20 Meeting
3/20/19 *(added)*	**3rd Benefits Committee Meeting** Review renewals received from current carriers.
4/1/19	**4th Benefits Committee Meeting** FINAL decision needed from GRFD on all benefit lines.

	Ed to communicate decisions to carriers.
4/2 - 5/1/19	HR, Ed/Crest, and carriers work together on OE materials, and systems set up.
5/3-5/17/19	Open Enrollment Period for employees, retirees and COBRA participants.
5/20- 6/30/19	HR, Finance, Ed/Crest and carriers work together to process enrollment elections/deductions in respective systems.
7/1/19	2019/20 Benefit Plan Year Begins

Trainings Attended

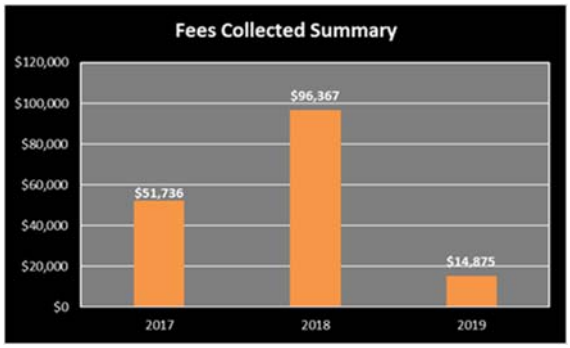
- AFCA 2019 HR Symposium – "Fire Officer's Legal Toolbox and Digital Imagery and Social Media Challenges in the Fire Service" instructed by Curt Verone
- "Internal Investigations" Certificate Program instructed by Julie Sumner

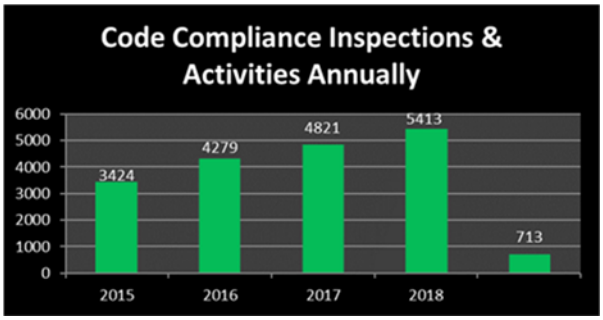


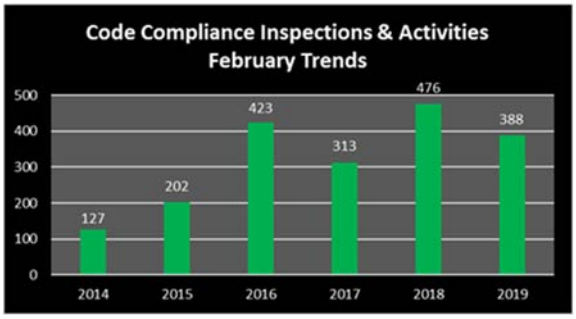
Employee Recognition:

- The following individuals who are celebrating a GRFD employment anniversary this month. We appreciate their work and dedication to the District for the benefit of the public that we serve.

GRFD Employee Years of Service Recognition - March			
Last Name	**First Name**	**Date of Hire**	**Years Of Service**
Helmandollar	Roy	03/20/1989	30
Brown	Joseph	03/10/2008	11
Burriss	David	03/10/2008	11
Chavez	Anthony	03/10/2008	11
Coykendall	Ryan	03/10/2008	11
Creviston	Kason	03/10/2008	11
Ellis	Scott	03/10/2008	11
Hennings	William	03/10/2008	11
Kroger	Adam	03/10/2008	11
Newburn	Darrell	03/10/2008	11
Sanchez	Rene	03/10/2008	11
Scafede	Bryan	03/10/2008	11
Karrer	Randy	03/01/2010	9
Bishop	Jake	03/05/2018	1
Bonilla	Matthew	03/05/2018	1
Boyd	George	03/05/2018	1
Campbell	Kyle	03/05/2018	1
Deadman	David	03/05/2018	1
Drury	Tyler	03/05/2018	1
Fernandez	Armando	03/05/2018	1
Gretta	James	03/05/2018	1
Jameson	Jolyn	03/05/2018	1
Lopez	Jacob	03/05/2018	1
Marquez Rodriguez	Aniela	03/05/2018	1
Myers	James	03/05/2018	1
Rios	Anthony	03/05/2018	1
Roemer	Patrick	03/05/2018	1
Rosas	Iliana	03/05/2018	1
Scarlett	Austin	03/05/2018	1
Selby	David	03/05/2018	1
Wiersma	Eleanor	03/05/2018	1







