

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

**Tuesday, November 21, 2023, 9:00 a.m.
1600 East Hanley Boulevard, Oro Valley, Arizona 85737**

1. CALL TO ORDER/ROLL CALL

Chairperson Vicki Cox-Golder called the meeting to order on November 21, 2023, at 9:00 a.m.

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

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

2. SALUTE AND PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

3. FIRE BOARD REPORTS

Board Member Shellenberger thanked Chief Brandhuber and Captain Colin Port for attending a SaddleBrooke Ranch Rotary Club meeting. He received comments that it was the best presentation done for their group.

4. CALL TO THE PUBLIC

Brad Lloyd, owner of Lloyd Construction said his company has been in business for 55 years in southern Arizona and is a third generation firm. He thanked Golder Ranch Fire District for the work the District gave them, for supporting them and how proud they are to work with Golder Ranch. He hopes the District enjoys the building.

Chairperson Cox Golder said they always do a great job, she thanked him for the work that his company does.

5. PRESENTATIONS

A. PRESENTATION OF PERSONNEL



- YEARS OF SERVICE
 - GABE BRAVO, OPERATIONS SUPPORT SUPERVISOR-15 YEARS

Deputy Chief Pearce introduced Operations Support Supervisor Gabe Bravo and thanked him for his 15 years of service.

- PROMOTIONS
 - TREVOR CARLSON, CAPTAIN
 - JACLYN FRAZIER-RADEMACHER, CAPTAIN
 - SAM GARCIA, CAPTAIN
 - RYAN HOFFMAN, CAPTAIN
 - KARL RHEIN, CAPTAIN

Battalion Chief Leslie introduced Trevor Carlson for his promotion to Captain. His wife pinned him.

Deputy Chief Rutherford introduced Jaclyn Frazier-Rademacher for her promotion to Captain. Her husband pinned her as she held her daughter.

Battalion Chief Seeley introduced Sam Garcia for his promotion to Captain. His girlfriend pinned him.

Battalion Chief Muscarella introduced James Ryan Hoffman for his promotion to Captain. His wife pinned him.

Captain Spanarella introduced Karl Rhein for his promotion to Captain. His son pinned him with his wife at his side.

- NEW HIRE
 - DJ TARBILL, FACILITIES MAINTENANCE TECHNICIAN

Division Chief Price introduced the new Facilities Maintenance Technician DJ Tarbill.

Chairperson Cox-Golder administered the behavioral and loyalty oaths.

At 9:32 a.m. the Governing Board took a break. The meeting was reconvened at 9:35 a.m.

6. CONSENT AGENDA

A. APPROVE MINUTES- OCTOBER 17, 2023, REGULAR SESSION

MOTION by Vice-Chairperson Vette to approve the November 21, 2023, Consent Agenda



MOTION SECONDED by Board Member Shellenberger
MOTION CARRIED 5/0

7. REPORTS AND CORRESPONDENCE

- A. **FIRE CHIEF'S REPORT** – Chief Brandhuber presented the Fire Chief's report to the Governing Board. Chief Brandhuber thanked Assistant Chief Grant Cesarek for his work on the Hanley building. He did a phenomenal job. He also thanked Lloyd Construction and Chris Velasquez of Lloyd Construction for all of their hard work on the Hanley building. Chief Brandhuber recognized Deputy Chief Fire Marshal Akins for her work on the food truck certification program which was adopted throughout the State. He thanked all personnel for their assistance with public events, demos, and public education.
- Director Delong presented the Human Resources report to the Governing Board. She thanked the Governing Board for their support for the Hanley building. It is a lovely building, and everyone is excited to be in the new facility.
 - Director Rascon presented IT's report to the Governing Board. He said the Hanley building is an incredible building and he thanked the Board for the opportunity.
 - Supervisor Camarillo presented the Community/Media Relations report to the Governing Board. She reiterated Chief Brandhuber's comment and thanked personnel for their assistance with community events and wished everyone a Happy Thanksgiving.
 - **LEADERSHIP TEAM REPORT** – President Jones presented the Leadership team report to the Board. In the week of Thanksgiving, on behalf of Local 3832, he thanked the Board for taking care of personnel. The calendar he has spoken of is in production. He will make sure the Board receives a copy and they will begin selling them as a fundraiser. He invited the Board to the Union's fundraiser on December 2nd at the Player's Pub and the Shop with a Firefighter event at Target on December 14th.
- B. **COMMUNITY RISK REDUCTION DIVISION'S REPORT**- Assistant Chief Perry presented the Community Risk Reduction report to the Governing Board. He congratulated Deputy Chief Fire Marshal Akins for getting her sticker program adopted State-wide.

