

**GOLDER RANCH FIRE DISTRICT  
GOVERNING BOARD MEETING  
PUBLIC NOTICE AND AGENDA  
Tuesday, May 21, 2024, 9:00 a.m.  
1600 East Hanley Boulevard, Oro Valley, Arizona 85737**

*Pursuant to ARS § 38-431.02, ARS § 38-431.03 and ARS § 38-431.05, the Golder Ranch Fire District Governing Board will meet in Regular Session that begins at approximately **9:00 a.m. on Tuesday, May 21, 2024**. The meeting will be held at the Fire District Headquarters Board Room, which is located at **1600 East Hanley Boulevard Oro Valley, Arizona 85737**. The order of the agenda may be altered or changed by direction of the Board. The Board may vote to go into Executive Session, which 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 are 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 PERSONNEL**

- YEARS OF SERVICE
  - ASSISTANT CHIEF CHRIS GRISSOM- 20 YEARS
  - ENGINEER ROB MORSE- 20 YEARS
  - DEPUTY CHIEF MARK WILSON- 20 YEARS

**6. CONSENT AGENDA**

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

**A. APPROVE MINUTES- APRIL 16, 2024, REGULAR SESSION**

**B. APPROVE MINUTES- APRIL 16, 2024, EXECUTIVE SESSION**



- C. APPROVE AND ADOPT THE EXTENSION OF AN AGREEMENT FOR EMERGENCY CARDIOVASCULAR CARE TRAINING BETWEEN GOLDER RANCH FIRE DISTRICT AND PIMA COUNTY JOINT TECHNICAL EDUCATION DISTRICT (JTED)
- D. APPROVE AND ADOPT THE INTERGOVERNMENTAL AGREEMENT BETWEEN GOLDER RANCH FIRE DISTRICT AND NORTHWEST FIRE DISTRICT FOR DISPATCH SERVICES

**7. REPORTS AND CORRESPONDENCE**

**A. FIRE CHIEF'S REPORT – CHIEF BRANDHUBER**

- UPDATES ON THE FOLLOWING AREAS:
  - MEETINGS, TRAININGS, AND EVENTS ATTENDED
  - POLITICAL & PUBLIC SAFETY INTERACTIONS/UPDATES
  - DISTRICT ACTIVITIES
  - PERSONNEL
  - BOARD SERVICES
  - FINANCE
  - HUMAN RESOURCES
  - INFORMATION TECHNOLOGY
  - PUBLIC/MEDIA RELATIONS
  - COMMENDATIONS/THANK YOU CARDS RECEIVED
- LEADERSHIP TEAM REPORT – PRESIDENT JONES

**B. COMMUNITY RISK REDUCTION DIVISION'S REPORT - ASSISTANT CHIEF PERRY**

- UPDATES ON THE FOLLOWING AREAS:
  - COMMUNITY RISK REDUCTION
  - FIRE AND LIFE SAFETY
  - COMMUNITY SERVICES

**C. SUPPORT SERVICES DIVISION'S REPORT - ASSISTANT CHIEF CESAREK**

- UPDATES ON THE FOLLOWING AREAS:
  - PLANNING
  - LOGISTICS
  - FACILITIES MAINTENANCE
  - FLEET
  - SUPPLY

**D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION'S REPORT – ASSISTANT CHIEF GRISSOM**

- UPDATES ON THE FOLLOWING AREAS:
  - EMERGENCY RESPONSE
  - PROFESSIONAL DEVELOPMENT
  - HEALTH AND SAFETY
  - WILDLAND
  - HONOR GUARD/PIPES AND DRUMS
  - SPECIAL OPERATIONS



## **8. REGULAR BUSINESS**

- A. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF THE PROPOSED TENTATIVE BUDGET FOR THE GOLDER RANCH FIRE DISTRICT FOR FISCAL YEARS 2024/2025 AND 2025/2026
- B. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF A PUBLIC HEARING DATE FOR THE FORMAL ADOPTION OF THE GOLDER RANCH FIRE DISTRICT BUDGET FOR FISCAL YEARS 2024/2025 AND 2025/2026
- C. DISCUSSION AND POSSIBLE ACTION REGARDING THE GOLDER RANCH FIRE DISTRICT RECONCILIATION AND MONTHLY FINANCIAL REPORT

## **9. FUTURE AGENDA ITEMS**

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

- Regularly scheduled meeting – June 18, 2024

## **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**

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Sandra Outlaw, Clerk of the Board  
Golder Ranch Fire District

*To view the meeting online please visit our website at <https://grfdaz.gov/grfd-agenda>, there is an agenda posted, with background information linked to each agenda item, as well as a link to the live Zoom meeting.*

*If any disabled person needs any type of accommodation, please notify the Golder Ranch Fire District Headquarters at (520) 825-9001 prior to the scheduled meeting. A copy of the agenda background material provided to Board members (with the exception of material relating to possible executive sessions) is available for public inspection at the district headquarters, 1600 E Hanley Boulevard, Oro Valley, Arizona 85737.*

Posted by: Shannon Ortiz 5/16/2024 at 1:00 p.m.





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: May 21, 2024

SUBJECT: Fire Board Reports

ITEM #: 3

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

This item allows for the Fire Board Members to report to the public and/or staff any events, meetings, conferences, etc. they may have attended and/or points of interest that took place throughout the month.

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: May 21, 2024

SUBJECT: Call to the Public

ITEM #: 4

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

This is the time for the public to comment. Members of the Board may not discuss items that are not on the agenda. The Board is not permitted to discuss or take action on any item raised in the Call to the Public, which are not on the agenda due to restrictions of the Open Meeting Law; however, individual members of the Board are permitted to respond to criticism directed to them. Otherwise, the Board may direct staff to review the matter or that the matter be placed on a future agenda.

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: May 21, 2024

SUBJECT: PRESENTATION OF PERSONNEL

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 the time for recognizing personnel who have achieved employment milestones.

- YEARS OF SERVICE
  - Assistant Chief Chris Grissom- 20 years
  - Engineer Rob Morse- 20 years
  - Deputy Chief Mark Wilson- 20 years

### RECOMMENDED MOTION

No motion required for this agenda item.

# **EMPLOYEE RECOGNITION**

**Employee Name:** Chris Grissom

**Date of Hire:** May 17, 2004

**Current Position:** Assistant Chief of EMS and Fire Response

**Reason for Recognition:** New Hire

**Prepared by:** Fire Chief Tom Brandhuber



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

***Please return to Human Resources via email by the 25<sup>th</sup> of the month, prior to the Board Meeting.***

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

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- **GRFD/CAREER HISTORY:**

Started as a firefighter/EMT in 2004 and steadily advanced through various positions, including:

- Engineer
- Captain
- Battalion Chief
- Division Chief of Health and Safety
- Division Chief of Training
- Deputy Chief of Professional Development
- Assistant Chief of EMS and Fire Response

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Member of the GRFD Special Operations Team, Peer Support Team member for the past 5 years, 2-time recipient of the Fire Chiefs Letter of Commendation, 2013 Public Safety Achievement Medal recipient, graduate of the Arizona Chief Executive Officer Program and will graduate later this year with a master's degree from Grand Canyon University.

- **PERSONAL OR SPECIAL NOTES OF INTEREST:**

- Proud dad of 3 boys - Noah, Austin, and Brysen
- Loves coaching youth and High School football
- Very passionate about family and friends

# **EMPLOYEE RECOGNITION**

Employee Name:

Date of Hire:

**Current Position:**

Reason for Recognition:

**Prepared by:**

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

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

***Please return to Human Resources via email by the 25<sup>th</sup> of the month, prior to the Board Meeting.***

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

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- **GRFD CAREER HISTORY:**
  
  
  
  
  
  
  
  
  
  
- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**
  
  
  
  
  
  
  
  
  
  
- **PERSONAL OR SPECIAL NOTES OF INTEREST:**



# **EMPLOYEE RECOGNITION**

Employee Name: Mark Wilson

Date of Hire: May 17, 2004

Current Position: Deputy Chief

Reason for Recognition: 20 Years

Prepared by: Grissom

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



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

***Please return to Human Resources via email by the 25<sup>th</sup> of the month, prior to the Board Meeting.***

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- GRFD/CAREER HISTORY:

Mark started his career on May 17, 2004, in the best academy in the history of the Golder Ranch Fire District. After completing his probationary period, he joined the technical rescue team. By 2008, he had advanced to the rank of Engineer and was promoted to Captain in 2012. Mark served at nearly every station before transitioning to city communications as the Alarm Room Captain. In 2021, he was promoted to Battalion Chief and assigned to Station 380 on C shift. Last year, Mark was promoted to Deputy Chief, where he currently manages EMS and Professional Development.

- PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:

- Multiple TRT certifications
- CAAS expert
- Fire Chief Accommodation Award

- PERSONAL OR SPECIAL NOTES OF INTEREST:

Outside of work, Mark enjoys time with his wife Christina, to whom he's been married for 17 years, and their three children: Olivia, 13, Emma, 9, and Camden, 6. He is a regular at their sports events and enjoys coaching baseball. When the sports season wraps up, the family loves to go on vacations.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: May 21, 2024

SUBJECT: APPROVE MINUTES – April 16, 2024, REGULAR SESSION  
APPROVE MINUTES – April 16, 2024, EXECUTIVE SESSION

ITEM #: 6A & 6B

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. APRIL 16, 2024, REGULAR SESSION
- B. APRIL 16, 2024, EXECUTIVE SESSION

### RECOMMENDED MOTION

Motion to approve the May 21, 2024, Consent Agenda.

**GOLDER RANCH FIRE DISTRICT  
GOVERNING BOARD MEETING  
REGULAR SESSION MINUTES  
Tuesday, April 16, 2024, 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 April 16, 2024, 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 Grissom, Assistant Chief Perry, Deputy Chief Rutherford, Deputy Chief Jarrold, Deputy Chief Wilson, Deputy Chief Hilderbrand, Deputy Chief Fire Marshall Akins, Local 3832 President Jones, Human Resources Director Delong, Finance Director Christian, Information Technology Director Rascon, Division Chief Price, Community Relations Supervisor Camarillo, Fleet Maintenance Supervisor Rainey, Fleet Maintenance Lead Technician Cantua, District Attorney Aversa, and Board Services Supervisor Ortiz

**2. SALUTE AND PLEDGE OF ALLEGIANCE**

All in attendance recited the Pledge of Allegiance.

**3. FIRE BOARD REPORTS**

**4. CALL TO THE PUBLIC**

There were no public issues presented.

**5. PRESENTATIONS**

A. PRESENTATION OF PERSONNEL

• PROMOTIONS

○ CHARLIE RANEY, FLEET MAINTENANCE SUPERVISOR

Division Chief Price introduced Charlie Raney as the new Fleet Maintenance Supervisor. Supervisor Raney was given a certificate for his promotion.

○ PHIL CANTUA, FLEET MAINTENANCE LEAD TECHNICIAN



Fleet Maintenance Supervisor Raney introduced Phil Cantua as the new Fleet Maintenance Lead Technician. Fleet Maintenance Lead Technician Cantua was given a certificate for his promotion.

- NEW HIRE
    - ALEX BARLEY, IT SPECIALIST
- IT Director Rascon introduced Alex Barley, the new IT Specialist. Chairperson Cox Golder administered the behavioral and loyalty oaths.

## 6. CONSENT AGENDA

- A. APPROVE MINUTES- MARCH 19, 2024, REGULAR SESSION
- B. APPROVE MINUTES- MARCH 19, 2024, EXECUTIVE SESSION
- C. APPROVE AND ADOPT THE EXTENSION OF AN AGREEMENT FOR EMERGENCY CARDIOVASCULAR CARE TRAINING BETWEEN GOLDER RANCH FIRE DISTRICT AND DESERT FIRE CPR
- D. APPROVE AND ADOPT THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE ARIZONA STATE FORESTRY DIVISION AND GOLDER RANCH FIRE DISTRICT

**MOTION** by Vice Chairperson Vette to approve the April 16, 2024, 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 staff for organizing the Ribbon Cutting Ceremony the day before. He said the event turned out well.

Chairperson Cox Golder asked if the proposed 4/10 work week was only for administrative personnel.

HR Director Delong confirmed it was for administrative personnel. Admin staff were asked if they would like to go on a 4/10 work week and eighty five percent said they would like to go to this schedule. Many staff members already have an alternative work schedule.

Chief Brandhuber elaborated that everyone would move to one schedule and the office would be closed on Fridays, to save money on utilities.

Vice Chairperson Vette asked if the phones would be forwarded to someone to answer.



HR Director Delong responded it would be no different than weekends. Suppression still works on weekends and certain staff are assigned on-call duty such as IT and FLS.

Chairperson Cox Golder thanked GIS for the hiker rescue maps.

Vice Chairperson Vette asked how the District was doing in reference to how many people are on light duty.

HR Director Delong responded there are currently six people on light duty.

LEADERSHIP TEAM REPORT – President Jones thanked the Board for approving the building and thanked staff for organizing the Ribbon Cutting Ceremony. He mentioned the Union sent six members to Hawaii to assist the IAFF.

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

Chairperson Cox Golder thanked Assistant Chief Perry for his work on the ISO.

Vice Chairperson Vette commented he noticed inspections were trending down.

Deputy Chief Fire Marshal Akins confirmed inspections were trending down for two main reasons: plan reviews are trending down, this is a direct correlation to inspections, secondly, FLS is currently doing hydrant inspections, this takes time away from doing building inspections.

Vice Chairperson Vette asked about White Rock Mine.

Deputy Chief Fire Marshal Akins informed the Governing Board the mine is outside of District boundaries, however, GRFD would be the first to respond in case of an incident. She mentioned the mine has a good relationship with GRFD and their staff works well with the District.

Board Member Shellenberger asked if the District’s ISO rating is a 2.

Assistant Chief Perry confirmed the District’s current rating is a 2. He is hopeful it will be able to obtain a class 1. Fifty percent of the rating is based on water distribution systems, which are out of the District’s control. This is difficult because there are so many water distribution systems within the District. He added GRFD is in great shape as far as the District’s side of the score.

- C. SUPPORT SERVICES DIVISION’S REPORT - Assistant Chief Cesarek presented the Support Services’ report to the Governing Board. Assistant Chief Cesarek commented Fleet Maintenance is doing great. There have been some changes with a recent vacancy and a couple of promotions. He emphasized it is important for personnel to pursue EVT tests and they are pursuing these challenges. Assistant Chief Cesarek gave an update on



Station 378. The GRFD Governing Board adopted the drainage easement at the last meeting. He is waiting for Pinal County's Board of Supervisors to adopt it. Staff will compile a view of calendars to prepare for the groundbreaking ceremony.

Vice Chairperson Vette asked if all protective hoods had been delivered.

Assistant Chief Cesarek confirmed they had.

- D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION'S REPORT Assistant Chief Grissom presented the EMS & Fire Response and Professional Development report to the Governing Board. Assistant Chief Grissom announced Professional Development is beginning its largest academy in GRFD history. It will be overseen by Division Chief Hastings.

Chairperson Cox Golder inquired as to why inter-facility calls have trended down.

Assistant Chief Grissom responded there is no trend, it varies month to month and year to year.

Chairperson Cox Golder asked if there were enough personnel trained in Wildland.

Captain Port answered there were ten new members recently added to the team. They will begin training before the season begins. With this addition, he believed there were enough personnel trained in Wildland and feels the team is prepared.

Chairperson Cox Golder commented that she noticed a high number of motor vehicle accidents (MVs).

Assistant Chief Grissom assured her all personnel are properly trained for on-scene safety and are prepared for this type of call.

## **8. REGULAR BUSINESS**

- A. DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION #2024-0004, APPROVING THE CALL OF ELECTION FOR THE GOVERNING BOARD OF THE GOLDER RANCH FIRE DISTRICT FOR THE PURPOSE OF FILLING THREE VACANCIES ON THE GOVERNING BOARD IN NOVEMBER 2024

**MOTION** by Board Member Shellenberger to approve Resolution 2024-0004 approving the call of election for the Governing Board of the Golder Ranch Fire District for the purpose of filling three vacancies on the Governing Board in November 2024

**MOTION SECONDED** by Board Member Brady

**MOTION CARRIED 5/0**

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



Finance Director Christian presented the Golder Ranch Fire District reconciliation and monthly financial report.

Chairperson Cox Golder asked Finance Director Christian what billing charges other agencies.

Finance Director Christian answered other agencies are charged 6% of the cash collections.

Vice Chairperson Vette asked what the market fee is.

Finance Director Christian responded he did not know but he would look into it.

**MOTION** by Board Clerk Outlaw to approve and accept the Golder Ranch Fire District reconciliation and monthly financial report as presented.

**MOTION SECONDED** by Vice Chairperson Vette

**MOTION CARRIED 5/0**

- C. EXECUTIVE SESSION: THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(1) FOR THE PURPOSE OF DISCUSSION AND REVIEW OF THE FIRE CHIEF'S EMPLOYMENT CONTRACT AND THE FIRE CHIEF'S EMPLOYMENT INCLUDING COMPENSATION

*\*\*Note – executive sessions are confidential pursuant to Arizona law.*

**MOTION** by Board Member Brady to enter into executive session.

**SECONDED** by Vice-Chairperson Vette

**MOTION CARRIED 5/0**

The Governing Board entered into executive session at 9:45 a.m.

Those who entered into executive session included the Governing Board, HR Director Delong, Board Services Supervisor Ortiz and Attorney Aversa.

Attorney Aversa clarified Chief Brandhuber would be called into executive session at some point.

The Governing Board ended executive session at 12:20 p.m. and took a brief recess.

The Governing Board reconvened regular session at 12:42 p.m.

**MOTION** by Vice Chairperson Vette to enter into regular session

**SECONDED** by Board Member Brady

**MOTION CARRIED 5/0**



D. DISCUSSION AND POSSIBLE ACTION REGARDING THE FIRE CHIEF'S EMPLOYMENT CONTRACT AND THE FIRE CHIEF'S EMPLOYMENT INCLUDING COMPENSATION

Chairperson Cox Golder stated the Governing Board performed the Fire Chief's evaluation. She read the motion as follows: Motion to approve the final evaluation to include the following goals: as well as to approve the Fire Chief's contract as presented. The Board updated the initial contract, adjusted compensation from the initial compensation, which was below market, to reflect a market rate, as supported by HR Knows, as the median salary among comparable departments.

**MOTION** by Vice Chairperson Vette as read by Chairperson Cox Golder

**SECONDED** by Board Member Shellenberger

**MOTION CARRIED 5/0**

Chairperson Cox Golder stated Chief Brandhuber did an outstanding job this year. She knows he will continue to do an outstanding job.

Vice Chairperson Vette said Chief Brandhuber built a strong team.

Chief Brandhuber thanked everyone who has made this past year successful.

E. BUDGET STUDY SESSION

Igor from HR Knows, an independent consulting firm, gave a presentation on salary surveys for both administrative and suppression personnel.

Igor reviewed the compensation project phases and the benefits project phases. He explained the sources of the market data, he explained the methodology which included selecting comparator agencies and their salary survey. Igor explained the labor economics environment. He mentioned at the end of 2023 there were 9.6 million job openings. Of that, only 5.9 million were hired. Economic indicators followed, affecting labor costs. He explained ECI measures inflation for job salaries and wages, CPI is the inflation of goods and services, core CPI is the inflation of goods and services minus energy, gas and good costs. He continued to explain PCE is the personal consumption index. This shows how much more an employee spends over a certain amount of time. After compiling the compensation study results, Igor recommended increasing 2.6% of the entire salary structure according to the World at Work national study. The District is recommending a one-time payment of 2.6% based on annual pay in July of 2024. Igor said his agency studied forty-four non-uniformed jobs. Nine of the jobs were found to be 5% or more below the labor market. He recommended re-grading thirteen jobs to a higher pay scale to align with the market. He recommended keeping thirty-one jobs unchanged. His agency studied ten uniformed jobs. He recommended reducing two steps in Grades 31, 32, 33, 34, 38, and 39. He recommended reducing one step in grades 35 and 36. He made recommendations to uniformed grades that were less than 95% of comparators. With these recommendations, uniformed grades will now be within 95-105% of the 10 listed comparators. Igor explained medical premiums in the US. He





stated the figures for average premiums for singles and families for various plans. After review, GRFD's health plans at every level (except for EE single) do better than the comparator. Igor stated GRFD offers twelve holidays, this is a good benefit and is in-line with comparators. Igor stated overall, GRFD paid time off (PTO) is competitive in two ways: 1. The amount of hours allowed is rich compared to any organization in Arizona. 2. The PTO policy is different than most in that sick and vacation are in one bank. GRFD is competitive with Northwest Fire District (NWFD), Timber Mesa, Bullhead, Phoenix, Chandler and Mesa. He concluded his presentation by stating GRFD has good, healthy, well-designed benefits.

Vice Chairperson Vette asked if the two lower levels are deleted in suppression if it will cause compression with people who have been here a year or two.

Igor said it may, however, it is better to have compression than not to have a competitive rate to recruit new employees.

Vice Chairperson Vette asked what would happen if GRFD does give a 2.6% one-time lump sum payment.

HR Director Delong answered it would not change the annual rate. The recommendation would be to pay the 2.6% annual one-time lump sum.

Chief Brandhuber elaborated that it would be best to do a one-time payment. It could potentially make salaries behind. However, it is a calculated risk he is willing to take.

Igor concluded his presentation.

Finance Director Christian presented the 2024/2025 budget.

Chief Brandhuber stated he did not budget for the election. If it is needed the money will be taken from the contingency fund. He has also committed \$2.5 million a year for capital.

Finance Director Christian said there is approximately a \$2.8 million increase in the labor budget. The proposed budget is \$49, 117,558. Debt services is \$3 million. In order to meet the \$49 million budget, the levy will need to be raised 7%. Finance Director Christian explained some of the sources of revenue such as Prop 207, ARPA funds (Covid grant). He lowered the fees for service, the District has not met it in the past and he is trying to be realistic with its projections. Membership and interest income are holding but will eventually fall. One-time expenditures will be covered by one time revenues.

Budget Analyst, Alicia Roberson, presented aspects of the budget. She explained \$36 million was budgeted for labor, this is 74% of the budget. Sixty-six percent of salaries and wages are for labor costs. Suppression labor costs are \$26 million, the next highest is Fire Headquarters at \$3.4 million, followed by Fleet Maintenance.