Station	Commercial Projects	Residential Parcels
370	2	150
372	0	55
373	1	220
374	4	114
375	6	1,226
376	1	1,247
377	12	508
378	1	630
379	4	958
380	4	106
Total	35	5,214

COMMERCIAL PROJECT STATUS	
C of O	6
GRADING	6
INTERMEDIATE	13
PROPOSED	8
UNDERGROUND	1
TEMP C of O	0
Grand Total	34

Inspections & Activities include public education/outreach, weed abatement/debris burning, certificate of occupancy, code complaint inspection, code consultations, compliance letter, development review committee, fire alarm system inspection, fire flow/hydrant inspection, fire investigation, food truck inspection, gate inspection, general construction inspection, home safety assessment, investigative inspection, kitchen hood suppression system inspection, pre-application, preconstruction meeting, prevention inspection, records request, reinspection, special use permit inspection, suppression system inspection (commercial & residential), tent inspection, and underground fire supply line.

Residential Project	Description	Station Area	Status	Parcels Units	Projected Completion Date
Arcadia	Alder Canyon	370	PLANS	150	TBD
Sun Dance	E. Peregrine Pl	372	PLANS	55	TBD
Eagle Cliff	Eagle Cliff	373	PLANS	150	TBD
SBR HOA#2	Sandlewood	373	PLANS	70	TBD
Maracay @ Vistoso	RV 7 Pebble Creek	374	PLANS	39	TBD
Rancho Vis 10J	Highlands Dr.	374	PLANS	39	TBD
Rancho Vis 12/Stone Canyon 8	Tortolita Mountain Cir	374	PLANS	36	TBD
KB Homes	Lambert & Shore Cliff Drive	375	PLANS	39	TBD
La Canada Ridge	La Canada Dr.	375	PLANS	33	TBD
Miller Ranch	Sunkist Road	375	PLANS	29	TBD
Rancho Vis 10T	Moore Rd	375	PLANS	19	TBD
Rancho Vis 5H-I	Moore Rd Ext	375	PLANS	250	TBD
Rancho Vis 5W	Moore Rd Ext	375	PLANS	120	TBD
Rancho Vis 5X	Moore Rd Ext	375	PLANS	45	TBD
Rancho Vis 6B	Moore Rd Ext	375	PLANS	37	TBD
Rancho Vis 6C	Moore Rd Ext	375	PLANS	45	TBD
Alterra @ Vistoso Trails 1 & 2	Moore Rd Ext	375	PLANS	150	TBD
Saguaro Ridge	Cougar Canyon	375	PLANS	30	TBD
Sanctuary	Naranja	375	INTERMED	44	TBD
Silverhawke	Naranja & First	375	INTERMED	140	TBD
Viewpoint II	Moore Rd Ext	375	PLANS	45	TBD
Villages @ Silverhawke	First Ave	375	INTERMED	200	TBD
Tangerine/Shannon	Tangerine/Del Fiero	375	DRC	TBD	TBD
Rivers Edge	Shore Cliff & Lambert	376	PLANS	21	TBD
Capella	La Cholla	376	INTERMED	500	On Going
Estates Capella	Naranja	376	PLANS	120	On Going
Lambert	La Cholla	376	PLANS	100	TBD
Maracay @ Pusch View	500 Pusch View lane	376	PLANS	35	TBD
Saguaro	Naranja	376	PLANS	225	TBD
Saguaro Ridge Estates	Como	376	PLANS	27	TBD
Saguaro Viejos West	NWC Naranja & La Cholla	376	PLANS	44	TBD
Saguaro Viejos East	NWC Naranja & La Cholla	376	PLANS	175	TBD
Encantada @ Pusch Ridge	El Conquistador Way	377	PLANS	304	TBD

