

**GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
PUBLIC NOTICE AND AGENDA
Tuesday, August 20, 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, August 20, 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. 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- JULY 16, 2024, REGULAR SESSION
- B. APPROVE MINUTES- JULY 16, 2024, EXECUTIVE SESSION
- C. APPROVE THE CANCELLATION OF THE GENERAL ELECTION FOR THE UNCONTESTED GOVERNING BOARD RACE FOR THE GOLDER RANCH FIRE DISTRICT, SCHEDULED FOR NOVEMBER 5, 2024
- D. APPROVAL OF RESOLUTION NUMBER 2024-0009 DECLARING AUGUST 2024 DROWNING IMPACT AWARENESS MONTH AT GOLDER RANCH FIRE DISTRICT
- E. APPROVE AND ADOPT THE FOLLOWING UPDATED POLICIES: 1026-DRUG AND ALCOHOL-FREE WORKPLACE; 1045-EMPLOYEE LEAVE-PAID AND UNPAID; 1047 HOLIDAY TIME OFF; 1055-UNIFORM AND TOOL ALLOWANCE; 1302-PROCUREMENT, PURCHASING AND VENDOR PAYMENT



6. 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



7. REGULAR BUSINESS

- A. EXECUTIVE SESSION: THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(3) FOR DISCUSSION OR CONSULTATION WITH THE ATTORNEY FOR THE DISTRICT REGARDING ADOPTION OF THE REVISED MEMORANDUM OF UNDERSTANDING (MOU) WITH NORTH TUCSON FIREFIGHTERS' ASSOCIATION LOCAL 3832

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

- B. DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION NUMBER 2024-0010, A MEMORANDUM OF UNDERSTANDING BETWEEN GOLDER RANCH FIRE DISTRICT AND THE NORTH TUCSON FIREFIGHTERS' ASSOCIATION LOCAL 3832
- C. DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION NUMBER 2024-0011, DECLARING FIRE INVESTIGATORS, THE FIRE MARSHAL AND DEPUTY FIRE MARSHALS ARE ELIGIBLE TO PARTICIPATE IN THE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS)
- D. DISCUSSION AND POSSIBLE ACTION REGARDING THE GOLDER RANCH FIRE DISTRICT RECONCILIATION AND MONTHLY FINANCIAL REPORT

8. 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 – September 17, 2024

9. 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.

10. ADJOURNMENT

Sandra Outlaw, Clerk of the Board
Golder Ranch Fire District

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

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

Posted by: Shannon Ortiz 8/15/2024 at 11:00 p.m.





GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: August 20, 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: August 20, 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: Shannon Ortiz, Board Services Supervisor

MTG. DATE: August 20, 2024

SUBJECT: APPROVE MINUTES- July 16, 2024, REGULAR SESSION
APPROVE MINUTES- July 16, 2024, EXECUTIVE SESSION

ITEM #: 5A & 5B

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

RECOMMENDED MOTION

If items remain on consent agenda:

Motion to approve the August 20, 2024, Consent Agenda.

If items are removed from consent agenda:

Motion to approve the July 16, 2024, regular and executive session meeting minutes.

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

**Tuesday, July 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 July 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 Grissom, Assistant Chief Cesarek, Deputy Chief Jarrold, Deputy Chief Wilson, Local 3832 Chris Cavaletto (attended on behalf of President Jones), Human Resources Director Delong, Finance Director Christian, Information Technology Director Rascon, Division Chief North, Division Chief Hastings, Division Chief Taylor, Operations Support Supervisor Bravo, Program Manager Holland, District Attorney Aversa (via Zoom), and Board Services Supervisor Ortiz

2. SALUTE AND PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

3. FIRE BOARD REPORTS

Board Member Brady thanked everyone, including the Union, for gathering signatures for his nomination petitions. He specifically thanked firefighter Jacob Lopez for his hard work collecting signatures.

4. CALL TO THE PUBLIC

There were no public issues presented at this time.

5. REGULAR BUSINESS – Note – The Board intends to take the following items out of the normal order of the agenda.

A. DISCUSSION AND POSSIBLE ACTION TO APPROVE AN UPDATED ENGAGEMENT LETTER WITH ATTORNEY DAN PEDERSON OF PAGE, WOLFBERG, WIRTH, LLC OF



MECHANICSBURG PENNSYLVANIA TO CONTINUE TO REPRESENT AND ADVISE GRFD WITH MEDICARE AND OTHER MATTERS

MOTION by Vice Chairperson Vette to approve the engagement letter as presented
MOTION SECONDED by Board Member Shellenberger
MOTION CARRIED 5/0

- B. EXECUTIVE SESSION: THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(3) FOR DISCUSSION OR CONSULTATION WITH THE ATTORNEY/ATTORNEYS FOR THE DISTRICT REGARDING REFUNDS OF OVERPAYMENTS RELATED TO A LIMITED NUMBER OF AMBULANCE TRANSPORTS PRIMARILY RELATED TO FEDERAL PAYORS

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

MOTION by Board Member Brady to enter into executive session for item 5B to include the Governing Board, Chief Brandhuber, Assistant Chief Grissom, Supervisor Massie, Board Services Supervisor Ortiz, Attorney Aversa, and legal representatives from Page, Wolfberg, Wirth, LLC.

SECONDED by Vice Chairperson Vette
MOTION CARRIED 5/0

The Governing Board entered into executive session at 9:02 a.m.

The Governing Board ended executive session at 9:33 a.m.

The Governing Board reconvened regular session at 9:37 a.m.

Chairperson Cox Golder reminded everything discussed in executive session is confidential.

- C. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE AND DIRECT REFUNDS OF OVERPAYMENTS RELATED TO A LIMITED NUMBER OF AMBULANCE TRANSPORTS PRIMARILY RELATED TO FEDERAL PAYORS (MEDICARE/MEDICARE ADVANTAGE/VA)

MOTION by Vice Chairperson Vette to authorize the Fire Chief to oversee self-disclosure reporting to the appropriate Federal agency and to promptly refund overpayments associated with GRFD ambulance transports and to take all steps necessary and reasonably required to ensure GRFD is in full compliance with Federal requirements; and, the Chairperson or in her absence, the Clerk of the Board is authorized to execute any certifications as may be necessary or reasonably required for submission of self-disclosure.

SECONDED by Board Member Shellenberger
MOTION CARRIED 5/0

6. PRESENTATIONS



A. PRESENTATION OF PERSONNEL

- YEARS OF SERVICE
 - JOHN BARON, PARAMEDIC 5 YEARS
 - LOGAN BRADSHAW, FIREFIGHTER 5 YEARS
 - JOSE ZUNIGA, FIREFIGHTER 5 YEARS

BC Goodrich introduced and thanked Paramedic John Baron for his five years of service to the District. Paramedic Baron's parents were present for the recognition.

Firefighter Bradshaw and Firefighter Zuniga were unable to attend the meeting, due to a call. They will be recognized at a future meeting.

7. CONSENT AGENDA

A. APPROVE MINUTES- JUNE 18, 2024, REGULAR SESSION

MOTION by Board Member Shellenberger to approve the July 16, 2024, Consent Agenda.

MOTION SECONDED by Board Clerk Outlaw

MOTION CARRIED 5/0

8. REPORTS AND CORRESPONDENCE

- A. FIRE CHIEF'S REPORT-Chief Brandhuber presented the Fire Chief's report to the Governing Board. Chief Brandhuber thanked Chief Grissom and staff for taking care of the District while he was out of town.

Board Member Brady mentioned the Mountain Vista personnel reached their 7-year anniversary.

Chairperson Cox Golder thanked the former Mountain Vista, current GRFD staff and recognized them for their seven years of service.

Captain Cavaletto was in attendance on behalf of Union President Jones. Captain Cavaletto stated the Union is working with leadership on the memorandum of understanding (MOU). He hopes that it can be presented to the Board at the next meeting.

- B. COMMUNITY RISK REDUCTION DIVISION'S REPORT-Assistant Chief Cesarek presented the Community Risk Reduction Division's report on behalf of Assistant Chief Perry.

Chairperson Cox Golder asked what the Talk and Truck safety series is.



Assistant Chief Cesarek said it is a forum where personnel show a truck and explain to the public what GRFD does.

Chief Cesarek also mentioned the results from the strategic plan survey were included in Chief Perry's report. He highlighted Chief Perry's effort on the project. He said the next steps were to meet as a leadership team and make adjustments to the mission, vision and values (based on what was recommended in the surveys) and present this to the Board and seek their input as well. This should be done in September.

Board Clerk Outlaw read the report in sequence, the mission, vision and values. Initially, she wondered where the priority was for the health and safety of employees. She later saw it in the statement listed in the commitment to each other.

Chief Brandhuber stated the care is not solely external but internal well. There is a priority to take care of personnel because if they are taken care of, they will take care of their patients.

- C. SUPPORT SERVICES DIVISION'S REPORT – Assistant Chief Cesarek presented the Support Services' report to the Governing Board. He gave a brief update on Station 378. He hopes the construction crews would be pouring concrete that evening. Chief Cesarek attended the session "Coffee with the director" at SaddleBrooke Ranch. Tim Fudge is the Director of SaddleBrooke Ranch.

Chairperson Cox Golder asked what the Struggle Class was.

Assistant Chief Cesarek responded it was a class Chief Brandhuber championed, to support employees in mental health and wellness and gave them skills to navigate life. It is taught by the Crest Foundation. GRFD sponsored classes are opened by Chief Brandhuber. Oro Valley Police Department (OVPD) sponsored classes are opened by Chief Riley.

- 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. He said there are currently twenty-five recruits in the academy. The graduation is August 9th at 6 p.m. Assistant Chief Grissom thanked the wildland crews for doing an outstanding job, he said he was very proud of them.

9. REGULAR BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION REGARDING A CONTRACT WITH STRYKER FOR LUCAS 3 CHEST COMPRESSION SYSTEMS

Assistant Chief Grissom stated the contract was with Stryker for Lucas 3 chest compression systems to place one on each truck.



Chairperson Cox Golder asked how old the district's current units are.

Assistant Chief Grissom responded the District has one and it is two years old. This contract would allow him to purchase a system for each truck. He stated he had permission from Division Chief Charnoki to state that the system saved his life. Assistant Chief Grissom said it was a very valuable tool that has proven to save lives.

Board Member Shellenberger asked if it was budgeted.

Assistant Chief Grissom replied that it was.

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

MOTION SECONDED by Vice Chairperson Vette

MOTION CARRIED 5/0

B. DISCUSSION AND POSSIBLE ACTION ON WHETHER THE DISTRICT WIDE 3% PAY ADJUSTMENT APPLIES TO THE FIRE CHIEF

HR Director Delong stated In May, the Governing Board voted for an increase to the labor budget to allow for a 3% increase to the compensation schedule for all employees. The Fire Chief is a contract employee, so, she asked the Governing Board for direction as to whether or not the 3% should apply to the Fire Chiefs pay as well. If so, an addendum will need to be finalized. Her recommendation was to include the Fire Chief in the 3% increase to prevent compression.

MOTION by Vice Chairperson Vette to apply the district wide 3% pay increase to the Fire Chief and that the Fire Chief's contract be amended to reflect this adjustment and the Chair is authorized to sign the amended contract.

MOTION SECONDED by Board Member Shellenberger

MOTION CARRIED 5/0

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

Finance Direction Christian presented the Golder Ranch Fire District reconciliation and monthly financial report. He reviewed the past fiscal year's total revenues and expenditures. He highlighted how ambulance revenue reached an all-time high for transports and revenue, 7,118 people were transported which is a new district record.

Chief Brandhuber thanked the Board for allowing the District to do other things for staff, besides compensation such as the Struggle Well classes, the purchase of Class A uniforms, and other things such as these. He thanked the Board for their support.



MOTION by Vice Chairperson Vette to approve and accept the Golder Ranch Fire District reconciliation and monthly financial report as presented.
SECONDED by Board Member Shellenberger
MOTION CARRIED 5/0

10. FUTURE AGENDA ITEMS

The next regularly scheduled meeting will be on August 20, 2024

11. CALL TO THE PUBLIC

There were no public issues presented at this time.

12. ADJOURNMENT

MOTION by Board Member Brady to adjourn the meeting at 10:17 a.m.

MOTION SECONDED by Vice Chairperson Vette

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: Shannon Ortiz, Board Services Supervisor

MTG. DATE: August 20, 2024

SUBJECT: APPROVE THE CANCELLATION OF THE GENERAL ELECTION FOR THE UNCONTESTED GOVERNING BOARD RACE FOR THE GOLDER RANCH FIRE DISTRICT, SCHEDULED FOR NOVEMBER 5, 2024

ITEM #: 5C

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

BACKGROUND

Per A.R.S. §16-410, if the number of persons who file nomination petitions, plus the number of persons who file write-in affidavits is less than or equal to the number of positions to be filled for a fire district election, the Board of Supervisors may cancel the election and appoint the person or persons to fill the term of office for which the candidate was nominated.

This year, the Governing Board had three positions up for election. Wally Vette, Steve Brady and Tom Shellenberger successfully filed nomination paperwork and were uncontested, as such Pima and Pinal Counties' Board of Supervisors can cancel the election per ARS 16-410. By canceling the election, the District will not incur the expense of conducting an election.

RECOMMENDED MOTION

If item remains on consent agenda:

Motion to approve the August 20, 2024, consent agenda.

If item is removed from consent agenda:

Motion to approve the cancellation of the General Election for the uncontested governing board race for the Golder Ranch Fire District



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Community Relations

MTG. DATE: August 20, 2024

SUBJECT: APPROVAL OF RESOLUTION NUMBER 2024-0009 DECLARING AUGUST 2024
DROWNING IMPACT AWARENESS MONTH AT THE GOLDER RANCH FIRE
DISTRICT

ITEM #: 5D

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☒ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Nationally, August is recognized as Drowning Impact Awareness month by healthcare professionals, first responders and community partners nationwide. Historically, the incidents of drowning rise in August and while no one knows exactly why this is, some suspect it has to do with children returning to school and/or that parents become more comfortable with their children in the water and consequently are not as vigilant about the level of supervision. Whatever the reason, the hope is that when government institutions come together to uniformly recognize August as a month when we raise the community's awareness about drowning prevention and water safety, the result is a reduction in water related incidents.

RECOMMENDED MOTION

If item remains on consent agenda:

Motion to approve the August 20, 2024, consent agenda.

If item is removed from consent agenda:

Motion to approve Resolution number 2024-0009 declaring August 2024 drowning awareness month at the Golder Ranch Fire District.



GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

RESOLUTION NO. 2024-0009

A RESOLUTION OF THE GOVERNING BOARD OF THE GOLDER RANCH FIRE DISTRICT DECLARING THE MONTH OF AUGUST AS “DROWNING IMPACT AWARENESS MONTH” IN THE DISTRICT

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

WHEREAS, Arizona’s future prosperity depends upon the long-term health, safety, and well-being of the nearly two million children and teens in our state; and

WHEREAS, drowning is a top cause of injury and death for children and teens in Arizona, affecting not only the victims, but also families, emergency personnel, and our society as a whole; and

WHEREAS, child drownings are nearly 100 percent preventable; and

WHEREAS, research-proven strategies can save lives, including constant and capable supervision, restricting access to water, use of life jackets, swimming lessons for adults and children at the appropriate age, and rapid emergency response, including CPR; and

WHEREAS, awareness of the problem is just the first step; evidence-based programs to bring these strategies to families is the best way to save lives; and

WHEREAS, during the month of August, Drowning Prevention Coalition of Arizona, in collaboration with state and local governments, community organizations, and private citizens, will be engaging communities throughout Arizona in a coordinated and comprehensive response



GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

NOW, THEREFORE, I, VICKI COX GOLDER, CHAIRPERSON OF THE GOLDER RANCH FIRE DISTRICT, do hereby proclaim August 2024 as Drowning Impact Awareness Month and urge all communities and citizens of Arizona to participate in efforts to reduce drowning risk, strengthen families, and protect children and teens.

Given under my hand in these free United States in the State of Arizona, on the 20th day of August 2024, and to which I have caused the Seal of the Golder Ranch Fire District to be affixed and have made this proclamation public.

Vicki Cox Golder
Chairperson of the Governing Board
of the Golder Ranch Fire District

ATTEST:

Sandra Outlaw
Clerk of the Governing Board
of the Golder Ranch Fire District



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Allison Delong, HR Director

MTG. DATE: August 20, 2024

SUBJECT: APPROVE AND ADOPT THE FOLLOWING UPDATED POLICIES: 1026-DRUG AND ALCOHOL-FREE WORKPLACE; 1045- EMPLOYEE LEAVE-PAID AND UNPAID; 1047 HOLIDAY TIME OFF; 1055- UNIFORM AND TOOL ALLOWANCE; 1302- PROCUREMENT, PURCHASING AND VENDOR PAYMENT

ITEM #: 5E

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

BACKGROUND

The above listed policies were edited based on the negotiations and changes reflected in the memorandum of understanding with the North Tucson Firefighters Local 3832.

RECOMMENDED MOTION

If item remains on consent agenda:

Motion to approve the August 20, 2024, consent agenda.

If item is removed from consent agenda:

Motion to approve the updated policies 1026- Drug and Alcohol-Free Workplace, 1045- Employee leave-paid and unpaid, 1047- Holiday Time Off, 1055-Uniform and Tool Allowance, 1302- Procurement, Purchasing and Vendor Payment as presented.

Drug- and Alcohol-Free Workplace

1026.1 PURPOSE AND SCOPE

The Golder Ranch Fire District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on district property or when performing district-related business elsewhere (41 USC § 8103).

1026.2 POLICY

It is the policy of the Golder Ranch Fire District to provide a drug- and alcohol-free workplace for all members.

Related Procedure: 1008 Drug and Alcohol Testing

1026.3 GENERAL GUIDELINES

[Members shall not be impaired while at work.](#)

[Impairment is defined to include, but not be limited to: change in speech, physical dexterity, agility, coordination, or demeanor; irrational or unusual behavior \(behavior that deviates from the societal norm\); negligence or carelessness in providing service or in operating equipment or machinery; displaying a disregard for the safety of the employee or others; involvement in an accident that results in damage to any equipment or property; disruption of services provided; or carelessness that results in any injury to the employee or others.](#)

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public.

Members who have consumed any amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. At no time should any member report to work with a blood alcohol level greater than 0.00. Affected members shall notify their chain of command as soon as they are aware that they will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately relieved of duty until drug and alcohol testing is complete and determination of fitness for duty made. Refer to [1026.6 WORK RESTRICTIONS](#).

1026.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to Human Resources in order to be cleared by the district occupational physician prior to commencing any on-duty status.

[See attachment: GRFD Medication Notification Form](#)

Golder Ranch Fire District

Policy Manual

Drug- and Alcohol-Free Workplace

1026.3.2 USE OF MARIJUANA

The possession, use of, or being impaired by, any form of marijuana, by any member, while under the influence of medical cannabis on-duty is prohibited and shall result in may lead to disciplinary action.