Finance Director Christian said an additional \$.04 is needed for Operations and Maintenance (O&M). The debt service will be reduced by \$.02 because the District will no longer have bonds. It will be satisfied in 2025. He said he recommends a \$.12 mil rate increase going from \$2.64 to \$2.66. Finance Director Christian commented labor budget salaries are up 2% or \$429,224. He commented there has been an increase in health insurance and workers comp. The District self-funds workers comp so it covers claims as they are received.

Vice Chairperson Vette inquired as to why the training overtime increased in the Professional Development budget.

Division Chief Hastings explained when suppression attends training the extra duty costs are assigned to Professional Development's budget. He and Deputy Chief Rutherford were trying to budget this line item appropriately.

Vice Chairperson Vette asked why the cost for uniforms increased.

Chief Brandhuber stated right now not all suppression personnel have class A uniforms. These are needed for special events, such as funerals, which the District has experienced in past years. Chief Brandhuber increased this line item to purchase class A for all suppression personnel.

Finance Director Christian stated there are three new positions proposed. They are a Public Educator (Specialist), Fleet Electronics Technician, and an HR Generalist.

Vice Chairperson Vette asked why an additional Public Educator was needed since the District has Dan Habinek.

Assistant Chief Perry stated Dan's position was initially established to create curriculum. The new person would do the community outreach.

Vice Chairperson Vette asked what the new HR employee would do.

HR Director Delong responded the new person would write policies. In the past, there was a suppression employee on light duty that had the skill set to work with Lexipol to write policies. Since that employee has returned to the field, there has not been a person assigned to write policies.

Vice Chairperson Vette asked if it would be difficult for a person, new to the District, to write policies.

HR Director Delong responded there would be a learning curve, however, there are people that could assist him/her and she believed it would be accomplishable.

Vice Chairperson Vette asked if the part time person could go full time.



HR Director Delong replied the part time HR employee is not interested in going full time.

Chief Brandhuber mentioned in his budget letter to the Board, he addressed positions that are needed but are not able to be budgeted this fiscal year, such as an IT person and part-time employees.

Finance Director Christian reviewed the five-year Capital Improvement Plan (CIP). He said the goal is to budget \$2.5 million each year. It is a sinking fund, which means that money is saved each year. The purpose of this is to self-fund larger apparatus instead of financing. The first project is a water tender, \$133,333 will be saved for three years. Director Christian said money is held every year for ambulance replacements. The burn tower addition was removed from the CIP until a feasibility study is done.

Board Member Brady commented that the amount saved for ambulances seems low.

Assistant Chief Cesarek responded he is seeing increased costs for ambulances. In the past things were done a certain way. Ambulances were purchased from certain vendors. He said the District has to change the ways they are doing things in order to stay ahead of the curb. An example of this is purchasing a chassis from a lesser know vendor and having another vendor build the ambulance the way the District would want it. If cost saving methods such as this are done, he believes the District will be fine.

Finance Director Christian remarked the goal is to keep the impact on the mil rate consistent at \$2.5 million each year.

Finance Director Christian began his presentation on the Operations and Maintenance (O&M) portion of the budget. He explained there are three primary cost centers in the O&M budget: administrative support, emergency operations and logistic support.

Vice Chairperson Vette asked what the substantial increase in costs for resilience training was.

Chief Brandhuber said money was budgeted in this line item for the Struggle Well program. Although the program is at no cost to the District, it still has to cover expenses such as extra duty for personnel to attend as well as the costs of meals.

Vice Chairperson Vette asked what the increased costs for Essential Services were for.

Assistant Chief Perry explained the increased costs for labor were attributed to the new position.

Vice Chairperson Vette asked why there was such an increase in the line item for memberships and licenses.



IT Director Rascon explained the increased cost was due to the new software, ImageTrend as well as the increased fees for Microsoft licensing. He explained once the District converts to ImageTrend, the majority of the costs for Zoll will go away with the exception of archiving, which is needed to preserve old records for records requests.

Vice Chairperson Vette asked if the Nice program is being utilized.

HR Director Delong responded utilization of the program is high. In addition, medical premiums are minimized due to the Nice program.

Vice Chairperson Vette asked why the cost of Professional Services has increased.

Finance Director Christian said it has increased because he is bringing an additional software online. In addition, the cost of the Paycom software has also increased.

Board Clerk Outlaw commented that the bank fees seemed outrageous.

Finance Director Christian replied more people are paying their transport bills by credit cards and there is a fee for this. The billing division is aware of this and is researching alternative options.

Vice Chairperson Vette asked if a credit card charge could be applied.

Finance Director Christian replied the Arizona Department of Health Services (AZ DHS) restricts costs for transports.

Vice Chairperson Vette asked why department 330 in emergency operations has increased.

Finance Director Christian explained labor costs have increased as well as the cost of utilities, the contingency fund and commercial insurance.

Vice Chairperson Vette asked why department 335- EMS increased.

Deputy Chief Wilson said in the past the EMS Captains (ECs) were not classified in this department, they have now been moved to department 335, which includes three ECs.

Vice Chairperson Vette inquired about the costs in department 350.

Deputy Chief Rutherford explained the costs of the Community Assistance Program (CAP) Team was moved to this department; some dispatch fees are now assigned to this line item as well.

Vice Chairperson Vette asked if as many people are sent out of town for training is necessary.



Chief Brandhuber replied he felt there was value in attending training and just as much value in the networking that is done. He felt comfortable with the training staff attended. He added that there is a lot of internal training done, he will make sure to report on this more to the Board.

Chairperson Cox Golder believed the District absolutely had to raise the mil rate to stay afloat.

Board Clerk Outlaw agreed. She believed it was important to be conservative but forward thinking. She noted station roll-ups were tightened up, the narratives were result oriented and gave detailed justifications.

Board Member Shellenberger said he did not see a lot of pork barrel. He believed the little things help morale.

**9. FUTURE AGENDA ITEMS**

The next regularly scheduled meeting will be May 21, 2024.

**10. CALL TO THE PUBLIC**

There were no public issues presented at this time.

**11. ADJOURNMENT**

**MOTION** by Vice-Chairperson Vette to adjourn the meeting at 2:16 p.m.

**MOTION SECONDED** by Board Member Brady

**MOTION CARRIED 5/0**

-----  
Sandra Outlaw, Clerk of the Board  
Golder Ranch Fire District  
S/O





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Jeremy Hilderbrand, Deputy Chief of Community Risk Reduction

MTG. DATE: May 21, 2024

SUBJECT: APPROVE AND ADOPT THE EXTENSION OF AN AGREEMENT FOR  
CARDIOVASCULAR CARE TRAINING BETWEEN GOLDER RANCH FIRE DISTRICT  
AND JTED

ITEM #: 6C

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

The Golder Ranch Fire District (GRFD) serves as the regional Training Center for cardiovascular care training through the American Heart Association (AHA). An agreement exists between the Golder Ranch Fire District and JTED which allows them to instruct cardiopulmonary resuscitation (CPR) under the GRFD umbrella. It is time to renew the agreement so JTED can continue instruction. Golder Ranch will continue to provide oversight to ensure competency of both internal and external instructors.

### RECOMMENDED MOTION

***If on Consent Agenda:***

Motion to approve the May 21, 2024, Consent Agenda.

***If removed from Consent Agenda:***

Motion to approve and adopt the extension of an agreement for cardiovascular care training between Golder Ranch Fire District and JTED

## **Golder Ranch Fire District Training Site Agreement**

This agreement is between Golder Ranch Fire District AHA Training Center, (hereinafter Community Training Center or CTC) with its main campus at 1600 E. Hanley Boulevard, Oro Valley, Arizona 85737 and Pima Joint Technical Education District (JTED) with its principle place of business at 2855 W. Master Pieces Drive Tucson, AZ 85741. (Hereinafter Training Site or TS)

WHEREAS, the CTC will provide and manage the supervision of others of ECC training under the guidelines and curriculum of AHA.

WHEREAS, the TS will follow the guidelines, protocols and policies set forth by AHA and the CTC.

### **1. Definitions:**

- 1.1 *AHA Materials*: "AHA Materials" shall mean all ECC materials published by the AHA, including, but limited to, textbooks, instructor manuals, tests, keys, evaluation forms, newsletters, course completion cards, and course completion cards.
- 1.2 *Courses*: "Course" or "Courses" shall mean the approved ECC courses listed below in which Course Cards will be distributed.
  - A. Basic Life Support (BLS) provider courses:
    1. Healthcare Provider CPR
    2. Heartsaver CPR
    3. Family & Friends CPR
    4. Heartsaver First Aid
    5. Heartsaver First Aid for Children
  - B. Advanced Cardiac Life Support (ACLS) provider courses.
  - C. Pediatric Advanced Life Support (PALS) provider courses.
- 1.3 *Course Cards*: "Course Cards" shall mean those cards bearing the AHA Service Marks and ECC logo which CTC may distribute to students pursuant to Program Guidelines to indicate that the student participated in or successfully completed the course.
- 1.4 *Instructors*: "Instructors" shall mean persons engaged or authorized by CTC or Training Sites to teach Courses.

- 1.5 *Program Guidelines:* "Program Guidelines" shall mean the current Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care, and the current edition of the CTC Administrative Manual (PAM), as they may be amended, and/or supplemented by the AHA from time to time.

## **2. Responsibilities of the Training Site**

- 2.1 *Courses:* The TS shall conduct courses and shall authorize instructors to conduct courses within Arizona. The TS shall ensure that all courses taught conform to the requirements of the Program Guidelines and Curriculum set out in the applicable AHA Instructor's Manuals.
- 2.2 The TS will support Chain of Survival initiatives in cooperation with the AHA in their region and/or community, within available resources as outlined in Program Guidelines.
- 2.3 The TS will support local Public advocacy Chain of Survival activities, e.g., public access defibrillation.
- 2.4 *Rosters and Course Completion Cards:*
- 2.4.1 The TS shall safeguard Course Cards from unauthorized distribution. It shall limit the distribution of course cards only to the students of the TS. You may not receive Course Completion Cards from any CTC except GRFD CTC.
- 2.4.2 The TS shall maintain AHA rosters, post-tests, sign-off sheets and student evaluations for at least 3 years.
- 2.5 *AHA Materials*
- 2.5.1 The TS may purchase AHA Materials from approved third party distributors subject to the distributor's policies regarding payment terms, prices, shipping, and handling.
- 2.5.2 The TS may sell AHA ECC textbooks and Instructor Manuals to students, Instructors and other third parties. However, it may not sell or distribute to any third party, AHA Course evaluation forms and/or answer keys. AHA Course evaluation forms and/or answer keys may be used only for provision of Courses under this Agreement.
- 2.6 *Training Center Faculty:*
- The CTC will assign a Training Center Faculty (TCF) who will serve as the primary contact between the TS and the CTC regarding all administration of ECC training, including, but not limited to, customer service, course scheduling, card



issuance, and records maintenance. The TS shall ensure that new Affiliate Faculty will be approved by the TS prior to application for appointment by the CTC.

- 2.7 The TS shall maintain internet access and an email address for the Point of Contact for the TS and provide this email address to the CTC. If the TS change the email address or Point of Contact for the TS the CTC is to be notified immediately.

### **3. Reviews:**

The CTC may monitor and/or review TS performance and compliance with Program Guidelines and AHA curriculum at least once each year through a review of Course records, site reviews, and course audits. The TS shall provide the CTC with access, as needed and a 72 hour notice, to TS facilities and records. This shall be in addition to the monitoring of instructors as a part of the Instructor review process.

### **4. Relationship of the Parties:**

The parties acknowledge and agree that the relationship created by this Agreement is that of independent contractors, each is an independent business entity and, as such neither party may represent itself as an employee, agent or representative of the other; nor may it incur any obligations on behalf of the other party; nor are the parties joint ventures or partners; nor does the relationship created under this agreement constitute a franchise. Employees of the TS are not, and shall not be considered employees of the AHA or the CTC. Without limiting the foregoing, the TS acknowledges and agrees that the CTC and AHA shall be held harmless for any activities of the TS including, but not limited to, their conduct of courses, their employment, supervision and training of Instructors and other employees or agents, their scheduling of Courses, their obligation to provide Courses to third parties, their obligations to pay for AHA materials or other supplies or services provided by third parties or any other obligations incurred in the course of business.

### **5. Proprietary Rights:**

- 5.1 The TS acknowledges and agrees that AHA Materials are copyrighted and this copyright is owned by the AHA. AHA Materials may not be copied, in whole or in part, and/or adapted without the prior express written consent of the AHA.
- 5.2 The name "American Heart Association" the heart-and-torch logo, and the slogan "Fighting Heart Disease and Stroke" and the ECC logo (hereinafter collectively "AHA Service Marks") are Service Marks of the American Heart Association, Inc. The TS acknowledges and agrees that it may not use them or display them in

any fashion whatsoever, except as may be expressly set out in the Program Guidelines, and subject to the AHA's prior review and written approval.

- 5.3 Course rosters, monitoring forms and any unissued Course Cards are the property of the AHA and shall be delivered to the CTC upon request or upon termination or expiration of this Agreement, whichever comes first.

## **6. Indemnification:**

- 6.1 The TS hereby agrees to indemnify, defend, and hold harmless the CTC, AHA and its affiliates, and their officers, employees, volunteers, and agents, from and against all claims, damages liabilities, suits, and expenses (including reasonable attorney's fees) arising out of or in connection with

(a) Courses offered or provided by the TS and their instructors, their employees or agents; (b) acts or omissions of the TS and their instructors; and (c) any breach by the TS of the terms of this Agreement. However, this indemnity obligation shall not extend to claims, damages liabilities, suits and expenses caused solely from the science content of any AHA materials when used by the TS in full compliance with the Program Guidelines and the curriculum set out in the applicable AHA Instructor's Manual.

- 6.2 In no event shall the CTC and/or its affiliates nor their officers, employees, volunteers or agents be liable to the TS for any direct, indirect, special, consequential, or incidental damages.

- 6.3 For the duration of this Agreement TS shall obtain and maintain at its expense general liability insurance from a carrier rated A, VII or better \$1,000,000 for courses listed in this Agreement in section 1.2. This policy shall specify that it may not be modified or canceled by the insurer, except after thirty (30) days prior written notice by the insurer to the AHA. The TS must provide the CTC with a certificate of insurance evidencing this coverage upon execution of the agreement and upon any renewals hereof.

## **7. Term and Termination:**

- 7.1 The term of this Agreement shall be for a two-year period, beginning on April 1, 2024 and ending at midnight March 31, 2026. It may only be extended by mutual written agreement of the parties. Each party is free, for any reason, to decline to renew or extend the term of this Agreement.

- 7.2 Upon termination or expiration, with or without cause, all unused Course Cards, rosters, and monitoring forms shall be delivered to the CTC.

- 7.3 This agreement may be terminated by either party if the other party breaches any term or condition of the Agreement and fails to cure the breach within ten (10) business days after receipt of written notice describing the breach. The TS acknowledges and agrees that breach includes, but is not limited to, failure by the TS to comply with program and/or curriculum guidelines, and that neither the

CTC, AHA nor its affiliates nor their officers, employees, volunteers or agents shall have any liability for any resulting termination under this agreement.

7.4 This Agreement may also be terminated by either party, without cause, upon thirty (30) days' prior written notice.

**8. General Terms:**

8.1 *Entire Agreement:* This Agreement contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed, and supersedes all prior written or oral agreements or communications between the parties. In the event of any conflict between the terms of this Agreement and the terms of the Program Guidelines, the terms of this Agreement shall prevail.

8.2 The TS warrants and represents that upon execution hereof, this Agreement shall be the legal, valid and binding obligation of CTC, enforceable against TS in accordance with its terms. The individual signing the Agreement warrants and represents that he/she is duly authorized to sign this Agreement on behalf of TS.

8.3 *Modification:* No supplement, modification, or amendment of any term, provision, or condition of this Agreement shall be binding or enforceable on either party hereto unless in writing signed by both parties.

AGREED:

\_\_\_\_\_  
JTED Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vicki Cox Golder  
Chairperson  
Golder Ranch Fire District Governing Board

\_\_\_\_\_  
Date



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: May 21, 2024

SUBJECT: APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN GOLDER RANCH FIRE DISTRICT AND NORTHWEST FIRE DISTRICT FOR DISPATCH SERVICES

ITEM #: 6D

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

The attached amendment to the Intergovernmental Agreement (IGA) is for the provision of dispatch related services. The Golder Ranch Fire District and the Northwest Fire District originally entered into an IGA for dispatch services on June 10, 2008. The agreement has been amended and renewed each year.

The term of this agreement is for 5 years. There is a two percent escalator each year, which we believe to be more than reasonable with the increased number of dispatches year over year.

Dispatch fees for July 1, 2024, through June 30, 2025, are \$466,526. There is a credit of \$75,000 per year providing we have an alarm room Captain assigned to the comm center. The contract fee for 2024-2025 with alarm room Captain credit will be \$391,526 which has been accounted for in the proposed FY24/25 budget.

All other provisions of the original agreement not replaced, or foregoing shall remain in full force and effect.

**RECOMMENDED MOTION**

***If on Consent Agenda:***

Motion to approve the May 21, 2024, Consent Agenda.

***If removed from Consent Agenda:***

Motion to approve and adopt the intergovernmental agreement with Northwest Fire District (NWFD) for dispatch services as presented.

RESOLUTION NO. 2024-016

RELATING TO INTERGOVERNMENTAL AGREEMENTS; AUTHORIZING AND APPROVING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE GOLDER RANCH FIRE DISTRICT FOR EMERGENCY DISPATCHING SERVICES.

WHEREAS, the City of Tucson has provided emergency dispatching services to the Northwest Fire District (NWFD) and its partners (Golder Ranch (GRFD), Avra Valley (AVFD), Picture Rocks (PRFD), Three Points (TPFD), Rincon Valley (RVFD), and Mt. Lemmon (MLFD)) since 1984; and

WHEREAS, the attached IGA is a renewal of dispatch services for FY2024/2025 provided by the City of Tucson Public Safety Communications Department (PSCD); and

WHEREAS, the NWFD and its partners will share costs with the PSCD operation. Golder Ranch will pay equal monthly installments totaling \$391,526, subject to Sections 2A and 2B of the attached IGA, for FY 2024/2025 services.

THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE NORTHWEST FIRE DISTRICT, AS FOLLOWS:

SECTION 1. The IGA with the Golder Ranch Fire District for emergency dispatching services, attached hereto as Exhibit A, is approved.

SECTION 2. The Board Chair is authorized and directed to execute the aforementioned IGA for and on behalf of the Northwest Fire District and the Board Clerk is authorized and directed to attest the same.

SECTION 3. The various District officers and employees are authorized and directed to perform all acts necessary or desirable to give effect to this Resolution.

PASSED, ADOPTED AND APPROVED BY THE Governing Board of the Northwest Fire District,  
May 28, 2024.

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BOARD CHAIR  
George Carter

ATTEST:

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BOARD CLERK  
Peg Green

APPROVED AS TO FORM:

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ATTORNEY  
Thomas Benavidez

**INTERGOVERNMENTAL AGREEMENT  
FOR DISPATCHING SERVICES**

This Intergovernmental Agreement is entered into pursuant to Title 11, Chapter 7, Article 3, Arizona Revised Statutes, between the NORTHWEST FIRE DISTRICT, a duly constituted and internationally accredited fire district in Pima County, Arizona, and validly existing and in good standing under the laws of the State of Arizona, hereinafter referred to as "NWFD" and the GOLDER RANCH FIRE DISTRICT, a duly constituted fire district in Pima County, Arizona, and validly existing and in good standing under the laws of the State of Arizona, hereinafter referred to as "GRFD".

**WITNESSETH**

WHEREAS, NWFD is organized under and existing pursuant to Title 48, Arizona Revised Statutes; and

WHEREAS, GRFD is organized under and existing pursuant to Title 48, Arizona Revised Statutes; and

WHEREAS, NWFD has formed the "SAFER Consortium," which is a group of fire districts – Golder Ranch, Avra Valley, Picture Rocks, Three Points, Rincon Valley and Mt. Lemmon fire districts (the "SAFER Consortium Members") – to which NWFD provides various services, including – through its agreement with the City – dispatching services; and

WHEREAS, NWFD enters into this Agreement by authority of A.R.S. § 48-805(B)(16)(a); and

WHEREAS, NWFD has been contracting with the City for dispatching services on behalf of itself and the other SAFER Consortium Members for many years; and

WHEREAS, NWFD and GRFD desire to continue to create economies of scale through cooperation in dispatching services;

WHEREAS, NWFD and GRFD entered into an intergovernmental agreement for dispatch services dated June 10, 2008, which they have amended from time to time (the "Agreement"); and

WHEREAS, NWFD and the City of Tucson have renewed their intergovernmental agreement for dispatch services (the "City IGA"), the terms and conditions of which are incorporated herein by this reference; and

WHEREAS, in light of the renewal of City IGA, the parties wish to enter into a new agreement.

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions contained herein, the parties hereby agree as follows:



## **SECTION 1. Purpose of Agreement.**

The City will provide dispatch services for NWFD and the other SAFER Consortium Members in response to calls received at the City's Communications Center, 4004 S. Park, Building #2, Tucson, Arizona, for fire or emergency medical dispatch services (EMS) units within the boundaries of the SAFER Consortium Members.

## **SECTION 2. Financing.**

- A. For the period July 1, 2024, through June 30, 2025, GRFD will pay NWFD \$466,526, subject to adjustment as provided below, for the dispatch services provided under this IGA. For each subsequent year during the term of this Agreement, this amount will increase by 2% over the prior year.
- B. The annual amount due by Golder Ranch under subsection (A) above will be reduced by \$75,000 per year for the Alarm Room Captain assigned by GRFD to the City's PSCD as provided in Section 3(A) below. If the GRFD Alarm Room Captain is not assigned for any portion of the year, this credit will be reduced proportionally.
- C. GRFD will make equal monthly payments to Northwest in the amount of 1/12 of the annual amount, due and payable on or before the fifth of each month. The first payment is due and payable no later than August 5, 2024.
- D. GRFD will send these funds to:

Northwest Fire District Attn.: Accounts Receivable  
13535 N Marana Main Street  
Marana, AZ 85653

## **SECTION 3. Obligations of the Parties.**

- A. GRFD will assign one of their employees to assist the City's PSCD as an Alarm Room Captain. This employee will be suitably trained and will perform their duties in a competent and diligent manner. The City will report any performance issues to NWFD and NWFD will promptly communicate the issues to GRFD who will address those issues including by, if appropriate, assigning a different employee.
- B. GRFD will supply any radios or other equipment that is required for the City to provide emergency dispatching services under this Agreement. GRFD will retain ownership of all such communications equipment provided by GRFD.
- C. GRFD shall pay all line costs associated with any necessary dedicated ring-down circuits.
- D. The City will maintain an adequate dispatching center and staffing, and maintain the City's communications system.
- E. The City will dispatch all fire departments/districts using a systematic caller questioning process derived from criteria-based dispatching (CBD) protocols developed and revised in coordination with Medical Direction and the Southern Arizona Automatic Aid Regional

Operations Committee for Fire, Medical, All-Hazard, and Alternative services response, which are currently in service or mutually developed for the duration of this Agreement.

