

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

**Friday, April 28, 2023 1:00 p.m.
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 Special Session that begins at approximately **1:00 p.m. on Friday, April 28, 2023**. The meeting will be held at the Fire District Administration Board Room, which is located at **3885 East Golder Ranch Drive, Tucson, Arizona**. 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. 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.

4. REGULAR BUSINESS

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

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



- 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)
- 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 LEE MAYES
- 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 TOM SHELLENBERGER
- 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 ANDREW BALLMAN
- 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 TODD OSWALD
- G. 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 WILLIAM SKEELES
- H. 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
- I. 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
- J. POSSIBLE ADMINISTRATION OF OATH AND DIRECTION TO NEWLY APPOINTED BOARD MEMBER REGARDING ORIENTATION AND TRAINING

5. **ADJOURNMENT**

Wally Vette, 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 4/18/2023 by 7:00 p.m.



GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

DATE: April 28, 2023

SUBJECT: Call to the Public

ITEM #: 3

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: Shannon Ortiz, Board Services Supervisor

DATE: April 28, 2023

SUBJECT: DETERMINE THE PROCEDURES AND REQUIREMENTS FOR HOW THE MEETING AND INTERVIEWS SHALL BE CONDUCTED

ITEM #: 4A

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This agenda item is to determine the procedures and how the meeting and interviews shall be conducted. This will include:

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

RECOMMENDED MOTION

No motion needed for this agenda item.



GOLDER RANCH FIRE DISTRICT

GOVERNING BOARD

INTERVIEW QUESTIONS

SCORECARD

Candidate's Name: _____

Board Member's Name: _____

1. We have your application letter and resume in front of us. Because all candidates for the Governing Board must be registered voters within the Golder Ranch Fire District and reside within the District for at least one year, can you confirm to us that you:
 - a. Are registered to vote within the District?
 - b. Have lived within the District for at least one year?
2. Why don't you tell us a little about yourself; where you are from, how long have you lived in the Fire District?
3. Why would you like to be a board member for the Golder Ranch Fire District? What skills and background do you have that would be helpful as a board member?
4. Our normal monthly meetings are the third Tuesday of the month at 9:00 a.m.; would that be a problem for you? In addition, we sometimes have additional meetings, particularly during the budget process, strategic planning sessions, some evening public hearing meetings, etc. is your schedule flexible to allow you to attend on a regular basis?

5. The Arizona Fire District Association holds training conferences twice a year in various locations around the state. Would you be willing to attend those conferences to increase your knowledge and expertise in governing a fire district?
6. Do you understand the difference between fire service and/or ambulance service being provided by a public versus private provider? Please explain your answer.
7. Do you currently have or do you foresee in the future, having any potential conflicts of interest with serving in the capacity as a board member of the Golder Ranch Fire District?
 - a. Are you related to anyone who works for the District or to anyone who provides goods or services to the District?
8. Can you name 3 major responsibilities of the GRFD Board of Directors? Would you be comfortable acting in this capacity?
9. GRFD is a public agency, do you have any experience with public meetings as a public agency or understanding of the Arizona Open Meeting law?
10. Is there anything else you would like to add?



GOLDER RANCH FIRE DISTRICT

GOVERNING BOARD INTERVIEW SCHEDULE

Friday, April 28, 2023

1:10 – 1:40

Lee Mayes

7651 N. Cerco de los Amigos
Tucson, AZ 85704
Unincorporated Pima County

1:50 – 2:20

Tom Shellenberger

37145 Rock Crest Dr.
Tucson, AZ 85739
SaddleBrooke

2:30 – 3:00

Andrew S. Ballman

3708 E. Mecate Road
Tucson, Arizona 85739
Catalina

3:10 – 3:40

Todd Oswald

13260 North Cape Marigold Drive
Oro Valley, AZ 85755
Town of Oro Valley

3:50-4:20

William Skeeles

Review of submitted responses to interview
questions
435 W. Sugar Loaf Road
Oro Valley, AZ 85737
Town of Oro Valley

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 28, 2023

SUBJECT: 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)

ITEM #: 4B

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This agenda item is to allow for Chairperson Cox Golder to remind those present in executive session are prohibited by statute from disclosing executive session information pursuant to A.R.S. §38-431.03(C)

RECOMMENDED MOTION

No motion needed for this agenda item.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 28, 2023

SUBJECT: 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

ITEM #: 4C

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This agenda item is to allow for the Governing Board to interview board member candidate, Lee Mayes, for consideration of appointment to the Governing Board.