Chairperson Cox Golder asked Deputy Chief Fire Marshal Akins if her program required legislation from the State.

Deputy Chief Fire Marshal Akins thanked Chairperson Cox Golder for the question. She replied the actual sticker program did not require legislation, however, what did require legislation was the over-regulation of food trucks. In the past, food trucks were required to be inspected in each jurisdiction they conducted business. With



legislation, they can now be inspected by one jurisdiction and the inspection will be acknowledged anywhere in the State. The Arizona Fire Marshals' Association is the agency that adopted the sticker program.

The Board commended Deputy Chief Fire Marshal Akins for her work.

- C. SUPPORT SERVICES DIVISION'S REPORT - Assistant Chief Cesarek presented the Support Services' report to the Governing Board. Assistant Chief Cesarek thanked everyone for their help in moving into the new building. He said it was a great opportunity to see everyone pitch in and help get things done that needed to be completed. He thanked all staff for helping prepare the building for the Board meeting.
- D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISON'S REPORT – Assistant Chief Grissom presented the EMS & Fire Response and Professional Development report to the Governing Board. He mentioned five people were promoted to Engineer and will be presented at the next board meeting. He thanked Professional Development for all their hard work in the promotional process. The process was led by Engineer Scafede. He and Captain Hastings are reinventing the way the promotional process is done. He couldn't be prouder of them. Recently, 14 out of 16 firefighters were released from probation. Two more will be released in a week.

Chairperson Cox Golder asked about the status of the fire break north of Catalina State Park.

Assistant Chief Grissom replied that it is in the early stages. This land is state land. However, Golder will maintain awareness of what decisions are made and is willing to assist in evaluating what needs to be done to protect the houses in that area. Once he receives more information from the state, he will let her know.

Chairperson Cox Golder asked who maintains the fifty-year trail.

Assistant Chief Grissom responded that he was not sure who maintains the trail, but he would find out and let her know. The District responds to calls on the trail, however, it does not maintain it.

Vice-Chairperson Vette asked if the District could do a Public Service Announcement (PSA) on car seat safety.

Assistant Chief Grissom said it was a great idea. He said there are a few certified individuals that install car seats, led by Autumn Zoechbauer. He will work with Lydia to create a PSA.



8. REGULAR BUSINESS

A. DISCUSSION AND POSSIBLE ACTION REGARDING THE AUDIT RESULTS PRESENTED BY BEACHFLEISCHMAN AND THE DRAFT ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FOR FISCAL YEAR ENDING JUNE 30, 2023

Finance Director Dave Christian introduced Lydia Hunter from BeachFleishman. Lydia presented the auditor's findings for the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2023. For this time period, Golder Ranch Fire District is the first fire agency in the State to present their audit to its Governing Board.

Auditor Hunter said it was a pleasure to work with Golder Ranch Fire District. BeachFleishman issued an unmodified opinion on the financial statements, a clean opinion. This is the highest opinion that they can issue on the financial statements. She congratulated the District on achieving a clean opinion. This year they also conducted a single audit, this is not the first time the District has received a single audit. It is required when an agency receives \$750,000 or more of federal funding within a year. This year, the District became eligible to receive American Rescue Plan Act (ARPA) funding from the Industrial Commission. The District also received an unmodified opinion on the major program related to the single audit. Auditor Hunter reviewed required communications, gave a summary of the financial information, explained the consideration of internal control and summarized the District's Annual Comprehensive Financial report.

MOTION by Vice-Chairperson Vette approve the BeachFleishman audit report and the draft ACFR for fiscal year 2023 as presented.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 5/0

B. DISCUSSION AND POSSIBLE ACTION REGARDING THE CONTRACT WITH IMAGETREND FOR ELECTRONIC PATIENT CARE REPORTING

Chief Brandhuber thanked the staff for all their hard work on the ImageTrend contract. They found funds within the current budget, to pay for the up-front fees. He explained ImageTrend is software, not hardware.