Hardy Estates	Hardy Rd	377	PLANS	84	TBD
Uplands @ Lambert Lane	Oracle Rd	377	PLANS	65	TBD
Villa Milagro	10125 N Oracle Rd	377	PLANS	55	TBD
Samaniego Vista	SBR Dr.	378	PLANS	27	TBD
SB Ranch 14B	SBR Dr.	378	PLANS	186	TBD
SB Ranch 16A	SBR Dr.	378	PLANS	25	TBD
SB Ranch 16B	SBR Dr.	378	PLANS	61	TBD
SB Ranch 16C	SBR Dr.	378	PLANS	70	TBD
SB Ranch 17 Section S 008-18	Robson Circle	378	PLANS	127	TBD
SB Ranch 17	SBR Dr.	378	PLANS	67	TBD
SB Ranch 44	Willow Canyon Dr.	378	PLANS	67	TBD
Desert Oasis @ Twin Peaks	Thornydale & Twin Peaks	379	PLANS	74	TBD
Estates @ Camino de Manana	Camino de Manana	379	PLANS	5	TBD
Hardy Preserve	Hardy Rd	379	PLANS	55	TBD
Linda Vista 18	Linda Vista/ Thornydale	379	PLANS	36	TBD
Mountain Vista Ridge	Linda & Shannon	379	PLANS	201	TBD
Shannon 80	Hardy Rd	379	PLANS	84	TBD
Sonoran Desert	Twin Peaks & McCarty	379	PLANS	74	TBD
Sunset Mesa II	Spotted Toad court	379	PLANS	25	TBD
Thornydale Res	Shannon Rd	379	PLANS	91	TBD
Vistas at Twin Peaks	Twin PeaksLambert Lane	379	PLANS	59	TBD
The Preserve @ Twin Peaks	Twin Peaks & Camino de Manana	379	PLANS	195	TBD
Twin Peaks & Lambert Lane	Twin Peaks & Lambert Lane	379	PLANS	59	TBD
Overton Reserve	Overton & La Canada	380	PLANS	106	TBD

Education/Training Activities

- Inspector White attended a class at Northwest Fire District regarding the Bi-Directional Amplifier (BDA) requirements in the State of Arizona. This class also covered Advanced Smoke Detection Technologies.

Fire Investigations

- On February 2, 2019, a fire was reported at 11915 North Mesquite Hollow Drive in Oro Valley. The area of origin of the fire was located in the engine compartment of the 2007 Mercury Milan, which was parked in the garage. The first fuel source and ignition source are unknown. The cause of the fire is listed as undetermined.

- On February 9, 2019, a fire was reported at 3830 N. Admiral Place in Catalina. Reported as a fire now out. The origin of the fire was in the back bedroom. Two possible ignition sources, discarded smoking material and electrical, were found. Neither could be eliminated; therefore, this fire is classified as undetermined.

Fire Corps Hours

Volunteer	Hours
Gary Brunelle	25
Phyllis Carnahan	28
John Chabot	22.5
Janice Wyatt	30.5
Anita Yeazel	44
Curt Stowell	25
Total	175

Answer To Last Month

Can You Spot The Violations?

Answer:

2018 IFC 912.3 Access: Immediate access to fire department connections shall be maintained at all times and without obstruction by fences, bushes, trees, walls or any other fixed or moveable object. Access to fire department connections shall be approved by the fire chief.