F. The City will maintain, troubleshoot and repair all data transmission cables and media equipment to and from the SAFER Consortium's point of demarcation. The City will give prior notice before any upgrade or replacement of equipment, cabling, etc. that will affect the SAFER Consortium's connectivity. In the event of an unplanned outage of City of Tucson devices and systems that impacts the SAFER Consortium's connectivity, the City will make repairs to affected equipment and contact a SAFER Consortium representative to explain what caused the outage and an estimated time to repair. The City will bear no responsibility to maintain network equipment beyond the point of demarcation into the SAFER Consortium's network.

G. The City shall maintain all documentation and records used in the establishment of fees charged, and such documentation and records shall be available for inspection by NWFD and GRFD.

#### **SECTION 4. Budget.**

Each party represents that it has within its respective budget sufficient funds to discharge the duties assumed under this Agreement. Should either party fail to obtain continued funding during the term of this Agreement through failure of appropriation or approval of funds, then in that event this Agreement may be terminated by such Party. In such event, termination shall be effective on the last day of the period for which funds have been appropriated or approved.

#### **SECTION 5. Effective Date and Termination.**

This Agreement shall be effective on July 1, 2024, and will continue through June 30, 2029. Either party may terminate this Agreement by giving written notice to the other not less than one year prior to the termination date set forth in the notice. In the event of such termination, GRFD will pay for all services provided under this Agreement up to the termination date.

#### **SECTION 6. Notices.**

All notices required to be made herein shall be sent to the parties at their addresses as they appear below or to other such places as designated by the parties from time to time:

Golder Ranch:	Golder Ranch Fire District Attn.: Fire Chief 1600 E Hanley Blvd Tucson, AZ 85737
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Northwest:	Northwest Fire District Attn.: Fire Chief 13535 N Marana Main St Marana, AZ 85653
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#### **SECTION 7. Jurisdiction.**

Nothing in this Agreement is to be construed as either limiting or extending the legal jurisdiction

of either party to this Agreement.

**SECTION 8. Indemnification.**

Pursuant to the City IGA, the City will indemnify, defend and hold harmless NWFD and the other SAFER Consortium Members and the officers, departments, employees and agents of each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands or damages suffered or incurred by any of them as a result of any negligent or intentional wrongful act or omission of the City or its agents or employees related to the City IGA or the services provided thereunder.

GRFD will indemnify, defend and hold harmless the City, NWFD and any other SAFER Consortium Member and their officers, departments, employees and agents from and against any and all suits, actions, legal or administrative proceedings, claims, demands or damages suffered or incurred by any of them as a result of any negligent or intentional wrongful act or omission of GRFD or its agents or employees related to this Agreement or the services provided hereunder.

NWFD will indemnify, defend and hold harmless the City, GRFD and any other SAFER Consortium Member and their officers, departments, employees and agents from and against any and all suits, actions, legal or administrative proceedings, claims, demands or damages suffered or incurred by any of them as a result of any negligent or intentional wrongful act or omission of NWFD or its agents or employees related to this Agreement or the services provided hereunder.

This Section shall survive any termination or expiration of this Agreement.

**SECTION 9. Cancellation.**

Notice is hereby given, pursuant to A.R.S. § 38-511(F) that, notwithstanding any provision to the contrary, either party may cancel this Agreement pursuant to the terms of A.R.S. § 38-511(A).

**SECTION 10. Equal Employment.**

Each party agrees to comply with all applicable federal and state equal employment laws and its respective codes regulating equal employment. In carrying out this Agreement, the parties agree to comply with all applicable federal state and local anti- or non- discrimination laws and regulations. The provisions of A.R.S. § 41-1463, Executive Order Number 2009-09 issued by the Governor of the State of Arizona, and Tucson City Code § 28-138 are incorporated by this reference as a part of this Agreement. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. §§ 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

**SECTION 11. Insurance.**

Each party represents that it shall maintain for the duration of this Agreement policies of public liability insurance covering all of their obligations undertaken in the implementation of this Agreement providing bodily injury limits of not less than \$1,000,000 for any one person, of not less than \$1,000,000 for any one occurrence, and property damage liability to a limit of not less than \$1,000,000. The parties may fulfill the requirements of this section by programs of self-

insurance providing equivalent coverage. The insurance limits set forth above shall not be deemed to limit the scope of indemnification set forth in Section 8.

**SECTION 12. Counterparts.**

This Agreement may be executed in one or more identical counterparts each of which shall be deemed an original but all of which taken together shall constitute one Agreement.

**SECTION 13. Immigration Compliance.**

A.R.S. § 41-4401 prohibits government entities from entering into an agreement with any other government entity contractor or subcontractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). Therefore, the parties agree that:

1. Each party and each subcontractor it uses warrants its compliance with all federal immigration laws and regulations that relate to its employees and its compliance with § 23-214 (A).
2. A breach of warranty under paragraph 1 shall be deemed a material breach of this Agreement and is subject to penalties up to and including termination of the Agreement as to the breaching party.
3. Each party retains the legal right to inspect the papers of each other or subcontractor employee(s) who work(s) on this Agreement to ensure that each party or its subcontractor is complying with the warranty under paragraph 1.

**SECTION 14. Incorporation of Provisions Required by Law.**

Each and every provision or clause required by law to be in the Agreement is incorporated by this reference and shall be read and enforced as included in this Agreement.

IN WITNESS THEREOF, Northwest has caused this instrument to be executed by the Chairman and Clerk of its Board; and Golder Ranch has caused this instrument to be executed by the Chairman and Clerk of its Board.

*[signatures follow]*

APPROVED:

NORTHWEST FIRE DISTRICT

BY: \_\_\_\_\_  
GEORGE CARTER  
BOARD CHAIR

ATTEST: this 28th day of May, 2024

BY: \_\_\_\_\_  
PEG GREEN  
CLERK OF THE BOARD

The Intergovernmental Agreement for Dispatch Services between the Northwest Fire District and Golder Ranch Fire District has been reviewed Pursuant to A.R.S. § 11-952 (D), by the attorney for each of the parties hereto has determined that the foregoing is in proper form and is within the powers and authority granted under the laws of this State to the party represented by that attorney.

\_\_\_\_\_  
ATTORNEY FOR NORTHWEST FIRE DISTRICT  
THOMAS BENAVIDEZ

APPROVED:

GOLDER RANCH FIRE DISTRICT

BY: \_\_\_\_\_  
VICKI COX-GOLDER  
BOARD CHAIR

ATTEST: this 21st day of May, 2024

BY: \_\_\_\_\_  
SANDRA OUTLAW  
CLERK OF THE BOARD

The Intergovernmental Agreement for Dispatch Services between the Northwest Fire District and Golder Ranch Fire District has been reviewed Pursuant to A.R.S. § 11-952 (D), by the attorney for each of the parties hereto has determined that the foregoing is in proper form and is within the powers and authority granted under the laws of this State to the party represented by that attorney.

\_\_\_\_\_  
ATTORNEY FOR GOLDER RANCH FIRE DISTRICT  
DONNA AVERSA



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: May 21, 2024

SUBJECT: FIRE CHIEF'S REPORT

ITEM #: 7A

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

This allows for the fire chief to provide updates to the governing board on the following areas:

- Meetings/Trainings and Events Attended
- Political & Public Safety Interactions
- District Activities
- Personnel
- Commendations/Thank You Cards Received
- Board Services
- Finance
- Human Resources
- Information Technology
- Community/Media Relations

Also, under this agenda item the Local 3832 President will present the Union's report to the Governing Board.

- Leadership Team Report – President Jones

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



# FIRE CHIEF'S REPORT

Tom Brandhuber

*April 2024*



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## Chief's Activities for the Month

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- Held several budget meetings.
- Participated in final benefits meetings for the upcoming year.
- Attended the GRFD April board meeting.
- Held executive leadership team meetings (Deputy Chiefs-Assistant Chiefs-Directors)
- Held monthly Fire Chief Status update meeting.
- Chaired the monthly Arizona Ambulance Association meeting.
- Met with Oro Valley Church of the Nazarene to set up classroom usage for Struggle Well courses.
- Presented Chief's coin to Inspector Darla King.
- Attended the executive leadership team meeting with Town of Oro Valley staff.
- Official uniform picture taken.
- Participated in the AZ Bureau of EMS and Trauma Services strategic planning session in PHX.



- Held interviews with organizations responding to requests for proposals (RFPs) for strategic planning; mission vision, and value alignment services.
- Opened the first GRFD Struggle Well class by sharing personal stories about my struggles, how they make you stronger, and all the resources GRFD provides to our personnel.
  - Personnel from Tucson Fire Department (TFD), Northwest Fire District (NWFD), a fire department from Texas and a fire department from Oregon attended the class.
  - This was the first fire-sponsored class in the nation!
- A small gathering for ribbon cutting ceremony at Headquarters.
- Attended Town of Oro Valley Council Meeting and spoke at the call to the public to thank the Mayor, Council Member Green, and town staff for attending GRFD's Ribbon Cutting Ceremony.
  - I also thanked the town for their help during our construction project for Headquarters.
- Attended Pima County Fire Chiefs meeting.
- Meeting to discuss uniformed digitized email signatures that include CAAS and Accreditation Status.
- Meeting to discuss upcoming training for Battalion and Division Chiefs through Pathfinder Strategies.
- Attended the American Ambulance Association Conference in Nashville.
  - Spent time talking to the incoming President of the Association to give the fire perspective on EMS.
  - Met with several GMR/AMR executives.
  - It was a very productive conference for networking and confirmation of best practices.
- Participated in a joint command staff meeting with GRFD and NWFD personnel.
- Participated in the meet and greet dinner with academy recruits and their families.
- Spoke to the recruits on day one of the academy about District expectations, non-negotiables, values, and the culture of GRFD.
- Met with labor leadership to work on the upcoming memorandum of understanding (MOU). There were productive and direct conversations exploring opportunities for members and the District.
- Attended Alex Barraza's farewell luncheon.

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## Commendations and Thank You Letters Received for the Month

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- A thank you comment was sent via the GRFD website to thank the following personnel for picking up a rattlesnake: Captain Andrew Hatfield, Engineer Bryan Scafede, Paramedic Idelfonso Manzo, and Firefighter Landon Holzhauser.
- A thank you comment was sent via the GRFD website to thank the following personnel for responding a medical call: Captain Andrew Hatfield, Engineer Bryan Scafede, Paramedic Idelfonso Manzo, Firefighter Landon Holzhauser, Paramedic Cade Powell and Firefighter Daniel De La Puente.
- A thank you card to thank GRFD was received for all personnel.

- A thank you comment was sent via the GRFD website to thank the crew that drove by her home for her 95<sup>th</sup> birthday.
- An email was received thanking the following personnel for attending an event: Paramedic Kyle Milligan and Firefighter Victor Campos Cerna.
- An email was received to thank the following personnel for attending the Ironwood Ridge High School foundations class: Deputy Chief Rutherford, Captain Jeremy Rinder, Engineer Graham Ludewig, Paramedic Kyle Campbell, Firefighter Cassaundra Ortiz, Paramedic Dominic Rhodes and Firefighter Jared Guizzetti.
- The “Staying In Charge As We Age” Club from Sun City, Oro Valley sent a letter thanking the following personnel: Community Education Supervisor Dan Habinek, Captain Jaclyn Frazier-Rademacher, Engineer Andrew Garcia, Paramedic Kyle Drake, and Firefighter Aubrey Littleton



# FIRE CHIEF'S REPORT

Tom Brandhuber

*April 2024*

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## Community/Media Relations

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### Events:

- Station Tour at 377
- Station Tour at 374
- Station Tour at 380
- Station Tour at 375
- 50th Anniversary Oro Valley Parade
- 50<sup>th</sup> Anniversary Oro Valley Festival
- Dedicated ambulance for Earth Day 5k
- Oro Valley American Legion Post 132 Picnic
- Quail Ridge Blood Pressure Testing
- District photos for all personnel held over three days
- Arizona Special Olympics Law Enforcement Torch Run
- Oro Valley Chamber Economic Outlook and Spring Business Expo
- Oro Valley Chamber Board meeting
- Kold interview on swift water rescue with Battalion Chief Jason Taylor and Captain Rene Sanchez
- Kold interview on ribbon cutting with Assistant Chief Grant Cesarek
- Kgun 9 interview on Fire Academy with Division Chief Adam Hastings
- Kold interview with Captain Ryan Hoffman on defensible space
- Kvoa water safety interview with Assistant Chief Eric Perry

### Community Presence:

- Community alert on swift water rescue at CDO crossing at Wilds Rd.
- Community alert on motorcycle accident on Highway 79 and Park Links
- Community alert on two-story house fully engulfed in the Oracle area
- Press Release on ribbon cutting ceremony
- Press Release on Fire Academy
- Press Release on Government Finance Officers Association award for Distinguished Budget Presentation
- Online posts on April Pools Day promoting Cool Pool Rules program
- Online posts for Town of Oro Valley 50th Anniversary Parade
- Online posts on ribbon cutting ceremony
- Online posts on Oro Valley Chamber's Economic Outlook event
- Online posts on confined space rescue class hosted by district
- Online posts, videos, and pictures showcasing Family Night and Fire Academy

- Online posts with video of April's EMS skills training
- Created invitation and graphic for ribbon cutting ceremony at Fire Headquarters
- Created several slides for Dashboard highlighting special events, employee anniversaries and spotlights
- Created graphic on Red Cross Blood Drive happening at Station 380
- Created graphic
- Highlight of Fire Chief coin recognition to Fire Inspector Darla King
- Highlight of 379 C Shift and Paramedic 381 recognition by Northwest Medical Center
- Highlight of district taking part in solar eclipse day
- Highlight of preschool safety presentation
- Highlight of National Public Safety Telecommunicators and food delivery on behalf of district
- Highlight of board meeting moments
- Highlight of Station Tour at 370 with Beacon Group
- Highlight of Life Beyond Books presentation at Coronado K-8
- Highlight of National Administrative Professionals' Day
- Highlight of Engine 379 A Shift crew taking part in drafting drills on NFL Draft day
- Highlight of Fleet Supervisor Alex Barraza's retirement

#### Social Media and Online Presence Totals:

- Facebook reach is 43,000 and post engagement is 3,400
- Instagram account reach is 8,000
- Twitter impressions are at 21,500; top tweet Battalion Chief Jason Taylor and Captain Rene Sanchez speaking with Kold News 13 about the recent swift water rescue we responded to and why it's important to remain aware of potential flooding in various areas throughout the year.

#### Future Projects and Events:

- Station 378 Groundbreaking
- Weekly Fire Academy picture and video highlights
- Swift water rescue training highlights
- New slides and communication opportunities on Dashboard



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## Board Services

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Record Specialist (RS) Wong responded to 24 records requests for the month of April.

The breakdown is as follows:

Environmental Reports	-
Outstanding Code Violations/Inspection Report	2
Fire Reports	2
Incident Reports	-
Medical Records	17
Other	3

---

Fingerprinting and i9's taken at the front desk in the month of April:

Fingerprints	94
I9	15

---

As RS Wong met with departments to review their essential records and their records retention schedules. They are reminded of the importance of record keeping. RS Wong would like to thank those that have submitted their first drafts of their essential records. It is greatly appreciated!

There was a Public Safety Personnel Retirement System (PSPRS) Local Pension Board meeting on April 9<sup>th</sup>. Records Specialist Wong attended to assist with changing the PowerPoint presentation slides while Board Services Supervisor Ortiz was taking minutes.

On April 10<sup>th</sup>, administrative staff were all showing their pearly whites at North Administration to have their photos taken and updated. These photos will be used for Golder Ranch Fire District's "Familiar Faces" page and badges!

On April 24<sup>th</sup>, Board Services Supervisor Ortiz and RS Wong attended the Arizona Municipal Clerks' Association's 2024 Spring Best Practices via Zoom. The topics that were presented included Succession Planning and Mentoring and Records Storage. It was a great meeting with many attendees throughout the state. RS Wong has submitted her assessment for points towards her Certified Municipal Clerk's certification.

During the month of April, certificates of destruction were created for three boxes of records and are stored until which time they can be destroyed.

RS Wong received a records request from a recent disability applicant. She worked with Board Services Supervisor Ortiz to provide the extensive documentation in a timely manner.

Board Services Ortiz has been preparing the documentation to enter the recruits in GRFD's Public Safety Retirement System. The recruits were provided their pre-existing conditions letters on their first day of the academy. Their entry into the system will be reviewed by the GRFD PSPRS Local Pension Board at their next meeting scheduled for June 4<sup>th</sup> at 1 p.m.

Monday, April 29<sup>th</sup> Board Services Supervisor Ortiz met with the district's customer service representative from Civic Plus (formerly Archive Social). The software archives the district's social media accounts, which enables the Records Specialist to retrieve the information for a records request.

Fleet Supervisor Barraza's retirement luncheon was on April 30<sup>th</sup>. We thank him greatly for being a part of the team and wish him all the best in his future endeavors!

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## Finance Report

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### Explaining the 'Why'

Recently I was reading an article written by the author of a new book titled "Start with Why: How Great Leaders Inspire Everyone to Take Action", by Simon Sinek.

In the article Sinek points out that starting with the "why" as opposed to the "how" or the "what" is challenging for most people because of its "gut" component. The reasons for making one decision over another is often times subjective; and therefore risky for the persuader or the leader of an organization who is attempting to make organizational changes. The "what" is easier to define and the "how" is only slightly more subjective. The mistake most often made by leaders trying to implement change (organizational, institutional, functional, etc.) is by not starting with a persuasive "why". When this happens, the "why" is left up to audience, market place or the employees to decide and a the vision may or may not be communicated.

To give an example of this subtle but powerful point, Sinek sites TiVo as his case study. TiVo was the first company to market the now common place DVR. In fact for sometime after entering the market place the brand name "TiVo" even became a general-use verb for digitally recording a TV show.

"Did you watch last night's episode of Friends?"

"No, I TiVo'd it and I will watch it this weekend."

So, with DVR technology now commonplace, why is TiVo not a titan of the technology in same manner as Google or Apple? The answer is that TiVo did not emphasis the "why" when marketing its products. Instead they emphasized the "what" and left the "why" up to the customer to decide. TiVo's competitors emphasised 'why' you would want to buy a DVR in the first place.

As an example of a company that has successfully articulated the "why", Sinek points to Apple. Apple's "why" is to challenge the status quo, celebrate individuality or to simplify a technology. The Ipod was not the first MP3 player to hit the market but it was the first marketed for its "why" not it's how. Steve Jobs sold it simply with slogans like "it puts 1,000 songs in your pocket". He did not

spend time selling its technological merits or "how" it works. For Jobs, the simplicity of technology freed Apple to focus on the "why" and not the "what" or "how". It just works, as he would say.

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## Human Resources

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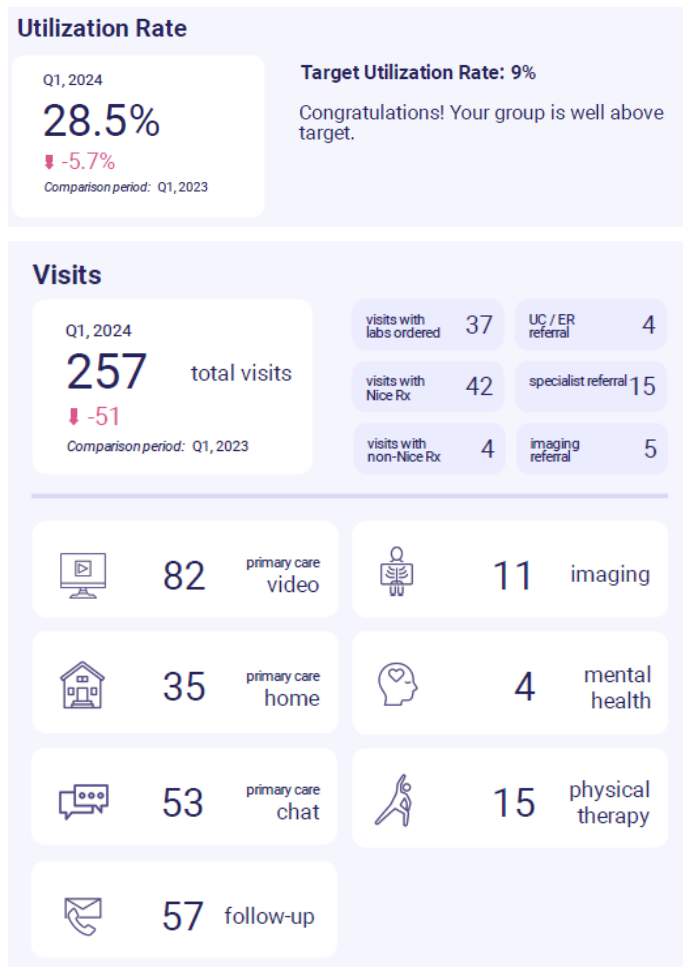
### Welcome to the Team!

- Recruit Class 24-01 began their academy April 29, 2024.  
Good luck to all!

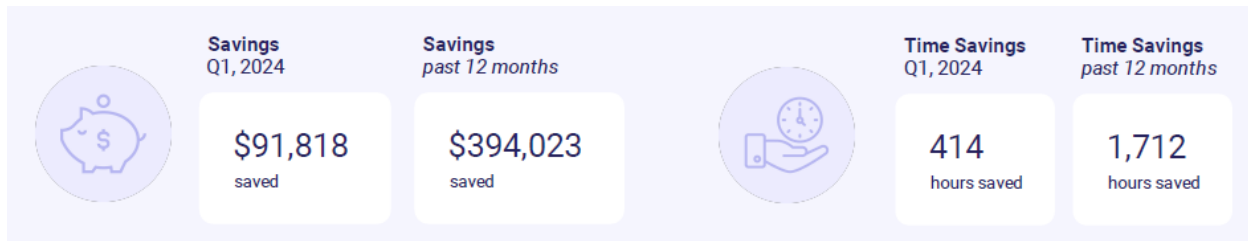


### Current HR Trends:

This month, we are featuring the latest quarterly utilization report from Nice Healthcare, covering the period from January to March. This district-funded benefit offers convenient healthcare access to our members and their families. Notably, visits through Nice Healthcare are not processed through our medical insurance with BCBS, contributing to a reduction in annual premium increases. It's important to note that Nice Healthcare is intended to complement, rather than replace, your primary medical insurance plan.