RECOMMENDED MOTION

Motion to adjourn into Executive Session for agenda items 4C – 4F pursuant to A.R.S. §38-431.03.A(1) for consideration of appointment of board member candidates and for agenda item 4G pursuant to A.R.S. §38-431.03.A(3) for legal advice with the attorney regarding the process for filling the vacant position

March 27, 2023

Madam Chair and Board Members

Please accept this document as indicating my interest for the open member of the Golder Ranch Fire District Governing Board as well as my brief resume.

Sincerely

A handwritten signature in black ink that reads "Lee Mayes". The signature is written in a cursive style with a large, stylized 'L' and 'M'.

Lee Mayes

520-370-7843

Robert Lee Mayes, Jr.

7651 N Cerco de los Amigos

Tucson, 85704

Magma Copper Company May 1970 through November 2002

Electrician's Helper May 1970 to November 1973

Journeyman Electrician November 1973 to April 1983

Electrical Supervisor April 1983 to January 1986

Maintenance Manager January 1986 to January 1996

Senior Foreman January 1996 to November 2002

San Manuel Volunteer Fire Department 1976 through 1993

Firefighter / Company Captain / Deputy Chief

Magma Copper Mine Rescue 1972 through 1976 2000 through 2002

Rural Metro Reserve Fire Department

Reserve Firefighter 1989 through 2003

Firefighter 2003

Fire Captain 2003 through 2004

Battalion Chief 2004 to May 31, 2017

Mayes Consulting

Assist mine owners and engineering companies with copper production facility design

August 2006 through 2023

Volunteer Experience

Metropolitan Water District, Member Finance Oversight Committee 2009 through 2023

Lab Skills instructor, JTED HVAC class 2019 through 2023

Member, GRFD PSPRS Local Pension Board

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 28, 2023

SUBJECT: 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 TOM SHELLENBERGER

ITEM #: 4D

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

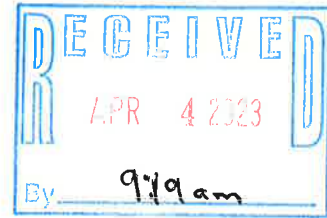
SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This agenda item is to allow for the Governing Board to interview board member candidate, Tom Shellenberger, for consideration of appointment to the Governing Board.

RECOMMENDED MOTION

Motion to adjourn into Executive Session for agenda items 4C – 4F pursuant to A.R.S. §38-431.03.A(1) for consideration of appointment of board member candidates and for agenda item 4G pursuant to A.R.S. §38-431.03.A(3) for legal advice with the attorney regarding the process for filling the vacant position



April 3, 2023

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

Dear Board Members,

Please except this letter and my attached resume as my request that you consider me for the unexpired term opening on your Board.

I have been involved in the Fire Service for the last 41 years, since answering a notice in the newspaper. I feel that my background with this service has prepared me for a place in your District and that I will give you 100% of my time and effort to help the Golder Ranch Fire District in its important mission.

If you have further questions of me I am most happy to talk to the Board or individually at any time. 435 260-1018, moabtom41@gmail.com.

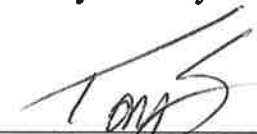
References:

T.J. Brewer, Chief, Moab Valley Fire Protection District
435 260-8924.

Jamison Wiggins, Sheriff, Grand County Utah
435 260- 8866

Jim Webster, Commander, Grand County Sheriff Search and Rescue
435 260-1395

Thank you for your consideration.


Tom Shellenberger

Personal history

Thomas (Tom) Richard Shellenberger
37145 Rock Crest Dr.
Tucson, (Saddlebrooke)
Arizona 85739

Born 3/27/1941
Glendale, CA

Wife - Randi Camilla Tonnessen
Two children - Erik Shellenberger, Stottsdale, AZ
- Wendy Earley - Laguna Niguel, CA

Lived in California until 1974 when Randi and I moved to Salt Lake City, Utah. Moved to Park City Utah in 1976.