Golder Ranch Fire District Call Load Breakdown

February 2019

CALL TYPE	370	372	373	374	375	376	377	378	379	380	TOTAL
Aircraft											
Brush / Vegetation	1							1	1		3
Building						1				1	2
Electrical / Motor											
Fires - All Other	1			2					2		5
Gas Leak			1								1
Hazmat											
Trash / Rubbish											
Unauthorized Burning											
Vehicle				1	1						2
Total Fire	**2**		**1**	**3**	**1**	**1**		**1**	**3**	**1**	**13**
Animal Problem											
Animal Rescue											
Assist -Other	17	4	47	12	23	11	6	12	8	1	141
Battery Change	5	2	20	6	2		2	3	1		41
Bee Swarm											
Defective Appliance											
Invalid Assist	3	1	13	11	7	9	10	1	9	15	79
Snake	2		2	1		3	2	2	1	1	14
Lockout	1										1
Fire Now Out	1										1
Total Service Calls	**29**	**7**	**82**	**30**	**32**	**23**	**20**	**18**	**19**	**17**	**277**
Alarms (Fire, Smoke. CO)	4	2	1	3	4	2	2		2	1	21
Cancelled / Negative	2	1	6	5	3	3	5		5	8	38
Smoke / Odor Invest.	1		1	2							4
Total Good Intent	**7**	**3**	**8**	**10**	**7**	**5**	**7**		**7**	**9**	**63**
Motor Vehicle Accident	4		1	6	1	6	5	3	3	7	36
Rescue-high, trench, water	3										3
Interfacility Transport				5	2						
All Other EMS Incidents	69	9	89	70	77	68	100	21	82	138	723
Total EMS Type	**76**	**9**	**90**	**81**	**80**	**74**	**105**	**24**	**85**	**145**	**769**
TOTAL ALL	**114**	**19**	**181**	**124**	**120**	**103**	**132**	**43**	**114**	**172**	**1122**
Percentage of Call Load											
Average Calls Per Day											
Patients Transported				**560**							
Last 12 Month Call Load				**16258**							
Last February Call Load				**1160**							