Hanley/HQ offers a dedicated exam room for employees requiring a private space to meet with their Nice Healthcare provider, particularly those who reside outside Nice's standard service area. Employees can reserve this room for their own appointments or those of their family members. Alternatively, appointments can also be scheduled at any of our stations.

### **HR Team Projects:**

- HR partnered with the Professional Development team to onboard our current Firefighter Academy. The HR team dedicated several mornings to engaging with the group, where we discussed employee benefits, retirement options, and addressed questions from the new recruits as they embark on their careers with the GRFD.
- HR is collaborating with the Health & Safety and Operations teams to monitor employees who are absent or on light duty due to personal or work-related illnesses or injuries.
  - At present, there are eight people on the list, each with a designated light duty assignment.
- HR is participating in the website committee with the aim of updating the site to provide valuable information and resources for both internal and external users.
- Performance Evaluation committee:
  - The committee has paused its activities. It decided to explore the possibility of aligning evaluations with the strategic plan. The committee will reconvene and proceed once the expected strategic plan is available.
  - Members: Jesus Limas (IT), Charlie Raney (Fleet), Nick Boone (Cpt), James Glover (PM/Union), Brenda Druke (FLS)
- HR Know, the consulting firm responsible for our biennial salary and benefits study, presented their findings and recommendations to the Governing Board during the budget study session. The Fire Chief and Executive Staff, with input from the Union Executive Board, are now diligently working to finalize communications regarding the outcomes.
  - How will communication happen?
  - For the smaller departments, the goal is for the Fire Chief and HR Director to meet with each team in-person to share the study results and address any questions.
  - For suppression staff, the goal is for the Fire Chief and HR Director to organize a few town hall meetings, available in-person and via Zoom, to share the study results and address any questions.
- The Benefits Committee has finalized the benefits offerings for next fiscal year.
  - Open Enrollment will be May 20 – May 31, 2024.
  - This is an “active” enrollment – meaning all employees will need to make benefit elections, even if they only wish to retain their current enrollments.

- Benefits brochures have been mailed to all employees and retirees explaining all of the options available and plan enhancements.
- Policy reviews and updates – *please see policy section of board packet*
  - Paused pending available personnel to address policy needs.

### Employee Recognition

*Congratulations on your Golden anniversary!*

*Thank you for being such fabulous team members!*



Employee Years of Service		
Employee Name	Hire Date	Years of Service
KAPPEL, CORY ALLEN	05/01/1993	31
GREENER, SHAUN	05/17/2004	20
GRISSOM, CHRIS	05/17/2004	20
MORSE, ROB L	05/17/2004	20
WILSON, MARK SHANKS	05/17/2004	20
ZOECHBAUER, AUTUMN ELIZABETH	05/12/2014	10
FISHER, DEBBIE	05/09/2022	2
NOLAND, EMILY	05/23/2022	2
CABADA, JESUS ANDRES	05/22/2023	1
HABINEK, DAN BRIAN	05/29/2023	1

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## IT Applications Group Activities/Projects

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

- The application group has been focused on dealing with ongoing tickets, doing regular maintenance, and dealing with documentation on new issues.
- The ImageTrend implementation team has joined us in person this week for some extra help in completing the final stages of the implementation. We have made a lot of progress and have completed many tasks to get us near the completion of the implementation stage. We hope that with the current advancements, we will be able to go live on July 1st for the GRFD Company.

Since we provide EPCR services for other agencies (RVFD-TPFD-RVFD) those companies will also be moving over to ImageTrend between August and October 2024, which also means that IT would have to manage two systems in its full capacity until all agencies move over to ImageTrend. After all companies go live, we will be canceling most of our Zoll licenses, but we will be keeping enough licenses for archiving purposes.

- The adoption of ImageTrend necessitates a change in our patient chart delivery process to hospitals. We are transitioning from our in-house method to a more automated system via

KNO2, which is fully integrated with ImageTrend. This change will incur additional costs but will streamline the delivery process, ensuring hospitals receive patient charts more efficiently and with fewer steps. This integration will also allow us to allocate our resources more effectively.

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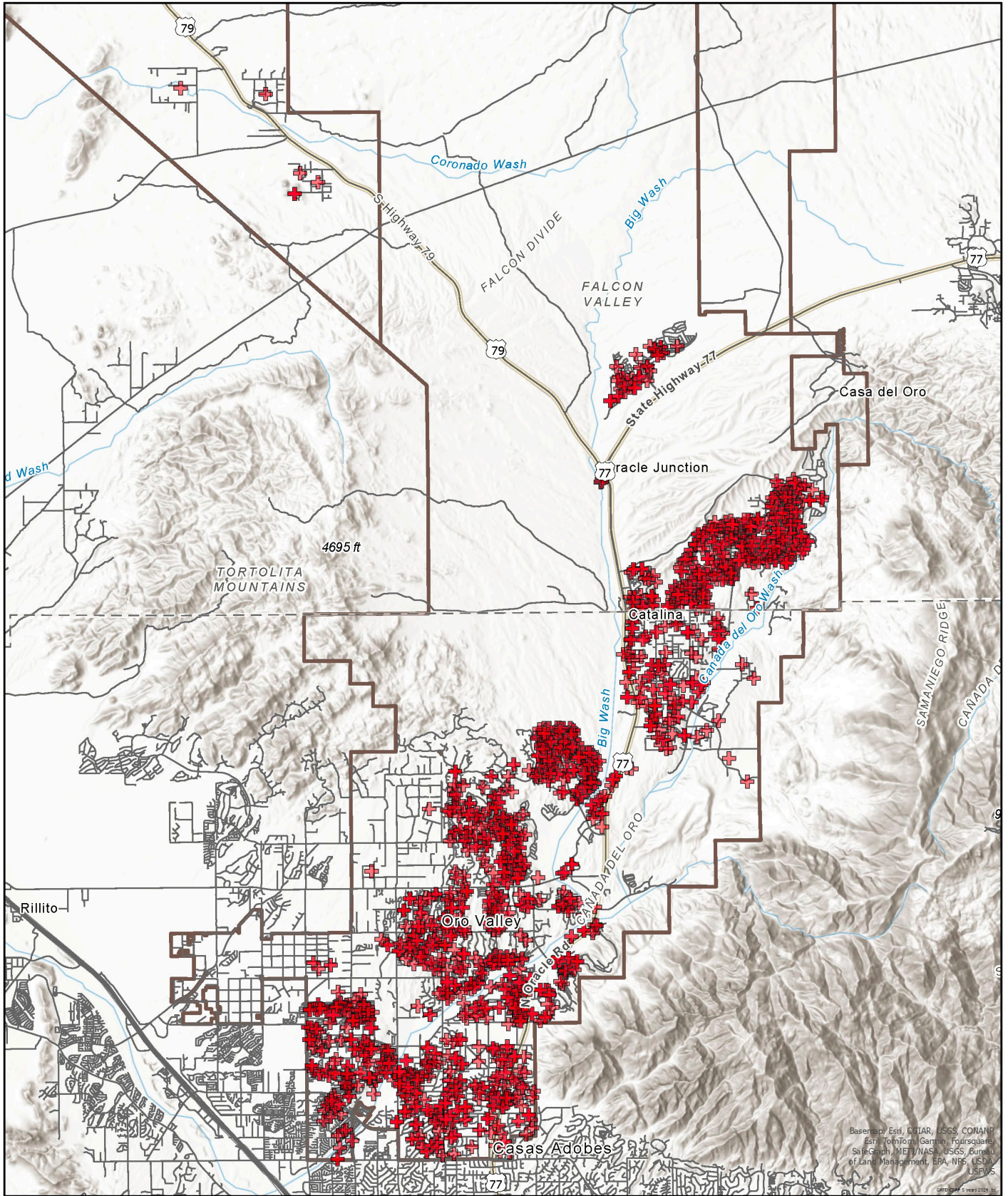
## IT GIS Activities/Projects

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GIS major April projects were:

- Assistant Chief Eric Perry requested accreditation performance charts for all emergent responses for 2023.
  - Ongoing project
- Yearly hydrant inspections continued – updating the database, cleaning up hydrant discrepancies, and posting inspection updates for the dashboard.
  - Data attached
- Deputy Chief Hilderbrand requested several 5-year data and maps for the Community Risk Reduction Plan.
  - Maps attached
- Wildland request from Capt. John Spanarella for improvements to the field map app and data through coordination with the National Interagency Fire Center (NIFC).
  - Ongoing project
- Locked gate dataset creation for Wildland request using the gate list provided by FLS to create and correct location data for gates in the district.
- Coordinated and attended a demo of a SIM table at the Office of Emergency Management with Deputy Chief Rutherford, Battalion Chief Spanarella, and IT Director Rascon.
  - Photo attached
- Telecommunications request to create a line of sight map using the White Rock Mining location to Stations 370 and 378.
- Participating in Image Trend weekly implementation sessions.

<b>BattalionArea</b>	<b>Station/Shift</b>	<b>total</b>	<b>completed</b>	<b>not done</b>	<b>percent completed</b>
<b>370</b>	370A	106	106	0	100%
	370B	102	102	0	100%
	370C	104	104	0	100%
	372A	33	33	0	100%
	372B	33	33	0	100%
	372C	37	37	0	100%
	373A	167	167	0	100%
	373B	159	159	0	100%
	373C	160	160	0	100%
	374A	188	188	0	100%
	374B	194	194	0	100%
	374C	203	203	0	100%
	378A	58	49	9	84%
	378B	67	67	0	100%
	378C	85	85	0	100%
<b>BattalionArea</b>	<b>Station/Shift</b>	<b>total</b>	<b>completed</b>	<b>not done</b>	<b>percent completed</b>
<b>380</b>	375A	247	247	0	100%
	375B	263	197	66	75%
	375C	256	256	0	100%
	376A	173	123	50	71%
	376B	168	98	70	58%
	376C	163	163	0	100%
	377A	157	153	4	97%
	377B	154	154	0	100%
	377C	148	148	0	100%
	379A	240	240	0	100%
	379B	253	253	0	100%
	379C	244	244	0	100%
	380A	147	147	0	100%
	380B	148	139	9	94%
	380C	154	154	0	100%



Based on Esri, Garmin, USGS, COMNAV, Esri, TomTom, Garmin, FourSquare, Satefy, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDO, USFWS.

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Per A.R.S. 37-178: A public agency that shares geospatial data of which it is the custodian is not liable for errors, inaccuracies or omissions and shall be held harmless from and against all damage, loss or liability arising from any use of geospatial data that is shared.

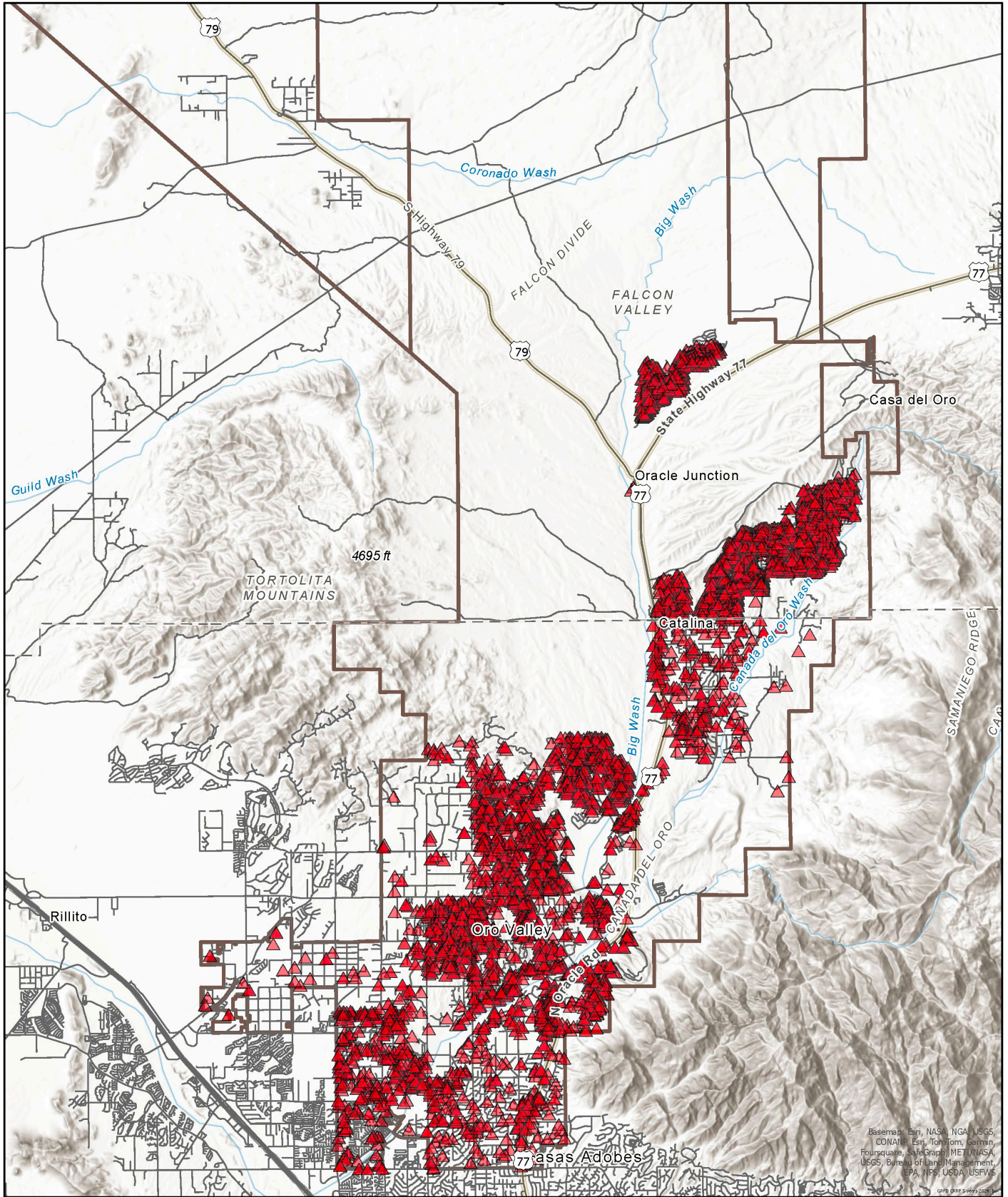


## Golder Ranch Fire District Fall Injuries and Invalid Assists April 1, 2019 - April 1, 2024

+ Fall and assist responses

**Total responses = 4,706**





Base maps: Esri, NASA, NGA, USGS, CDAN, Esri, TomTom, Garmin, Fourquile, Swire, Open, METI, NASA, USGS, Bureau of Land Management, EPA, NPS, USDA, USFWS

GPB 0005 0000 2024

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**Golder Ranch Fire District  
Smoke Detector Battery Changes  
April 1, 2019 - April 1, 2024**

▲ Smoke Detector Battery Change

**Total responses = 11,534**





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## IT Systems Group Activities/Projects

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

- The System group has been focused on setting up hardware and software for users related to the new organizational move.
- The systems administration team has been diligently working to set up a new IT Service Management system, also known as a ticketing system, to improve the user experience when requesting IT support.
- Deployed seven iPads for FLS using Microsoft Intune which will provide a wide range of support capabilities in preparation for ImageTrend. Microsoft Intune is a cloud-based endpoint management solution. It manages user access to organizational resources and simplifies app and device management across many devices, including mobile devices, desktop computers, and virtual endpoints.
- IT, Project Manager Keith, and Professional Development collaborated on seeking a vendor to refresh the old Board Room into a state-of-the-art Training / Simulation room. Work is set to commence next week. The systems group is also assisting the Professional development division with its training room refresh project.

**Name**

[REDACTED]

---

[REDACTED]  
[REDACTED]

---

[REDACTED]  
[REDACTED]

---

**Message Subject**

Thanks again for removing a rattlesnake from my house yesterday

---

**Message**

Just wanted to say thanks to the great crew that removed a trapped rattlesnake from my house on [REDACTED] tonight. What a relief, and so appreciated. It's going to be 85 degrees today, and a great time of year to put out a rattlesnake reminder. They're awake! Bonnie

Sent from [Golder Ranch Fire District](#)





**Name**

[REDACTED]

**Phone**

[REDACTED]

**E-mail**

[REDACTED]

**Message Subject**

Forever Grateful - [REDACTED]

**Message**

Hello,

I wanted to extend a heartfelt thanks to your team who responded to my medical emergency on [REDACTED]

[REDACTED] when your responders got me into the ambulance and to the hospital. Without that quick response the outcome could have been a lot worse. I am doing well, thankfully, after a couple days in the local hospital. Thanks again - if you see those guys who responded please let them know that I'm forever grateful for their service and quick response.

[REDACTED]

[REDACTED]

To All You Amazing Fire Fighters,

I am writing to express my deep appreciation for taking care of us during emergencies. I greatly appreciate that your fire station has been doing a great job in our state. I am immensely grateful for your efforts in ensuring that everyone on our streets is safe and taken care of when emergencies happen.

My name is [REDACTED] I am an adult with autism and feel that it is important to let you all know how appreciated I am of you all. I used to be afraid of fire trucks until I watched the old tv show called Emergency. I know you don't get enough, thank you for all you do. I am making it my mission to hopefully thank every fire fighter I personally meet and send thank you cards to all the ones I don't meet.

Thank you.

[REDACTED]



Thank you  
For  
Your service

From



**From:** [Camarillo, Lydia](#)  
**To:** [Ortiz, Shannon](#); [Rodriguez, Freddy](#)  
**Subject:** Fwd: [REDACTED] drive by 95th birthday celebration  
**Date:** Thursday, April 11, 2024 3:35:01 PM

---

Hello,


We received a thank you!

Best,

Lydia

Begin forwarded message:

**From:** noreply <noreply@grfdaz.gov>  
**Date:** April 11, 2024 at 1:12:45 PM MST  
**To:** PIO <PIO@grfdaz.gov>  
**Subject:** [REDACTED] drive by 95th birthday celebration  
**Reply-To:** [REDACTED]



**Name**  
[REDACTED]

---

**Phone**  
[REDACTED]

---

**E-mail**  
[REDACTED]

---

**Message Subject**  
[REDACTED] drive by 95th birthday celebration

---

### Message

We just want to say THANK YOU, THANK YOU, THANK YOU to our firefighters that drove up in front of [REDACTED] home on her birthday today, blew the horn and waved to her. I hope you could see that wide smile she had on her face. You made her day! She just loves you guys! Thank you for making her 95th one to remember! ☐

Sent from [Golder Ranch Fire District](#)

**From:** [Camarillo, Lydia](#)  
**To:** [Battalion Chiefs](#); [Milligan, Kyle](#); [Campos Cerna, Victor](#)  
**Cc:** [Grissom, Chris](#); [Wilson, Mark](#); [Brandhuber, Thomas](#); [Ortiz, Shannon](#); [Rodriguez, Freddy](#)  
**Subject:** Thank you for dedicated ambulance  
**Date:** Monday, April 22, 2024 12:18:19 PM  
**Attachments:** [Outlook-cid\\_image0.png](#)  
[Outlook-Title\\_lin.png](#)  
[Outlook-cid\\_image0.png](#)  
[Outlook-cid\\_image0.png](#)  
[Outlook-cid\\_image0.png](#)

---

Good afternoon,

**We received a thank you for our dedicated ambulance for the Earth Day 5K on Saturday, April 20th. The organizers were very appreciative!**

Thank you so much for all the help, Lydia! The crew from Golder Ranch was friendly, timely, professional -- and, I hope, bored! I don't think we had any injuries, but I am so grateful that the Golder Ranch ambulance was on site.

Below is a draft of the race report we're sending out today to the 825 registrants of the event. You can see the staging area at the start of the race -- your ambulance was prominently placed next to the DJ and water tables!

If you can, put us down for next year, April 19th. And add the full fire truck, too!!!

Randy Accetta  
[www.runtucson.net](http://www.runtucson.net)



**Lydia Camarillo**  
Community and Media Relations Supervisor  
**Golder Ranch Fire District**  
**Community First**

"Proudly serving the communities of Oro Valley, Marana,  
Catalina and Saddlebrooke"

---

**P** [520-825-9001](tel:520-825-9001) ext 2019

**M** [520-260-6977](tel:520-260-6977)

**A** [1600 E. Hanley Blvd. Oro Valley, AZ 85737](https://www.golder-ranch.com)



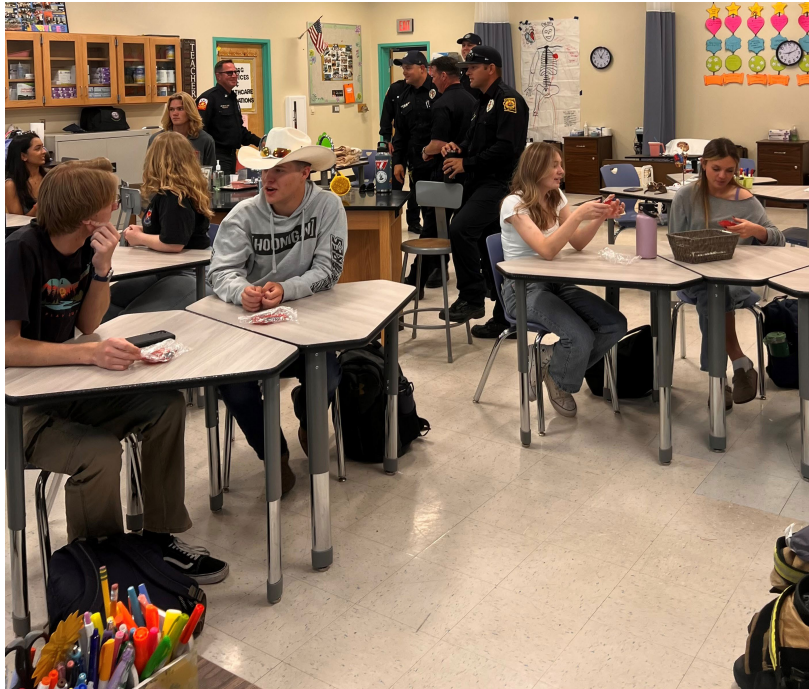
**From:** [Habinek, Dan](#)  
**To:** [Rutherford, Tony](#); [Rinder, Jeremy](#); [Ludewig, Graham](#); [Campbell, Kyle](#); [Ortiz, Shannon](#); [Rhodes, Dominic](#); [Guizzetti, Jared](#)  
**Cc:** [Battalion Chiefs](#); [Perry, Eric](#); [Hilderbrand, Jeremy](#); [Camarillo, Lydia](#); [Hernandez, Maggie](#)  
**Subject:** RE: Thank You - IRHS Healthcare Foundations Class!  
**Date:** Friday, April 26, 2024 4:24:06 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[IMG\\_0135.MOV](#)

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Hey everyone –  
Again, from the IRHS Healthcare Foundations presentation from Ms. Brown (instructor):

Ms. Brown -- "Thank you so much for everything. The kids had such a great time. They were still talking about it today. Appreciate you all making this happen."