All positions at the district have been designated by GRFD as safety-sensitive positions because they include tasks or duties that GRFD, in good faith, believes could affect the safety or health of the employee performing the task or others (ARS 23-493). An applicant, ~~or incumbent~~ or member may be disqualified, disciplined, or terminated, if they are determined to be positive for marijuana or its metabolites, ~~regardless of cardholder status~~ : unless they have a valid and active Medical Marijuana Registry Identification Card (Medical Marijuana Card/MMC) issued by the Arizona Department of Health Services with a copy of the Medical Marijuana Card in their medical file. In addition to other indications of impairment, if a member who has a Medical Marijuana Card test positive for marijuana or its metabolites in a scientifically sufficient amount to cause impairment they may be disciplined up to and including termination. A member who has a Medical Marijuana Card may not use any form of medical marijuana within 12 hours of their scheduled shift.

Any member required to possess a Department of Transportation license (CDL) or pass the Department of Transportation (CDL) drug exam may not use medical marijuana at any time, even if they possess a Medical Marijuana Card.

Any member determined to be impaired by marijuana while on-duty, regardless of whether the member has a Medical Marijuana Card, will receive discipline up to and including termination. The District shall determine, in its sole and reasonable discretion, whether a member is impaired by marijuana.

1026.4 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on district premises or on district time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1026.5 EMPLOYEE ASSISTANCE PROGRAM

A voluntary Employee Assistance Program (EAP) will be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103), as well as other behavioral health concerns. Insurance coverage that provides treatment for drug and alcohol abuse also may be

Drug- and Alcohol-Free Workplace

available. Members should contact the Human Resources, their insurance providers, or the EAP for additional information. It is the responsibility of each member to seek assistance before alcohol or drug problems lead to performance problems.

In addition to the EAP program the district will maintain a peer support program to help those struggling with drug and alcohol problems, and behavioral health concerns.

1026.6 WORK RESTRICTIONS

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request direction from the appropriate Chief Officer or Director ~~Chain of Command~~ to arrange transport to a safe location and to ensure that the continuity of district operations is maintained. The potentially impaired member must remain in the direct sight of supervisory personnel until turned over to Tucson ER and Hospital personnel for drug or alcohol testing (see Procedure 1008: Procedure for Drug and Alcohol Testing).

1026.7 REQUESTING SCREENING TESTS

The District may request that a member submit to a screening test under any of the following circumstances (ARS § 23-493.04):

- (a) A supervisor determines there is a reasonable suspicion that a member may be affected by the use of drugs or alcohol and that such use may adversely affect the job performance or the work environment.
- (b) A supervisor determines there is reasonable suspicion that a member is currently impaired or exhibiting symptoms of intoxication or drug influence while on-duty.
- (c) When the member is involved in an injury or fatal accident while on-duty.
- (d) When the member is involved in an injury or fatal accident while operating any District-owned or leased vehicle, whether on- or off-duty.
- (e) During an investigation of an accident in the workplace, provided the testing is performed as soon as practicable after an accident and is administered to members whom it is reasonable to believe may have contributed to the accident.
- (f) When it is performed as part of a drug or alcohol testing program based on the member being required to maintain a CDL as a function of their job, or the member being placed on a Last Chance Agreement.
- (g) As a condition of employment to prospective members.

Generally testing of members shall occur during, or immediately before or after, a regular work period. The testing, and travel time if required, will be deemed on-duty time for the purpose of

Golder Ranch Fire District

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compensation for all paid members. GRFD shall pay all actual costs for drug testing and alcohol impairment testing required of members (ARS § 23-493.02).

See Procedure 1008: Procedure for Drug and Alcohol Testing

1026.7.1 SCREENING TEST DISPOSITION

Members may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) Are determined to be under the influence of alcohol or drugs.
- (c) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (d) Failing to disclose a prescribed controlled substance to Human Resources
- (e) Violate any provisions of this policy.

1026.7.2 DISCIPLINARY ACTION

Rehabilitative or disciplinary action may include (ARS § 23-493.05):

- Enrollment in a rehabilitation, treatment, or counseling program, which may include additional drug testing and alcohol impairment testing that has been provided or approved by the District. Participation in the program may be a condition of continued employment. The cost may or may not be covered by any available health plan or policy.
- Suspension of the member, with or without pay, for a designated period.
- Termination of employment.
- In the case of drug testing, refusal to hire a prospective member.
- Other adverse employment action.

1026.7.3 SCREENING TEST REQUIREMENTS

All screening tests for drugs or alcohol shall comply with the standards set forth in ARS § 23-493.03.

1026.7.4 SUBSTANCES FOR WHICH TESTING MAY BE REQUIRED

The District may test for alcohol and any drugs as defined in ARS § 23-493, NFPA1582 and/or DOT regulations including prescription drugs or over-the-counter compounds (ARS § 23-493.04(A)(4)).

1026.7.5 SCREENING TEST RESULTS

Members have the right, on request, to obtain written results of any testing performed. Members also have the right, on request, to explain a positive test result ~~explained~~ in a confidential setting (ARS § 23-493.04(A)).

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1026.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the District will take appropriate disciplinary action, up to and including dismissal, and/or require the member to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by GRFD(41 USC § 8104).

1026.9 CONFIDENTIALITY

The District recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process. (ARS § 23-493.09)

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the member's other personnel files.

Attachments

GRFD Medication Notification Form updated.pdf



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

Prescription Medication Notification Form Employee Disclosure

Date:

Patient's Name:

DOB:

Name of Doctor prescribing medication:

Name of medication:

Dosage of medication:

Reason for taking medication: *Optional. There may be instances where disclosure is required.*

Patient's Signature:

Date:

Employee: Fax this completed form to Banner Occupational Health at 520-694-4983 to determine Fit for Duty status per GRFD Policy 1026 – Drug and Alcohol Free Workplace

FOR OCCUPATIONAL HEALTH STAFF ONLY

Cleared for work while on this medication, per current NFPA standards.

Not cleared for work while on this medication, per current NFPA standards.

Provider Signature:

Date:

Send copy to HR via confidential fax: 520-825-5982, and place copy in employees medical file.

Drug- and Alcohol-Free Workplace

1026.1 PURPOSE AND SCOPE

The Golder Ranch Fire District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on district property or when performing district-related business elsewhere (41 USC § 8103).

1026.2 POLICY

It is the policy of the Golder Ranch Fire District to provide a drug- and alcohol-free workplace for all members.

Related Procedure: 1008 Drug and Alcohol Testing

1026.3 GENERAL GUIDELINES

Members shall not be impaired while at work.

Impairment is defined to include, but not be limited to: change in speech, physical dexterity, agility, coordination, or demeanor; irrational or unusual behavior (behavior that deviates from the societal norm); negligence or carelessness in providing service or in operating equipment or machinery; displaying a disregard for the safety of the employee or others; involvement in an accident that results in damage to any equipment or property; disruption of services provided; or carelessness that results in any injury to the employee or others.

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public.

Members who have consumed any amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. At no time should any member report to work with a blood alcohol level greater than 0.00. Affected members shall notify their chain of command as soon as they are aware that they will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately relieved of duty until drug and alcohol testing is complete and determination of fitness for duty made. Refer to [1026.6 WORK RESTRICTIONS](#).

1026.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to Human Resources in order to be cleared by the district occupational physician prior to commencing any on-duty status.

[See attachment: GRFD Medication Notification Form](#)

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1026.3.2 USE OF MARIJUANA

The possession, use of, or being impaired by, any form of marijuana, by any member, while on-duty is prohibited and shall result in disciplinary action.

All positions at the district have been designated by GRFD as safety-sensitive positions because they include tasks or duties that GRFD, in good faith, believes could affect the safety or health of the employee performing the task or others (ARS 23-493). An applicant, or member may be disqualified, disciplined, or terminated, if they are determined to be positive for marijuana or its metabolites, unless they have a valid and active Medical Marijuana Registry Identification Card (Medical Marijuana Card/MMC) issued by the Arizona Department of Health Services with a copy of the Medical Marijuana Card in their medical file. In addition to other indications of impairment, if a member who has a Medical Marijuana Card test positive for marijuana or its metabolites in a scientifically sufficient amount to cause impairment they may be disciplined up to and including termination. A member who has a Medical Marijuana Card may not use any form of medical marijuana within 12 hours of their scheduled shift.

Any member required to possess a Department of Transportation license (CDL) or pass the Department of Transportation (CDL) drug exam may not use medical marijuana at any time, even if they possess a Medical Marijuana Card.

Any member determined to be impaired by marijuana while on-duty, regardless of whether the member has a Medical Marijuana Card, will receive discipline up to and including termination. The District shall determine, in its sole and reasonable discretion, whether a member is impaired by marijuana.

1026.4 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on district premises or on district time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1026.5 EMPLOYEE ASSISTANCE PROGRAM

A voluntary Employee Assistance Program (EAP) will be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103), as well as other behavioral health concerns. Insurance coverage that provides treatment for drug and alcohol abuse also may be

Drug- and Alcohol-Free Workplace

available. Members should contact the Human Resources, their insurance providers, or the EAP for additional information. It is the responsibility of each member to seek assistance before alcohol or drug problems lead to performance problems.

In addition to the EAP program the district will maintain a peer support program to help those struggling with drug and alcohol problems, and behavioral health concerns.

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- Suspension of the member, with or without pay, for a designated period.
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1026.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

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Attachments

GRFD Medication Notification Form updated.pdf



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

Prescription Medication Notification Form Employee Disclosure

Date:

Patient's Name:

DOB:

Name of Doctor prescribing medication:

Name of medication:

Dosage of medication:

Reason for taking medication: *Optional. There may be instances where disclosure is required.*

Patient's Signature:

Date:

Employee: Fax this completed form to Banner Occupational Health at 520-694-4983 to determine Fit for Duty status per GRFD Policy 1026 – Drug and Alcohol Free Workplace

FOR OCCUPATIONAL HEALTH STAFF ONLY

- ☐ Cleared for work while on this medication, per current NFPA standards.
- ☐ Not cleared for work while on this medication, per current NFPA standards.

Provider Signature:

Date:

Send copy to HR via confidential fax: 520-825-5982, and place copy in employees medical file.

Employee Leave - Paid and Unpaid

1045.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing paid and unpaid leave for eligible employees for rest, relaxation, and other familial or personal obligations or district processes. This policy aims to establish the guidelines for the appropriate use of each type of leave and define the leave benefits provided to the district's employees. Leaves not covered by this policy are FMLA and Military Leave.

Corresponding Procedures:

- Employee Leave

1045.1.1 DEFINITIONS

Definitions related to this policy include:

Dated documentation - [receipts, invoices, or other dated documentation that supports the need for unscheduled PTO on the date in question.](#)

Emergency - [An urgent, sudden, and serious event, or an unforeseen change in circumstances, that necessitates immediate action to remedy harm or avert imminent danger to life, health, or property; an exigency.](#)

Exempt - An employee who does not receive overtime compensation.

Family member - A child of any age biological, adopted, foster, stepchild, child of a domestic partner, a legal ward, or any child to whom the employee is in loco parentis, or was when the person was a minor. A parent is a biological, stepparent, adoptive parent, foster parent, the legal guardian of the employee or the employee's spouse/domestic partner, or a person who stood in loco parentis when the employee or the employee's spouse/domestic partner was a minor child. A spouse or domestic partner. A grandparent, grandchild, or sibling (biological, foster, adoptive, or step-relationship of the employee or the employee's spouse/domestic partner). Any other individual related by blood or affinity whose close association with the employee is equivalent to a family relationship.

Healthcare Provider - [Any healthcare provider from whom the employer or the employer's group health plan's benefits manager will accept a medical certification to substantiate a claim for benefits.](#)

Immediate Family Member - [A child of any age biological, adopted, foster, stepchild, child of a domestic partner, a legal ward, or any child to whom the employee is in loco parentis, or was when the person was a minor. A spouse or domestic partner.](#)

Non-exempt - An employee that is eligible for overtime compensation.

PTO - Paid time off

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Personal Emergency - Any unforeseen incident that requires the immediate attention of the employee to mitigate the situation. (i.e. broken water pipe, dead air conditioning unit, roof leak, etc...)

Separation Leave - Period of time authorized to utilize PTO to extend employment prior to separation from the District.

UNPTO - Unscheduled paid time off

1045.2 POLICY

It is the policy of the Golder Ranch Fire District to manage paid and unpaid leave for eligible employees in compliance with federal and state law.

1045.3 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Ensure the district's operational needs are met, including minimum staffing levels.
- (b) Review direct subordinates' timesheet requests.
- (c) Monitor and regularly review the attendance of those under their supervision to ensure PTO and leave use complies with district policy.
- (d) Address absences and PTO use in the member's performance evaluation when excessive or unusual use has negatively affected the member's performance or the district's operations.
- (e) Counsel members regarding excessive absences or inappropriate use of PTO.
- (f) Refer eligible members to an available Employee Assistance Program (EAP).

1045.4 PAID TIME OFF (PTO)

Paid Time Off is provided for eligible employees rest, relaxation, and other familial or personal obligations or district processes. Specific types of PTO usage are defined and discussed in the following sections. PTO hours shall be included in computing the number of hours worked for purposes of the computation of OT pay.

1045.4.1 SCHEDULED PTO

Scheduled PTO is paid time off requested no later than 24 hours before a scheduled shift and no more than 365 days in advance. Requests will be granted based on the order the requests were submitted, beginning at midnight, first to the last request, up to the maximum amount of personnel permitted to be on paid time off per shift. The following guidelines for submissions shall apply:

- (a) Members on a 56-hour suppression work schedule will use PTO in 12 or 24-hour blocks (e.g., front half, back half, or the entire shift).
- (b) Members on a 40-hour suppression work schedule will use PTO in 10-hour blocks.
- (c) Members on a 40-hour non-suppression work schedule may use PTO in as small as 15 minute increments. Not restricted to a minimum PTO block.

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- (d) Members may not exceed 10 consecutive scheduled work ~~30 calendar~~ days of leave, of any type, without prior approval of the Fire Chief, or designee. Request shall be submitted on the appropriate form to Human Resources who will submit to the Fire Chief, or designee.
- (e) Members utilizing PTO for medical or behavioral leaves shall be available to the District via phone, Monday thru Friday, between the hours of 0800 and 1700.
- (f) The maximum number of suppression members permitted to be off on scheduled PTO per shift will be calculated as ten percent (10%) of shift strength, rounded up to the nearest whole number, with the exception of operational need dictating maximum staffing. Battalion Chiefs, EMS Captains and uniformed members working a 40-hour schedule are excluded from the calculation of maximum number of members off on scheduled PTO.
- (g) Scheduled PTO shall be canceled no later than 48 hours before the members scheduled shift by following the cancellation procedure.

1045.4.2 UNSCHEDULED PTO (UPTO)

~~Unscheduled PTO is time off requested when members are physically or emotionally unable to work, including an illness of a family member or an emergency.~~ Members utilizing UPTO shall not engage in other employment, or self-employment, or participate in sports, hobbies, recreational activities, or other activities. Unacceptable UPTO patterns, misuse, or misrepresentation place a burden on fellow members, and the District, and will be grounds for disciplinary action. More than one (1) occurrence of UPTO, with no documentation, in a rolling quarter may be considered an unacceptable pattern.

For suppression members on a shift schedule, the second use of UPTO will be charged at double time. (i.e. 24 hours of UPTO will deduct 48 hours of PTO from the employees PTO bank) If the member provides documentation from a medical provider of a confirmed physical or mental illness/injury for themselves or their immediate family member, or dated documentation of a confirmed personal emergency within three (3) business days of the UPTO, half the deduction will be returned to their PTO bank. (i.e. 48 hours deducted for the use of 24 hours of UPTO, employee will receive 24 hours credited back)

Upon receipt of appropriate documentation, the Battalion Chief responsible for the member shall edit the UPTO coding to reflect the hours charged at straight time for the hours used in the scheduling program, and shall forward the documentation to Human Resources for filing.

For FMLA qualifying events and information, see the Family and Medical Leave Policy.

UPTO requests shall occur no less than 1.5 hours before starting their scheduled shift.

On any UPTO occurrence without documentation, members working extra duty in the same pay period containing UPTO shall receive straight time for extra duty worked and shall have the UPTO hours returned to their PTO bank, equal to the hours of extra duty worked.

Unscheduled PTO utilized the day before, during, or the day after a district recognized holiday, vacation, or at ~~scheduled PTO use or~~ anytime during the two weeks before voluntary separation

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from employment, ~~shall may~~ require a member to provide written documentation from their healthcare provider attesting to the need for the ~~U unscheduled~~ PTO. Failure to provide written documentation from a healthcare provider will result in the member leaving not in good standing.

Members scheduled for a 40-hour work week will not be charged additional PTO for UPTO call-ins, as the District does not have to backfill these positions and incur additional labor costs. However, these members are still required to provide documentation from a medical provider of a confirmed physical or mental illness/injury for themselves or their immediate family member, or dated documentation of a confirmed personal emergency within three (3) business days of the UPTO.

1045.4.3 EDUCATION PTO

Education PTO covers classes, workshops, or certification courses that will benefit the member and the district's operations.

Education PTO requests are not restricted to ten (10), twelve (12), or twenty four (24) hour blocks and may be utilized in increments as small as fifteen (15) minutes. Education PTO will be included in calculating the maximum number of suppression personnel permitted to be off per shift.

If the District did not use overtime to cover a member's absence for Education PTO, their PTO balance would be credited, and the hours will count as hours worked. If multiple members attend the same district-approved class or course, the total amount of hours that the District did not use for overtime coverage will be credited to the members' PTO balances equally.

1045.4.4 UNION PTO

Members may request ~~U union~~ PTO to attend union events that the Fire Chief, or designee, has approved. A maximum of two (2) members may be permitted to be off per shift utilizing ~~U union~~ PTO. Union PTO does not count towards the maximum number of members permitted to be off per shift.

Request for use of Union PTO must be submitted through the District approved request form.

1045.4.5 DONATED PTO

Donated PTO are hours donated by members to assist during complex medical situations or other circumstances that create severe financial hardships on fellow district members. Members who have exhausted their PTO banks may be eligible for donated PTO.

The member's donated hours shall be issued from PTO or comp time banks, and donors must submit their request through the approved procedure to the Finance Department. Donors must retain a minimum of 48 hours of PTO for personal use. The hours donated will be computed at the donor's regular hourly rate and added to the recipient's hour bank based on the recipient's regular hourly rate. For example, if the donor has a regular hourly rate of \$16 and the recipient has a regular hourly rate of \$8, the one hour donated would be worth two hours.

Once the receiving member of donated hours returns to work, they are no longer eligible to receive additional hour donations for that particular situation. Recipients shall use only the hours needed

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for a pay period. Any excess hours donated shall be returned to the donors in proportion to their contribution. Donors will not receive more hours in return than were initially contributed.

Donated hours will not count as hours worked for the recipient. Members receiving donated hours will not accrue PTO or holiday pay for any pay period they utilize donated hours.