Work history

1963 - 1967 Worked for Yosemite Park And Curry Co. as a ski instructor and ski patrolman.

1967-1972 - Director of Purchasing, Yosemite Park and Curry Co/

1972-1983 - Director of Purchasing, Utah Hotel Co.

1983-1989 - Coleman Real Estate as a real estate agent.

1989 - 2020 Moved to Moab, Utah and started my own Real Estate Company.

2020 - Retired and moved to Saddlebrooke.

Fire Service

In 1979 I answered an ad in the Park (City) Record newspaper to fill an unexpired term for a Fire District Commissioner. This was the best decision I have ever made in my life (other than asking Randi to marry me).

I became a fire fighter and served as such until 1983 at which time the board decided that it was a conflict of interest to serve as a commissioner as well as a fire fighter. I had to decide which path to take and I decided to stay on the board so I hung up my turnout gear.

During that period of time Park City was rapidly becoming the world class ski resort it is today and during this time of rapid expansion there were several large fires.

The board had to decide to stay up with the times and expand the district and purchase

more equipment to keep up with the demand for fire protection.

During this time we built another station further up the mountain from the main station in town. We also purchased a brand new Mack Class A pumper which set us back the whopping sum of \$100,000. Several other pieces of apparatus were put into service and we became a real fire department.

In 1989 we moved to the warmer climate of Moab, Utah, (250 miles south of Park City). In 1991, I filled another unexpired term on the Moab Fire District Commission, due to the death of one of it's commissioners. During the next election I won a full seat and held that seat until 2020 when I retired and we moved to Arizona.

Just like Park City, Moab was experiencing a huge spurt of growth due to the Mountain Biking industry and became the mountain biking capital of the world. Then came another influx of sports minded people to the area and a need to upgrade and upsize our fire department. We went from a small cramped station into a state of the art 6 bay department. We purchased a ladder truck, two rescue trucks (Interstate 70 went right through our district) and two new pumpers all in a matter of seven years. We also constructed two new stations to serve the southward sprawl of town. I am proud to say that Moab has the finest fire service for any town of it's size in the country.

I have read the duties of the Golder Ranch Board and it is almost identical to both the Park City and Moab Commission duties so I feel well qualified to serve on your Board. I have missed being a part of the Fire Service and when I learned of the opening on your board I thought that this would be my entry back to helping my community.

Other Civic Involvement

Grand County Search and Rescue

I joined the Grand County Sheriff Search and Rescue team in 2009 and rose to the rank of Officer in charge of all the equipment and rolling stock in our arsenal. Our SAR is the busiest in the state of Utah, averaging 130 calls per year. Moab is known as "Canyon Country" as as such our many canyons are an attractive nuisance to outdoor adventurers.

We have about 32 members and can be going day and night from 110 degrees to 4 feet of snow in the La Sal mountains. As trying it was at times it was very satisfying to be able to help those in need.

Park City: City Council

I was elected to the Park City council in 1980 and served until 1987, during which time Park City saw enormous growth and infrastructure addition. It was an exciting time and I enjoyed be part of an expanding community.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 28, 2023

SUBJECT: 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 ANDREW BALLMANN

ITEM #: 4E

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This agenda item is to allow for the Governing Board to interview board member candidate, Andrew Ballmann, for consideration of appointment to the Governing Board.

RECOMMENDED MOTION

Motion to adjourn into Executive Session for agenda items 4C – 4F pursuant to A.R.S. §38-431.03.A(1) for consideration of appointment of board member candidates and for agenda item 4G pursuant to A.R.S. §38-431.03.A(3) for legal advice with the attorney regarding the process for filling the vacant position

ANDREW S. BALLMANN

3708 E. Mecate Rd. | 520-591-4582 | ballmann5o@gmail.com

4/04/2023

Golder Ranch Fire District Governing Board
ATTN: Board Services Supervisor Ortiz
3885 E. Golder Ranch Drive
Tucson, AZ 85739

Dear Golder Ranch Fire District Governing Board:

My name is Andrew Ballmann. I am the Financial Relationship Manager/ Analyst for Diamond Venture, Inc. Allow this letter to perform as my official interest in serving the residence of the Golder Ranch Fire District in the non-compensated, voluntary District Governing Board vacancy position.