Also attached is a very short video but showing the hands-on, interactive lesson the students are enjoying from our crew!





**Dan Habinek**  
Community Education Supervisor  
**Golder Ranch Fire District**  
**Community First**  
"Proudly serving the communities of Oro Valley, Marana, Catalina and Saddlebrooke"  
P 520.825.9001 ext: 2031 M 520.651.6710  
A 3885 E. Golder Ranch Drive Tucson AZ 85739



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**From:** Habinek, Dan

**Sent:** Friday, April 26, 2024 12:14 PM

**To:** Rutherford, Tony <trutherford@grfdaz.gov>; Rinder, Jeremy <jrinder@grfdaz.gov>; Ludewig, Graham <gludewig@grfdaz.gov>; Campbell, Kyle <kcampbell@grfdaz.gov>; Ortiz, Shannon <sortiz@grfdaz.gov>; Rhodes, Dominic <drhodes@grfdaz.gov>; Guizzetti, Jared <jguizzetti@grfdaz.gov>

**Cc:** Battalion Chiefs <BCs@grfdaz.gov>; Perry, Eric <eperry@grfdaz.gov>; Hilderbrand, Jeremy <jhilderbrand@grfdaz.gov>; Camarillo, Lydia <lcamarillo@grfdaz.gov>; Hernandez, Maggie <MHernandez@grfdaz.gov>

**Subject:** Thank You - IRHS Healthcare Foundations Class!!

Good morning –

It is an absolute honor to work with each of you and see the gift's you bring to this profession on the daily.

Yesterday, we had the pleasure of speaking with 54 Ironwood Ridge High School Healthcare Foundation students, can't thank you enough for putting your talents on display.

Ms. Brown, the instructor, stated "I can't believe all these individuals came out to speak to our kids today, that's what makes Golder Ranch so special."

A HUGE thank you to Chief Tony Rutherford, Captain Jeremy Rinder, Engineer Graham Ludewig, Paramedic Kyle Campbell, Firefighter Casaundra Ortiz, Paramedic Dominic Rhodes, and Firefighter Jard Guizzetti!

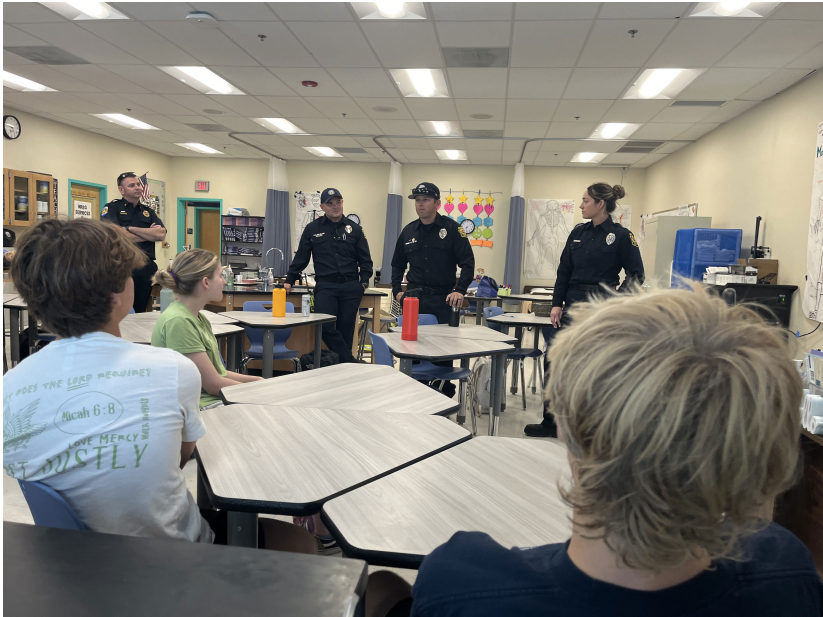
Appreciate you going above and beyond with this presentation.

They say as an educator that if you reach one student over the course of your career you have done your job. I know all of you reached many, many students yesterday with your passion, time, dedication, and story.

Thank you again for all you do, each day, I am so proud to work with such dedicated professionals.

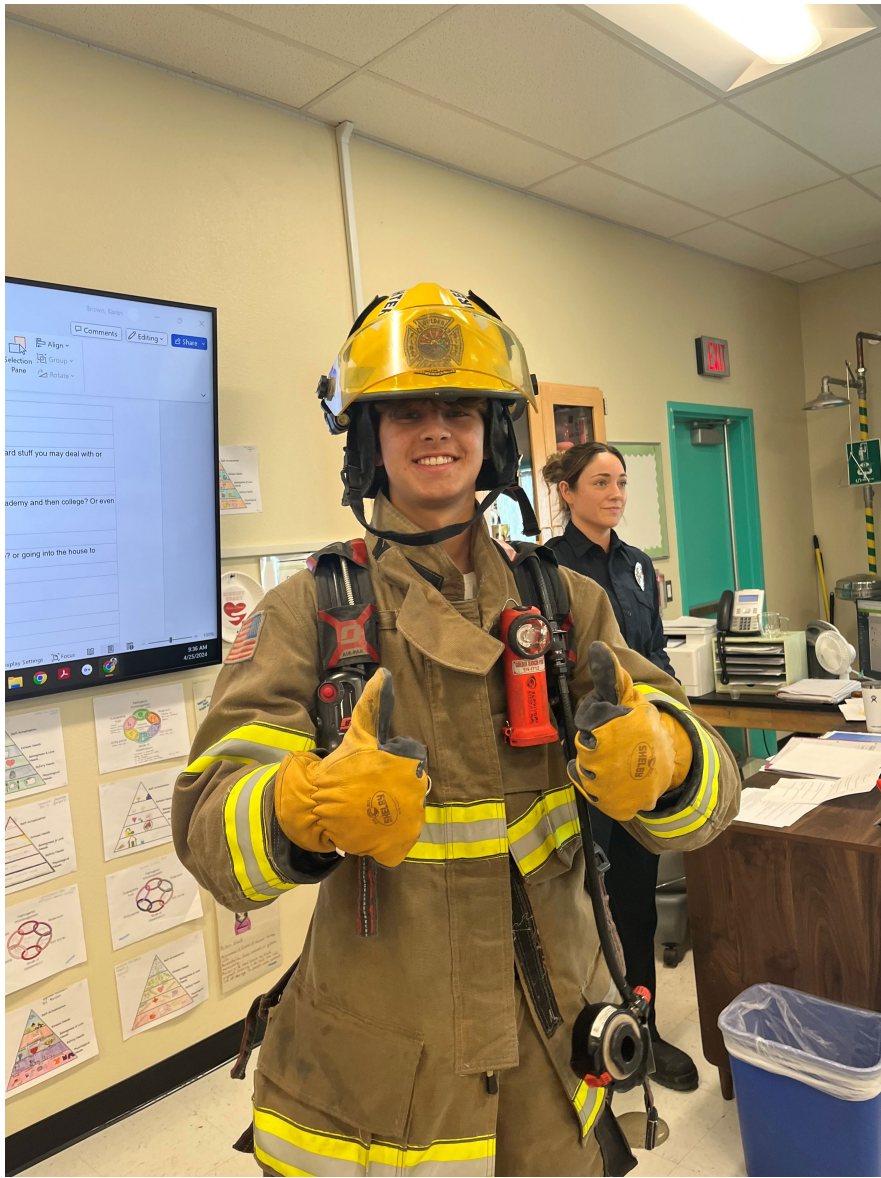
Have a wonderful weekend.

Dan



Students have an incredible to opportunity to take the Healthcare Foundations class at IRHS, you provided the real-world component.

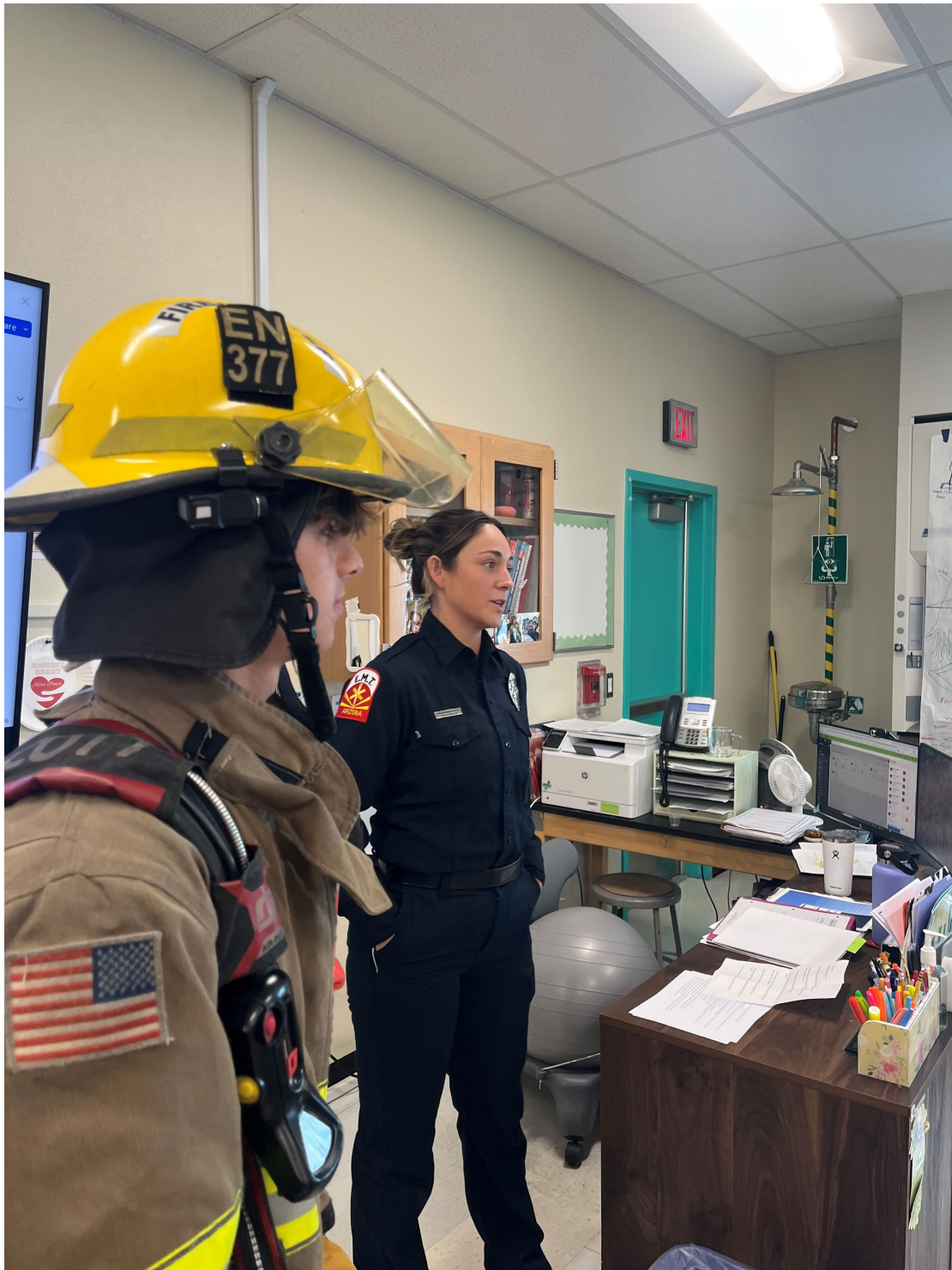




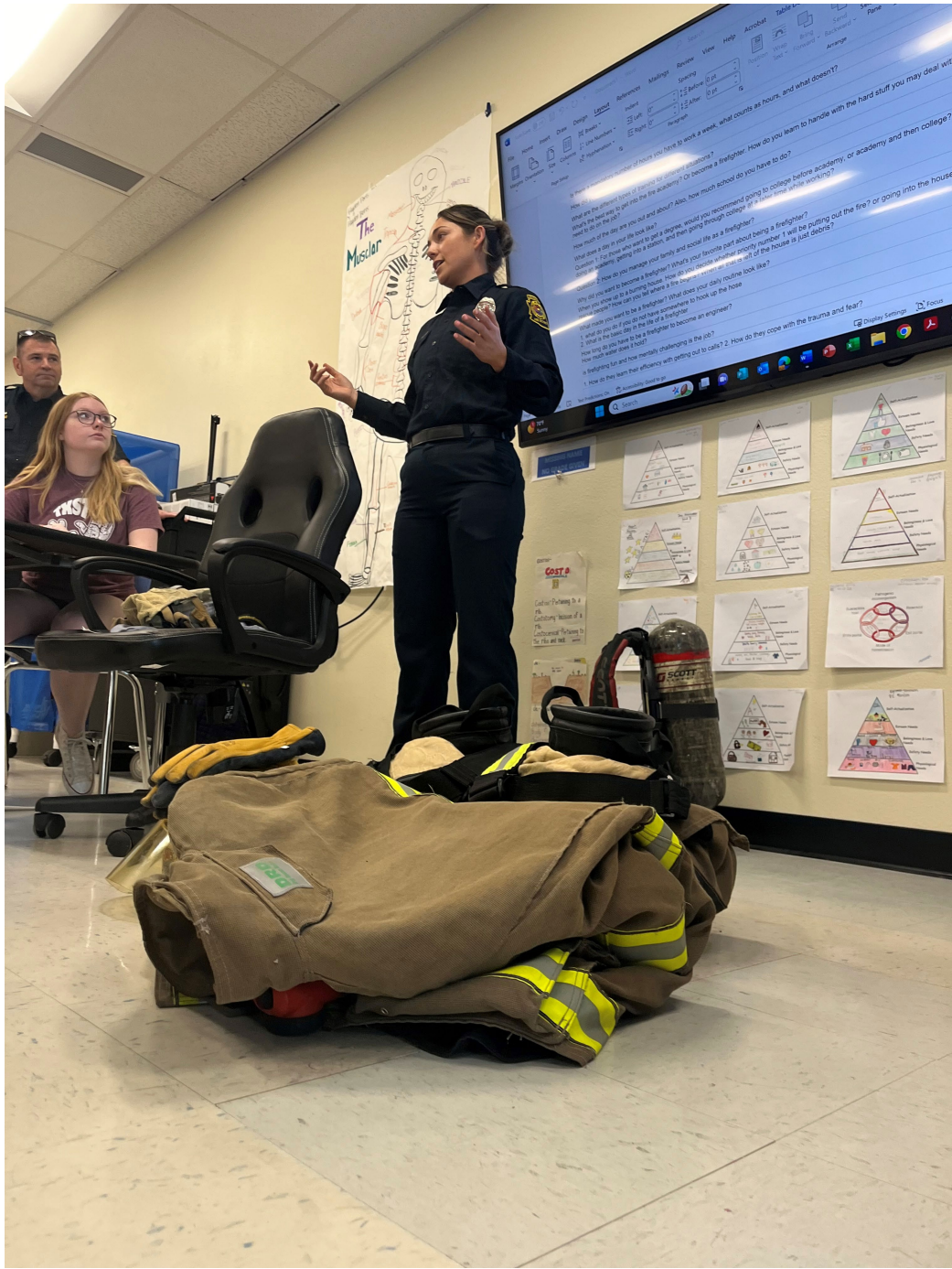
Firefighter Ortiz was kind enough to allow students to learn about the gear, it meant a lot to students like Colby (who wants to become a future firefighter)



Chief Rutherford's advice "get comfortable being uncomfortable, success lies in discomfort, and chase your passion." Paramedic's Rhodes and Campbell echoed with some powerful stories of their own



Credibility goes a long way in the classroom, especially coming from a IRHS alumni, Firefighter Ortiz shared her passion and pathway to success



Students created questions for the crew, check them out on the video board behind Firefighter Ortiz



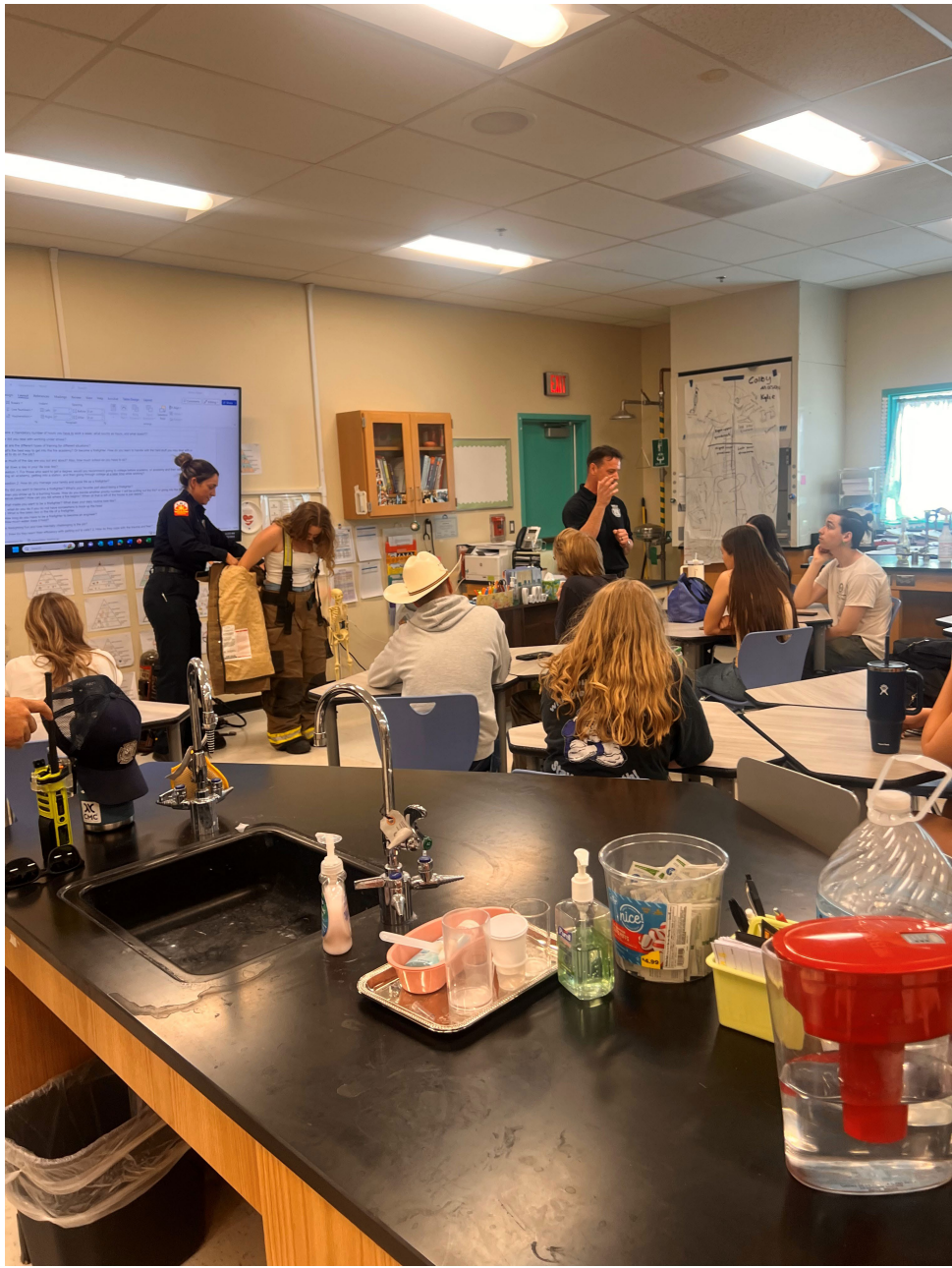
Paramedic Campbell spoke about how it's not always about getting straight A's, it's often about the mindset and passion you bring to your job or a task. Just ask him about ropes.



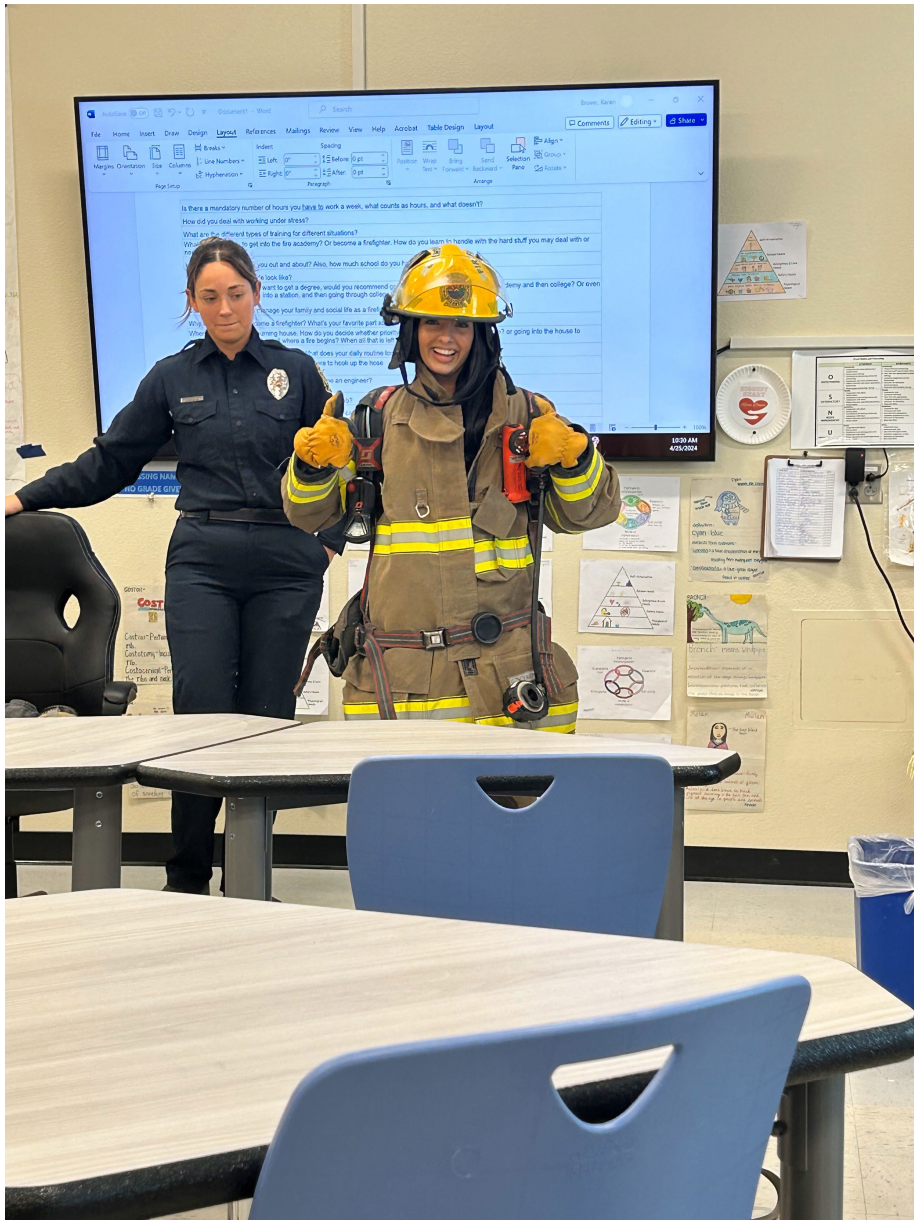
Healthcare Foundation students loved the opportunity to tour both an engine and the ambulance, for most it was the start of their career journey.