If an employee is receiving donated PTO they are not eligible for extra duty.

1045.4.6 PTO ACCRUAL RATES

UNIFORMED PERSONNEL

YEARS OF SERVICE	ANNUAL ACCRUAL	PER PAY PERIOD
0 - 5	338	13
5 - 10	390	15
10 - 15	416	16
15 - 20	442	17
> 20	468	18

NON-UNIFORMED PERSONNEL

YEARS OF SERVICE	ANNUAL ACCRUAL	PER PAY PERIOD
0 - 5	260	10
5 - 10	312	12
10 - 15	364	14
15 - 20	416	16
> 20	442	17

1045.4.7 PTO BALANCE MANAGEMENT

Uniformed members who have accrued over 672 hours of PTO and non-uniformed members who have accrued over 480 hours of PTO as of the first payday in December have the options to:

- Receive a payout at 50 percent of their current regular hourly rate for any hours over 672 (uniformed) and 480 (non-uniformed).
- Continue to accrue up to the maximum allowable hours of 1,140 (uniformed) and 1078 (non-uniformed).

Any hours over the maximum allowable PTO as of the first payday in December will receive a payout at 50% ~~percent~~ of their current regular hourly rate. Members also have the option to transfer their 50% PTO payouts directly to an eligible district-sponsored retirement plan, or their HSA, annually. Members must submit a PTO Balance Election Form to the Finance Division no later than November 1st with the selection(s) they have requested for their balances.

See [attachment: PTO BALANCE ELECTION FORM](#)

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Under extenuating circumstances, the Fire Chief or qualified designee may allow members to exceed PTO hours above the maximum amounts. These additional amounts will not be eligible for district payouts.

1045.4.8 PTO PAYOUT UPON EMPLOYMENT SEPARATION

Upon separation of employment, PTO hours shall be compensated if the member is in good standing (i.e. a member who has not received corrective discipline, at the level of suspension or above within the last twelve (12) months).

1. The member shall be paid as follows:
 - (a) Uniformed Employees:
 - In the event of retirement under a District-qualified plan, accrued PTO hours between 0 and 672 shall be compensated at the current regular rate of the member. Accrued hours in excess of 672, up to a maximum of 1,140, shall be compensated at 50% of the member's current regular rate.
 - In the event of voluntary separation other than a District-qualified retirement plan, the first 672 accrued PTO hours shall not be compensated, unless the member has worked for the District for at least 10 years, then the member will be compensated at their current regular rate up to 300 hours. Accrued hours in excess of ~~300~~ **672** up to a maximum of 1,140, shall be compensated at 50% of the member's current regular rate.
 - (b) Non-uniformed Employees:
 - In the event of retirement under a District-qualified plan, accrued PTO hours between 0 and 480 shall be compensated at the current regular hourly rate of the employee. Accrued PTO hours in excess of 480 up to a maximum of 1078 shall be compensated at 50% of the employee's current regular hourly rate.
 - In the event of any voluntary separation, other than a District-qualified retirement plan, the first 300 accrued PTO hours shall be compensated at the employee's current regular hourly rate. Accrued hours in excess of 300, up to 1078, shall be compensated at 50% of the employee's current regular hourly rate.
2. The District shall be presented validated proof of application of retirement through Public Safety Personnel Retirement System (PSPRS), or Arizona State Retirement System (ASRS) in order to receive compensation for accrued PTO hours.
 - (a) PSPRS retirement shall be validated upon the PSPRS Local Pension Board's ruling and the District's submission to PSPRS. Validation must occur no later than 30 days of the employee's separation of employment date, unless extended by the Fire Chief due to extenuating circumstances.
 - (b) ASRS retirement shall be validated upon receipt of the Ending Payroll Verification (EPV) notification. Validation must be received by GRFD Finance Department no later than 90 days of employee's separation of employment date, unless extended by the Fire Chief due to extenuating circumstances.

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3. Payment for accrued PTO hours shall be paid to the qualifying employee on the District's next regularly scheduled payroll following confirmation of retirement through the respective system. Due to the required validation of the retirement system, payment for accrued PTO hours may occur following the employee's final paycheck for regular wages and other accrued compensable leave time.
4. In the event of any non-voluntary separation, no PTO balances will be paid out to the member (non-voluntary separation is defined as termination, or resignation in lieu of termination).
5. In the event of the death of a member, the beneficiary designated by the member to receive retirement benefits shall be paid the deceased member's PTO leave balance at the same rate as noted in 1045.4.8.1
6. Members may elect to transfer PTO bank payouts directly to eligible District sponsored plans upon separation from employment.
7. Upon resignation employees will be subject to the payout of PTO based upon current policy. Employees shall not extend their employment by utilizing their PTO balance as time worked. Employees shall work their two week notice unless otherwise determined by the Fire Chief, or his designee.

1045.5 SHIFT TRADES

Shift trades are defined as members being permitted to request one or more of their suitably qualified colleagues (rank, qualifications, certifications, and specialty station assignments) to work one of their scheduled shifts and, in exchange, work one of their colleagues future scheduled shifts.

The hours worked on a shift trade shall be excluded from calculating the hours for which the substituting member would otherwise be entitled to overtime. Shift trades must be approved by the member's direct supervisor and recorded on the scheduling program at least 24 hours in advance. Trades must be voluntary and reciprocated within a rolling year, and attendance is the responsibility of the member who accepts the shift trade.

Members that request Unscheduled PTO on a shift trade shall have their PTO deducted manually by the scheduler, and the District will pay no compensation.

Circumventing the shift bid system with shift trades shall not be permitted.

1045.6 COMPENSATORY TIME

Compensatory time or comp time is an arrangement wherein members can accumulate time-off in place of receiving overtime compensation. Members may use comp time instead of Scheduled PTO hours for their time off requests. The maximum accrual of comp time is 144 hours. Any overtime hours worked beyond the maximum allowance will be compensated at the member's overtime rate. The District will reimburse all comp time hours at 100 percent upon any separation from employment. Members shall not use comp time for FMLA qualifying events.

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1045.7 FLEXIBLE TIME

Flexible time or flex time is an arrangement that permits employees to choose their times for starting and finishing work within a broad range of available hours at the discretion of their supervisor. Employees may use flextime instead of Scheduled PTO or request to flex their schedule within the workweek to avoid working over 40 hours. Supervisors have the discretion to require an employee to flex their schedule within the same workweek to avoid overtime as long as the employee has not surpassed the overtime threshold.

Exempt employees on 40-hour non-suppression schedules are permitted to request to flex their time ~~within the same pay period~~. Non-exempt employees on 40-hour non-suppression schedules can ask to flex their time within the same work week. Employees on any suppression schedule may not utilize flex time.

Flextime shall expire if employees return to a suppression schedule. Flex time will not be paid upon separation from employment.

1045.8 LEAVE WITHOUT PAY

Leave without pay or LWOP is a temporary non-pay status and absence from duty, issued at the discretion of the Fire Chief, or designee. Requests shall be submitted through the chain of command to Human Resources for approval and processing. Members placed on LWOP shall be required to exhaust all PTO accruals and available comp time, after which the remainder of the leave will become unpaid. Any pay period while on LWOP is incomplete and will not accrue PTO, and members are not eligible to work overtime. For information regarding how the periods of LWOP may affect health and retirement benefits, future pay adjustments, and PTO accrual, contact Human Resources.

1045.9 BEREAVEMENT LEAVE

Bereavement leave is available for members to attend the funeral or assist with personal matters related to the death of a family member. Leave includes up to ~~72~~ 48 hours for members on a suppression schedule and ~~40~~ 32 hours for members on a non- suppression schedule.

Bereavement leave shall be requested through the employees chain of command. Chief Officers requesting bereavement leave shall have the leave approved by the next level Chief Officer in the chain of command. Additional leave may be granted as paid time off through the scheduling program, where a member has PTO available to them.

In the event of a coworker's death, bereavement leave may be granted to allow coworkers to attend the memorial/funeral services.

1045.10 CATASTROPHIC LEAVE

Catastrophic leave is provided to members if they, or an immediate family member is, diagnosed with a terminal illness. The District will provide a 50 percent match of donated PTO to provide the member with wages for up to one year. Members will be required to provide the medical information

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necessary to confirm their medical status to Human Resources. All information shall be kept confidential per state and federal requirements.

Members may work a light-duty administrative assignment if available, if they are physically able to do so, and receive a written release to light-duty from their healthcare provider(s). Any hours worked will offset the 50 percent match benefit of donated hours. The Fire Chief, or designee, may extend the leave at their discretion.

Members on catastrophic leave for an immediate family member shall have the right to retain donated PTO hours up to one (1) pay period at their point of returning to work. This allows for PTO to support any unforeseen circumstances upon return.

1045.11 EXTENDED ABSENCE

Extended absence is defined as members being absent from duty for more than three consecutive shifts. Members may be required to furnish a statement from their healthcare provider(s) supporting their absence and ability to return to work.

Members on an extended absence shall contact their supervisor and Human Resources at specified intervals, not to exceed 30 days, to update their status and expected return date.

At the discretion of the Fire Chief, or designee, members may be required to undergo a return to work or a fitness for duty examination through a district-appointed physician and Human Resources/Health and Safety dependent on position. In such an event, the cost of such examination shall be covered by the District.

1045.12 SEPARATION LEAVE

Members in good standing may request Fire Chief approval to utilize PTO to extend their employment for no more than two consecutive pay periods.

Suppression members may not have any outstanding shift trades.

Requests for separation leave shall be submitted in writing to Human Resources, after providing Human Resources with a written resignation which must include the last day the member intends to work. If approved, the employee shall not accrue PTO and their resignation is final and shall not be withdrawn. Written requests must be received two (2) pay periods prior to the first day of the requested separation leave.

Separation leave will be included in calculating the maximum number of suppression personnel permitted to be off per shift.

1045.13 PAID PARENTAL LEAVE

Members who have become parents within 90 days (birth, adoption, foster) may request paid parental leave, up to 24 hours for members on a suppression schedule and 10 hours for members

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[on a non- suppression schedule. This leave is granted by the District to provide bonding time with the new family member.](#)

[Parental leave runs concurrent with the members Family Medical Leave granted under the FMLA. \(see FMLA policy or contact HR for guidance\)](#)

1045.14 TIER ONE PHYSICAL INCENTIVE

[Members who score a Tier 1 on their annual physical will receive, from the District, eight \(8\) hours of PTO.](#)

[PTO adjustments will be made once the District is notified of tier status, which may be different from when the employee is notified.](#)

Attachments

PTO BALANCE ELECTION FORM.pdf



GOLDER RANCH FIRE DISTRICT

PTO BALANCE ELECTION FORM

I, _____, make the following elections regarding my PTO bank as of the first pay period in December.
(Name)

A member who accrues in excess of 672 hours of PTO as of the first payday in December has the option to be paid out at 50% of their current hourly rate for hours in excess of 672 or continue up to the maximum allowable of 1140 hours.

Uniformed Employees ☐ No more than 672 (hours in excess will be paid out at 50% rate)
☐ Up to the maximum allowable 1140 (hours in excess will be paid out at 50% rate)
☐ Other (must be between 672 and 1140 hours)

A member who accrues in excess of 480 hours of PTO as of the first payday in December has the option to be paid out at 50% of their current hourly rate for hours in excess of 480 or continue up to the maximum allowable of 1078 hours.

Non-uniformed Employees ☐ No more than 480 (hours in excess will be paid out at 50% rate)
☐ Up to the maximum allowable 1078 (hours in excess will be paid out at 50% rate)
☐ Other (must be between 480 and 1078 hours)

Members may elect to transfer PTO bank payouts directly to any eligible District sponsored retirement plan.

I elect to have the following withheld from my PTO payout and transferred to the following eligible plan
Federal contribution limits differ depending on plan type.

percent Plan Name
or
dollar amt

Signature

Date

This election will remain in effect until a subsequent election form is completed and turned in to the Finance Department.

Employee Leave - Paid and Unpaid

1045.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing paid and unpaid leave for eligible employees for rest, relaxation, and other familial or personal obligations or district processes. This policy aims to establish the guidelines for the appropriate use of each type of leave and define the leave benefits provided to the district's employees. Leaves not covered by this policy are FMLA and Military Leave.

Corresponding Procedures:

- Employee Leave

1045.1.1 DEFINITIONS

Definitions related to this policy include:

Dated documentation - receipts, invoices, or other dated documentation that supports the need for unscheduled PTO on the date in question.

Emergency - An urgent, sudden, and serious event, or an unforeseen change in circumstances, that necessitates immediate action to remedy harm or avert imminent danger to life, health, or property; an exigency.

Exempt - An employee who does not receive overtime compensation.

Family member - A child of any age biological, adopted, foster, stepchild, child of a domestic partner, a legal ward, or any child to whom the employee is in loco parentis, or was when the person was a minor. A parent is a biological, stepparent, adoptive parent, foster parent, the legal guardian of the employee or the employee's spouse/domestic partner, or a person who stood in loco parentis when the employee or the employee's spouse/domestic partner was a minor child. A spouse or domestic partner. A grandparent, grandchild, or sibling (biological, foster, adoptive, or step-relationship of the employee or the employee's spouse/domestic partner). Any other individual related by blood or affinity whose close association with the employee is equivalent to a family relationship.

Healthcare Provider - Any healthcare provider from whom the employer or the employer's group health plan's benefits manager will accept a medical certification to substantiate a claim for benefits.

Immediate Family Member - A child of any age biological, adopted, foster, stepchild, child of a domestic partner, a legal ward, or any child to whom the employee is in loco parentis, or was when the person was a minor. A spouse or domestic partner.

Non-exempt - An employee that is eligible for overtime compensation.

PTO - Paid time off

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Personal Emergency - Any unforeseen incident that requires the immediate attention of the employee to mitigate the situation. (i.e. broken water pipe, dead air conditioning unit, roof leak, etc...)

Separation Leave - Period of time authorized to utilize PTO to extend employment prior to separation from the District.

UNPTO - Unscheduled paid time off

1045.2 POLICY

It is the policy of the Golder Ranch Fire District to manage paid and unpaid leave for eligible employees in compliance with federal and state law.

1045.3 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Ensure the district's operational needs are met, including minimum staffing levels.
- (b) Review direct subordinates' timesheet requests.
- (c) Monitor and regularly review the attendance of those under their supervision to ensure PTO and leave use complies with district policy.
- (d) Address absences and PTO use in the member's performance evaluation when excessive or unusual use has negatively affected the member's performance or the district's operations.
- (e) Counsel members regarding excessive absences or inappropriate use of PTO.
- (f) Refer eligible members to an available Employee Assistance Program (EAP).

1045.4 PAID TIME OFF (PTO)

Paid Time Off is provided for eligible employees rest, relaxation, and other familial or personal obligations or district processes. Specific types of PTO usage are defined and discussed in the following sections. PTO hours shall be included in computing the number of hours worked for purposes of the computation of OT pay.

1045.4.1 SCHEDULED PTO

Scheduled PTO is paid time off requested no later than 24 hours before a scheduled shift and no more than 365 days in advance. Requests will be granted based on the order the requests were submitted, beginning at midnight, first to the last request, up to the maximum amount of personnel permitted to be on paid time off per shift. The following guidelines for submissions shall apply:

- (a) Members on a 56-hour suppression work schedule will use PTO in 12 or 24-hour blocks (e.g., front half, back half, or the entire shift).
- (b) Members on a 40-hour suppression work schedule will use PTO in 10-hour blocks.
- (c) Members on a 40-hour non-suppression work schedule may use PTO in as small as 15 minute increments. Not restricted to a minimum PTO block.

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- (d) Members may not exceed 10 consecutive scheduled work days of leave, of any type, without prior approval of the Fire Chief, or designee. Request shall be submitted on the appropriate form to Human Resources who will submit to the Fire Chief, or designee.
- (e) Members utilizing PTO for medical or behavioral leaves shall be available to the District via phone, Monday thru Friday, between the hours of 0800 and 1700.
- (f) The maximum number of suppression members permitted to be off on scheduled PTO per shift will be calculated as ten percent (10%) of shift strength, rounded up to the nearest whole number, with the exception of operational need dictating maximum staffing. Battalion Chiefs, EMS Captains and uniformed members working a 40-hour schedule are excluded from the calculation of maximum number of members off on scheduled PTO.
- (g) Scheduled PTO shall be canceled no later than 48 hours before the members scheduled shift by following the cancellation procedure.

1045.4.2 UNSCHEDULED PTO (UPTO)

Members utilizing UPTO shall not engage in other employment, or self-employment, or participate in sports, hobbies, recreational activities, or other activities. Unacceptable UPTO patterns, misuse, or misrepresentation place a burden on fellow members, and the District, and will be grounds for disciplinary action. More than one (1) occurrence of UPTO, with no documentation, in a rolling quarter may be considered an unacceptable pattern.

For suppression members on a shift schedule, the second use of UPTO will be charged at double time. (i.e. 24 hours of UPTO will deduct 48 hours of PTO from the employees PTO bank) If the member provides documentation from a medical provider of a confirmed physical or mental illness/ injury for themselves or their immediate family member, or dated documentation of a confirmed personal emergency within three (3) business days of the UPTO, half the deduction will be returned to their PTO bank. (i.e. 48 hours deducted for the use of 24 hours of UPTO, employee will receive 24 hours credited back)

Upon receipt of appropriate documentation, the Battalion Chief responsible for the member shall edit the UPTO coding to reflect the hours charged at straight time for the hours used in the scheduling program, and shall forward the documentation to Human Resources for filing.

For FMLA qualifying events and information, see the Family and Medical Leave Policy.

UPTO requests shall occur no less than 1.5 hours before starting their scheduled shift.

On any UPTO occurrence without documentation, members working extra duty in the same pay period containing UPTO shall receive straight time for extra duty worked and shall have the UPTO hours returned to their PTO bank, equal to the hours of extra duty worked.

Unscheduled PTO utilized the day before, during, or the day after a district recognized holiday, vacation, or at anytime during the two weeks before voluntary separation

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from employment, shall require a member to provide written documentation from their healthcare provider attesting to the need for the UPTO. Failure to provide written documentation from a healthcare provider will result in the member leaving not in good standing.

Members scheduled for a 40-hour work week will not be charged additional PTO for UPTO call-ins, as the District does not have to backfill these positions and incur additional labor costs. However, these members are still required to provide documentation from a medical provider of a confirmed physical or mental illness/injury for themselves or their immediate family member, or dated documentation of a confirmed personal emergency within three (3) business days of the UPTO.

1045.4.3 EDUCATION PTO

Education PTO covers classes, workshops, or certification courses that will benefit the member and the district's operations.

Education PTO requests are not restricted to ten (10), twelve (12), or twenty four (24) hour blocks and may be utilized in increments as small as fifteen (15) minutes. Education PTO will be included in calculating the maximum number of suppression personnel permitted to be off per shift.