Assistant Chief Grissom reiterated what Chief Brandhuber stated. He thanked everyone for their hard work on the contract, everyone worked really hard, and he believes the software is something that will benefit everyone. Assistant Chief Grissom explained that ImageTrend is a software that assists with patient data, incident reporting, billing, operations, and exposure documentation. He provided the Board with a presentation that included what the District currently pays Zoll, the current provider. Some of the benefits of the program, is an enhanced, unified platform. It provides patient care reports (PCRs), Fire RMS, billing and Fire and Life Safety (FLS) programs. Auto-aid partners use the software as well as the Arizona Department of Health (AZDHS).



IT Director Rascon explained this is a complete platform. It replaces the patient records, fire records, billing, and FLS program. Golder Ranch Fire District (GRFD) went to Zoll in 2011. The District does not change platforms often, it is not something that is taken lightly. Some of the auto-aid partners have gone to ImageTrend. He believed ImageTrend would benefit the District.

MOTION by Board Member Shellenberger to approve the contract with ImageTrend as presented.

MOTION SECONDED by Board Clerk Outlaw

MOTION CARRIED 5/0

C. DISCUSSION AND POSSIBLE ACTION TO ACCEPT AND APPROVE THE 2ND EDITION GRFD COMMUNITY RISK ASSESSMENT – STANDARDS OF COVER DOCUMENT

Chief Brandhuber stated this is part of the accreditation process, it refers to direction in the strategic plan to pursue it.

Assistant Chief Perry stated he presented the 1st Edition of the Standards of Cover to the Board in January of this year. The assessment refers to the risk types the District responds to, and how it responds to them. The document also includes performance data, what goals have been set, if the goals are being met, and if not, what plans can be implemented to achieve the goals. The report was also presented to the Regional Operations Committee. Because the District works with other automatic aid agencies, GRFD had to make sure it was in-line with them as far as response packages. The 2nd Edition represents a compromise of the response packages, that fit all the partner agencies. One of the requirements of having a Standards of Cover, through accreditation, is the Board is apprised, at least once a year, on response performance and what goals have been met. Assistant Chief Perry's presentation summarized the District's performance for the past three years.

Vice Chairperson Vette asked if personnel, on light duty, could be used to respond to non-emergent calls.

Assistant Chief Perry responded that it was tried for a time and worked. They will be considering it in the future.

Chief Brandhuber added that it is done on a case-by-case basis, depending on what the doctor's stipulations are for the individual.

MOTION by Vice-Chairperson Vette to approve the 2nd Edition GRFD Community Risk Assessment- Standards of Cover document as presented.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 5/0

D. DISCUSSION AND POSSIBLE ACTION REGARDING THE RENEWAL OF THE AGREEMENT BETWEEN GOLDER RANCH FIRE DISTRICT AND GRANICUS (SWAGIT PRODUCTIONS)



FOR LIVE STREAMING, MEDIA ON DEMAND, AND INDEXING MONTHLY BOARD MEETINGS

Chief Brandhuber stated this is a renewal of an existing contract. He emphasized how valuable the software is for the records division. His recommendation is to renew the contract because it is a valued service.

MOTION by Board Clerk Outlaw to approve the renewal agreement between Golder Ranch Fire District and Granicus (Swagit Productions) for live streaming, media on demand, and indexing monthly board meetings.

MOTION SECONDED by Board Member Shellenberger

MOTION CARRIED 5/0

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

Finance Director Christian presented the monthly financials and reconciliation for Golder Ranch Fire District to the Governing Board. In October of each year, the District receives a large portion of the property taxes. This year it received more than he budgeted. Most items are in-line with what was budgeted.

Director Christian thanked the Billing and Finance staff for all their hard work, which in-turn received a clean-audit. He thanked Chief Brandhuber for his support of his division. Director Christian mentioned Finance has received a clean audit since 2011. Director Christian thanked the Board for their support as well.

MOTION by Vice Chairperson Vette to approve and accept the Golder Ranch Fire District reconciliation and monthly financial report as presented.

MOTION SECONDED by Board Clerk Outlaw.

MOTION CARRIED 5/0

9. **FUTURE AGENDA ITEMS**

The next regularly scheduled meeting will be on December 19, 2023.

10. **CALL TO THE PUBLIC**

There were no public issues presented at this time.

11. **ADJOURNMENT**

MOTION by Board Member Brady to adjourn the meeting at 10:27 a.m.

MOTION SECONDED by Board Member Shellenberger

MOTION CARRIED 5/0



Sandra Outlaw, Clerk of the Board

Golder Ranch Fire District

S/O