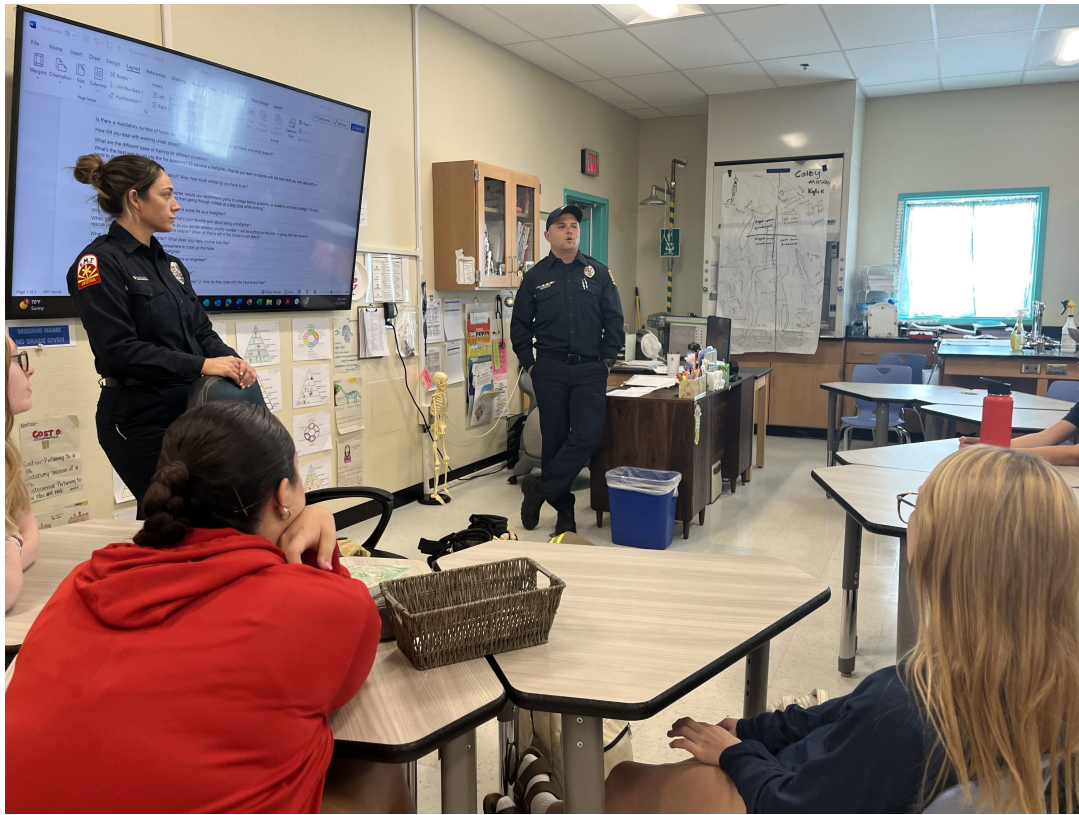
Ms. Brown provides a foundation for her students, GRFD begins building the structure with our presentations. Impactful and powerful.







Yes dreams can and do come true. Thank you again to everyone who attended from GRFD, IRHS, and Ms. Brown for making this a memorable experience



Paramedic Rhodes spoke to the students about his journey and how they can fuel their desire for future success



**Dan Habinek**  
Community Education Supervisor  
**Golder Ranch Fire District**  
**Community First**  
"Proudly serving the communities of Oro Valley, Marana, Catalina and Saddlebrooke"

**P 520.825.9001 ext: 2031 M 520.651.6710**  
**A 3885 E. Golder Ranch Drive Tucson AZ 85739**



April 22, 2024

Tom Brandhuber, Fire Chief  
Golder Ranch Fire District  
1600 E. Hanley Blvd.  
Oro Valley, AZ 85737

Dear Chief Brandhuber,

On behalf of the *Staying in Charge as We Age* club of Sun City Oro Valley, I want to thank members of the Golder Ranch Fire District for their recent interactions with our group.

We send a special thank you to Dan Habinek, Community Information Supervisor, who spoke to sixty members of our club in February. He provided us with great information, answered our questions, and invited us for a tour of the Vistoso fire house.

On April 14, two dozen residents took the tour. We enjoyed meeting the members of the shift and learning more about Golder Ranch's mission, goals, and services. Please extend our thanks to Captain Jackie, Engineer Andrew, Paramedic Kyle, and Firefighter Aubrey. We are grateful for all they and their colleagues do to keep us safe and informed.

With appreciation and best wishes,

Joan Partridge, President

Karin Washburn, Secretary

they were so warm and welcoming!  
Joan



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Eric Perry, Assistant Chief of Community Risk Reduction

MTG. DATE: May 21, 2024

SUBJECT: COMMUNITY RISK REDUCTION ASSISTANT CHIEF'S REPORT

ITEM #: 7B

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

This allows for the Support Services Assistant Chief to provide updates to the Governing Board on the following areas:

- Community Risk Reduction
- Fire and Life Safety
- Community Services

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



# ASSISTANT CHIEF'S REPORT

Community Risk Reduction – Eric Perry

*April 2024*

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## Assistant Chief's Activities

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### Activities:

- Attended weekly District Executive Leadership Team meetings.
- Completed a water safety interview with KVOA.
- Visited multiple stations with Chief Hilderbrand to discuss community risk reduction, including community education, and to discuss the nuances of CPSE Accreditation with the crews.
- Attended the presentation on the final day of the first Struggle Well class. It was great to hear what was being learned! I believe this will be a culture-changing class for our people and organization.
- Attended the Hanley Headquarters ribbon cutting.
- Held the quarterly CRASOC performance monitoring committee meeting along with Chief Rutherford and developed new response time goals per the CPSE recommendations.
- Attended a joint command staff meeting with NWFD.
- Attended the Oro Valley American Legion Post 132 picnic at Catalina State Park.

### Projects:

- Therapy dog visitation program is still under development, and we hope to have it ready by early next fiscal year.
- Narcan Leave Behind program – Training is almost complete, and kit ordering will begin.
- Submitted final ISO paperwork. 60 to 90 days to get our new rating. Still waiting.
- The website revamp: Artan will begin revision based on our conceptual design once we get the ImageTrend project off the ground.
- Strategic Planning RFPs
  - We have selected the Advanced Strategy Center from Scottsdale to help us with Organizational Identity work.
    - This will encompass stakeholder outreach publicly and internally to ensure wide input into the Mission, Vision, and Values of our organization to ensure alignment.
    - We have selected Managing Results, LLC. out of Gunnison, Colorado, to help us build a strategic business plan.
      - This will include a performance-based budget structure that links to our strategic plan.
      - This will also include the development of metrics to ensure we can measure what performance looks like.
    - Stay tuned...

- Working on finalizing the MOU language (along with Chief Brandhuber, Cesarek, and Grissom and Directors Delong and Christian).
- Working with IT to develop and implement a standardized email signature that will auto-populate titles, phone numbers, etc., out of Paycom so they do not need to be entered manually.

*What is Community Risk Reduction and where are we taking it?*

Community Risk Reduction (CRR) builds on our Community Risk Assessment and Standards of Cover document to identify risk factors unique to our community and commit resources to lowering those specific risks. Please review the [video](#) for more information.

*Benefits of Community Risk Reduction:*

- Lower the risk experienced by our citizens in targeted areas.
- Address increasing call volume by preventing certain call types. This will help improve the reliability of our emergency response units and lower response times to emergencies.
- Save the district and, ultimately, the public money by reducing wear and tear on our large apparatus by ensuring appropriate resources handle lower acuity calls or reducing call volume.

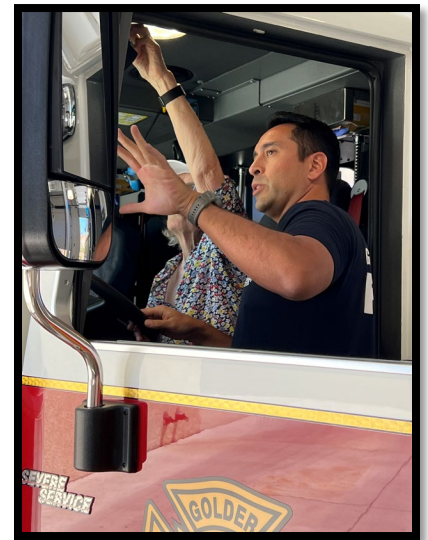
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## Community Education & Risk Reduction

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Community Education Supervisor Habinek's Activities:

- Roche Tissue Diagnostics fire extinguisher training with 374 B-shift.
  - Demonstrated P.A.S.S. technique (Pull. Aim. Squeeze. Sweep.) with the fire extinguisher simulator.
- Fairwinds Desert Point pool safety presentation with 380 B-shift.
- Wilson K-8 Spring Festival with 376 B-shift.
- Sunshine Preschool's "Community Helpers – Don't be Afraid of Firefighters" demonstration with 377 A-shift.
- Lifesavers Safe Kids Conference in Denver, CO.
- Sun City's "Staying in Charge as We Age" group station tour at Station 374.
- Final "Life Beyond Books" presentation of the school year at Coronado K-8 with 370 B-shift.
- Ironwood Ridge High School's Health Care Foundations class presentation along with the GRFD Recruitment Team.
- One car seat installation for a resident's grandchild.
- Saddlebrooke Ranch Wellness Roundup safety presentation with 378 C-shift.



- Topics covered were basic first aid, hydration, calling 911, residential lockboxes, Files of Life, and Q & A with the crew.

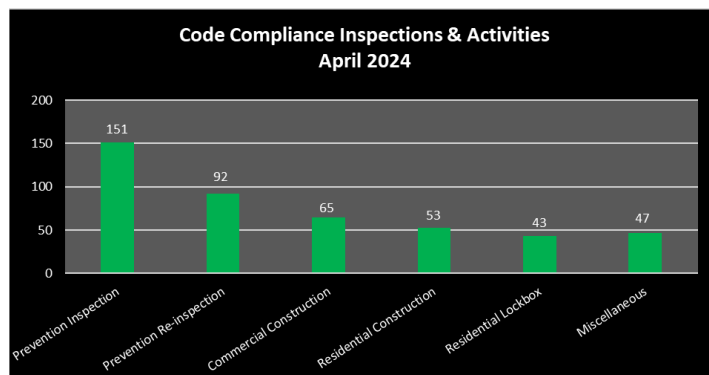
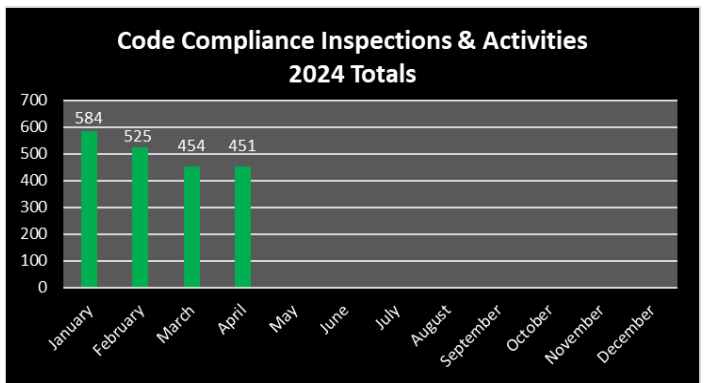
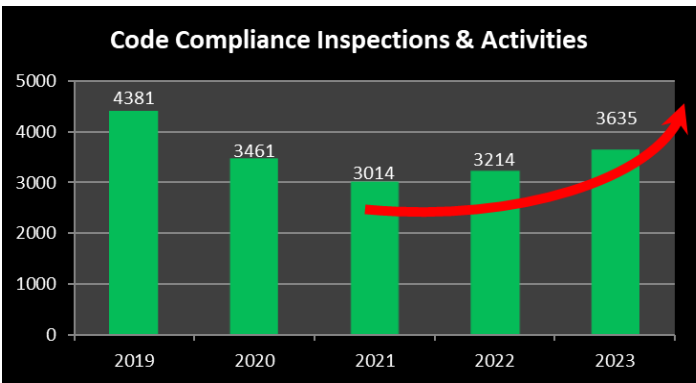
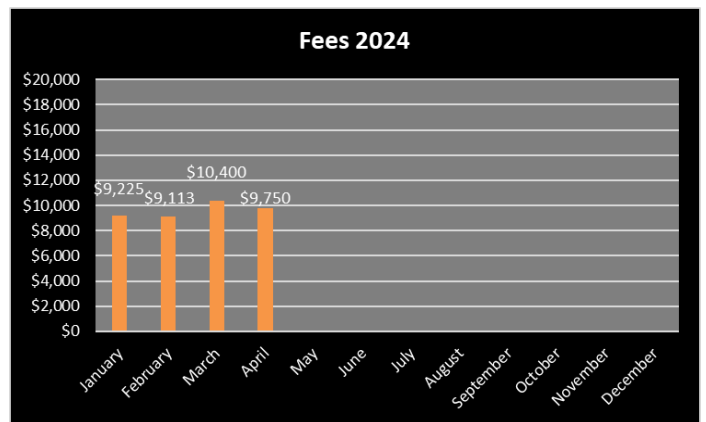
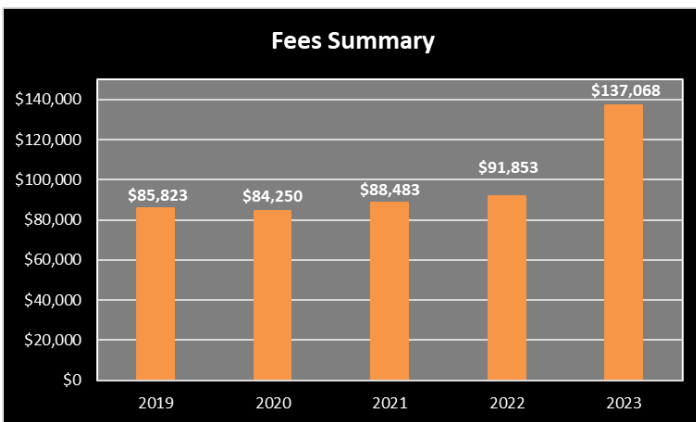
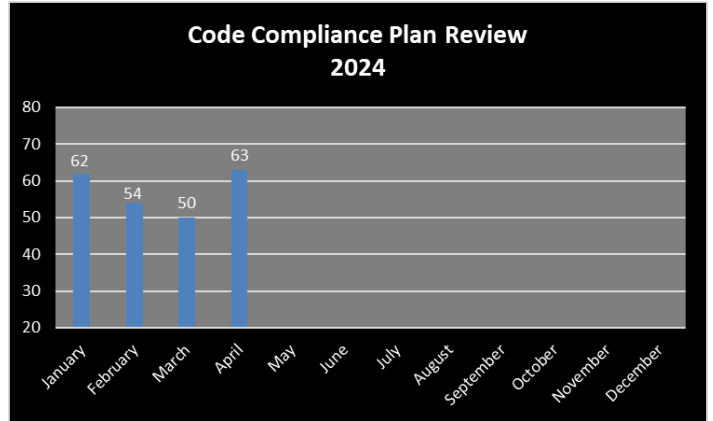
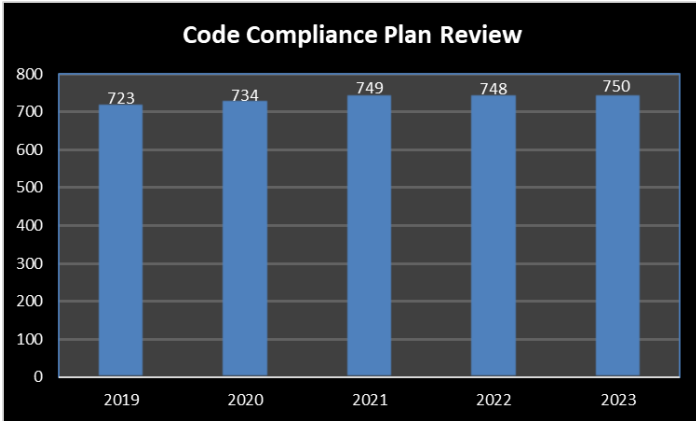
- Mesa Verde Spring Carnival with 380 C-shift.

Deputy Chief Hilderbrand's Activities:

- Community Risk Reduction (CRR) began talking to staff at Catalina State Park to try and reduce the number of hiking-related incidents (especially in the summer months).
- Executive Fire Officers (EFO) Conference in Emmitsburg, MD.
- "Life Beyond Books" presentation at Cross Middle School.
- Recruitment events at Pima Community College and Ironwood Ridge High School.
- Visited stations with Chief Perry to inform crews about CRR's mission and focus.
- CPSE Quality Improvement Seminar in Boulder, CO.



# Fire and Life Safety Services





Commercial Projects Summary  
 New projects for this month = **Green**

ZONE 1 Stations 378, 372, 373, 370, 374	ZONE 2 Stations 374, 375, 376	ZONE 3 Stations 377	ZONE 4 Stations 379	ZONE 5 Stations 380
Painted Sky Fire Alarm 12620 N Woodburne	Shell Building 1826 E Innovation Park	Body Fat Training T.I. 11015 E Linda Vista	Circle K CO2 3712 W Cortaro Farms	Shell Building T.I. 7435 N Oracle
Desert Palms PT T.I. 12142 N Rancho Vistoso	ROCHE Building 1 T.I. 1910 E Innovation Park	Aspen Dental T.I. 10580 N Oracle Ste 100	Beautiful Savior Fire Alarm 7570 N Thornydale	Saffron T.I. 7607 N Oracle
The Motive Wellness 2530 E Vistoso Commerce	ROCHE Building 3 T.I. 1910 E Innovation Park	TOV Pusch Ridge Golf T.I. 10000 N Oracle	AMG Medical Aesthetics T.I. 7356 N La Cholla	Life Point Church T.I. 7355 N Paseo del Norte
Thin Blue Line T.I. 1171 W Rancho Vistoso Ste 159	Oro Valley Hospital T.I. 1551 E Tangerine	Surf Thru Car Wash 11595 N Oracle	Landlord Improvement 7350 N La Cholla	Handel's Ice Cream T.I. 7315 N Oracle Ste 108
Healthy Skin T.I. 2295 E Vistoso Commerce	TOV Community Center T.I. 10555 N La Canada	La Posada 10930 N First	Fry's T.I. 3770 W Ina	TMC One T.I. 7510 N Oracle Ste 100
Miraval Storage Bldg 5000 Via Estancia	Highland Clubhouse T.I. 10702 N Highlands	Hilton Epazote T.I. 10000 N Oracle	Villa Cielo Cortaro Apartments 8255 N Shannon	Title Security T.I. 8500 N Oracle Ste. 100
Cactus Nails T.I. 15920 N Oracle Ste 100	OV Assisted Living Main 12380 N Vistoso Park	Red Lobster Fire Alarm 11695 N Oracle		Pusch Ridge Auto T.I. 8040 N Oracle
Starizona T.I. 12995 N Oracle Ste 181	Oro Valley Massage T.I. 10420 N La Canada Ste 150	Shell Building 9645 N Oracle	*Inspector for this zone is also assigned to the La Posada project	Vantage West T.I. 550 W Magee
<b>Who Received Project Final Inspection</b>	OV Assisted Living Casitas 12380 N Vistoso Park	Verizon T.I. 10580 N Oracle Ste 100		McDonald's T.I. 292 W Magee
Dollar Tree T.I. 11865 N Oracle	Pet Supplies Plus T.I. 10540 N La Canada	Shell Building 375 W Linda Vista		Pusch Ridge Christian Academy 9500 N Oracle
Arizona Mohs Surgery T.I. 7530 N Oracle	Oro Valley Court T.I. 11000 N La Canada	Complete Canine T.I. 10140 N Oracle		Tucson Cosmetics 1230 W Ina
AT&T T.I. 10556 N Oracle	Tropical Smoothies T.I. 10335 N La Canada			Panda Express Kitchen Hood 7848 N Oracle
GI Alliance T.I. 7490 N Oracle	ROCHE Lab T.I. 2090 E Innovation Park			GI Alliance T.I. 7490 N Oracle
NW Bible Church T.I. 889 W Chapala	Fry's Starbucks T.I. 10450 N La Canada			
Vantage West T.I. 15250 N Oracle Ste 150				
Arroyo Verde Apartments 8020 N La Cholla				
Taco Bell T.I. 10815 N Oracle				
Lux Lab Cosmetic Changes T.I. 7790 N Oracle				
Urgent Vet Center T.I. 10556 N Oracle Ste 185				
Dirty Dough T.I. 8340 N Thornydale Ste 150				

Fire Marshal Akins:

- Attended the Oro Valley Economic Outlook and Spring Business Expo.
- Served as a panel member in the Fire Marshal testing process for Timber Mesa Fire & Medical District.
- Attended the GRFD/NWFD Joint Command Staff Meeting.
- Attended re-occurring meetings to include TOV pre-construction (DRC)/traffic, Joint Fire Investigations, Fire Chief Status, Executive Leadership, GRFD Fire Board, Southern Arizona Fire Marshals Association (SAFMA), Arizona Fire Marshals Association (AFMA), TOV Traffic Safety, and FLS staff.