If the District did not use overtime to cover a member's absence for Education PTO, their PTO balance would be credited, and the hours will count as hours worked. If multiple members attend the same district-approved class or course, the total amount of hours that the District did not use for overtime coverage will be credited to the members' PTO balances equally.

1045.4.4 UNION PTO

Members may request Union PTO to attend union events that the Fire Chief, or designee, has approved. A maximum of two (2) members may be permitted to be off per shift utilizing Union PTO. Union PTO does not count towards the maximum number of members permitted to be off per shift.

Request for use of Union PTO must be submitted through the District approved request form.

1045.4.5 DONATED PTO

Donated PTO are hours donated by members to assist during complex medical situations or other circumstances that create severe financial hardships on fellow district members. Members who have exhausted their PTO banks may be eligible for donated PTO.

The member's donated hours shall be issued from PTO or comp time banks, and donors must submit their request through the approved procedure to the Finance Department. Donors must retain a minimum of 48 hours of PTO for personal use. The hours donated will be computed at the donor's regular hourly rate and added to the recipient's hour bank based on the recipient's regular hourly rate. For example, if the donor has a regular hourly rate of \$16 and the recipient has a regular hourly rate of \$8, the one hour donated would be worth two hours.

Once the receiving member of donated hours returns to work, they are no longer eligible to receive additional hour donations for that particular situation. Recipients shall use only the hours needed

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for a pay period. Any excess hours donated shall be returned to the donors in proportion to their contribution. Donors will not receive more hours in return than were initially contributed.

Donated hours will not count as hours worked for the recipient. Members receiving donated hours will not accrue PTO or holiday pay for any pay period they utilize donated hours.

If an employee is receiving donated PTO they are not eligible for extra duty.

1045.4.6 PTO ACCRUAL RATES

UNIFORMED PERSONNEL

YEARS OF SERVICE	ANNUAL ACCRUAL	PER PAY PERIOD
0 - 5	338	13
5 - 10	390	15
10 - 15	416	16
15 - 20	442	17
> 20	468	18

NON-UNIFORMED PERSONNEL

YEARS OF SERVICE	ANNUAL ACCRUAL	PER PAY PERIOD
0 - 5	260	10
5 - 10	312	12
10 - 15	364	14
15 - 20	416	16
> 20	442	17

1045.4.7 PTO BALANCE MANAGEMENT

Uniformed members who have accrued over 672 hours of PTO and non-uniformed members who have accrued over 480 hours of PTO as of the first payday in December have the options to:

- (a) Receive a payout at 50 percent of their current regular hourly rate for any hours over 672 (uniformed) and 480 (non-uniformed).
- (b) Continue to accrue up to the maximum allowable hours of 1,140 (uniformed) and 1078 (non-uniformed).

Any hours over the maximum allowable PTO as of the first payday in December will receive a payout at 50%-of their current regular hourly rate. Members also have the option to transfer their 50% PTO payouts directly to an eligible district-sponsored retirement plan, or their HSA, annually. Members must submit a PTO Balance Election Form to the Finance Division no later than November 1st with the selection(s) they have requested for their balances.

See [attachment: PTO BALANCE ELECTION FORM](#)

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Under extenuating circumstances, the Fire Chief or qualified designee may allow members to exceed PTO hours above the maximum amounts. These additional amounts will not be eligible for district payouts.

1045.4.8 PTO PAYOUT UPON EMPLOYMENT SEPARATION

Upon separation of employment, PTO hours shall be compensated if the member is in good standing (i.e. a member who has not received corrective discipline, at the level of suspension or above within the last twelve (12) months).

1. The member shall be paid as follows:
 - (a) Uniformed Employees:
 - In the event of retirement under a District-qualified plan, accrued PTO hours between 0 and 672 shall be compensated at the current regular rate of the member. Accrued hours in excess of 672, up to a maximum of 1,140, shall be compensated at 50% of the member's current regular rate.
 - In the event of voluntary separation other than a District-qualified retirement plan, the first 672 accrued PTO hours shall not be compensated, unless the member has worked for the District for at least 10 years, then the member will be compensated at their current regular rate up to 300 hours. Accrued hours in excess of 300 up to a maximum of 1,140, shall be compensated at 50% of the member's current regular rate.
 - (b) Non-uniformed Employees:
 - In the event of retirement under a District-qualified plan, accrued PTO hours between 0 and 480 shall be compensated at the current regular hourly rate of the employee. Accrued PTO hours in excess of 480 up to a maximum of 1078 shall be compensated at 50% of the employee's current regular hourly rate.
 - In the event of any voluntary separation, other than a District-qualified retirement plan, the first 300 accrued PTO hours shall be compensated at the employee's current regular hourly rate. Accrued hours in excess of 300, up to 1078, shall be compensated at 50% of the employee's current regular hourly rate.
2. The District shall be presented validated proof of application of retirement through Public Safety Personnel Retirement System (PSPRS), or Arizona State Retirement System (ASRS) in order to receive compensation for accrued PTO hours.
 - (a) PSPRS retirement shall be validated upon the PSPRS Local Pension Board's ruling and the District's submission to PSPRS. Validation must occur no later than 30 days of the employee's separation of employment date, unless extended by the Fire Chief due to extenuating circumstances.
 - (b) ASRS retirement shall be validated upon receipt of the Ending Payroll Verification (EPV) notification. Validation must be received by GRFD Finance Department no later than 90 days of employee's separation of employment date, unless extended by the Fire Chief due to extenuating circumstances.

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3. Payment for accrued PTO hours shall be paid to the qualifying employee on the District's next regularly scheduled payroll following confirmation of retirement through the respective system. Due to the required validation of the retirement system, payment for accrued PTO hours may occur following the employee's final paycheck for regular wages and other accrued compensable leave time.
4. In the event of any non-voluntary separation, no PTO balances will be paid out to the member (non-voluntary separation is defined as termination, or resignation in lieu of termination).
5. In the event of the death of a member, the beneficiary designated by the member to receive retirement benefits shall be paid the deceased member's PTO leave balance at the same rate as noted in 1045.4.8.1
6. Members may elect to transfer PTO bank payouts directly to eligible District sponsored plans upon separation from employment.
7. Upon resignation employees will be subject to the payout of PTO based upon current policy. Employees shall not extend their employment by utilizing their PTO balance as time worked. Employees shall work their two week notice unless otherwise determined by the Fire Chief, or his designee.

1045.5 SHIFT TRADES

Shift trades are defined as members being permitted to request one or more of their suitably qualified colleagues (rank, qualifications, certifications, and specialty station assignments) to work one of their scheduled shifts and, in exchange, work one of their colleagues future scheduled shifts.

The hours worked on a shift trade shall be excluded from calculating the hours for which the substituting member would otherwise be entitled to overtime. Shift trades must be approved by the member's direct supervisor and recorded on the scheduling program at least 24 hours in advance. Trades must be voluntary and reciprocated within a rolling year, and attendance is the responsibility of the member who accepts the shift trade.

Members that request Unscheduled PTO on a shift trade shall have their PTO deducted manually by the scheduler, and the District will pay no compensation.

Circumventing the shift bid system with shift trades shall not be permitted.

1045.6 COMPENSATORY TIME

Compensatory time or comp time is an arrangement wherein members can accumulate time-off in place of receiving overtime compensation. Members may use comp time instead of Scheduled PTO hours for their time off requests. The maximum accrual of comp time is 144 hours. Any overtime hours worked beyond the maximum allowance will be compensated at the member's overtime rate. The District will reimburse all comp time hours at 100 percent upon any separation from employment. Members shall not use comp time for FMLA qualifying events.

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1045.7 FLEXIBLE TIME

Flexible time or flex time is an arrangement that permits employees to choose their times for starting and finishing work within a broad range of available hours at the discretion of their supervisor. Employees may use flextime instead of Scheduled PTO or request to flex their schedule within the workweek to avoid working over 40 hours. Supervisors have the discretion to require an employee to flex their schedule within the same workweek to avoid overtime as long as the employee has not surpassed the overtime threshold.

Exempt employees on 40-hour non-suppression schedules are permitted to request to flex their time. Non-exempt employees on 40-hour non-suppression schedules can ask to flex their time within the same work week. Employees on any suppression schedule may not utilize flex time.

Flextime shall expire if employees return to a suppression schedule. Flex time will not be paid upon separation from employment.

1045.8 LEAVE WITHOUT PAY

Leave without pay or LWOP is a temporary non-pay status and absence from duty, issued at the discretion of the Fire Chief, or designee. Requests shall be submitted through the chain of command to Human Resources for approval and processing. Members placed on LWOP shall be required to exhaust all PTO accruals and available comp time, after which the remainder of the leave will become unpaid. Any pay period while on LWOP is incomplete and will not accrue PTO, and members are not eligible to work overtime. For information regarding how the periods of LWOP may affect health and retirement benefits, future pay adjustments, and PTO accrual, contact Human Resources.

1045.9 BEREAVEMENT LEAVE

Bereavement leave is available for members to attend the funeral or assist with personal matters related to the death of a family member. Leave includes up to 72 hours for members on a suppression schedule and 40 hours for members on a non- suppression schedule.

Bereavement leave shall be requested through the employees chain of command. Chief Officers requesting bereavement leave shall have the leave approved by the next level Chief Officer in the chain of command. Additional leave may be granted as paid time off through the scheduling program, where a member has PTO available to them.

In the event of a coworker's death, bereavement leave may be granted to allow coworkers to attend the memorial/funeral services.

1045.10 CATASTROPHIC LEAVE

Catastrophic leave is provided to members if they, or an immediate family member is, diagnosed with a terminal illness. The District will provide a 50 percent match of donated PTO to provide the member with wages for up to one year. Members will be required to provide the medical information

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necessary to confirm the medical status to Human Resources. All information shall be kept confidential per state and federal requirements.

Members may work a light-duty administrative assignment if available, if they are physically able to do so, and receive a written release to light-duty from their healthcare provider(s). Any hours worked will offset the 50 percent match benefit of donated hours. The Fire Chief, or designee, may extend the leave at their discretion.

Members on catastrophic leave for an immediate family member shall have the right to retain donated PTO hours up to one (1) pay period at their point of returning to work. This allows for PTO to support any unforeseen circumstances upon return.

1045.11 EXTENDED ABSENCE

Extended absence is defined as members being absent from duty for more than three consecutive shifts. Members may be required to furnish a statement from their healthcare provider(s) supporting their absence and ability to return to work.

Members on an extended absence shall contact their supervisor and Human Resources at specified intervals, not to exceed 30 days, to update their status and expected return date.

At the discretion of the Fire Chief, or designee, members may be required to undergo a return to work or a fitness for duty examination through a district-appointed physician and Human Resources/Health and Safety dependent on position. In such an event, the cost of such examination shall be covered by the District.

1045.12 SEPARATION LEAVE

Members in good standing may request Fire Chief approval to utilize PTO to extend their employment for no more than two consecutive pay periods.

Suppression members may not have any outstanding shift trades.

Requests for separation leave shall be submitted in writing to Human Resources, after providing Human Resources with a written resignation which must include the last day the member intends to work. If approved, the employee shall not accrue PTO and their resignation is final and shall not be withdrawn. Written requests must be received two (2) pay periods prior to the first day of the requested separation leave.

Separation leave will be included in calculating the maximum number of suppression personnel permitted to be off per shift.

1045.13 PAID PARENTAL LEAVE

Members who have become parents within 90 days (birth, adoption, foster) may request paid parental leave, up to 24 hours for members on a suppression schedule and 10 hours for members

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on a non- suppression schedule. This leave is granted by the District to provide bonding time with the new family member.

Parental leave runs concurrent with the members Family Medical Leave granted under the FMLA. (see FMLA policy or contact HR for guidance)

1045.14 TIER ONE PHYSICAL INCENTIVE

Members who score a Tier 1 on their annual physical will receive, from the District, eight (8) hours of PTO.

PTO adjustments will be made once the District is notified of tier status, which may be different from when the employee is notified.

Attachments

PTO BALANCE ELECTION FORM.pdf



GOLDER RANCH FIRE DISTRICT

PTO BALANCE ELECTION FORM

I, _____, make the following elections regarding my PTO bank as of the first pay period in December.
(Name)

A member who accrues in excess of 672 hours of PTO as of the first payday in December has the option to be paid out at 50% of their current hourly rate for hours in excess of 672 or continue up to the maximum allowable of 1140 hours.

Uniformed Employees ☐ **No more than 672 (hours in excess will be paid out at 50% rate)**
☐ **Up to the maximum allowable 1140 (hours in excess will be paid out at 50% rate)**
☐ **Other (must be between 672 and 1140 hours)**

A member who accrues in excess of 480 hours of PTO as of the first payday in December has the option to be paid out at 50% of their current hourly rate for hours in excess of 480 or continue up to the maximum allowable of 1078 hours.

Non-uniformed Employees ☐ **No more than 480 (hours in excess will be paid out at 50% rate)**
☐ **Up to the maximum allowable 1078 (hours in excess will be paid out at 50% rate)**
☐ **Other (must be between 480 and 1078 hours)**

Members may elect to transfer PTO bank payouts directly to any eligible District sponsored retirement or HSA plan.

I elect to have the following withheld from my PTO payout and transferred to the following eligible plan
Federal contribution limits differ depending on plan type.

percent Plan Name
or
dollar amt

Signature

Date

This election will remain in effect until a subsequent election form is completed and turned in to the Finance Department.

Holiday Time Off

1047.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that full-time employees of the District are provided with a competitive paid-time-off benefit for the recognition of District-designated holidays.

1047.2 POLICY

On the following traditional recognized Federal holidays, the administrative offices will be closed, and no in-person or telework shall be authorized:

- (a) New Year's Day (January 1)
- (b) Independence Day (July 4)
- (c) Thanksgiving Day (Fourth Thursday in November)
- (d) Christmas Day (December 25)

The District recognizes the additional Federal holidays, in-person or telework is allowed only with a supervisor's prior approval:

- (a) Labor Day (First Monday in September)
- (b) Columbus Day (Second Monday in October)
- (c) Veterans Day (November 11)
- (d) Civil Rights Day (Third Monday in January)
- (e) Presidents' Day (Third Monday in February)
- (f) Memorial Day (Last Monday in May)
- (g) Juneteenth (June 19) — **(Effective July 1, 2022) See attachment: Administrative Directive 21-007.pdf**

Additional District-designated holiday:

- (a) Employee's birthday

Non-uniformed employees will receive ~~80~~ 96 hours **(the additional eight hours for Juneteenth will be effective on July 1, 2022)** in their holiday time-off bank, in the timekeeping system, on July 1 of each year (the first day of the fiscal year). The additional 40 Thirty-two hours of holiday time-off must be utilized on the days the District administrative offices are closed, these hours will not be included in the holiday time-off bank.

The ~~80 remaining 64~~ hours may be utilized by the employee on dates they choose, after approval from their supervisor, and following all applicable time-off policies. According to the guidelines below, full-time uniformed employees may be required to work on holidays, but shall receive holiday pay for those days worked.

FLS uniformed employees work a 40-hour work week and will receive a bank of 120 hours due to the requirement that the on-call fire investigator works on mandatory holidays.

Golder Ranch Fire District

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Holiday Time Off

Holiday time for non-uniform members, scheduled for a 40-hour work week, counts as part of their regularly scheduled hours. Members on a suppression schedule receive 8-hours of holiday pay above and beyond their regularly scheduled hours.

1047.3 GUIDELINES

- (a) District holidays that fall on a Friday or Saturday will be observed on the preceding Thursday Friday. District holidays that fall on a Sunday will be observed on the following Monday. Exceptions shall be made at the discretion of the Fire Chief or designee.
- (b) Full-time, non-uniformed employees shall receive ten eight hours of holiday pay in lieu of working a full day on a holiday. Full-time, non-uniformed employees may not work a holiday and be paid holiday time. If the holiday falls on a day that an employee is scheduled to work more than eight hours, the employee will need to make up the additional hours by working extra time within the same week as the holiday or by utilizing their PTO, or comp time, to make up the additional hour(s).
- (c) Non-uniformed employees are responsible for recording their holiday time-off in the District's timekeeping system and obtaining the appropriate approval for time-off.
- (d) Non-uniformed employees shall use no more than 2 16-hours-of holidays time -off per month, - w ith the exception of the birthday holiday.
- (e) The District views holiday time-off as important, for the employee and their family, and encourages the use of all holiday 96 hours within the fiscal year in which it is provided. Unused holiday time-off remaining in a non-uniformed employee's bank will be forfeited at the end of each fiscal year (June 30). **The additional eight hours for Juneteenth will take effect on July 1, 2022, for non-uniformed employees.**
- (f) Non-uniformed employees shall not transfer holiday time-off into their comp time bank.
- (g) FLS members who are full-time, uniformed employees, shall have the choice of either receiving ten hours of holiday pay or ten hours of comp time, paid at the employee's regular hourly rate, regardless of whether or not they are scheduled to work. However, the employee's comp time bank is capped at 144 hours.
- (h) Full-time, uniformed employees, shall have the choice of either receiving eight hours of holiday pay or eight hours of comp time, paid at the employee's regular hourly rate, regardless of whether or not they are scheduled to work. However, the employee's comp time bank is capped at 144 hours. **The additional eight hours for Juneteenth will take effect on June 19, 2023, for uniformed employees.**
- (i) Uniformed employees, excluding FLS, working in recognized administrative uniformed positions may request to float no more than two holidays, at the discretion of the appropriate Assistant Chief, per calendar year. Direct reports to the Fire Chief will approve their personnel's request, or make their request to the Fire Chief. If a non-exempt, uniformed employee, assigned to a recognized administrative uniformed position, floats a holiday, eight hours will be added to their comp time bank. However, the uniformed employee's comp time bank is capped at 144 hours.

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Holiday Time Off

- (j) If an employee is receiving workers' compensation benefits due to an illness or injury, they shall continue to receive holiday pay for those holidays that occur while on workers' compensation leave.
- (k) Holiday pay shall be counted as "hours worked" to calculate overtime for non-uniformed and uniformed employees assigned to a recognized administrative uniformed position.
- (l) Holiday pay is based upon the completion of the pay period. A completed pay period is one that does not include donated leave, personal leave of absence, suspension, or other leave without pay.
- (m) At the end of employment, holiday time-off is not eligible for pay-out.

Holiday Time Off

1047.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that full-time employees of the District are provided with a competitive paid-time-off benefit for the recognition of District-designated holidays.

1047.2 POLICY

On the following traditional recognized Federal holidays, the administrative offices will be closed, and no in-person or telework shall be authorized:

- (a) New Year's Day (January 1)
- (b) Independence Day (July 4)
- (c) Thanksgiving Day (Fourth Thursday in November)
- (d) Christmas Day (December 25)

The District recognizes the additional Federal holidays, in-person or telework is allowed only with a supervisor's prior approval:

- (a) Labor Day (First Monday in September)
- (b) Columbus Day (Second Monday in October)
- (c) Veterans Day (November 11)
- (d) Civil Rights Day (Third Monday in January)
- (e) Presidents' Day (Third Monday in February)
- (f) Memorial Day (Last Monday in May)
- (g) Juneteenth (June 19)

Additional District-designated holiday:

- (a) Employee's birthday

Non-uniformed employees will receive 80 hours in their holiday time-off bank, in the timekeeping system, on July 1 of each year (the first day of the fiscal year). The additional 40 hours of holiday time-off must be utilized on the days the District administrative offices are closed, these hours will not be included in the holiday time-off bank.