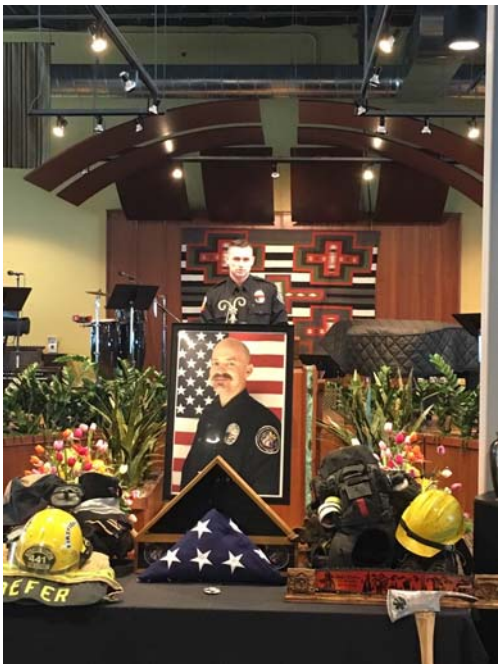
ASSISTANT CHIEF'S REPORT

Logistics & Finance – Patrick Abel

March 12, 2019

Assistant Chief's Activities for the Month

- I attended an administrative luncheon along with members of fleet, logistics, training and other areas of the organization. Jacob Ehresman, Parts Specialist and I were the master grillers. Wonderful women here in administration organized the luncheon. They did an excellent job in keeping and supporting the family oriented culture we all enjoy here at GRFD.
- Major projects that I am currently working on include: station 375 remodel, capital improvement plan update, budget review and development, bond process and capital project implementation and progress.
- Requests for qualifications (RFQs) have gone out to three general contractors in the area that are experienced with station construction and design. They come highly recommended for the 375 remodel project. There is a pre-submittal conference scheduled for March 6th and a deadline for actual RFQ submittals of March 27th. The Board will be kept updated on the progress.
- Bids should soon be received for generators and installation work at stations 379 and 380 (previously Mountain Vista Fire District stations). Everything is looking good for station 380, located on Magee, but there has been some additional review for the work at station 379, located on Shannon, by Pima County, due to riparian concerns.
- I attended and participated in command staff weekly meetings.
- I attended and participated in the fire chief direct report meetings.
- I attended multiple benefits meetings with Crest Insurance.
- I attended several IMPACT of Southern Arizona Meetings.
- Coordinated efforts with Arizona South Area Coordinators of the State Mutual Aid Planning Group to continue the forward progress in the State Mutual Aid Plan process.
- I have reviewed the agreement for architectural design for station 375 remodel project with WSM (Paul Mickelberg). The district attorney has also reviewed the agreement and it will be on the board agenda seeking approval.
- Meetings with direct reports, logistics and finance.
- I attended several meetings with human resources regarding employee status updates and progress.
- I attended the administration division general managers meeting.
- I attended a labor / management leadership team meeting.
- I assisted Picture Rocks Fire District (PRFD) with a funeral as a member of the AZ LAST team for an active duty firefighter. Michael Defer passed away on February 3, 2019. The funeral was held on Saturday, February 16, 2019 in Gilbert, Arizona where his family lives. All those that participated did an excellent job honoring the firefighter, his family and PRFD.



Logistics

Accepting bids for new generators at 379 and 380.

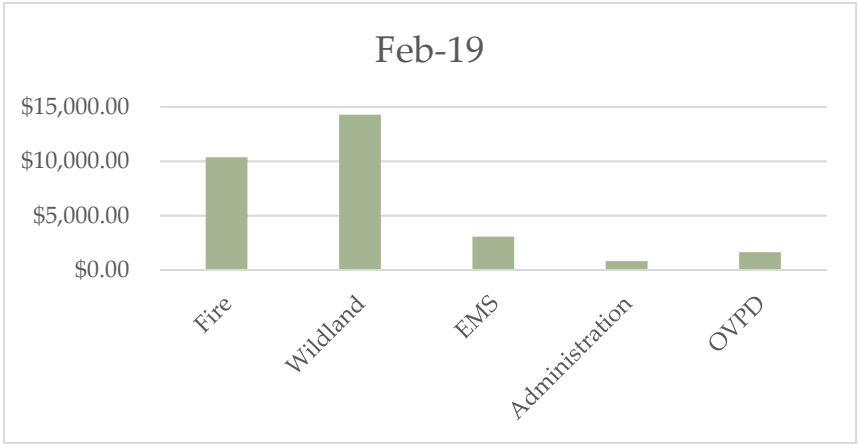
- Project will move forward early 2019.

Accepting bids for turn out room to be constructed at 373.

Fleet

Monthly vehicle parts costs

- **Fire** – $5,990
- **Wildland -** $281
- **EMS -** $942
- **Administration -** $1,479
- **OVPD Hours-** 54.45 hrs. $4,172.75



- Wildland's new unit #1931 /2019 Polaris side by side six seater.

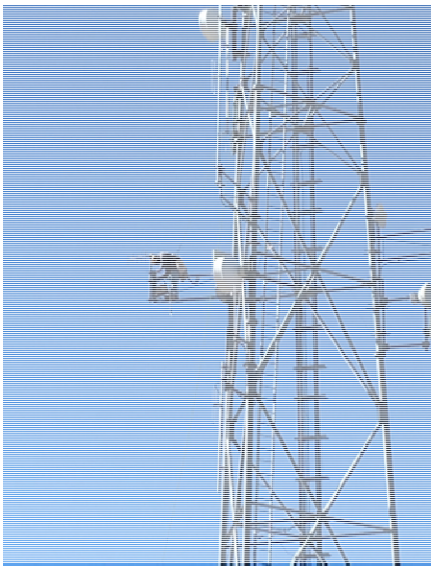
Facilities Maintenance

- New cookware & kitchen supplies were ordered & delivered to stations 373, 376, 377, 378, 379 & 380
- Water heater was repaired at Station 370