Education/Committees/Training Activities:

- Deputy Fire Marshal (DFM) White and Inspectors Helvig, Filener, King, Ross, and Voetberg attended the Joint Fire Investigation meeting with NWFD, OVPD, MPD, PCSD, and PCAO.
- Inspector Filener attended the AZIAAI Arson IV class in Tucson.
- Inspector Helvig attended the Struggle Well Program in Tucson.
- Inspectors Filener and Ross attended the Introduction to Homemade Explosives class in Tucson.
- Inspector King completed the AHA BLS Instructor Essentials online course.
- DFM Druke taught the Fire Detection and Suppression Systems class for the PCC Fire Academy in Tucson.
- DFM Druke taught the Fire Origin and Cause class for the PCC Fire Academy in Tucson.

Fire Investigations

Date	Type of Call	Property Use	Estimated Property Loss	Estimated Content Loss	Estimated Property Save	Estimated Content Save
02/04/24	Building Fire	Commercial	\$23,317	\$6,995	\$4,640,013	\$2,324,670
02/06/24	Building Fire	One-Two Family Dwelling	\$14,121	\$2,354	\$456,593	\$233,003
02/13/24	Building Fire	One-Two Family Dwelling	\$16,807	\$672	\$319,331	\$167,397
02/13/24	Building Fire	One-Two Family Dwelling	\$240,226	\$126,807	\$26,736	\$6,674
02/18/24	Building Fire	Commercial	\$10,000	\$1,000	\$2,180,890	\$1,094,445
03/01/24	Building Fire	Multi-Family Dwelling	\$6,000	\$1,200	\$1,208,513	\$606,056
03/22/24	Building Fire	Mobile Home	\$1,250	\$313	\$11,250	\$5,937
		TOTAL	<b>\$311,721</b>	<b>\$139,341</b>	<b>\$8,843,326</b>	<b>\$4,438,182</b>

- On April 12, 2024, a residential fire was reported in Northwest Fire District.
  - GRFD assisted with the fire investigation.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Grant Cesarek, Assistant Chief of Support Services

MTG. DATE: May 21, 2024

SUBJECT: SUPPORT SERVICES ASSISTANT CHIEF'S REPORT

ITEM #: 7C

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

This allows for the Support Services Assistant Chief to provide updates to the Governing Board on the following areas:

- Assistant Chief's Activities
- Planning
- Logistics
- Facilities Maintenance
- Fleet
- Supply

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



# ASSISTANT CHIEF'S REPORT

April 2024

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## Grant Cesarek – Assistant Chief Support Services

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- We said good luck to Alex Barraza this month, he provided great input to the fleet division during his tenure. He will enjoy his retirement from GRFD.
- Our team attended all of the monthly meetings, executive staff, fire chief status, labor management, and our support services monthly.
- Great interaction and conversations at our labor management retreat, increased the relationship between everyone.
- A great amount of budget work to prepare for the budget study session.
- Great job to everyone who helped put on the ribbon cutting ceremony for Headquarters. Big thanks to Captain R. Sanchez and his 377 crew assisting with the heavy lift of many items to prepare for the event.

### Station 378 Update

- Several calls with Pinal County during the month.
- We received a grading permit to start clearing the site, this work started late in the month.
- The Pinal County Board of Supervisors approved and recorded the easement dedication documents on April 24<sup>th</sup>.
- Our team has submitted the civil plans for final review on April 29<sup>th</sup>, we received approval and permits on May 6<sup>th</sup> and can officially move forward with the project.
- Our next step is a preconstruction meeting on the site with the appropriate subcontractors working the civil engineering part of the project.

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## Adam Jarrold – Deputy Chief Support Services

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- Facilitated monthly Support Services team meeting.
- Completed my annual physical.
- Attended EMS skills lab.
- Attended SAFRC First Responder Safety Day. This was a great local conference spearheaded by TFD and TPD with speakers discussing challenges facing first responders from suicide to poor sleep. This was an inaugural event, but I expect it will continue as there were attendees from all over the state.
- Attended HQ Ribbon Cutting Ceremony. It was awesome to see all the team members come together to plan and execute an amazing event!
- Attended monthly board meeting and budget study session. This was my first budget study session, and it was intriguing to see the dedication from staff as well as the Board to ensure the employees are taken care of and we are responsible with our taxpayers hard earned money.

- Had a virtual meeting with staff from the UA. GRFD will be participating in a sleep study that will benefit current and future firefighters.
- Attended joint Command Staff meeting with GRFD and NWFD. Good to catch up with friends I haven't seen in a while as well as reinforce that we are all here to serve our residents, collectively, regardless of jurisdictional boundaries.
- Attend the Academy 24-01 Family Meet and Greet.

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## Keith Holland – Project Manager

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- ImageTrend Implementation Project.
  - Attended weekly check-in calls.
  - Met with Chief Rutherford to review completion timeline.
  - Tiger Team of Captains Davidson and Frazier to create Fire Forms.
  - Coordinating on-site training visit 6-8 May.
  - Participated in Teams call with ImageTrend and Board Services Supervisor.
  - FLS going live on 1 May with the Inspections portion.
  - Self training on the Continuum module.
- Station 378 Project
  - Attending weekly status calls
- 3885 A/V Room Refresh Project.
  - Working with Jesus Limas and Chief Hastings.
  - A vendor has been selected
  - Waiting for a revised quote based on GRFD requested change orders.
- Process Documentation Project
  - Creating a workflow directory with information provided by Board Services.
  - Working with Emily Noland to create a Performance Review form within PayCom
- Performance Review Project
  - On hold, awaiting development of District Strategic Goals.
- Participated in the HQ Ribbon Cutting Ceremony Team.
  - A well received and attended event.
- Completed first part of 1582 Physical
- Continuing PMI Certification study

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## Michael Price – Division Chief Logistics

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- Facilitated Logistics for Struggle Well Class
- Purchase of new compressor for air and power truck, this was approved capital for this fiscal year.
- Completed budgets for Logistics
- Rosenbauer engine demo, we are just looking at options of future fire engine manufacturers.
- Luncheon for Alex Barraza, thank you Carol and the team for the effort.

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## Facilities Maintenance

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- EVAP cooler start-up coming along nicely just a few loose ends, all are up and running.
- Roof recoat at 373 is complete.
- Fire alarm systems repairs on all district buildings completed.
- New HVAC Unit on Station 370.
- Professional Development offices received data line updates and all monitors installed.
- 376 has a new wall oven on the way.

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## Fleet Maintenance

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- Hosted Az Fire Service Mechanics Assoc. April 12 and 13th
- Techs continuing education with ASE and EVT Testing
- Velocity Fire & Equipment presented Rosenbauer Spec Engine Demo
- Charlie and Eddie visited Fire Truck Solutions for progress on 1142/LD380 cracked frame
- Eng. 377 and Reserve unit 1113 frame cracks have been resolved, units back in service
- AP Truck upgraded emergency lighting and installed awning

- Monthly Expenses

Fire	\$13,740.58
EMS	\$4,072.75
Admin	\$1,760.11

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## Procurement/Fire Supply

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- Finished up on receiving all Fire Supply related gear for the academy. The only thing that we are waiting for at this time is the bunker gear the will be issued to them upon completion of the academy. Having the 6 weeks in between seeing the new hires and the start date really helped in assuring getting them off on the right foot.
- Made the bi-annual trip to the Mt. Lemmon Fire Department on Thursday the 2<sup>nd</sup> to conduct 'spring tune-up' on the VHF radio site which serves the area of Station 378.
- We have started week 2 of all station supply requests going through the OPIQ software system. So far, it is going well despite some learning curve issues.

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## Health & Safety

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- Attended monthly board meeting and budget study session.
- Attended monthly BC/DC meeting at Hanley.
- Working on 45/90 day improvement plan for 1582 tiers
- Attended EMS skills lab.

- Attended SAFRC First Responder Safety Day with Chief Jarrold and Engineer Hansel. This was a great local conference spearheaded by TFD and TPD with speakers discussing challenges facing first responders from suicide to poor sleep.
- Attended HQ Ribbon Cutting Ceremony.
- Peer Support meeting with PM Roemer and FF Kolt
- FF Kolt attended Peer Support training with Marana Health at TFD Station 1.
- Purchased Assault Curve treadmills for part 1 of treadmill replacement plan
- DC North attended initial Electric Vehicle Committee meeting with TFD and NWFD
- PPE program maintenance continued
- Research on heavy metal exposure plan for HazMat.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

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

MTG. DATE: May 21, 2024

SUBJECT: EMS & FIRE RESPONSE ASSISTANT CHIEF'S REPORT

ITEM #: 7D

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

This allows for the operations Assistant Chief to provide updates to the Governing Board on the following areas:

- Operations
- Emergency Medical Services
- Professional Development
- Health and Safety
- Wildland
- Honor Guard/Pipes and Drums
- Special Operations

### RECOMMENDED MOTION

No motion is necessary for this agenda item.





# ASSISTANT CHIEF'S REPORT

EMS/Fire Response – Chris Grissom

*April 2024*

## EMS

### EMS Training:

- April's EMS Skills Lab was completed.
  - The main focus of the curriculum was pediatric airway management.
- New Paramedic Jumpstart syllabus was completed.
- Paramedic students Hains and Sparkman finished their Paramedic Program on April 29<sup>th</sup>.
- Helicopter Landing Zone Training with our partners from Air Evac.
- University of Arizona EMS (UAEMS) training was issued monthly via Vector Solutions.
  - April's topics were Traumatic Brain Injury, Spinal Motion Restriction, and Stroke.

### Other Items of Interest:



Crews taking part in their practical portion of April's EMS Skills Lab



Congratulations to Station 375 C-shift for achieving the quickest time amongst crews for clearing a foreign body obstruction in the pediatric airway. They will retain the championship trophy until next Skills Lab.



379 C-shift and PM381 were recognized by Northwest Hospital for their treatment and quick transport of a patient experiencing a heart attack. Great job everyone!!



Air Evac from Oracle landed at Training and conducted Helicopter Landing Zone training for our crews. Thank you, Air Evac!!

#### EMS Team:

- Monitoring emergency department (ED) wait times closely, we continue to have tight communication and working with hospital liaisons to find efficient ways of maintaining quick patient transfers.
- Continued collaboration with all hospital partners and EMS agencies.
- Continued monthly meetings with the EMS Team to continuously improve communication across all three shifts with EC talking points.
- The Administrative EC (EMS Captain) and Operations ECs continue to meet with GRFD's Medical Director and Deputy Director from Banner University Medical Group (B-UMG), focusing primarily on policies and processes.

- EMS Captains continue to monitor the Narcotics process.
  - The program is working as intended.
  - Received kudos from Medical Direction, stating our processes are top notch.
- ECs continue to collaborate in tight communication with area EDs for smooth and quick offload times.

Monthly EMS Stats:

### Month of April Details

#### Transports +/- From Last Month

#### Interfacility +/- From Last Month

MD372	0	0	0	0
MD376	0	0	0	0
MD379	0	0	0	0
PM370	89	-3	1	0
PM371	0	0	0	0
PM372	1	0	0	0
PM373	93	-3	1	1
PM374	0	0	0	0
PM375	115	-2	1	-4
PM376	96	1	1	-1
PM377	73	-15	0	-1
PM379	0	0	0	0
PM380	115	-8	0	-1
PM381	23	-6	0	0

#### Transports +/- for the Month

#### Interfacility +/- for the Month

Total Transports for the Month to Date: 604  
 +/- From Last Month **-37**  
 Total Responses 611  
 Transport % 99%

Total Inter-facility for the Month to Date: 4  
 +/- From Last Month **-6**

## Fiscal Year Details for 2023-24

### Transports

Fiscal Year to Date:	5,887
Last Fiscal Year to Date:	5,774
+/- From Last Month	129
Total Responses	5,978
Transport %	98%

### Interfacility

Transports Fiscal Year to Date:	36
Last Year to Today Last Year:	98
+/- From Last Month	-62

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## Professional Development

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### Courses/Training

- 2024 Spring I CRD Follow-Up
  - Best practices document to be released in May.
- Swift Water Rescue Refresher
  - Vector Solutions assignment will be released on May 1, 2024.
  - Beginning May 13, 2024, practical refresher training will begin.
- Annual Administration VFIS Training
  - Vector Solutions assignment was sent out March 14, 2024, and was due April 24, 2024.
  - Practice driver training course was set up and proctored for administrative personnel.
- Annual Suppression VFIS Training
  - Vector Solutions assignment was sent out March 14, 2024, and was due April 24, 2024.
  - Practical driver training course was setup for suppression April 4, 2024-April 24, 2024.

### 24-01 Academy

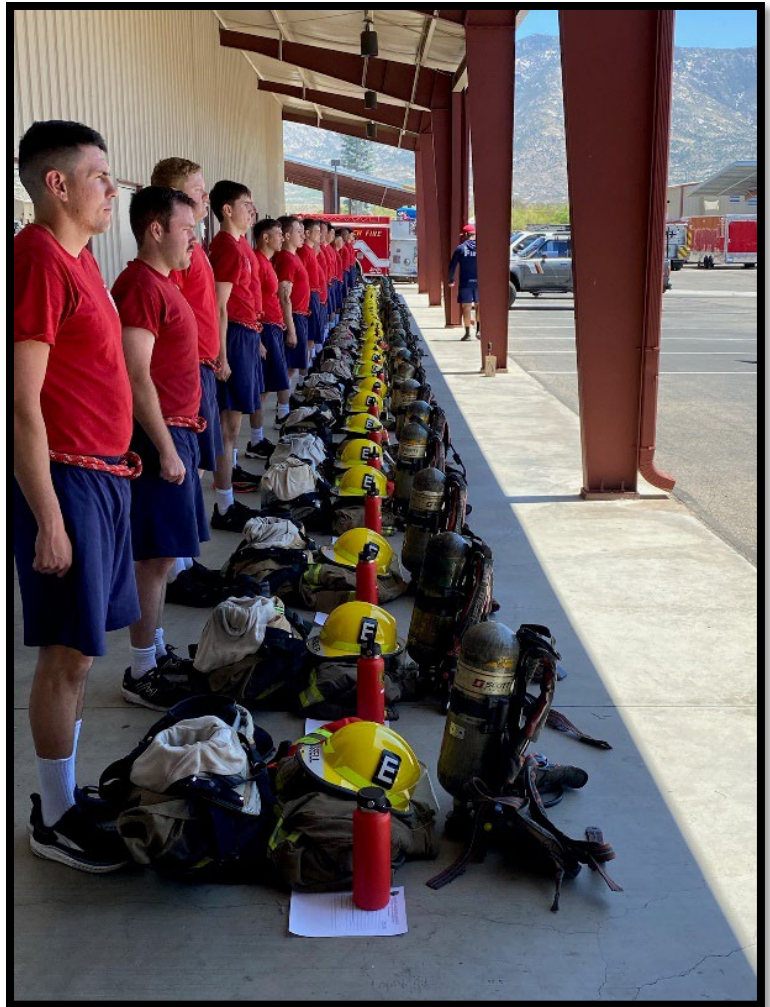
- Meet and Greet Family Night was April 25, 2024.
- The Academy began on April 29, 2024.
  - 30 recruits started in the 24-01 Academy.
- Week 1 of the Academy was onboarding.
- Some topics covered were The Fire Service, Firefighter Health and Safety, and Firefighter Rehabilitation.
- Topics to be covered over the next few weeks will be Ropes and Knots, Personal Protective Equipment, and Water Supply Systems.

### Miscellaneous

- Preparing for the 2024-2025 fiscal year budget.

### Car Seat Program

- Two car seat installs were done in April.



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## Wildland

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### Current Assignments:

- Flying Bucket Fire in Maricopa, Az- Type 2 Tender (Hoffman, Huber).

### Recent Assignments:

- 4/20/24 – Range Fire – GRFD Wildland responded to Range Fire, Florence, AZ in Type 2 Tender (Huber, Milligan).
- 4/22/24 – Range Fire – GRFD Wildland responded to Range Fire, Florence, AZ in Type 6 (Hoffman, Petersen, Milligan, and Huber).
- 4/23/24 – Allen Fire – Wildland team responded to Allens Fire in Type 2 Tender (Huber, Milligan).
- 4/25/24 – Barn Fire – Wildland team responded with Type 6 (Hoffman, Petersen, and Huber) to HWY 287 in Maricopa.

### Current Projects:

- Wildland Fire Billing folder is up and running on the wildland channel on Teams. Finance has access and all seems well.

- Medical kits on the engines have been updated. The bags look different (closer to our standard jump bags), and there have been a few changes made to the inventory.

#### Training:

- 4/18-4/19/24 – Eight team members travelled to Yarnell, AZ and hiked the Granite Mountain Memorial State Park. Members of the team camped in Prescott National Forest for some bonding.

#### Upcoming:

- 5/1/24 – Captain Port, Lydia, and DFFM to meet for a joint interview about the Spirit Dog Fuels Project.
- 5/2-5/3/24 – GRFD Wildland Team instructors will be teaching and hosting a UTV class for NWFD.
- 5/2/24 – Captain Port and ENB Brandy Labas meeting with USFS CNF to cut trees and re-certify our lost chainsaw certs. We are FAL2 and need to reinstate as such so we can sign off the FAL3 members.
- 5/8-5/10/24 – GRFD Wildland Team instructors will be providing a UTV class for GRFD WL Team members.

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## Honor Guard/Pipes and Drums

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#### Honor Guard:

- One expenditure this month. Monthly total: \$100.00.
  - John Colby will be headed to Prescott to attend the Granite Mountain Hotshot Memorial in June. This fee is to enroll him in the Honor Guard (HG) Academy prior to the memorial that CAHG puts on for two days.
  - District credit card and HG budget all squared up.
- Planning for Colorado Springs Memorial is in full swing.
- Events participated in:
  - 4/6/24 – Oro Valley Founders Parade (Miller and Thomas).
  - 4/12/24 – Monthly HG meeting
  - 4/15/24 – GRFD Headquarters Ribbon Cutting Grand Opening event (Hoffman, Rhein, Wood, and Steele).

#### Pipes & Drums:

- One expense – updated uniform items for Ellis. Patches sewn onto Class-A style uniforms.
- Events participated in:
  - Oro Valley Founders Day Parade (Lundeberg).
  - GRFD HQ Grand Opening (Lundeberg, Ellis, and Holzhauser).
  - Captain Seegmiller's father's graveside ceremony (Lundeberg).

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## Special Operations

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### Training:

- The month of April was very busy for the GRFD Special Operations (SO) team with training and projects.
- April 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> the team participated in a Regional Hazmat drill at NWFD station 338.
  - Crews reviewed air monitoring techniques and used chemicals to test the monitors.
  - Crews also completed annual maintenance as part of the region on all the monitors at GRFD.
- April 15<sup>th</sup> – 18<sup>th</sup> GRFD hosted a confined space rescue class for the region which included students from the entire southern region.
  - Kyle Campbell did an outstanding job as class coordinator. Dominic Rhodes along with Jeremy Rinder provided valuable instruction to the students.
  - Three students from GRFD attended the class which was partially held at GRFD Professional Development and at the PSA.
- April 29<sup>th</sup> – May 3<sup>rd</sup> GRFD participated in the regional Emergency Building Shoring class, both as instructors and students.
  - Kyle Campbell and Jeremy Rinder assisted NWFD which hosted the course by teaching and bringing out TRT trailer down so the equipment could be used.
  - We also sent three members from the Special Operations Team as students.
  - This was the last class that Ryan Schobel needed to complete his 200 hours of Technical Rescue learning. Now he is a full technician in both Hazmat and TRT.
- The Special Operations team members also reviewed swift water rescue practices and reviewed a call that TFD and NWFD ran last year at the Rillito River crossing at Camino De La Tierra where they were able to rescue a woman and her dog from a car. The rescue was challenging, and lessons were learned.
- Dominic Rhodes spent some time working with Professional Development to get out this year's Swift Water Refresher for all line personnel. Dominic has set up a schedule for some of the team members to get around to each station on each shift to do some in-person refreshing.

### Recruitment:

- On April 11<sup>th</sup>, command staff of the Special Operations Team conducted recruitment interviews and welcomed four new members to the team: Jeff Ketterer, JJ Gretta, Manny Garcia, and Joel Antista.
  - These new members will be assigned to the station to gain experience and knowledge very soon.

### Projects:

- The biggest project from the Special Operations Team was receiving the new TRT trailer. The team outgrew the old trailer years ago and has now received a much more capable trailer.
  - Engineer Gordon played an important role in getting the trailer built and delivered to GRFD.

- Now the work begins to get it striped and outfitted so that it will hold all the Trench Collapse and Building Shoring equipment that we have. It is a beautiful trailer that will complement the newer chase truck nicely.
- The team has been working on solving issues with air monitors that are used on all front-line apparatus and it has been a consistent project.

Calls:

- The Special Operations team only had one hiker rescue in the month of April. The call occurred in Catalina State Park and had a great outcome with the help from the 377 crew.