The 80 hours may be utilized by the employee on dates they choose, after approval from their supervisor, and following all applicable time-off policies. According to the guidelines below, full-time uniformed employees may be required to work on holidays but shall receive holiday pay for those days worked.

FLS uniformed employees work a 40-hour work week and will receive a bank of 120 hours due to the requirement that the on-call fire investigator works on mandatory holidays.

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Holiday Time Off

Holiday time for non-uniform members, scheduled for a 40-hour work week, counts as part of their regularly scheduled hours. Members on a suppression schedule receive 8-hours of holiday pay above and beyond their regularly scheduled hours.

1047.3 GUIDELINES

- (a) District holidays that fall on a Friday or Saturday will be observed on the preceding Thursday. District holidays that fall on a Sunday will be observed on the following Monday. Exceptions shall be made at the discretion of the Fire Chief or designee.
- (b) Full-time, non-uniformed employees shall receive ten hours of holiday pay in lieu of working a full day on a holiday. Full-time, non-uniformed employees may not work a holiday and be paid holiday time.
- (c) Non-uniformed employees are responsible for recording their holiday time-off in the District's timekeeping system and obtaining the appropriate approval for time-off.
- (d) Non-uniformed employees shall use no more than 2 holidays per month, with the exception of the birthday holiday.
- (e) The District views holiday time-off as important, for the employee and their family, and encourages the use of all holiday hours within the fiscal year in which it is provided. Unused holiday time-off remaining in a non-uniformed employee's bank will be forfeited at the end of each fiscal year (June 30).
- (f) Non-uniformed employees shall not transfer holiday time-off into their comp time bank.
- (g) FLS members who are full-time, uniformed employees, shall have the choice of either receiving ten hours of holiday pay or ten hours of comp time, paid at the employee's regular hourly rate, regardless of whether or not they are scheduled to work. However, the employee's comp time bank is capped at 144 hours.
- (h) Full-time, uniformed employees shall have the choice of either receiving eight hours of holiday pay or eight hours of comp time, paid at the employee's regular hourly rate, regardless of whether or not they are scheduled to work. However, the employee's comp time bank is capped at 144 hours.
- (i) Uniformed employees, excluding FLS, working in recognized administrative uniformed positions may request to float no more than two holidays, at the discretion of the appropriate Assistant Chief, per calendar year. Direct reports to the Fire Chief will approve their personnel's request or make their request to the Fire Chief. If a non-exempt, uniformed employee, assigned to a recognized administrative uniformed position, floats a holiday, eight hours will be added to their comp time bank. However, the uniformed employee's comp time bank is capped at 144 hours.

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Holiday Time Off

- (j) If an employee is receiving workers' compensation benefits due to an illness or injury, they shall continue to receive holiday pay for those holidays that occur while on workers' compensation leave.
- (k) Holiday pay shall be counted as "hours worked" to calculate overtime for non-uniformed and uniformed employees assigned to a recognized administrative uniformed position.
- (l) Holiday pay is based upon the completion of the pay period. A completed pay period is one that does not include donated leave, personal leave of absence, suspension, or other leave without pay.
- (m) At the end of employment, holiday time-off is not eligible for pay-out.

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~~1623~~1055 UNIFORM AND TOOL ALLOWANCE

A. PURPOSE

TO ESTABLISH CONSISTANT GUIDELINES FOR ASSISTING EMPLOYEES OF THE GOLDER RANCH FIRE DISTRICT WITH COSTS ASSOCIATED WITH UNIFORMS AND/OR DRESS REQUIREMENTS.

B. SCOPE

~~1. This policy applies to all full-time employees of the GRFD.~~

C. POLICY

1. It is the policy of GRFD to portray a positive public image and demonstrate pride and professionalism, to maintain high standards regarding employee appearance, dress, and grooming. Golder Ranch will assist all GRFD employees with the costs associated with the tools and uUniforms ~~and Grooming Standards~~ for both ~~Suppression-uniformed~~ and Non-~~Suppression uniformed personnel~~members.

D. GUIDELINES

1. Uniform Allowance for ~~Suppression personnel~~Uniformed Members:
 - a. ~~Suppression-Uniformed personnel members~~ will receive a lump sum payout of \$~~71,000.00~~ the first pay date in November each year.
 - b. This money is to be used to purchase uniforms to ensure that all uniforms meet the requirements set forth in the Uniforms and Grooming Standards – Suppression policy.
 - c. If a new academy begins within the year, the initial uniform requirements will be purchased for the new recruits by the District. Any residual monies left from the \$~~71,000.00~~ allotment, after the initial uniform requirements are purchased, will be distributed to each recruit upon completion of the academy.
2. Uniform Allowance for ~~Administrative Support Staff~~Non-uniformed Members (excluding Fleet and Facilities Maintenance)
 - a. ~~Administrative support staff~~Non-uniformed members will receive a lump sum payout of \$~~2500.00~~ the first pay date in November each year.
 - b. This money is to be used to help supplement professional work attire as described in the Uniforms and Grooming Standards – Non-Suppression policy.
 - c. Administrative staff are encouraged to purchase logo gear to attend District functions, off-site events, and trainings.
 - ~~b.d.~~ White polo style or collared shirts with the District logo are reserved for Chief Officers/Executive Staff and Directors and dress uniforms.

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3. Uniform Allowance for Fleet and Facilities Maintenance

- a. Fleet and Facilities Maintenance will not receive a lump sum payout for Uniform Allowance. ~~Instead~~Instead, they will be provided with all uniforms required, as well as, the maintenance of those uniforms will be paid for by the District on a regular basis.
- b. Members of Fleet in the classifications of Fleet Maintenance Technician, including the Fleet Maintenance Supervisor, will receive an annual tool allowance of \$1,000.00 on the first pay date in November each year.
- ~~a-c.~~ This money is to be used to help supplement the purchase of required fleet mechanics tools as noted in the Fleet job descriptions.

Uniform and Tool Allowance

1055.1 PURPOSE AND SCOPE

To establish consistent guidelines for assisting members of the Golder Ranch Fire District with costs associated with tools, uniforms, and/or dress requirements.

1055.2 POLICY

It is the policy of GRFD to portray a positive public image and demonstrate pride and professionalism, to maintain high standards regarding member appearance, dress, and grooming. Golder Ranch will assist all GRFD members with the costs associated with the tools and uniforms for both uniformed and non-uniformed members.

1055.3 GUIDELINES

1. Uniform Allowance for Uniformed Members:
 - (a) Uniformed members will receive a lump sum payment of \$1,000.00 the first pay date in November each year.
 - (b) This money is to be used to purchase uniforms to ensure that all uniforms meet the requirements set forth in the Uniforms and Grooming Standards – Suppression policy.
 - (c) If a new academy begins within the year, the initial uniform requirements will be purchased for the new recruits by the District. Any residual monies left from the \$1,000.00 allotment, after the initial uniform requirements are purchased, will be distributed to each recruit upon completion of the academy.
2. Uniform Allowance for Non-uniformed Members: (excluding Fleet and Facilities Maintenance)
 - (a) Non-uniformed members will receive a lump sum payout of \$500.00 the first pay date in November each year.
 - (b) This money is to be used to help supplement professional work attire as described in the Uniforms and Grooming Standards – Non-Suppression policy.
 - (c) Administrative staff are encouraged to purchase logo gear to attend District functions, off-site events, and trainings.
 - (d) White polo style or collared shirts with the District logo are reserved for Chief Officers and Directors.
3. Uniform Allowance for Fleet and Facilities Maintenance:
 - (a) Fleet and Facilities Maintenance will not receive a lump sum payout for Uniform Allowance. Instead, they will be provided with all uniforms required, as well as, the maintenance of those uniforms will be paid for by the District on a regular basis.

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Uniform and Tool Allowance

- (b) Members of Fleet in the classifications of Fleet Maintenance Technician, including the Fleet Maintenance Supervisor, will receive an annual tool allowance of \$1,000.00 on the first pay date in November each year.
- (c) This money is to be used to help supplement the purchase of required fleet mechanics tools as noted in the Fleet job descriptions.

Procurement, Purchasing and Vendor Payment (PPVP Policy)

212.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services, while providing effective controls over the disbursement of the District's limited financial resources.

This policy applies to all employees, within the guidelines listed below.

212.2 POLICY

The intent of the Golder Ranch Fire District (GRFD) Procurement, Purchasing and Vendor Payment Policy or (PPVP Policy) is to allow for efficient payment to our vendors and service providers while providing effective controls over the disbursement of the District's limited financial resources. Sound fiscal policy begins with a comprehensive playbook by which all employees operate and thoroughly understand. The policy seeks to create a standard document that will provide clear and definitive guidance on how purchases of goods and services are to be made by whom, as well as how those purchases are to be paid for.

212.3 PURCHASING GUIDELINES

Pursuant to ARS 48-805.02 the GRFD Governing Board annually adopts the official budget for the upcoming fiscal year. It is Management's responsibility to ensure that the District does not exceed, without due process, the limits of that budget. Therefore, the Board approved operating budget becomes the overarching and highest level, but by no means, only approval necessary for expenditure to be made. Routine expenditures for utilities are the only expenditures that simply require the annual Board approved budget for payment authorization. All other expenditures, including payroll, require some level of approval by Management for payment to be authorized. The larger the expenditure, the higher the level of Management required for approval, with all expenditures requiring some level of Management approval for payment to be made. In addition to Management's approval, proper coding is also required for payment to be processed.

212.4 REVIEW

The Finance Director shall ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

Golder Ranch Fire District

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Procurement, Purchasing and Vendor Payment (PPVP Policy)

212.5 PURCHASE ORDERS

Purchase Orders (POs) are the primary PPVP control documents used. POs are created and stored electronically in the District's inventory management software, Operative IQ. All POs completed electronically shall include an invoice uploaded as an attachment with the vendor name, address, proper budget coding, as outlined in 212.6 of this policy, and total invoice dollar amount. All POs shall be electronically approved and submitted via email to accounts payable for payment processing.

212.6 BUDGET/GL ACCOUNT NUMBERS

The budget or GL account numbers designate the department and expense description approved in the budget. The Board approved budget consists of detailed estimated expenditures for each fiscal year. Purchases will be allocated to GL accounts that have an approved budgetary spending limit. If a purchase must be made that is not specifically budgeted for, such purchase is coded to the account that most closely matches the description of the purchase. Budget managers shall be responsible to mitigate any negative variance as created from an unbudgeted purchase. Any use of contingency funds to pay for unbudgeted purchases is at the sole discretion and approval of the Fire Chief.

212.7 CREDIT CARD PURCHASES

Employees issued a District credit card are done for business purposes of the District. All charges made on GRFD credit cards are reviewed by the appropriate chain of command. Credit card statements are public record.

Reconciliation of credit card purchases shall be completed by the credit card holder via the online platform provided by the credit card company. Receipts for credit card purchases shall be uploaded to the system and correct Budget and GL account numbers documented in the system. A PO is only required for a credit card purchase if the purchase amount exceeds the authorized approval limit of the cardholder or if the receipt is missing or unable to be uploaded to the online platform. The reporting cycle for credit card charges is from the 27th of the month through the 26th of the following month. The coding, review and backup of each credit card charge is due by the last day of the month.

212.8 PURCHASES ON ACCOUNT

Purchases made to GRFD approved purchasing accounts, such as local hardware or automotive stores, shall require a receipt of the purchase submitted to the Logistics Division Chief responsible for reconciling such accounts. Suppression personnel making purchases on account shall not exceed \$25.00 and are only approved for items that are not available through the logistics division. A legible signature from the employee making the purchase shall be on the receipt. A PO shall be completed utilizing the monthly invoice as received from the vendor and any necessary supporting receipts added as attachments to the PO for payment processing as outlined above.

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Procurement, Purchasing and Vendor Payment (PPVP Policy)

212.9 APPROVAL LIMITS

Authorized GRFD Credit Card Holder or Captain -- \$2,500

Battalion Chief -- \$5,000

Fire Supply & Procurement -- \$15,000

Fleet Services Manager -- \$15,000

IT Services Manager -- \$15,000

Division Chief --\$20,000

Deputy Chief or Division Directors-- \$35,000

Assistant Chief -- \$50,000

Fire Chief -- \$100,000

Fire Board -- All expenditures from "Contingency" greater than \$100,000

The Fire Chief is authorized to execute the budget as approved by the Fire Board; this may include approval of purchase orders for budgeted expenses that exceed \$100,000 for the purpose of timely payment processing.

212.10 REQUEST FOR PROPOSAL (RFP)

Every effort shall be made to find the best value for all purchases. A Request for Proposal (RFP) process shall be initiated for any purchases of goods or services that exceed \$5,000, and where more than one qualified vendor is available. Bids for such goods or services shall be received electronically from at least three vendors and selection of bids based on the best value.

Purchases made through vendors approved on State contract, Mohave, Sourcewell, Amazon or other approved purchasing agreements shall not require an RFP process prior to purchasing goods or services.

212.11 VENDOR PAYMENT

Payments to vendors will always be made by Check, Cash, ACH Debit, Wire Transfer or District issued Credit Card. Vendor payments can be made by a GRFD employee using an employee's personal funds; however, proper approval must be obtained prior to the transaction or the GRFD employee may not be reimbursed. Vendor payments made with a district-issued credit card are covered in section 212.7 of this policy. If a vendor requests payment by bank draft, the request must be approved by a GRFD Chief Officer.

212.12 VALID INVOICE

Valid Invoices shall include all the following:

- (a) Payee Information: Name and address
- (b) Invoice number or some unique transactional identification
- (c) Description of service or item being invoiced
- (d) The total amount to be paid

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Procurement, Purchasing and Vendor Payment (PPVP Policy)

Upon the GRFD Accounting department receiving an approved purchase order electronically through OPIQ, with a valid invoice as an attachment, the particulars are entered into the accounting software as an account payable. A W9 shall be required as supporting documentation on the approved PO for all new vendors.

Once the vendor payment has been processed in the GRFD Accounting software, then the payment along with all necessary backup (invoices PO, W9) are uploaded to a secure file server for review by a Board Member. Once a Board Member has approved the batch for payment, the Finance Director (or designee) will release the AP batch for payment directly from GRFD's banking institution.

212.13 CHECK REQUESTS

A category of vendor payments that falls outside of the general rule is the check request. Essentially this is a request for a check to be drafted prior to the GRFD Accounting Department is in receipt of the necessary valid invoice or a check that is drafted outside of the usual check run. These check requests should be treated as an exception and only to be used for unusual circumstances. Approval for a check request must be made by a Chief Officer or by the Finance Director. If a check request is approved, then a valid PO is completed electronically, submitted to accounts payable and a check will be immediately drafted. Proper endorsements must be obtained by the Fire Chief and a Board Member or Finance Director, and the check can then be tendered. A valid receipt for payment or an invoice must be attached to the PO electronically.

212.14 ACH DEBITS & WIRE TRANSFERS

These are payments made on-line (via ACH Debit). ACH Debit or Wire Transfer payments should only be used when other means are unavailable. A PO is required for ACH or Wire Transfers to maintain an electronic record of the supporting documentation. Supporting documentation may include an invoice, electronic image of a payment portal or the request for payment and include the ACH Debit or Wire Transfer receipt or confirmation of payment.

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1302 PROCUREMENT, PURCHASING AND VENDOR PAYMENT

A. PURPOSE

~~The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services, while providing effective controls over the disbursement of the District's limited financial resources.~~

~~To allow for efficient payment to our vendors and service providers while providing effective controls over the disbursement of the District's limited financial resources.~~

B. SCOPE

1. This policy applies to all employees, within the guidelines listed below

C. POLICY

1. The intent of the GRFD Procurement, Purchasing and Vendor Payment Policy or (PPVP Policy) is to allow for efficient payment to our vendors and service providers while providing effective controls over the disbursement of the District's limited financial resources. Sound fiscal policy begins with a comprehensive playbook by which all employees operate and thoroughly understand. The PVP policy seeks not to hinder the District's employees from being able to effectively perform their respective job responsibilities; on the contrary, the intent of the policy is to create a standard document that will serve to provide clear and definitive guidance on how purchases of goods and services are to be made and by whom, as well as how those purchases are to be paid for.

D. GUIDELINES

~~Pursuant to ARS 48-805.02~~~~Every year,~~ the GRFD Governing Board annually adopts the official budget for the upcoming fiscal year. It is Management's responsibility to ensure that the District does not exceed, without due process, the limits of that budget. Therefore, the Board approved operating budget becomes the overarching and highest level, but by no means, only approval necessary for expenditure to be made. Routine expenditures for utilities are the only expenditures that simply require the annual Board approved budget for payment authorization. All other expenditures ~~including payroll (even payroll)~~ require some level of approval by Management for payment to be authorized. ~~Obviously, T~~the larger the expenditure, the higher the level of Management required for approval. ~~Conversely, the Fire Chief will not need to approve a small purchase of supplies at the local hardware store. To put it simply ALL expenditures require SOME level of Management approval for payment to be made.~~In addition to Management's

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approval, proper coding is also required for payment to be processed. ~~The following paragraphs attempt to define the process by which purchases are approved, executed and paid for.~~

E. PURCHASE ORDERS

Purchase orders (POs) or "PO's" are ~~one of the~~ primary PVP control documents used by GRFD. ~~POs are created and stored electronically in the District's inventory management software, Operative IQ. All POs completed electronically shall include an invoice uploaded as an attachment with the vendor name, address, proper budget coding, as outlined in 212.6 of this policy, and total invoice dollar amount. All POs shall be electronically approved and submitted via email to accounts payable for payment processing.~~

~~The standard hand-written PO has two parts, the white copy and the yellow copy. The white copy is delivered to the Accounting Specialist and the yellow copy is kept by the issuer as a backup in the unlikely event that the original is lost. A PO must be cut for any purchase in one transaction over \$25 regardless if the purchase was made on account, cash or credit card. Purchases made for fuel, however do not require a PO, even if the purchase was for more than \$25. If the purchase is made on account then a receipt must be stapled to a properly executed GRFD purchase order and turned into the Accounting Specialist within 48 hours.~~

The following illustration is an example of a properly executed PO. Pay particular attention to the location of the budget / GL code. — Effort must be made to create some documented backup for the PO. So if no order confirmation email or form is available, then the PO must be sufficiently descriptive to provide the Financial Specialist with enough information for payment to be made. — One final note about purchase orders, while the GRFD hand-written PO (shown in the example) is the primary PVP document, other PO formats can and are in use within the organization. The format of the PO is not as important as the information contained on the document. To summarize, a valid PO must contain the following six critical elements:

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GOLDER RANCH FIRE DISTRICT
3885 E. Golder Ranch Dr.
TUCSON, AZ 85739

PURCHASE ORDER

Show this Purchase Order Number
on all correspondence, invoices,
shipping papers and packages.