- Repairs on "B" shift refrigerator and the Viking range were made at Station 379
- Electrical work provided in IT area to install dedicated red outlet & boxes for EM circuits
- Concrete floors were cleaned and sealed at Station 377
- Carpets were cleaned at Station 378
- Herbicide was applied to kill weeds at all stations, administration, training & fleet
- Replace HVAC filters Station 370
- Testing on Sand Separator done at Station 380
- Install rip-rap on hillside east of Fleet Building
- TOMAR gate activators repaired at Stations 379 & 380
- Move door and enclose office in training

Procurement/Communications Specialist

KUAT (University of Arizona) has installed a radio translator on the tower at station 370. While a tower climbing crew was here installing the U of A's antennas, we had them install an antenna for us. Here we see a climber adjusting a small UHF antenna to point at Station 375 for future upgrades to one of our VHF tactical channels.



Finance

GASB Update

In last month's Finance Report I described in detail the process by which the GASB creates new standards. As you might recall from that riveting article, I salatiously aluded to the possiblity of penning a sequal to that very popular and informative musing. Promise kept; here is part deu of what could very well become a monthly saga of epic portions.

As stated last month, the PV is a step toward an Exposure Draft of a Statement of Governmental Accounting Standards and is designed to obtain comments at a relatively early stage of a project. The proposal explicitly focuses on the entities Statement of Revenues, Expenses, and Changes in Net Position (SRECNP) with an operating income (or loss) total that includes noncapital subsidies such as appropriations. What is needed from public coment is a more clear definition of what a 'subsidy' is and that subsidies (i.e., support revenue such as appropriations or contributions) be more clearly defined.

The current common definition is as follows: Subsidies: a resources provided by another party or fund to keep rates lower than otherwise would be necessary to support the level of goods and services to be provided. Under this definition, Pell Grants for example (and other public or private support provided to qualifying entities) are not considered subsidies because resources are provided to students and not the university. This treatment would lead to inconsistencies when a state provides a subsidy to students rather than directly to a university through an appropriation. State support through an appropriation would be nonoperating but state support to students (in lieu of a general appropriation) would be operating revenue. This is just one example of the need for more clarifying language from the GASB before moving to the next step of development of the Exposure Draft.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Chief Randy Karrer

DATE: March 12, 2109

SUBJECT: BOND

ITEM #: 8A

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

BACKGROUND

As previously discussed in board meetings, the Governing Board and staff would like to review the feasibility of a potential bond election for Golder Ranch Fire District. Staff has conducted a preliminary internal capital needs assessment, identifying the brick and mortar projects and funding opportunities, to help stabilize significant budget impacts, while addressing the district's immediate and long term capital needs. This process involved reviewing past & current capital improvement plans (funded & unfunded) as well as an assessment by division managers to identify key future projects that could be best served by funding them through a bond process. In this packet a DRAFT list of bond projects has been provided. The list has been broken into three phases. Phase I, focuses on bond funding for stations 379 at Shannon Road & 380 on Magee Road and land the district currently pays mortgages on, as well as station 375 remodel project on Woodburne Ave. Stations 379, 380 and the land at Shannon and Overton were acquired during the consolidation with Mountain Vista Fire District. Phase II, includes items related to safety & response, a new fire station, land acquisition and expansion of existing buildings. Phase III, identifies other future growth needs related to training, logistics and fleet facilities. Estimated costs for these projects have been included with the list provided.

RECOMMENDED MOTION

Move to authorize the establishment of a bond committee reporting to the Governing Board on the feasibility of a bond election in November of 2019, authorizing the Fire Chief to reach out to interested community members to serve on the committee.