# Incident Type Count Report

Date Range: From 4/1/2024 To 4/30/2024

Selected Station(s): 37\*, 380

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## Incident

<u>Type</u>	<u>Description</u>	<u>Count</u>	
<b>Station: 370</b>			
100 - Fire, other		1	0.06%
113 - Cooking fire, confined to container		1	0.06%
131 - Passenger vehicle fire		2	0.11%
<b>Total - Fires</b>		<b>4</b>	<b>2.58%</b>
320 - Emergency medical service, other		1	0.06%
321 - EMS call, excluding vehicle accident with injury		85	4.69%
322 - Vehicle accident with injuries		1	0.06%
331 - Lock-in (if lock out , use 511 )		1	0.06%
363 - Swift water rescue		2	0.11%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>90</b>	<b>58.06%</b>
400 - Hazardous condition, other		1	0.06%
<b>Total - Hazardous Conditions (No fire)</b>		<b>1</b>	<b>0.65%</b>
500I - Investigate Fire, Now Out		1	0.06%
541B - Bee Swarm/Removal		3	0.17%
541S - Snake Call		27	1.49%
552 - Police matter		2	0.11%
553 - Public service		8	0.44%
553S - Smoke Detector Battery Change		2	0.11%
554 - Assist invalid		4	0.22%
<b>Total - Service Call</b>		<b>47</b>	<b>30.32%</b>
600 - Good intent call, other		1	0.06%
611 - Dispatched & cancelled en route		6	0.33%
611T - Dispatch TEST call		1	0.06%
<b>Total - Good Intent Call</b>		<b>8</b>	<b>5.16%</b>
700 - False alarm or false call, other		1	0.06%
744 - Detector activation, no fire - unintentional		3	0.17%
746 - Carbon monoxide detector activation, no CO		1	0.06%
<b>Total - Fals Alarm &amp; False Call</b>		<b>5</b>	<b>3.23%</b>
<b>Total for Station</b>		<b>155</b>	<b>8.56%</b>
<b>Station: 372</b>			
321 - EMS call, excluding vehicle accident with injury		9	0.50%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>9</b>	<b>23.08%</b>
541S - Snake Call		14	0.77%
553 - Public service		9	0.50%
553S - Smoke Detector Battery Change		3	0.17%
554 - Assist invalid		3	0.17%
<b>Total - Service Call</b>		<b>29</b>	<b>74.36%</b>
611 - Dispatched & cancelled en route		1	0.06%
<b>Total - Good Intent Call</b>		<b>1</b>	<b>2.56%</b>

**Incident**

<b>Type</b>	<b>Description</b>	<b>Count</b>	
<b>Total for Station</b>		<b>39</b>	<b>2.15%</b>
<b>Station: 373</b>			
100 - Fire, other		1	0.06%
<b>Total - Fires</b>		<b>1</b>	<b>0.36%</b>
321 - EMS call, excluding vehicle accident with injury		137	7.56%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>137</b>	<b>49.64%</b>
541B - Bee Swarm/Removal		1	0.06%
541S - Snake Call		44	2.43%
553 - Public service		45	2.48%
553S - Smoke Detector Battery Change		25	1.38%
554 - Assist invalid		16	0.88%
<b>Total - Service Call</b>		<b>131</b>	<b>47.46%</b>
600 - Good intent call, other		1	0.06%
611 - Dispatched & cancelled en route		3	0.17%
651 - Smoke scare, odor of smoke		1	0.06%
<b>Total - Good Intent Call</b>		<b>5</b>	<b>1.81%</b>
736 - CO detector activation due to malfunction		1	0.06%
744 - Detector activation, no fire - unintentional		1	0.06%
<b>Total - Fals Alarm &amp; False Call</b>		<b>2</b>	<b>0.72%</b>
<b>Total for Station</b>		<b>276</b>	<b>15.24%</b>
<b>Station: 374</b>			
111 - Building fire		1	0.06%
<b>Total - Fires</b>		<b>1</b>	<b>0.48%</b>
321 - EMS call, excluding vehicle accident with injury		83	4.58%
322 - Vehicle accident with injuries		1	0.06%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>84</b>	<b>40.38%</b>
541S - Snake Call		74	4.09%
553 - Public service		15	0.83%
553S - Smoke Detector Battery Change		3	0.17%
554 - Assist invalid		18	0.99%
<b>Total - Service Call</b>		<b>110</b>	<b>52.88%</b>
611 - Dispatched & cancelled en route		4	0.22%
611E - EMS: Dispatched & cancelled en route		1	0.06%
<b>Total - Good Intent Call</b>		<b>5</b>	<b>2.40%</b>
700 - False alarm or false call, other		2	0.11%
736 - CO detector activation due to malfunction		2	0.11%
740 - Unintentional transmission of alarm, other		1	0.06%
744 - Detector activation, no fire - unintentional		3	0.17%
<b>Total - Fals Alarm &amp; False Call</b>		<b>8</b>	<b>3.85%</b>
<b>Total for Station</b>		<b>208</b>	<b>11.49%</b>
<b>Station: 375</b>			
131 - Passenger vehicle fire		1	0.06%
<b>Total - Fires</b>		<b>1</b>	<b>0.39%</b>
311 - Medical assist, assist EMS crew		1	0.06%
320 - Emergency medical service, other		1	0.06%
321 - EMS call, excluding vehicle accident with injury		103	5.69%

**Incident**

<b>Type</b>	<b>Description</b>	<b>Count</b>	
<b>Station: 375 - (Continued)</b>			
322	Vehicle accident with injuries	2	0.11%
381A	Hiker Rescue	1	0.06%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>108</b>	<b>42.35%</b>
500	Service Call, other	2	0.11%
541B	Bee Swarm/Removal	1	0.06%
541S	Snake Call	92	5.08%
550	Public service assistance, other	1	0.06%
553	Public service	13	0.72%
553S	Smoke Detector Battery Change	7	0.39%
554	Assist invalid	10	0.55%
<b>Total - Service Call</b>		<b>126</b>	<b>49.41%</b>
611	Dispatched & cancelled en route	7	0.39%
622	No incident found on arrival at dispatch address	2	0.11%
651	Smoke scare, odor of smoke	3	0.17%
<b>Total - Good Intent Call</b>		<b>12</b>	<b>4.71%</b>
700	False alarm or false call, other	3	0.17%
744	Detector activation, no fire - unintentional	5	0.28%
<b>Total - Fals Alarm &amp; False Call</b>		<b>8</b>	<b>3.14%</b>
<b>Total for Station</b>		<b>255</b>	<b>14.08%</b>
<b>Station: 376</b>			
131	Passenger vehicle fire	1	0.06%
<b>Total - Fires</b>		<b>1</b>	<b>0.68%</b>
321	EMS call, excluding vehicle accident with injury	76	4.20%
322	Vehicle accident with injuries	2	0.11%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>78</b>	<b>53.06%</b>
440	Electrical wiring/equipment problem, other	1	0.06%
<b>Total - Hazardous Conditions (No fire)</b>		<b>1</b>	<b>0.68%</b>
541S	Snake Call	50	2.76%
553	Public service	6	0.33%
553S	Smoke Detector Battery Change	3	0.17%
554	Assist invalid	2	0.11%
<b>Total - Service Call</b>		<b>61</b>	<b>41.50%</b>
611	Dispatched & cancelled en route	1	0.06%
<b>Total - Good Intent Call</b>		<b>1</b>	<b>0.68%</b>
744	Detector activation, no fire - unintentional	4	0.22%
<b>Total - Fals Alarm &amp; False Call</b>		<b>4</b>	<b>2.72%</b>
900	Special type of incident, other	1	0.06%
<b>Total - Special Incident Type</b>		<b>1</b>	<b>0.68%</b>
<b>Total for Station</b>		<b>147</b>	<b>8.12%</b>
<b>Station: 377</b>			
300	Rescue, emergency medical call (EMS) call, other	1	0.06%
320	Emergency medical service, other	2	0.11%
321	EMS call, excluding vehicle accident with injury	88	4.86%
322	Vehicle accident with injuries	1	0.06%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>92</b>	<b>60.13%</b>

**Incident**

<b><u>Type</u></b>	<b><u>Description</u></b>	<b><u>Count</u></b>	
<b><u>Station: 377 - (Continued)</u></b>			
500 - Service Call, other		1	0.06%
541S - Snake Call		26	1.44%
553 - Public service		10	0.55%
554 - Assist invalid		5	0.28%
<b>Total - Service Call</b>		<b>42</b>	<b>27.45%</b>
611 - Dispatched & cancelled en route		10	0.55%
611E - EMS: Dispatched & cancelled en route		2	0.11%
651 - Smoke scare, odor of smoke		1	0.06%
<b>Total - Good Intent Call</b>		<b>13</b>	<b>8.50%</b>
700 - False alarm or false call, other		1	0.06%
744 - Detector activation, no fire - unintentional		5	0.28%
<b>Total - Fals Alarm &amp; False Call</b>		<b>6</b>	<b>3.92%</b>
<b>Total for Station</b>		<b>153</b>	<b>8.45%</b>
<b><u>Station: 378</u></b>			
111W - Building fire - Declared Working Fire (House,etc		1	0.06%
<b>Total - Fires</b>		<b>1</b>	<b>0.94%</b>
321 - EMS call, excluding vehicle accident with injury		29	1.60%
322 - Vehicle accident with injuries		2	0.11%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>31</b>	<b>29.25%</b>
541B - Bee Swarm/Removal		2	0.11%
541S - Snake Call		28	1.55%
553 - Public service		24	1.33%
553S - Smoke Detector Battery Change		11	0.61%
554 - Assist invalid		4	0.22%
571 - Cover assignment, standby, moveup		1	0.06%
<b>Total - Service Call</b>		<b>70</b>	<b>66.04%</b>
611 - Dispatched & cancelled en route		2	0.11%
<b>Total - Good Intent Call</b>		<b>2</b>	<b>1.89%</b>
744 - Detector activation, no fire - unintentional		2	0.11%
<b>Total - Fals Alarm &amp; False Call</b>		<b>2</b>	<b>1.89%</b>
<b>Total for Station</b>		<b>106</b>	<b>5.85%</b>
<b><u>Station: 379</u></b>			
320 - Emergency medical service, other		2	0.11%
321 - EMS call, excluding vehicle accident with injury		144	7.95%
331 - Lock-in (if lock out , use 511 )		1	0.06%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>147</b>	<b>57.65%</b>
541S - Snake Call		74	4.09%
553 - Public service		8	0.44%
553S - Smoke Detector Battery Change		2	0.11%
554 - Assist invalid		10	0.55%
<b>Total - Service Call</b>		<b>94</b>	<b>36.86%</b>
611 - Dispatched & cancelled en route		9	0.50%
611T - Dispatch TEST call		1	0.06%
622 - No incident found on arrival at dispatch address		1	0.06%
<b>Total - Good Intent Call</b>		<b>11</b>	<b>4.31%</b>
744 - Detector activation, no fire - unintentional		2	0.11%

**Incident**

<b>Type</b>	<b>Description</b>	<b>Count</b>	
<b>Station: 379 - (Continued)</b>			
746 - Carbon monoxide detector activation, no CO		1	0.06%
<b>Total - Fals Alarm &amp; False Call</b>		<b>3</b>	<b>1.18%</b>
<b>Total for Station</b>		<b>255</b>	<b>14.08%</b>
<b>Station: 380</b>			
100 - Fire, other		1	0.06%
<b>Total - Fires</b>		<b>1</b>	<b>0.46%</b>
320 - Emergency medical service, other		1	0.06%
321 - EMS call, excluding vehicle accident with injury		131	7.23%
322 - Vehicle accident with injuries		7	0.39%
324 - Motor vehicle accident with no injuries		1	0.06%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>140</b>	<b>64.52%</b>
412 - Gas leak (natural gas or LPG)		1	0.06%
<b>Total - Hazardous Conditions (No fire)</b>		<b>1</b>	<b>0.46%</b>
541B - Bee Swarm/Removal		2	0.11%
541S - Snake Call		53	2.93%
553 - Public service		1	0.06%
554 - Assist invalid		7	0.39%
<b>Total - Service Call</b>		<b>63</b>	<b>29.03%</b>
611 - Dispatched & cancelled en route		4	0.22%
611E - EMS: Dispatched & cancelled en route		1	0.06%
611T - Dispatch TEST call		1	0.06%
622 - No incident found on arrival at dispatch address		2	0.11%
<b>Total - Good Intent Call</b>		<b>8</b>	<b>3.69%</b>
700 - False alarm or false call, other		1	0.06%
744 - Detector activation, no fire - unintentional		3	0.17%
<b>Total - Fals Alarm &amp; False Call</b>		<b>4</b>	<b>1.84%</b>
<b>Total for Station</b>		<b>217</b>	<b>11.98%</b>
		<b>1,811</b>	<b>100.00%</b>



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: May 21, 2024

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF THE PROPOSED TENTATIVE BUDGET FOR THE GOLDER RANCH FIRE DISTRICT FOR FISCAL YEARS 2024-2025 AND 2025-2026

ITEM #: 8A

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

At the April 16, 2024, budget study session, the Governing Board was presented with a draft budget for FY 2025 with a recommended aggregate mil rate of \$2.66 and the use of reserve dollars of \$1,163,080.

This Budget would also require a \$2.66 aggregate mil rate (2.54 O&M and \$0.12 Debt Service) as well as the use of reserve funds of \$1,745,042.

Title 48-807 requires the Fire Board adopt a budget for the upcoming two fiscal years. As such, a draft budget for FY 2024/2025 & 2025/2026 are provided.

### RECOMMENDED MOTION

Motion to approve the fiscal year 2025 (as well as 2026) tentative budget as presented with both revenues and costs of \$51,939,029 and with a recommended O&M mil rate of \$2.54 and a recommended debt service mil rate of \$0.12.

## TENATIVE FISCAL YEAR 2024/25 & 2025/26 BUDGETS

	<u>BOND DEBT</u> <u>SERVICE</u>	<u>WILD LAND</u> <u>FUND</u>	<u>AMBULANCE</u> <u>TRANSPORT</u> <u>FUND</u>	<u>CAPITAL PROJECTS</u> <u>FUND</u>	<u>GENERAL FUND</u>	<b>TOTAL FY 24/25</b>	<b>TOTAL FY 25/26</b> <b>(projected)</b>
<b>REVENUES</b>							
Property Tax	1,924,509	-	-	2,535,660	38,199,775	42,659,944	46,354,705
Fee for Service	-	315,000	4,600,000	-	382,891	5,297,891	5,774,701
Prop 207 State Shared Rev	-	-	-	-	800,000	800,000	900,000
Fire District Assistance Tax	-	-	-	-	800,000	800,000	800,000
EMS Membership	-	-	60,000	-	-	60,000	61,800
Grant Revenue	-	-	-	-	400,000	400,000	400,000
Interest Income	-	-	-	-	176,152	176,152	181,437
General Fund Reserves	-	-	-	-	1,745,042	1,745,042	963,556
<b>TOTAL REVENUES</b>	<b>1,924,509</b>	<b>315,000</b>	<b>4,660,000</b>	<b>2,535,660</b>	<b>42,503,860</b>	<b>51,939,029</b>	<b>55,436,199</b>
<b>EXPENDITURES</b>							
Labor, Benefits & Employee Development	-	300,000	4,263,628	-	32,639,087	37,202,715	37,574,742
Supplies/Software/Consumables	-	-	153,330	-	1,715,070	1,868,400	1,905,768
Vehicle / Equipment	-	-	51,150	-	1,173,545	1,224,695	1,236,942
Utilities / Communications	-	-	1,324	-	529,426	530,750	536,058
Professional Services	-	-	111,062	-	1,565,773	1,676,835	1,693,603
Dues/Subscriptions	-	-	4,010	-	888,655	892,665	901,592
Insurance	-	-	-	-	235,200	235,200	237,552
Repairs / Maintenance	-	15,000	75,496	-	675,539	766,035	773,695
Bond and Lease Principle	1,029,000	-	-	-	2,382,581	3,411,581	3,492,142
Capital Outlay	-	-	-	2,443,241	-	2,443,241	2,535,660
Bond and Lease Interest	895,618	-	-	-	698,984	1,594,602	4,548,445
Reserve Fund Surplus	(109)	-	-	92,419	-	92,310	-
<b>TOTAL EXPENDITURES</b>	<b>1,924,509</b>	<b>315,000</b>	<b>4,660,000</b>	<b>2,535,660</b>	<b>42,503,860</b>	<b>51,939,029</b>	<b>55,436,199</b>

O&M Mil rate	\$ -	\$ -	\$ -	\$ 0.16	\$ 2.38	\$ 2.54	2.54
Bond Mil Rate	\$ 0.12	\$ -	\$ -	\$ -	\$ -	\$ 0.12	0.12
<b>Combined Mil Rate</b>	<b>\$ 0.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.16</b>	<b>\$ 2.38</b>	<b>\$ 2.66</b>	<b>2.66</b>

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Chair of the Board Date

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Clerk of the Board Date



# GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: May 21, 2024

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF A PUBLIC HEARING DATE FOR THE FORMAL ADOPTION OF THE GOLDER RANCH FIRE DISTRICT BUDGET FOR FISCAL YEARS 2024/2025 & 2025/2026

ITEM #: 8B

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 included for the purposes of determining a public hearing date for the approval of the Fiscal Years 2025 – 2026 budgets. An excerpt of A.R.S. §48-805.02(A) has been included for reference:

*The proposed budget shall be posted in three public places and shall be posted in a prominent location on the district's official website for at least twenty days before a public hearing at a meeting called by the board to adopt the budget. Copies of the proposed budget shall also be available to members of the public on written request to the district. Following the public hearing, the district board shall adopt a budget. A complete copy of the adopted budget shall be posted in a prominent location on the district's official website within seven business days after final adoption and shall be retained on the website for at least sixty months.*

## RECOMMENDED MOTION

Motion to schedule a public hearing date for the formal adoption of the Fiscal Years 2025 – 2026 budgets on June 18, 2024, at 9:00 a.m. in the Golder Ranch Fire District Fire Headquarters at 1600 E. Hanley Boulevard Oro Valley, AZ 85737.



## TENATIVE FISCAL YEAR 2024/25 & 2025/26 BUDGETS

	<u>BOND DEBT SERVICE</u>	<u>WILD LAND FUND</u>	<u>AMBULANCE TRANSPORT FUND</u>	<u>CAPITAL PROJECTS FUND</u>	<u>GENERAL FUND</u>	<b>TOTAL FY 24/25</b>	<b>TOTAL FY 25/26 (projected)</b>
<b>REVENUES</b>							
Property Tax	1,924,509	-	-	2,535,660	38,199,775	42,659,944	46,354,705
Fee for Service	-	315,000	4,600,000	-	382,891	5,297,891	5,774,701
Prop 207 State Shared Rev	-	-	-	-	800,000	800,000	900,000
Fire District Assistance Tax	-	-	-	-	800,000	800,000	800,000
EMS Membership	-	-	60,000	-	-	60,000	61,800
Grant Revenue	-	-	-	-	400,000	400,000	400,000
Interest Income	-	-	-	-	176,152	176,152	181,437
General Fund Reserves	-	-	-	-	1,745,042	1,745,042	963,556
<b>TOTAL REVENUES</b>	<b>1,924,509</b>	<b>315,000</b>	<b>4,660,000</b>	<b>2,535,660</b>	<b>42,503,860</b>	<b>51,939,029</b>	<b>55,436,199</b>
<b>EXPENDITURES</b>							
Labor, Benefits & Employee Development	-	300,000	4,263,628	-	32,639,087	37,202,715	37,574,742
Supplies/Software/Consumables	-	-	153,330	-	1,715,070	1,868,400	1,905,768
Vehicle / Equipment	-	-	51,150	-	1,173,545	1,224,695	1,236,942
Utilities / Communications	-	-	1,324	-	529,426	530,750	536,058
Professional Services	-	-	111,062	-	1,565,773	1,676,835	1,693,603
Dues/Subscriptions	-	-	4,010	-	888,655	892,665	901,592
Insurance	-	-	-	-	235,200	235,200	237,552
Repairs / Maintenance	-	15,000	75,496	-	675,539	766,035	773,695
Bond and Lease Principle	1,029,000	-	-	-	2,382,581	3,411,581	3,492,142
Capital Outlay	-	-	-	2,443,241	-	2,443,241	2,535,660
Bond and Lease Interest	895,618	-	-	-	698,984	1,594,602	4,548,445
Reserve Fund Surplus	(109)	-	-	92,419	-	92,310	-
<b>TOTAL EXPENDITURES</b>	<b>1,924,509</b>	<b>315,000</b>	<b>4,660,000</b>	<b>2,535,660</b>	<b>42,503,860</b>	<b>51,939,029</b>	<b>55,436,199</b>

O&M Mil rate	\$ -	\$ -	\$ -	\$ 0.16	\$ 2.38	\$ 2.54	2.54
Bond Mil Rate	\$ 0.12	\$ -	\$ -	\$ -	\$ -	\$ 0.12	0.12
<b>Combined Mil Rate</b>	<b>\$ 0.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.16</b>	<b>\$ 2.38</b>	<b>\$ 2.66</b>	<b>2.66</b>

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Chair of the Board Date

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Clerk of the Board Date



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Dave Christian, Finance Director

MTG. DATE: May 21, 2024

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

ITEM #: 8C

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

Presented are the monthly financial reports and cash reconciliation.

### RECOMMENDED MOTION

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

Golder Ranch Fire District  
 Summary Budget Comparison - SUMMARY BUDGET TO ACTUAL **\*\*BOARD PACKET\*\***  
 From 4/1/2024 Through 4/30/2024

Account Code	Account Title	Current Period Actual	Current Period Budget	Current Period Budget Variance - Original	YTD Actual	YTD Budget	YTD Budget Variance - Original
5000	Labor/Benefits/Employee Development	2,679,069.12	2,777,224.38	98,155.26	27,590,924.56	27,530,014.21	(60,910.35)
6000	Supplies/Consumables	104,067.77	131,620.85	27,553.08	1,233,332.97	1,485,258.50	251,925.53
6500	Vehicle / Equipment Expense	37,120.06	92,982.89	55,862.83	649,618.45	989,828.90	340,210.45
6750	Utilities / Communications	33,953.26	33,617.98	(335.28)	406,749.07	398,337.72	(8,411.35)
7000	Professional Services	99,799.56	116,165.98	16,366.42	1,138,594.61	1,277,359.80	138,765.19
7500	Dues/Subscriptions/Maint. Fees	37,089.93	88,901.08	51,811.15	527,158.77	571,242.80	44,084.03
7750	Insurance	0.00	41,632.00	41,632.00	207,182.24	181,528.00	(25,654.24)
8000	Repairs / Maintenance	29,437.82	188,213.72	158,775.90	479,126.53	675,537.22	196,410.69
9000	Debt Service	0.00	251.27	251.27	1,553,388.44	1,663,789.70	110,401.26
9500	Capital Outlay	135,961.86	145,653.99	9,692.13	1,971,421.14	2,044,309.57	72,888.43
Report Difference		(3,156,499.38)	(3,616,264.14)	459,764.76	(35,757,496.78)	(36,817,206.42)	1,059,709.64



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: May 21, 2024

SUBJECT: FUTURE AGENDA ITEMS

ITEM #: 9

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

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

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

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: May 21, 2024

SUBJECT: Call to the Public

ITEM #: 10

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

This is the time for the public to comment. Members of the Board may not discuss items that are not on the agenda. The Board is not permitted to discuss or take action on any item raised in the Call to the Public, which are not on the agenda due to restrictions of the Open Meeting Law; however, individual members of the Board are permitted to respond to criticism directed to them. Otherwise, the Board may direct staff to review the matter or that the matter be placed on a future agenda.

### RECOMMENDED MOTION

No motion is necessary for this agenda item.