I enjoyed my tenure at the Golder Ranch Fire District from 2008-2019 as a Captain/ Paramedic and member of the Special Operations Team, and Wildland Team. I have spent most of my life living in the Fire District and I am proud to call it home for my family and myself. I believe some of my most informative years were spent in service of the residents of the Golder Ranch Fire District, and I hope to continue that service in a new and exciting way.

As a contributing member of the Governing Board, I will seek to learn from the incredible experience inherent in the existing board. If given the opportunity, I hope to bring a unique perspective and insight to an incredibly significant governing body. In my time away from the Fire District I have continued to foster a passion for leadership, grow my business acumen, and financial management experience. All of which have been focused on community involvement. A role on the Golder Ranch Governing Board would be the epitome of the community service I have taken a part of thus far in my life, and a truly significant honor.








Respectfully,

Andrew S. Ballmann

Andrew S. Ballmann

A dedicated, results oriented individual with 10+ years' experience in community service through the fire service, and 4+ years in the financial and business as a Finance manager and analyst. Embodies a strong work ethic, excels in partnerships and communication, and maintains a growth mindset, DE&I advocate.

Core Competencies

-  Strong verbal and written communication skills
-  Able to present information effectively across different communication settings
-  Effectively listens to different challenges faced by associates and the community
-  Ability to develop and maintain strong working partnerships
-  Proven track record of developing high performing teams
-  Proven ability to conduct business activities with the highest degree of customer service and professionalism
-  Strategic Planner

Experience

Financial Relationship Manager/ Analyst

February 2023 to Current

Diamond Ventures, Inc. - Tucson, Az

- Manage total liquidity for Diamond family firm, as well as existing lines of credit
- Strengthen relationships with community partners, and engage in negotiations
- Oversee family firm's trust assets and wealth management team
- Works directly with the President of Diamond Ventures, Inc to develop strategic capital plans, as well as tactical liquidity outlays for short, mid, and long-term strategy

Regional Vice President

May 2022 to Current

Householder Group - Tucson, Az

- Assess needs of clients/prospects and recommend appropriate solutions/interventions
- Establish client acquisition targets, develop proposals, and track success towards these goals
- Deliver highly customized solutions and through collaboration deliver true holistic financial planning
- Maintain an effective and positive working environment for teammates, colleagues, and stakeholders

Financial Advisor

April 2019 to May 2022

Merrill Lynch - Tucson, Az

- Assess needs of clients/prospects and recommend appropriate solutions/interventions
- Establish client acquisition targets, develop proposals, and track success towards these goals
- Deliver highly customized solutions and through collaboration deliver the full resources of the Organization

Fire Officer - Captain / Paramedic

November 2016 to March 2019

Golder Ranch Fire District - Tucson, Az

- Response to emergency medical scenes, fire incidents, and other related emergency requests
- Direct and coordinate all emergency activities

- Demonstrates continues efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Supervise full-time employees in the fire suppression division

Paramedic / Firefighter

September 2014 to November 2016 Golder Ranch Fire District - Tucson, Az

- Response to emergency medical scenes, fire incidents, and other related emergency requests
- Direct and coordinate patient care on scene and in transport
- Acting Supervisor in Captains absence assuming all responsibilities

Andrew S. Ballmann

3708 E. Mecate Rd. Tucson, Az 85739 C:520-591-4582 ballmann5o@gmail.com

Fire-Medic

March 2012 to September 2014 Golder Ranch Fire District - Tucson, Az

- Response to emergency medical scenes, fire incidents, and other related emergency requests
- Direct and coordinate patient care on scene and in transport

Firefighter / EMT

September 2008 to March 2012 Golder Ranch Fire District -Tucson, Az

- Response to emergency medical scenes, fire incidents, and other related emergency requests
- Assist with patient care on scene and in transport

Education

Northern Arizona University
Flagstaff, Arizona
BS – Healthcare/ Paramedic Care
May 2017

University of Arizona, Eller College of Management
Tucson, Arizona
MBA candidate,
Emphasis in Finance and Management
Present (Anticipated graduation June 2023)