GOLDER RANCH FIRE DISTRICT

2019 BOND - INTERNAL CAPITAL NEEDS ASSESMENT (DRAFT)

Phases	BOND PROJECT	EST. COST
Phase I	**Refinance & Remodel of Existing Property & Facilities**	**$ 7,050,000.00**
	Existing Property Loan - Adajacent to Station 379	$ 250,000.00
	Stations 379 & 380 Mortgage	$ 5,000,000.00
	Station 375 Remodel	$ 1,800,000.00
Phase II	**Safety, Emergency Response & Security Improvements**	**$ 3,250,000.00**
	Station Alerting Systems (10 stations)	$ 400,000.00
Concrete	Property Ingress / Egress Ehancements (376, 375, 374, 373, 370 & training grounds)	$ 1,350,000.00
PPE	Safety Equipment (Turnout) Protective Areas (374)	$ 500,000.00
	Perimeter Secruity (373, 374, 375, 376 & 377)	$ 500,000.00
	Communication Infrastructure	$ 500,000.00
	New Fire Station	**$ 3,000,000.00**
	Land Acquisition	**$ 1,000,000.00**
	Existing Facility Expansion	**$ 3,500,000.00**
	Training Facilities (offices, classroom, training props & storage)	$ 2,000,000.00
	Administration Upgrade / Remodel (offices & board room)	$ 1,500,000.00
Phase III	**New Training Apparatus / Butler Building**	**$ 800,000.00**
	New Logistics & Fleet Facility / Warehouse (offices, bays & storage)	**$ 4,000,000.00**
	Total of All Phases	**$ 22,600,000.00**

GRFD Strategic Plan - Organizational Framework

"Building Our Future" - Principles & Goals (Foundation, Pillars & Roof)

Strong Foundation of Accountability & Trust

Four Pillars: Safety, Professionalism, Customer Centered & Fiscally Responsible

Roof to protect people and assets of the organization

Revised 02/26/2019

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Dave Christian, Finance Manager

DATE: March 12, 2019

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

ITEM #: 8B

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

BACKGROUND

Presented are the monthly financial reports and cash reconciliation.

RECOMMENDED MOTION

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

Golder Ranch Fire District
Summary Budget Comparison - SUMMARY BUDGET TO ACTUAL **BOARD PACKET**
From 2/1/2019 Through 2/28/2019

Account Code	Account Title	Current Period Budget	Current Period Actual	YTD Budget	YTD Actual
5000	Labor/Benefits/Employee Development	2,927,783.69	1,867,273.35	18,500,949.21	17,465,242.12
6000	Supplies/Consumables	109,830.43	106,642.63	841,143.44	635,449.90
6500	Vehicle / Equipment Expense	47,620.24	39,005.95	429,293.92	353,576.73
6750	Utilities / Communications	39,583.14	30,235.44	324,332.44	290,357.73
7000	Professional Services	105,863.85	88,717.85	815,660.80	661,240.93
7500	Dues/Subscriptions/Maint. Fees	24,237.49	14,622.98	175,999.92	136,219.28
7750	Insurance	8,745.19	0.00	69,961.52	55,576.40
8000	Repairs / Maintenance	29,556.55	34,017.45	236,452.40	272,259.63
9000	Debt Service	704,754.84	740,270.72	1,034,319.66	997,199.55
9500	Capital Outlay	114,568.58	33,636.33	916,548.64	363,999.46
9900	Interest Expense	130,045.47	157,279.38	278,241.09	301,707.97
Report Difference		(4,242,589.47)	(3,111,702.08)	(23,622,903.04)	(21,532,829.70)

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Brooke Painter, Board Services Manager

DATE: March 12, 2019

SUBJECT: Future Agenda Items

ITEM #: 9

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

BACKGROUND

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

Pursuant to A.R.S. §38-431.2(H), the Board will not discuss the items(s) at this time because it would be a violation of the Open Meeting Laws and no voting action will be taken on the recommended item.

RECOMMENDED MOTION

No motion is necessary for this agenda item.

GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Randy Karrer, Fire Chief

DATE: March 12, 2019

SUBJECT: Second Call to the Public

ITEM #: 10

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

BACKGROUND

This is the time for the public to comment. Members of the Board may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date. Those wishing to address the Golder Ranch Fire District Board need not request permission in advance. A member of the public may speak for a reasonable time as determined by the Board on an oral presentation. The Fire Board may adjust time limitations and all individuals desiring to address the Fire Board will have the same opportunity. The Fire District 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 Board members 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.