26752

4. Date

TO (520) 825-9001

1. Vendor Info.

ACME, Corp
6340 N. Lightning Rod Pl.
Tucson, AZ 85745

01/01/2011

5. Budget/GL Code

160-6205

QUANTITY ORDERED	QUANTITY RECEIVED	STOCK NO. / DESCRIPTION	UNIT PRICE	TOTAL
1	1	Box of Roadrunner Bait	450	450
		TAX	10	10
				460

6. Total charge that will appear on the invoice or statement

460

2&3 Proper Authorization

1. Please send _____ copies of your invoice.
2. Order is to be entered in accordance with prices, delivery and specifications shown above.
3. Notify us immediately if you are unable to ship as specified.

David Christian

To be a Valid PO, it must contain ALL the following information...

1. The vendor information (or the name of the vendor as it will appear on the credit card statement)
2. If this is a credit card purchase, the owner's name of the credit card being used and the words 'CREDIT CARD CHARGE' must be clearly displayed.
3. The signature or initial of the manager, captain or chief officer or credit card owner
4. The date of the charge
5. The budgetary code(s) that the charge(s) will be applied to (if you are unsure about what budgetary code to use, please consult a member of the Finance Team)
6. The final amount of the credit card charge

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F. Budget/GL Account numbers

The budget or GL account numbers ~~GRFD has adopted~~ designate the department and expense description. The Board approved budget consists of ~~detailed estimated expenditures for each fiscal year. most all of the projected costs for a fiscal year. GRFD is statutorily required to spend, in total, no more than what the Board approved budget provides for. Most all p~~Purchases will be allocated to GL accounts that have an approved budgetary spending limit. ~~However, if~~ a purchase must be made that is not specifically budgeted for, then it is imperative that purchase is coded to the account that ~~most closely~~ **MOST CLOSELY** matches the description of the purchase. ~~Budget managers shall be responsible to mitigate any negative variance as created from an unbudgeted purchase. Any use of contingency funds to pay for unbudgeted purchases is at the sole discretion and approval of the Fire Chief. There are two reasons why we do this. The first reason is so that financial reports the Finance Manager provides to Management, the Board of Directors and external customers accurately describe costs. The second reason is that future budgets are developed based on cost history. If costs are not accurately classified by GL account description, then future budgets will likewise not accurately be classified.~~

~~If an unbudgeted purchase must be made, this will create a negative variance to budget for that GL account. It will be the department manager's responsibility to mitigate this by not spending at least an equal amount in another budget account. If this is not possible, then the Fire Chief must approve the use of contingency funds to pay for the un-budgeted purchase.~~

G. GRFD ISSUED CREDIT CARD PURCHASES

Employees issued a District credit card are done for business purposes of the District. All charges made on GRFD credit cards are reviewed by the appropriate chain of command. Credit card statements are public record.

Reconciliation of credit card purchases shall be completed by the credit card holder via the online platform provided by the credit card company. Receipts for credit card purchases shall be uploaded to the system and correct Budget and GL account numbers documented in the system. A PO is only required for a credit card purchase if the purchase amount exceeds the authorized approval limit of the cardholder or if the receipt is missing or unable to be uploaded to the online platform. The reporting cycle for credit card charges is from the 27th of the month through the 26th of the following month. The coding, review and backup of each credit card charge is due by the last day of the month.

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Those of you who have been issued a District credit card must know that you are in a very unique position within this organization. The decision to provide you with a District credit card is not made lightly. A great amount of trust has been given to you and this responsibility must be taken very seriously. All the charges you make on your GRFD credit card are scrutinized not just by the Chief Officers, they are looked at closely by the GRFD Board as well. This should be kept in mind each and every time you get your card out to pay a bill or when you give your card to a designee to make a charge on your behalf. Consider not only the substance of your credit card charge, but also the appearance of the charge you make. Ask yourself, "What will this charge look like on the statement when it goes before our Board? What will it look like in a public records request?"

Purchases made with a GRFD issued credit card must be preceded by, or immediately followed by, completing a valid PO. At the time of the credit card charge or within a reasonable period immediately thereafter, a Valid PO must be completed and the transaction receipt must be attached to the PO.

The credit card charges must be coded and the receipt uploaded on to the Chase website. The reporting cycle for credit card charges is the 26th of the month thru the 27th of the following month. All backup and charge coding must be completed no later than the last day of the month. If you have allowed someone to use your GRFD issued credit card, you as the card holder are still required to sign the requisite PO and/or supporting paperwork.

THE GENERAL RULE: To be a Valid PO, it must be completed using the Official two-part GRFD Purchase Order form and contain ALL the following information...

7. The vendor information (or the name of the vendor as it will appear on the credit card statement)
8. The owner's name of the credit card being used and the words 'CREDIT CARD CHARGE'
9. The signature or initial of the owner of the credit card being charged
10. The date of the charge
11. The budgetary code(s) that the charge(s) will be applied to (if you are unsure about what budgetary code to use, please see either the Financial Specialist or the Finance Manager)
12. The final amount of the credit card charge

H. EXCEPTIONS

There are a few exceptions to the General Rule.

1. Purchases made for the fleet department can be completed on the system-generated PO format used specifically for Fleet purchases

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2. ~~If the purchase was for a routine expense such as fuel OR for a nominal sum (less than \$25.00) then a PO need NOT be filled out. However, all 6 of the previously identified items that constitute a valid PO need to be included ON the receipt or a copy of the receipt. Again, if the receipt is less than 8 1/2 x 11 in size, then a copy must be made and all 6 pieces of information must be evidenced on the face of the document.~~
3. ~~If you are on an authorized out of district trip on official GRFD business and you use your card for multiple charges (ie: fuel, hotel, registration fees) then a single Valid PO can be completed and turned into the Accounting Specialist on the first day of your return to regular work in the District. All receipts must be kept for each charge to the card and a single line description of each charge must be made on the valid PO along with the accompanying 8 1/2 x 11 receipt(s). The sum of all receipts must total the sum of all the line items on the PO.~~
4. ~~GRFD issued credit cards can only be used for purchases of food or beverages upon express approval of a GRFD Chief Officer. When a GRFD employee is out of the GRFD boundaries on official District business, the official per diem policy trumps these guidelines. If a GRFD Chief Officer authorizes the use of GRFD credit card for a food purchase, then that authorization must be evidenced in writing.~~

I.I. PURCHASES ON ACCOUNT

Purchases made to GRFD approved purchasing accounts, such as local hardware or automotive stores, shall require a receipt of the purchase submitted to the Logistics Division Chief responsible for reconciling such accounts. Suppression personnel making purchases on account shall not exceed \$25.00 and are only approved for items that are not available through the logistics division. A legible signature from the employee making the purchase shall be on the receipt. A PO shall be completed utilizing the monthly invoice as received from the vendor and any necessary supporting receipts added as attachments to the PO for payment processing as outlined above.

~~GRFD has a relationship with vendors that allow employees of the District to charge for goods and services on account. The same rules apply to purchases made on account as those for purchases made with a credit card. A valid PO must be completed and a receipt for the exact amount of the PO must be attached to the back of the PO. If the receipt is a small slip of paper, then a photocopy of the receipt on an 8 1/2 x 11 will be necessary. Purchases on account can be made by any employee being directed to do so by their supervisor, but the valid PO must be signed by no less than a captain or manager.~~

J.I. APPROVAL LIMITS

All PO's must be approved by no less than a Captain or a Manager. The following chart illustrates the PO approval limit for each level of management:

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Authorized Credit Card Holder Manager or Captain	\$2,500
IT Services Manager	\$15,000
Battalion Chief	\$5,000
Fleet Services Manager	\$10,000
Fire Supply & Procurement	\$15,000 20,000
Division Chief	\$20,000
Deputy Chief or Division Director	\$35,000
Assistant Chief	\$50,000
Fire Chief	\$100,000
Fire Board	All expenditures from "Contingency" greater than \$100,000

The Fire Chief is authorized to execute the budget as approved by the Fire Board; this may include approval of purchase orders for budgeted expenses that exceed \$100,000 for the purpose of timely payment processing.

K.J. REQUEST FOR PROPOSAL

Every effort shall be made to find the best value for all purchases. A Request for Proposal (RFP) process shall be initiated for any purchases of goods or services that exceed \$5,000, and where more than one qualified vendor is available. Bids for such goods or services shall be received electronically from at least three vendors and selection of bids based on the best value.

Purchases made through vendors approved on State contract, Mohave, Sourcewell, Amazon or other approved purchasing agreements shall not require an RFP process prior to purchasing goods or services.

Before a large dollar purchase of a good or service can be made (and there is more than one vendor — available to provide that good or service) a request for proposal or RFP must be submitted to up to three — vendors. What constitutes a "large dollar purchase" can be somewhat challenging to define. If the — purchase is for a small but recurring amount, then an RFP process should be completed at least once every — fiscal year. If the purchase is for a small, non-recurring transaction, then no RFP's would be necessary. — However, it is imperative that every effort within reason be made to find the very best price available — before a purchase of goods or services. A one-time purchase of a good or service in excess of \$500 would — be considered a "large dollar purchase" and fall within the three RFP requirements.

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~~Another exception to the three RFP rule are purchases made under the State or Mohave Contract. As a political subdivision of the State of Arizona, GRFD is permitted to make purchases under the State or Mohave Contracts. The State of Arizona has already done the work to negotiate a pre-set price for goods and services purchased under the State or Mohave contracts and so therefore a purchase can be made under these two contracts without the need for RFP's.~~

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~~L.K.~~ **VENDOR PAYMENT**

Payments to vendors will always be made by check, Cash, ACH Debit, ~~Wire Transfer~~ or District issued Credit Card. Vendor payments can be made by a GRFD employee using an employee's personal funds;~~;~~ however, proper approval must be obtained prior to the transaction or the GRFD employee may not be reimbursed. Vendor payments made with a District-issued credit card ~~are~~ is covered in section 212.7 of this policy. ~~the GRFD ISSUED CREDIT CARD PURCHASES section of this PVP policy.~~ If a vendor requests payment by bank draft, the request must be approved by a GRFD Chief Officer.

~~Generally speaking, before a vendor payment can be processed the GRFD Accounting Department must have received these two key control documents: A valid purchase Order and/or an unpaid valid Invoice.~~

~~M.L.~~ **VALID INVOICE**

What constitutes a valid purchase order is discussed at length in the Purchase Order section of this PVP policy, but what are the attributes of a valid invoice? The following is a list of criteria for what constitutes a valid invoice.

- ~~1.~~ (a) Payee Information: Name and address
- ~~2.~~ (b) Invoice number or some unique transactional identification
- ~~3.~~ (c) Description of service or item being invoiced ~~Reference to a valid GRFD PO number~~
- ~~4.~~ (d) The total amount to be paid ~~The referenced GRFD PO must contain the same vendor information as well as a near approximation of the total amount due~~

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~~As a general rule, once the Upon the GRFD Accounting department receiving an approved purchase order electronically through OPIQ, with a valid invoice as an attachment, is in receipt of these two documents, then the PO is attached to the invoice and the invoice- the particulars are entered into the accounting software as an accounts payable. The invoice and PO are then filed as "entered" and will await the next regular bi-weekly check run. A W9 shall be required as supporting documentation on the approved PO for all new vendors.~~

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Once the vendor payment has been processed in the GRFD Accounting software, then the payment along with all necessary backup (invoices PO, W9) are uploaded to a secure file server for review by a Board Member. Once a Board Member has approved the batch for payment, the Finance Director (or designee) will release the AP batch for payment directly from GRFD's banking institution.

~~As a general rule, on Thursday morning of a non-payday week, all approved vendor accounts payables will be released for payment and a check will be drafted. The checks will then be attached to the corresponding valid POs, and valid invoices. These three documents must be reviewed and approved by the Finance Manager. Once the Finance Manager has indicated the documents have been reviewed, the checks can then be endorsed by two authorized signers, one of which must be a Fire Board member. Among District employees only the Finance Manager, Admin Assistant Chief or Fire Chief has the authority to sign GRFD checks. All Board Members have signing authority. Once the check has been properly endorsed, it can be mailed to or picked up by the payee. A removable stub is retained by the GRFD Accounting Department along with the PO and now paid invoice.~~

~~N. EXCEPTIONS~~

~~Obviously, the general rule only covers the majority of vendor payment transactions. However, a significant number of vendor payment transactions will not involve the need for Purchase Orders. Payments for utilities, recurring services, payments for health insurance, etc. all do not require the need for a Purchase Order, never the less, a valid invoice or support documentation is still needed for payment to be made. No payment will ever be made without some form of supporting documentation that gives evidence as to the nature of the transaction (ie: Payee name & address, nature of the transaction for budget account coding, exact amount of the transaction, date, etc.)~~

O.M. CHECK REQUESTS

~~A~~Another category of vendor payments that falls outside of the general rule is the check request.

Essentially this is a request for a check to be drafted BEFORE the GRFD Accounting Department is in receipt of the necessary valid invoice or a check that is drafted outside of the usual check run. These check requests should be treated as an exception and only to be used for unusual circumstances. Approval for a check request must be made by a Chief Officer or by the Finance Manager. If a check request is approved, then a valid PO is completed electronically, submitted to accounts payable then given to the Accounting Specialist and a check will be immediately drafted. Proper endorsements must be obtained and the check can then be tendered. A valid receipt for payment or an invoice must be attached to the PO electronically. ~~A valid receipt for payment or an invoice must be turned into the GRFD Accounting Department within 48 hours after the check is tendered to the vendor or the second business day which ever comes first.~~

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P.N. ACH DEBITS & WIRE TRANSFERS

These are payments made on-line (via ACH Debit). ACH Debit or Wire Transfer payments should only be used when other means are unavailable. A PO is required for ACH or Wire Transfers to maintain an electronic record of the supporting documentation. Supporting documentation may include an invoice, electronic image of a payment portal or the request for payment and include the ACH Debit or Wire Transfer receipt or confirmation of payment.

The final category of vendor payments is the ACH Debit payments. These are payments made on-line (via ACH Debit) and the written authorization to process will be the review and approval of the support documentation that gave rise to the transaction. The approval must be evidenced in writing or stamp and must be made at the Administration Chief Officer or designee and Finance Manager level. Payments made by ACH Debit are limited to just the remittance of payroll, payroll withholdings, payroll taxes and processing fees.



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: August 20, 2024

SUBJECT: FIRE CHIEF'S REPORT

ITEM #: 6A

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

July 2024



Chief's Activities for the Month

- Had a great vacation to the Bahamas, Assistant Chief Grissom, staff, and personnel did a great job during my absence as they always do.
- Attended several Arizona Ambulance meetings
- Attended the annual Az Fire Chief/Fire District Conference.
 - Talked with several Phoenix fire departments to get information on their cancer screening programs, researching what makes sense for our District and personnel. We are having success with 1582 on the annual physicals, they have helped catch several issues early.
- Met with Board Member Vette and Assistant Chief Grissom
- Participated in the District monthly Governing Board meeting
- Leadership meeting to finalize the proposed Memorandum of Understanding (MOU) and modifications in policies to meet the new MOU.

- Held executive leadership team meetings (Deputy Chiefs-Assistant Chiefs-Directors)
- Attended the Southern Arizona Trauma Conference represented both the District and SAEMS council
- Various meetings with personnel.
- Various meetings with department heads.
- Visted with crews and got embarrassed in pickle ball.

Thank You Correspondence

- A thank you card was received for the following personnel: Captain Jaclyn Frazier-Radem Engineer Andrew Garcia, Paramedic Kyle Drake, Firefighter Aubrey Littleton, Paramedic Ryon Peoples, Firefighter Manuel Garcia, Captain Keith Burtle, Paramedic Kimberly Jenkins, Firefighter Andrew Pacheco, Paramedic Shay Muscarella and Firefighter Austin Lillestol
- A thank you email was received for the following personnel thanking them for their assistance with a smoke detector: Captain Jacob Kassulke, Engineer Francis Gerl, Paramedic Mark Tenney, Firefighter Zachary Shultz
- A thank you email was received for the following personnel thanking them for their response to a call: Captain Dean Sanchez, Firefighter Jose Cornejo, Firefighter Victor Campos Cerna, Paramedic Ryan Kunze, Paramedic Kimberly Davis, Paramedic Brett Moffitt, Firefighter Stefani Valenzuela, Engineer Randall Schulzkump



FIRE CHIEF'S REPORT

July 2024

Community/Media Relations

Events:

- Ride Along at Station 380
- Fireworks PSA video shoot
- 4th of July Parade at Sun City Oro Valley neighborhood
- SaddleBrooke Ranch community forum
- Provided swag to Oro Valley Chamber for new class of veterinarian students
- Provided swag to Stacks Book Club for summer reading program
- Oro Valley Chamber High Level Membership event
- Code Save Presentation at Station 380
- PIO meeting with Tucson Fire
- Watermark Senior Safety Presentation
- Media Day at Fire Academy, KGUN 9, KOLD, and KVOA covered car fire training event
- KOLD media interview on hiking during monsoon safety with Deputy Chief Jeremy Hilderbrand





Community Presence:

- Consistent community alerts and various communications on Freeman Fire
- Community alert on training smoke from Live Fire simulations at Academy
- Community update on construction progress of Station 378
- Years of service community recognition of Captain Shaun Greener and retired Engineer Tom Logan
- Weekly digital campaign on Fire Academy showing what recruits are learning through dozens of pictures and videos
- Community highlight of Deputy Chief Tony Rutherford training with his son, Anthony, a fire academy recruit
- National Wildland Firefighter Day recognition
- Wildland response to fires near Kearny
- We Are Hiring graphic and additional online marketing for Human Resources Generalist and Community Educator
- Fourth of July safety, created video and community messaging
- Grill Safety, provided community messaging
- Safety messaging for World Drowning Prevention Day
- Code Save community recognition on collapsed man
- Board meeting moments of Paramedic John Baron's years of service
- Blessed Beginnings safety presentation highlight to showcase summer learning
- Mis Manos Montessori safety presentation highlight
- The Watermark at Oro Valley, retirement and assisted living facility highlight
- Dashboard information and slides highlighting various updates and topics for District

Social Media and Online Presence Totals:

- Facebook impressions are at 111,000, followers continue to grow
- Instagram account reach is 10,000, followers continue to grow
- Twitter impressions are at 15,000

Future Projects and Events:

- Weekly Fire Academy digital campaign
- Oro Valley Chamber Awards Breakfast, Golder Ranch Fire District is nominated for Legacy Award
- Drowning Impact Awareness month in August
- Back to school safety messaging

Board Services

Records responded to 24 records requests for the month of July.