Community

REI
Community Volunteer
Arizona Bowl Committee
Volunteer Member
American Heart Association
Executive leadership committee 2021-2022
Big Brothers, Big Sisters – Tucson
Volunteer, Donor
Boys and Girls Club – Tucson
Volunteer, Donor
Desert Angels
Intern 8/22 - Present
Oro Valley Chamber of Commerce
Member, Ambassador, Volunteer

REI

Community Volunteer

Ronald McDonald House – Tucson
Volunteer

Tucson Food Bank
Volunteer

Additional Credentials/Certificates:

- Series 7 & 66 Licenses
- Technical Rescue Technician
- Wild-land Firefighting Operator

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 28, 2023

SUBJECT: 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 TODD OSWALD

ITEM #: 4F

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This agenda item is to allow for the Governing Board to interview board member candidate, Todd Oswald, for consideration of appointment to the Governing Board.

RECOMMENDED MOTION

Motion to adjourn into Executive Session for agenda items 4C – 4F pursuant to A.R.S. §38-431.03.A(1) for consideration of appointment of board member candidates and for agenda item 4G pursuant to A.R.S. §38-431.03.A(3) for legal advice with the attorney regarding the process for filling the vacant position

March 31, 2023

Golder Ranch Fire District
Attn: Board Services Supervisor Ortiz
3885 E. Golder Ranch Drive
Tucson, AZ 85739
Email: sortiz@gfdaz.gov

Dear Supervisor Ortiz,

I understand that you are in the process of searching for an individual to fill the unexpired term of Mr. Hudgins. Please accept this as my letter of application. As my enclosed resume indicates, my emphasis is in management and budgeting.

I have in-depth experience across all core business functions and operations. Through my work experience I have developed strong leadership, communication, negotiation, creative, and analytical skills. As Sr. Project Manager – Process Improvement & Harmonization within Roche, I am responsible for all aspects of capital projects in excess of \$100 million annually. In my current and prior positions, my responsibilities have included team building, developing, preparing and executing the aforementioned projects.

In my youth, I had spent some time as a volunteer fire fighter in a smaller community. My father was the Chief. As such, I grew up in a family that believes in giving back and contributing whenever possible. I would be honored to be considered to serve in this manner.

Thank you for your time and consideration.

Kind Regards,

Todd Oswald

Attachment

TODD M. OSWALD

13260 North Cape Marigold Drive
Oro Valley, AZ 85755

toswald11@gmail.com
(317) 987-5715

EXECUTIVE SUMMARY

Dynamic construction and project manager with impressive reputation for extensive knowledge of contracting industry while maintaining primary focus on quality, budget, and safety of projects. I have extensive experience in all phases of project development delivery and leadership of project teams.

CORE COMPETENCIES

- Project Management
- Safety Compliance
- Multiple Commercial Site Management
- Plan Review
- On-Site Quality Control
- Building Permit Acquisition
- Utility Coordination
- Site Development
- Excellent Client Relationship Skills
- Flexible & able to Maximize Client Expectations

PROFESSIONAL EXPERIENCE

Roche Diagnostics

2019 - Present

Sr. Project Manager- Process Improvement & Harmonization, RMS (Roche Molecular Sequencing)

Tucson, AZ

Division COE of PMO responsible accountable for design and delivery of division global capital projects totaling more than \$250M throughout Tucson, California, New Jersey, Massachusetts, and South Africa in 2020.

2012 – 2018

Manager Facilities Projects, REA (Roche Engineering Americas) & Project Lead, Facilities Indianapolis, IN
Project Leader accountable for coordination and corporate approval of design and delivery of site capital projects. Project Manager who is ultimately responsible for all facets of the projects from design through completion of capital projects greater than \$5M within North America. Directly reporting to global engineering leads and site steering committees.

WDG, Construction Group, Inc.

2011 – 2012

Director, Construction Operations

Indianapolis, IN

Direct all aspects of construction projects nationwide averaging \$200 million annually. Executive in charge of 4-6 ongoing annual construction projects ranging from \$1M to \$40M; recruit, hire, train and manage all personnel within department; establish and monitor annual individual, department and company initiatives.

Garcia Construction Group

2010 – 2011

Sr. Project Manager

Indianapolis, IN

Manage multiple commercial construction projects from \$5M to \$25M; subcontract administration, project schedule, contract document compliance, quality control and budget; client coordination meetings including pre-construction as well as schedule progress analysis and coordinate with active team members including architects, engineers, permits and utilities.

Kite Realty Group

Senior Vice President, Construction Operations
Vice President, Construction Operations (2005-2006)
Senior Project Manager (2003-2005)

2003 – 2009
 Indianapolis, IN

Direct all aspects of construction projects nationwide averaging \$575 million annually. Executive in charge of 30-50 ongoing annual construction projects ranging from \$200k to \$250M; recruit, hire, train and manage all personnel within department; establish and monitor annual individual, department and company initiatives.

Lauth Property Group

Senior Project Manager

1999 – 2003
 Indianapolis, IN

Manage multiple commercial construction projects nationwide from \$5M to \$20M and 60k to 650k square feet in size; subcontract administration, project schedule, contract document compliance, quality control and budget; client coordination meetings including pre-construction as well as schedule progress analysis and coordinate with active team members including architects, engineers, permits and utilities.

----- **VALUE OFFERED/EXPERTISE** -----

- **Pre-Construction Management:** Generate conceptual design and budget for approval of structure by executive management; upon approval assemble design team members (Architects; Engineers: structural, civil and mechanical; interior design architect and logistical specialist design engineers); establish rapport and team atmosphere with project specialized teams including Quality Control, Internal Design, Maintenance, Security, Finance, End User Representatives, Safety and IT/Telecommunications representatives; ensure all team members objectives and concerns addressed; consistently maintain cost effective method focus while maintaining design integrity throughout pre-construction; generate overall project schedule; generate cash flow forecasts; generate bid proposal procedures and outline project procedures
- **Construction Management:** Evaluate and determine appropriate construction methods and cost-effective plan/schedule; divide all construction site activities into logical steps including budgeting of time required to meet established owner deadlines; oversee selection of trade contractors by evaluating drawings and specifications, generate bid packages encompassing entire scope of work; oversee delivery and use of materials and equipment; review and monitor engineering and architectural specifications ensuing compliance with owners objectives and manage construction costs against project budget.
- **Project Management/Owners' Representative:** Coordinate and direct all aspects of construction projects on national basis, up to \$575 million annually; act as Owners' Representative as Project Manager for global pharmaceutical corporation on \$50 million prototypical distribution facility adhering to stringent GMP standards mandated by the FDA and Manage multiple commercial construction projects simultaneously with individual project superintendents
- **Supervision:** Oversee direct reports including project managers, field engineers and safety representatives; manage activities of the In-House Construction, Third-Party Construction and Estimating Departments while responsible for reporting personnel; supervise and monitor overall performance of all trade contractors; responsible for subcontract administration, submittal reviews, construction schedules and preparation of monthly pay applications.
- **Client Focused Direction:** Direct pre-construction and regularly scheduled progress meetings with clients, architects and engineers; performed plan review, building permit acquisition, utility coordination and all aspects of site development and reviewed construction documents with clients and architects prior to pre-construction meeting to maximize client satisfaction and mitigate project design or construction delays and generate/present weekly/monthly reports to executive management as requested.

LICENSURE & EDUCATION

Contractor Licensure: Indianapolis, Florida, Arizona, North Carolina, Oregon and Washington
Indiana State University Bachelor of Science Construction Technology 2004

PUBLICATIONS

Interviewed and quoted in the following publications:

Salgado, Brian. "Growing with Third Parties" Construction Today August 2006: 138-139.

Schouten, Cory. "A Glendale Puzzle, Adding Target to Mall Presents a Monumental Construction Challenge" Indianapolis Business Journal October 1, 2007; 10B-11B; 44B.

PROJECT HIGHLIGHTS

ROCTE---Cape Town, South Africa

~100,000 sf. Office, Research Lab and
Manufacturing Facility

RDCSC Site Transformation---Indianapolis, IN

200,000 sf. AWS office build
100,000 sf. Amenities Building
1,500 car parking structure
Site infrastructure improvements associated with
the aforementioned

K103A Office Expansion---Indianapolis, IN

100,000 sf. LTC South/ Eli Lilly

CAT Logistics---Lafayette, IN

160,000 sf. distribution center and warehouse

Jacobs Logistics---LaPorte, TX

40,000 sf. liquid hazard storage
160,000 sf. dry good storage

Index Manufacturing---Noblesville, IN

100,000 sf. warehouse/manufacturing/office

Plainfield Distribution Center---Plainfield, IN

200,000 sf. distribution center (Eli Lilly)