The breakdown is as follows:

Environmental Reports	2
Outstanding Code Violations/Inspection Report	-
Fire Reports	2
Incident Reports	1
Medical Records	17
Other	2

On Tuesday, July 16th through Thursday, July 18th, Records Specialist Wong attended the Arizona Fire Chiefs Association (AFCA)/Arizona Fire Districts Association (AFDA) Leadership Summer Conference along with other GRFD personnel. There was a one-day session for fire administrative personnel sponsored by the Arizona Fire Service Administrative Professionals (AFSAP). Some other sessions that RS Wong attended were the EMS Section Meeting, Safety/Health/Survival Section, Managing Attention, Priorities, Energy, and Dynamics, and A.I. in the Fire Service. It was a great learning and networking opportunity!

Board Services attended the Arizona Municipal Clerks Associations’ (AMCA) Athenian Dialogue, Annual Conference, and Elections Training from July 22nd through July 25th. Sessions for the conference included Campaign Finance, Election Legislation and Election Case Law, Safe and Secure Elections, Court Challenges Write-In Candidates and Candidate Documents.

For the conference, Region 7’s Leader/Board Services Supervisor Ortiz sought donations to compile a gift cards that was placed on a white board. It was raffled, along with other items from other cities and towns across the State. Region 7’s contribution raised over \$250 in funds for the AMCA’s Scholarship Committee. This will assist attendees cover costs to attend training and expand networking opportunities.

Pima County Elections and Pinal County Elections have notified the District that because three candidates have filed for the three open governing board seats, the election is uncontested and will be canceled. Congratulations Vice Chairperson Vette, Board Member Brady and Board Member Shellenberger.

A PSPRS meeting was held on July 31, 2024.

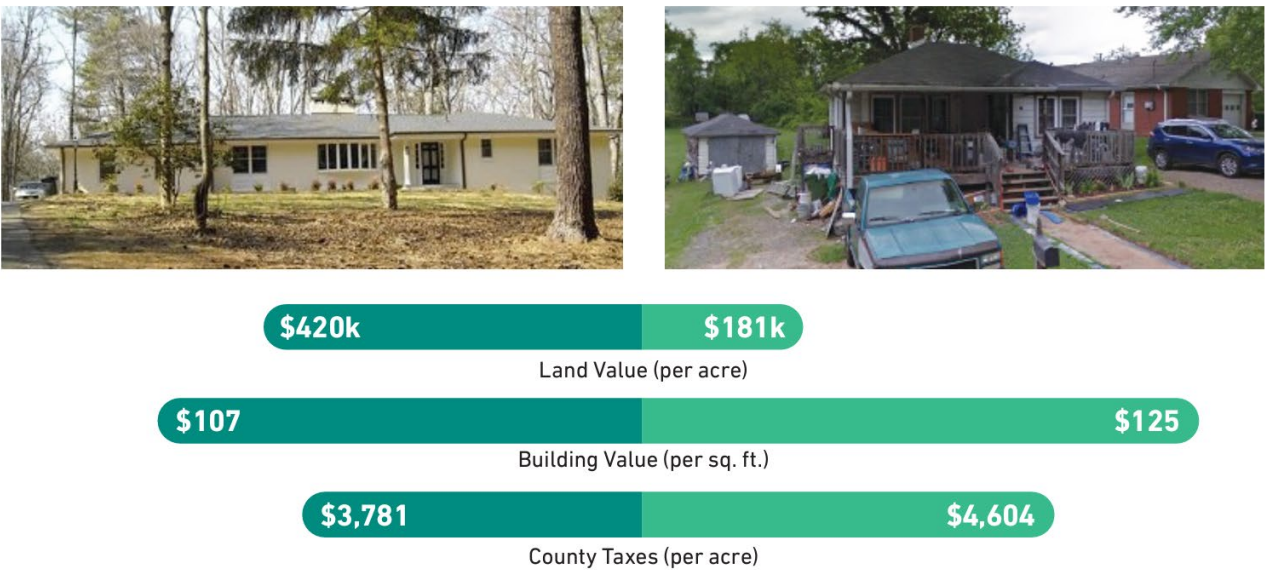
HR Supervisor Metzger and Board Services Supervisor Ortiz met with Community Relations Supervisor Camarillo and Operations Support Supervisor Bravo regarding Dashboards. Supervisor Metzger and Supervisor Ortiz are now trained on how to create and post slides on Dashboard and will be additional support for this project. Dashboards are tvs in the stations and offices that update personnel on current happenings within the District.

Finance Report

Rethinking Property Taxes

The goal of property valuation assessors are to provide fair valuations of property that is subject to ad valorem taxes. High quality assessments are foundational to property tax administration. They are needed so that a taxpayer’s liability bears the closest relationship to the underlying value of the property. This has implications for tax fairness, which is vital for the ongoing legitimacy of the tax. It also has implications for the revenue that the property tax yields to local governments that depend on it. Let’s start with the fairness implications. Exhibit 1 shows how assessment practices can lead to unfair outcomes. Home A is in a well-to-do neighborhood and is of a typical size, quality, and more, for homes there. Home B is in a working-class neighborhood and is also typical for that neighborhood.

EXHIBIT 1 | 4-STEP STRATEGY PLANNING SYSTEM



Data collected by urban planning firm Urban3.

The per-acre land value is higher for Home A, which is not surprising and shows us that the real estate market places a higher value on land in that neighborhood. The surprise is that the county's assessment practices result in a higher building value per square foot for Home B! This leads to higher taxes for Home B on a per-acre basis. Home A sits on a larger plot of land and has more square feet, so Home A's total tax bill is higher than that of Home B, but the size of the bill is not proportional to the underlying value of the property (and the underlying value of the building). Properties like Home B tend to be owned by lower-income people, and over-taxing reduces their net income, leading to more financial hardship, including increased likelihood of tax delinquency and foreclosure.¹ This situation can have longterm consequences, as home ownership is a component of generational wealth.² Exhibit 1 is not an isolated case but rather illustrates a widespread problem. Evidence indicates that across 90 percent of the United States, properties of above-average market value are consistently under-valued by the assessment process, and properties of below-average market value are consistently over-valued.³ – June 2004, Government Finance Review.

Human Resources

HR participated in all regularly scheduled meetings and completed all regular duties.

Additionally, we were managed in the following:

Recruitments:

- Policy Coordinator – interview process is underway
- Administrative Assistant – recruitment process is underway

Congratulations!

- Finance Supervisor, Jeffrey Sargent

Current HR Trends:

Beginning in 2021, employers experienced a surge in employee departures during “the Great Resignation.” Great news - recent data indicates that trend may be reversing, and that more workers are now planning to stay with their current employers.

Robert Half, a business consultancy based in Menlo Park, California, surveyed over 1,000 US employees. They found that 35% of respondents intend to seek new job opportunities in the latter half of 2024, a notable decrease from a similar survey conducted around mid-2023, where 49% expressed the same intention.

Robert Half suggests that “the Big Stay is not going away.” 77% of employees reported being generally satisfied with their current roles, and 85% said they have a good work-life balance.

Key factors noted by survey participants contributing to their job satisfaction, include competitive salaries with regular merit increases, flexible work locations and schedules, manageable workloads and expectations, a positive work culture and team dynamic, and supportive management. These are

all fundamentals of the Golder culture, and we are thrilled that as an organization we lead the way in what employees' desire from an employer. We are hearing that our new work schedule is a positive change!

Despite their current satisfaction, many employees are confident in their ability to find new opportunities if desired. Nearly 73% of respondents expressed confidence in their professional skills and reported taking steps to enhance their value and marketability by acquiring new skills. This is not a negative thing, instead Golder has been focusing on how to support career growth through-out the organization to encourage employees to stay and grow with us.

This growing job satisfaction could lead to a tighter talent market, and Robert Half warned employers to avoid recruitment and hiring missteps that could deter potential candidates.

Several factors identified that could turn away quality applicants include respondents losing interest if a job description lacked a salary range, a position that required onsite work with no remote options, some would avoid employers that don't prioritize a positive culture, and others could be put off by a prolonged interview process. HR is thrilled that we work in a progressive organization that prioritized these factors years ago and continues to grow a positive supportive culture that appeals to applicants.

HR Team Projects:

- HR has published the new compensation structure on the intranet. For questions, please contact your department/division head, HR, or Finance.
- Plan Year 2024-2025 benefits are now effective. The transition to MetLife Dental is now complete. We will begin planning for next year in the coming months. Employees should expect to receive new medical insurance cards in the mail by the end of August.
- HR and Board Services met with the Community Relations team to learn about posting items to the dashboard.
- HR continues to collaborate 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 seven people on the list, most 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. The committee will reconvene and proceed once the expected strategic plan is available.
- Policy reviews and updates – *please see policy section of board packet*

Employee Recognition

Congratulations on your Golder anniversary!

Thank you for being such fabulous team members!



Employee Years of Service		
Employee Name	Hire Date	Years of Service
ERICKSON, CHRIS JOHN	08/30/1993	31
MUSCARELLA, LEE EUGENE	08/22/1994	30
DAVIDSON, AARON GLEN	08/05/2002	22
HILDERBRAND, JEREMY DAVID	08/05/2002	22
GOODRICH, KYLE MATTHEW	08/28/2006	18
JANSEN, JUSTIN L.	08/28/2006	18
MITCHELL, NATHAN RICHARD	08/28/2006	18
RINDER, BRIAN EDWARD	08/28/2006	18
ROBERTS, TYLER JACOB	08/28/2006	18
SHULTZ, ANDREW WILLIAM	08/28/2006	18
STEVENS, DEAN M.	08/28/2006	18
VAN DEREN, SHANE CLAYTON	08/28/2006	18
GROTKIER, DEREK MICHAEL	08/01/2016	8
EHRESMAN, JACOB JULIUS	08/08/2016	8
MASSIE, SHELBY D.	08/23/2021	3
AYON, CODY LOUIS	08/08/2022	2
BRYCE, ANDREW WALLACE	08/08/2022	2
CAMPOS CERNA, VICTOR MANUEL	08/08/2022	2
CORNEJO, JOSE CHACON	08/08/2022	2
DE LA PUENTE, DANIEL ANTONIO	08/08/2022	2
FARRELL, PAUL JAMES	08/08/2022	2
HIGGINS, JONATHAN RYAN	08/08/2022	2
LITTLETON, AUBREY LE ROBERT	08/08/2022	2
MADDEN, BRENT WILLIAM	08/08/2022	2
MATTY, ALEJANDRO	08/08/2022	2
MCPHERSON, BRANDON MICHEAL	08/08/2022	2
ORTIZ, CASAUNDR A MONIQUE	08/08/2022	2
SCHULTZ, ZACHARY SCOTT	08/08/2022	2
THORSON, CRISTOFER MICHAEL	08/08/2022	2
WAGNER, GRACYN E	08/08/2022	2
WALKER, DANIELLE LYNN MARKO	08/08/2022	2

IT Applications Group Activities/Projects

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.
- ImageTrend - The KNO2 interface to the hospitals is operational now. The KNO2 interface helps us share data with the hospital coordinator via a dedicated Application Programming Interface.
- The new Telestaff interface is successfully sending roster data to ImageTrend, Artan and Gabe worked on this connection to get all data issues fixed. This is one of the improvements to our ImageTrend software that saves time.
- ImageTrend Connect Conference 2024 -Artan and Herman attended the ImageTrend conference this last month. The ImageTrend Connect Conference 2024 can be highly beneficial for several reasons:
 - Networking Opportunities: Connect with industry leaders, professionals, and peers. This can lead to new collaborations, partnerships, and career opportunities.
 - Educational Sessions: Gain insights from a variety of sessions, workshops, and presentations on the latest trends, technologies, and best practices in the industry.
 - Innovative Solutions: Discover new tools, software, and methodologies that can enhance your work and improve efficiency.
 - Expert Speakers: Learn from thought leaders and experts who share their knowledge and experiences.
 - Hands-On Experience: Participate in interactive demos and hands-on sessions to better understand new products and solutions.
 - Certification and Training: Take advantage of certification programs and specialized training sessions to enhance your skills and credentials.
 - Industry Updates: Stay updated on the latest developments and future directions of the industry.
 - Inspiration and Motivation: Get inspired by success stories, innovative ideas, and the passion of other attendees.
 - Community Engagement: Be part of a community that shares your interests and challenges, fostering a sense of belonging and support.
 - Exclusive Announcements: Be among the first to hear about new products, features, and company updates directly from ImageTrend.

IT GIS Activities/Projects

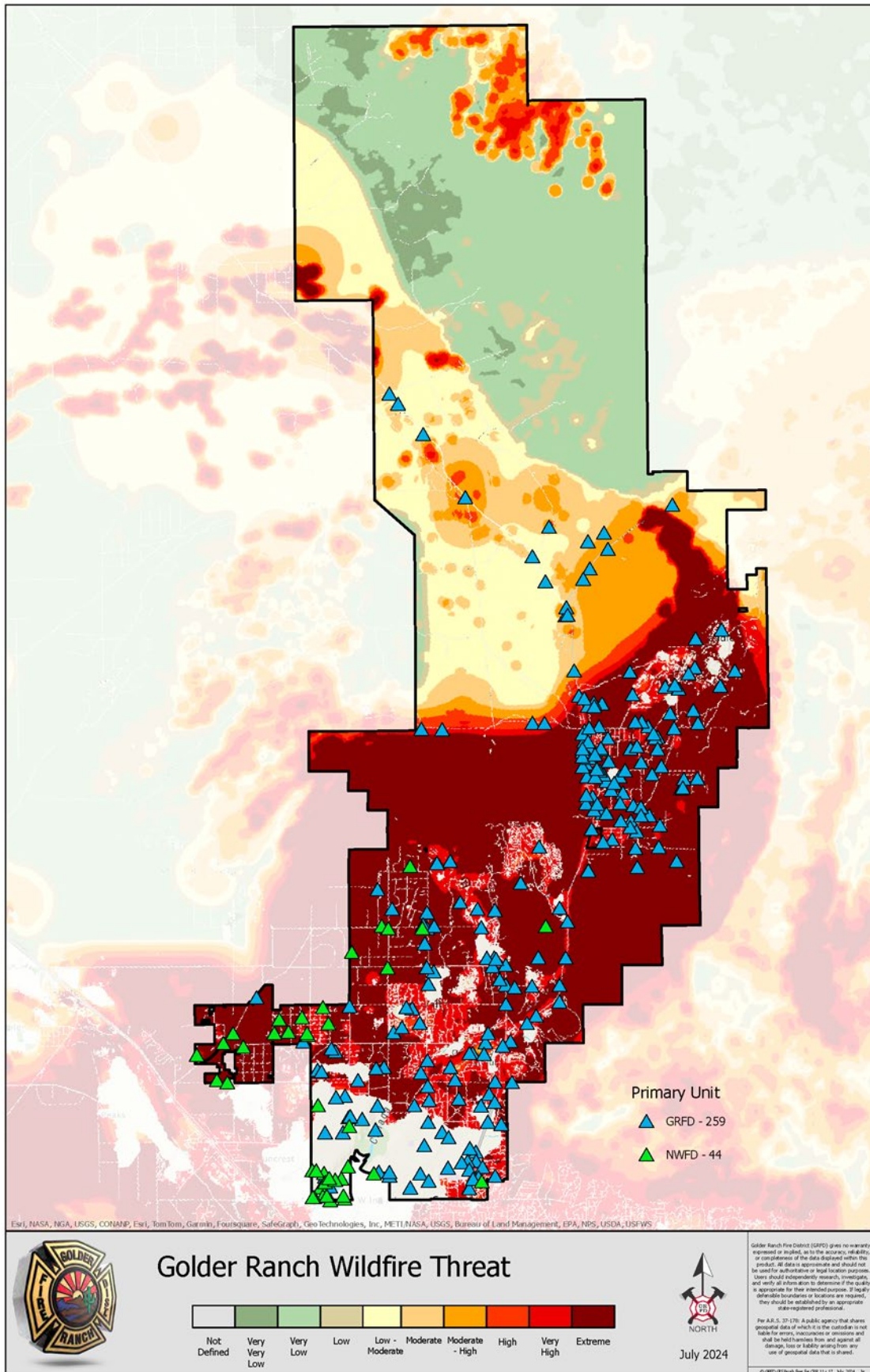
GIS major March projects were:

- Wildland field apps testing with Capt. John Spanarella – tested a training Survey123 app in coordination with the National Interagency Fire Center (NIFC) as well as a field

map app at both residential and commercial properties. Feedback and updates to the apps applied for training in the fall.