Trilithic---Indianapolis, IN

180,000 sf. warehouse/manufacturing facility

Covance---Indianapolis, IN

200,000 sf. medical laboratory addition

Cardinal Health---Orlando, FL

200,000 sf. GMP warehouse

ERMT – Tucson, AZ

~120,000 sf Office, Instrument and Reagent
Manufacturing Facility

Universal Music Group---Fishers, IN

100,000 sf. addition with racking

Central Indiana Orthopedics---Anderson, IN

45,000 sf. ambulatory surgery center

Medical Consultants Inc.---Muncie, IN

37,000 sf. endoscopy and ambulatory surgery center

Southport Commons---Indianapolis, IN

650,000 sf. retail power center

USF Holland---Nashville, TN

25-acre site with distribution center

Roadway Express---Portland, OR

20-acre trucking terminal & site expansion

Glendale Mall Renovation---Indianapolis, IN

550,000 sf. retail shopping center

Eddy Street Commons---South Bend, IN

500,000 sf. retail lifestyle center

Cobblestone Plaza---Pembroke Pines, FL

158,000 sf. retail power center

Bayport Colony---Tampa, FL

281,000 sf. retail power center

Lakeview Manor---Indianapolis, IN

65-unit assisted living

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 28, 2023

SUBJECT: 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 WILLIAM SKEELES

ITEM #: 4G

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Mr. Skeeles is unable to attend the meeting. This agenda item is to allow for the Governing Board to review board member candidate, William Skeeles', submitted interview responses for consideration of appointment to the Governing Board (these will be provided to the Board at the meeting).

RECOMMENDED MOTION

Motion to adjourn into Executive Session for agenda items 4C – 4F pursuant to A.R.S. §38-431.03.A(1) for consideration of appointment of board member candidates and for agenda item 4G pursuant to A.R.S. §38-431.03.A(3) for legal advice with the attorney regarding the process for filling the vacant position

William Skeeles

435 W. Sugar Loaf Rd, AZ 85737

5209903174

wskeeles@comcast.net

March 21, 2023

Golder Ranch Fire District Governing Board

RE: Board Member

Dear Madam Chair and Board members,

I'm applying for the Board Member position which I was made aware of from board member Wally Vette. I believe I meet all the essential criteria for the role and feel I can make an effective and immediate contribution to your team.

My unique combination of education, skills and work experience has allowed me to develop my strengths in business development, financial management and performance improvement. Because of my varied background, I am a resourceful and creative problem solver. I can always find multiple solutions to even the most complex problems.

I have lived in Arizona for the last 47 years along with my wife of 58 years. We have raised two wonderful children who both graduated from CDO High School. We are members of Resurrection Lutheran Church. I have served on professional association boards as well as an HOA board.

Please take a look at my enclosed resume for more details about my work experience and qualifications. I'd really like to speak with you more about the position, and I look forward to hearing from you soon.

Sincerely,

William Skeeles



WILLIAM SKEELES

5209903174
435 W. Sugar Loaf Rd.
Oro Valley, ARIZONA - 85737
wskeeles@comcast.net

SUMMARY

30+ years of experience as a business owner and teacher. My strengths include business development, financial management, performance improvement and excellent communication skills. I excel in development training and conflict resolution, possessing fine-tuned communication skills that support my natural teamwork mentality.

A dedicated, organized, and results-driven professional, whether it's in teaching or business credited with combining complex assignments and improving processes to increase proficiency and productivity. Strong expertise in grasping new concepts quickly. Highly experienced and accomplished in building mutually beneficial relationships with stakeholders at all levels.

PROFESSIONAL SKILLS

- Business Development
- Budget Management
- Co-authored the first Arizona State Apprenticeship training for Machine Trades
- Former member of the Pima Community College Machine Trades advisory committee
- President Tucson chapter of the National Tooling and Machining Association
- Program and Course Development
- Professionalism
- Implemented ISO9001 programs for large and small companies
- President of Tucson Chapter of the Society of Manufacturing Engineers

WORK EXPERIENCE

Licensed Real Estate Sales

2002 - Present

- Hallmark Business Consultants - Business Brokerage
- SunbeltBusiness Brokers - Business Brokerage
- Long Realty - Residential Sales
- Smart Staffing Solutions - New Home Construction Sales

Business Owner

Feb, 1979 – 1997

Skeeles Artisans Engineering

Tucson, AZ

- Owned and operated SkeelesArtisans Engineering, All State Transportation, Absolute Turning and Machine, and WS Skeeles Consulting.
- Interviewed business clients to analyze their requirements, recommending and designing technological improvements for their business processes and operational procedures.
- Mitigated defects by 15% in developing metrics to determine inefficiencies and areas for improvement across systems
- Composed, prepared, edited, and distributed correspondence and other department documents
- Developed project work plans, specifying goals, requirements, deliverables, and contingency plans and identifying risks for IT conversions

- Reviewed finance policies and implemented new accounting systems
- Reviewed general ledger details, trial balances, and monthly journal entries
- Trained new hires on company systems, policies, and procedures

College Or University Faculty Member

Jan, 1976 – Jan, 1989
Casa Grande/Tucson, AZ

Pinal County Community College District & Pima County Community College District

- Created new lesson plans based on course objectives and age requirements
- Planned and implemented lessons across all areas of the curriculum with respect to vocational education
- Developed suitable curricula and effective teaching methods based on student needs assessments
- Monitored student progress and motivated students to achieve their personal goals
- Used classroom observations to create written assessments for student performance, developmental progress, behavior and curriculum
- Prepared annual budgets, maintaining records of expenditures, circulation, purchase orders, and other materials
- 5 years Adjunct Faculty Pima Community College
- 5 years Nation Tooling and Machining Association apprenticeship instructor

High School Vocational Teacher

Aug, 1972 – Dec, 1975
Mineral City, OH

Tuscarawas County Schools

- Prepared and helped students transition from grade to grade and post-graduation
- Motivated students by employing varied strategies and, breaking down tasks to increase success rates
- Attended all open houses, professional development meetings, and parent /teacher conferences
- Responsible for dictating the classroom arrangement, appearance, and overall learning environment
- Supervised students in classrooms, school buildings, and social-curricular activities
- Counseled students in the face of needed adjustments and academic challenges, meeting with parents accordingly
- Worked with the community to transition special education students to the workforce
- Created and implemented effective lesson plans per new core curriculum standards
- Created and maintained a positive, encouraging classroom environment

EDUCATION & CERTIFICATIONS

Associate of Arts

Jun, 1976

Kent State University, Kent, Ohio

Bachelor of Science

Mar, 1978

Kent State University, Kent, Ohio

Master of Science

Kennedy Western University, Cheyenne, Wyoming

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 28, 2023

SUBJECT: 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

ITEM #: 4H

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This agenda item is to allow the Governing Board to seek legal advice with the attorney for the District regarding the process for filling the vacant board position.

RECOMMENDED MOTION

Motion to adjourn into Executive Session for agenda items 4C – 4F pursuant to A.R.S. §38-431.03.A(1) for consideration of appointment of board member candidates and for agenda item 4G pursuant to A.R.S. §38-431.03.A(3) for legal advice with the attorney regarding the process for filling the vacant position.

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 28, 2023

SUBJECT: 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

ITEM #: 4I

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This agenda item is to allow the Governing Board to make an appointment of a person to fill the vacancy on the Governing Board for the unexpired remainder of the term until December 2024.

RECOMMENDED MOTION

Motion to appoint _____ to the Golder Ranch Fire District Governing Board for the remainder of the unexpired term until December 2024.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 28, 2023

SUBJECT: POSSIBLE ADMINISTRATION OF OATH AND DIRECTION TO NEWLY APPOINTED
BOARD MEMBER REGARDING ORIENTATION AND TRAINING

ITEM #: 4J

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This agenda item is to allow the administration of oath to the newly appointed board member by Chairperson Cox Golder, if the Board chooses to appoint a new member. As well as direction to the newly appointed board member, regarding the required review of the Open Meeting Law as well as to meet with Board Services Supervisor for information on other pertinent information and orientation.

RECOMMENDED MOTION

No motion needed for this agenda item



OATH OF OFFICE

STATE OF ARIZONA)
)
COUNTY OF PIMA)

I, _____, 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 _____, 2023

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.