- Image attached
- Calculate January – July response times for a 6-month analysis of Standards of Cover for Assistant Chief Perry
- Continuing updates to the Geographical Planning Zones layer per Assistant Chief Perry to break down the zones into more accurate representations based on population density.
- ImageTrend / Continuum – troubleshooting coordinate issues found and supporting Assistant Chief Perry with data requests.
- Pima County Development Services Department (DSD) requested help with wildfire risk mapping analysis; shared analysis workflow and completed maps.
- Community Risk Reduction: Hiker data request for Deputy Chief Hilderbrand for total hiker rescue numbers for the last 5 years and wildfire request from Battalion Chief Spanarella for all brushfires with GRFD boundary in the last 5 years.
 - Map attached
- Swift water project – met with folks from Northwest Fire (NWFD), Tucson Fire (TFD), and Pima County Regional Flood Control District (RFCD) to resolve address issues for best access to past and possible future flooding locations. Also updating a map book that will be shared with crews when finished.
 - Sample map attached
- Attended the ESRI 2024 Users Conference in San Diego – the world's largest event (over 21,000 attendees!) dedicated to geographic information system (GIS) technology! Attended presentations on fire and public safety topics, 3D mapping technology, cartography, and technical sessions for online GIS programs.
 - Photo below





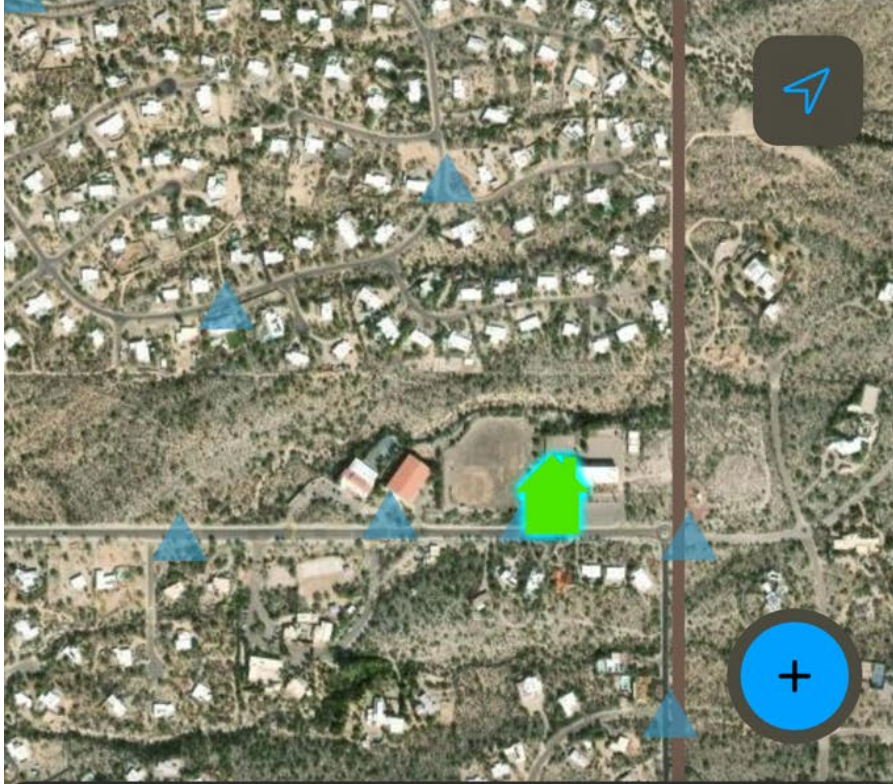
11:12

100

Maps



GPS accuracy 40.7 ft · 32.8 ft required



Structure Triage Training Survey: 6



32.352296°N 110.962794°W

3.6 mi

Edited by

GRFD_AGOL · Jul 3, 2024

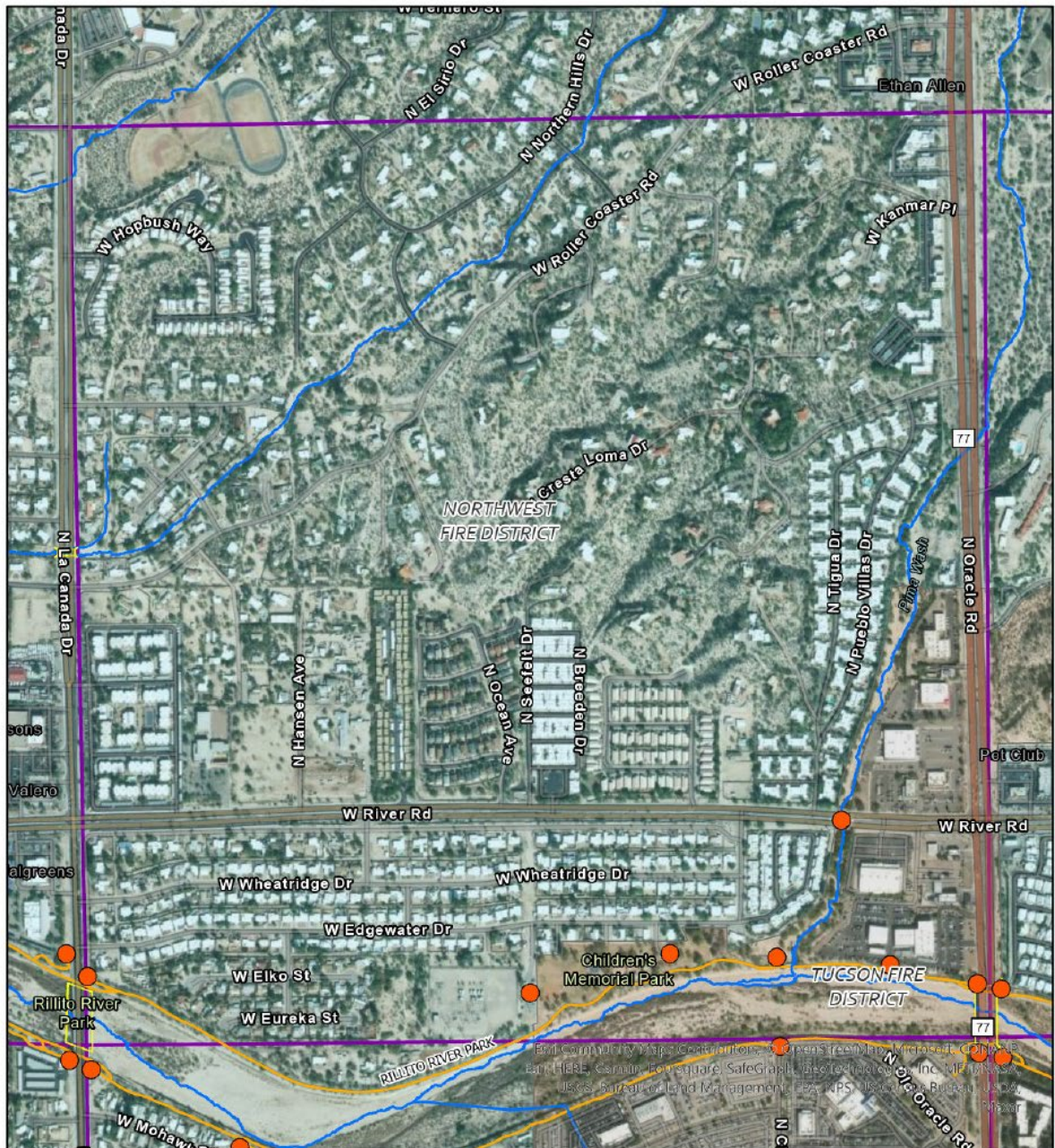
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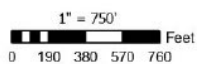
T1 Engine





Swiftwater Staging Areas

TRS: 13S13E14



Swiftwater Points

- Staging Locations

Trails Data

- Pima County Trail Heads
- The Loop

Other Data

- Pima County Trails
- Culverts
- Washes
- Section Boundary

Fire Districts

- Golder Ranch
- Northwest
- Rincon Valley
- Tucson



IT Systems Group Activities/Projects

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

- DOT GOV has approved Rincon Valley Fire District's .gov domain request. Additionally, they will be migrating from Google Suite to Microsoft 365. Their new website/email domain will be rinconvalleyfd.gov. GRFD IT will be assisting them with this project.
- GRFD IT is working on automating routine tasks manually performed by IT, HR, and Payroll. We have selected Hire2Retire to assist us with this effort. Hire2Retire will be interfacing with Paycom to extract needed information to provision system access for new hires, update titles, update contact information, process employee changes, and lots more. We are currently working on negotiating the best price while ensuring it meets organizational needs.
- GRFD IT successfully negotiated a new rate plan for organization-owned iPhones, iPads, and wireless modems. For iPhones and iPads, the rate plan now includes coverage in Mexico and Canada. For overseas travel, our plan is now eligible for the Travel Pass add-on which has a cost of \$10 a day when used while traveling. This add-on has unlimited data in covered countries. Plans also include the use of mobile hotspots. All plans include wireless preemption and no data throttling designed for emergency first responders. The plan cost is \$40 per month per device.
- The team was able to succeed in the acquisition of the software Panasonic CORE. It offers a comprehensive suite of tools designed to enhance operational efficiency and streamline workflows across various industries. One of its key benefits is its robust project management capabilities, allowing teams to collaborate seamlessly, track progress in real time, and manage resources effectively. With its intuitive interface and powerful features, Panasonic CORE simplifies complex processes, reducing the time and effort required to complete tasks. This results in increased productivity and more consistent project outcomes.
- The systems team answered the call and with great urgency repaired the USDD house package for station 379 and got it ready to go. The team went in and replaced faulty hardware with the Phoenix G2 Fire Station Alerting System to ensure significant improvements in dispatch efficiency and responder safety. The advanced technology of the Phoenix G2 ensures that alerts are delivered swiftly and clearly, minimizing response times and reducing dispatcher stress. Without this system, our first responder staff could miss an alert and would have to go to greater lengths to keep our district safe.
- Additionally, Panasonic CORE excels in data integration and analytics. By centralizing data from multiple sources, it provides a holistic view of operations, enabling informed decision-making. The platform's advanced analytics tools help identify trends, forecast outcomes, and optimize performance, which is crucial for maintaining a competitive edge. Furthermore, its scalability ensures that as your business grows, Panasonic CORE can adapt to meet your evolving needs, making it a versatile and long-term solution for

improving efficiency and driving success. The IT team is looking forward to using this to help the rest of the agency and move with haste to success.

- Our team has successfully configured the new Panasonic ePCR prototypes. The Panasonic CF-33 and FZ-G2 are built to withstand the toughest conditions so paramedics can focus on saving lives without worrying about delicate equipment. Upgraded processors enable faster response times, while better screens contribute to precise documentation, collectively improving efficiency and compatibility with ImageTrend. These advancements are crucial for streamlining incident report management and ensuring swift, accurate communication of critical information.
- Our dedicated IT team meticulously configured these ePCR prototypes to maximize their value for our paramedics and captains. We fine-tuned the operating system and drivers, ensuring seamless integration and optimal performance. Robust security measures were implemented to protect sensitive patient data, ensuring compliance with industry standards and safeguarding patient privacy. To streamline access during emergencies, we incorporated user-friendly customizations, including auto-logon settings and tailored start menu configurations. Our ePCR prototypes are currently undergoing rigorous testing on Ladder 380 and Engine 377. Initial feedback from our paramedics and captains has been overwhelmingly positive. They appreciate the improved performance, reliability, and ease of use. The new ePCR prototypes represent a significant advancement in our emergency response toolkit. They empower our frontline responders with reliable, efficient, and secure technology, ultimately boosting our ability to serve and protect our community.

April 29, 2024

I truly appreciate
the help of your
paramedics. Please let
them know how much
we appreciated their
assistance. Your
team helped us in a
true time of need.

Thank You





Name

[REDACTED]

Phone

[REDACTED]

E-mail

[REDACTED]

Message Subject

Fire alarm issue....

Message

Thank you very much for helping as with fire alarm in my house.

[REDACTED]

From: [Rodriguez, Freddy](#)
To: [Sanchez, Dean](#); [Cornejo, Jose](#); [Campos Cerna, Victor](#); [Kunze, Ryan](#); [Davis, Kimberly](#); [Moffitt, Brett](#); [Valenzuela, Stefani](#); [Schulzkump, Randall](#)
Cc: [Brandhuber, Thomas](#); [Ortiz, Shannon](#); [Grissom, Chris](#); [Leslie, Michael](#)
Subject: Thank you email to crews
Date: Tuesday, August 6, 2024 3:18:09 PM
Attachments: [f_834240b9-e6ab-4bca-a437-966416f01b4a.png](#)
[i_32ad6bf9-0980-4243-b5df-8dfa1bc15026.png](#)
[t_cee23d60-e3eb-47eb-ad6b-57b421970515.png](#)

Hello all,

Please see the attached thank you email for the following personnel:

Captain Dean Sanchez
Firefighter Jose Cornejo
Firefighter Victor Campos Cerna
Paramedic Ryan Kunze
Paramedic Kimberly Davis
Paramedic Brett Moffitt
Firefighter Stefani Valenzuela
Engineer Randall Schulzkump

Thank you,

Subject: Who were those people...many thanks

This sender is trusted.

Golder Ranch Fire District



Name



Phone

[REDACTED]

E-mail

[REDACTED]

Message Subject

Who were those people...many thanks

Message

Suffered [REDACTED] on [REDACTED]. Thinking station 373 responded to [REDACTED] I would like to express my sincere gratitude to all that responded. Don't recall any names but two EMS gals hooked me up. Fire and Ambulance were awesome also.

Please extend my heartfelt gratitude to all. Thank you for your service!

[REDACTED]

Sent from [Golder Ranch Fire District](#)

Freddy Rodriguez

Administrative Assistant - General

Golder Ranch Fire District

p: Office: 520.825.9001 Cell:

a: 1600 E Hanley Blvd, Tucson, AZ 85737

w: www.grfdaz.gov

e: FRodriguez@grfdaz.gov





GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Eric Perry, Assistant Chief of Community Risk Reduction

MTG. DATE: August 20, 2024

SUBJECT: COMMUNITY RISK REDUCTION ASSISTANT CHIEF'S REPORT

ITEM #: 6B

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.



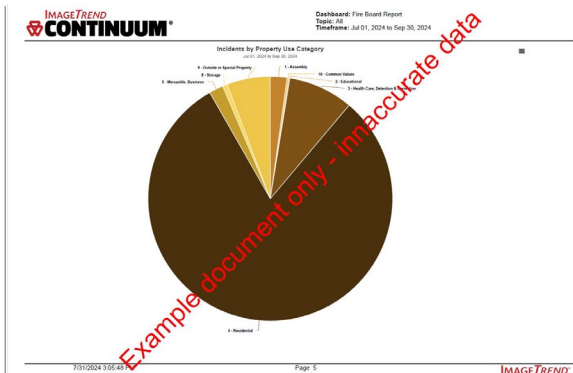
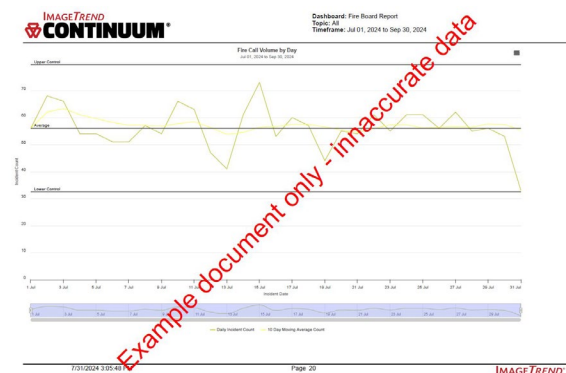
ASSISTANT CHIEF'S REPORT

Community Risk Reduction – Eric Perry

August 2024

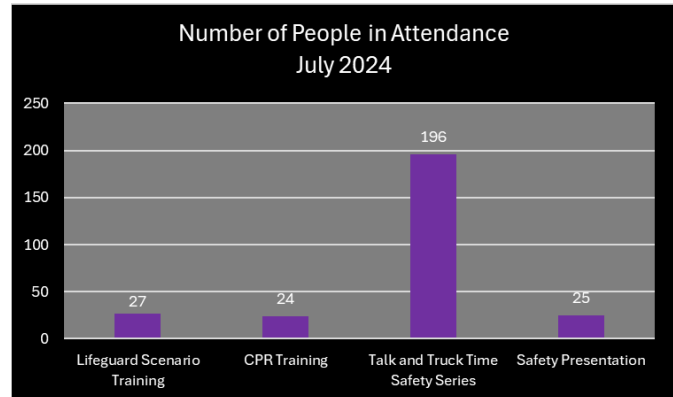
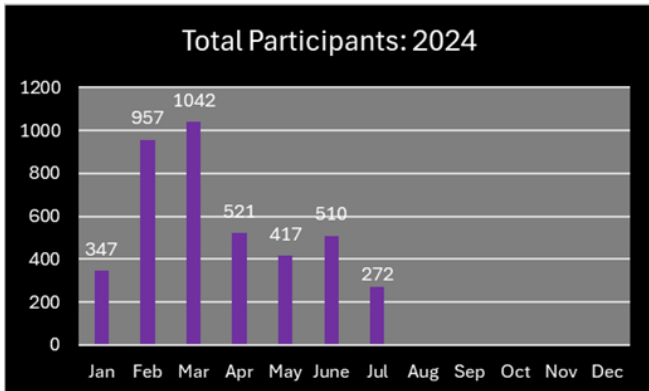
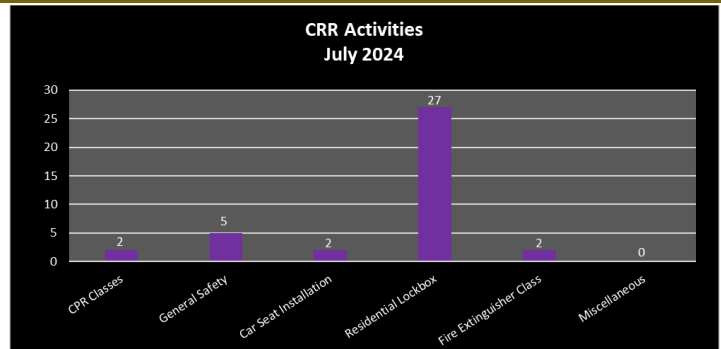
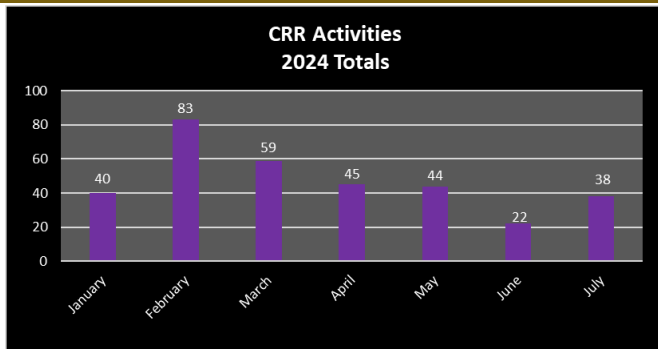
Assistant Chief's Activities

- Chief Hilderbrand and I continue to visit stations to discuss Community Risk Reduction, Accreditation, and Strategic Planning – lots of good conversations and suggestions for program implementation
- We have published a memo soliciting a broad sampling of employees to participate in a committee to evaluate and consider revisions to our organizational identity, mission, vision, and values based on the feedback from the Advanced Strategy Center's sessions. We hope to have a proposal for the board by the October meeting.
- Managing Results is the company that will facilitate the remainder of our Strategic Business plan. As you know, they will soon conduct Board and Fire Chief interviews. They have also been provided with our Standards of Cover document, our Fire and Emergency Self-Assessment Manual, the most recent Annual Comprehensive Financial Report, and other documents from accreditation to develop a good insight into our organization.
- Now that the Imagetrend reporting software has gone live, we are working on the analytics portion called Continuum. This portion will allow us to monitor dashboards of response information in close to real-time and provide a broader set of metrics to the board. An example of some of the dashboard metrics is below:

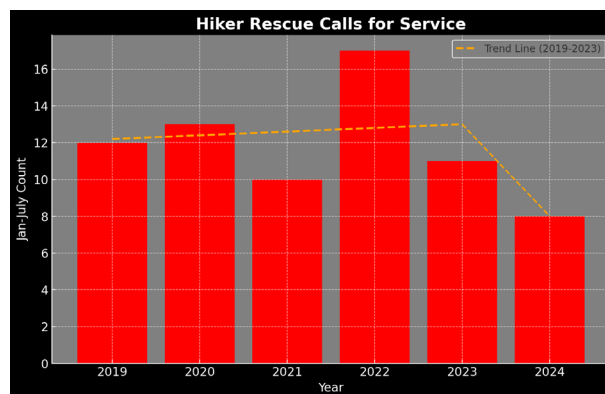


- As you can see in Fire Marshal Akins' report, our investigators were requested to investigate a fatal fire in Mammoth on July 30th. While our condolences go out to the family, three of our newer investigators volunteered to respond and handle the investigation. This was great regional collaboration and phenomenal investigative experience for our investigators, even though it was a regrettable and somber event.
- Due to the additional inspectors the board authorized the last few years, our prevention inspection numbers are climbing. We are on track to inspect approximately 75% of our existing commercial buildings this year, with a goal to get to 100% in subsequent years. Annual Fire Prevention inspections are only required by code in the highest-hazard buildings and lower-hazard buildings have a broader time requirement, but to ensure community safety, GRFD Fire and Life Safety has a goal for 100% annual Fire Prevention inspections! Extremely proud of the phenomenal team in FLS!

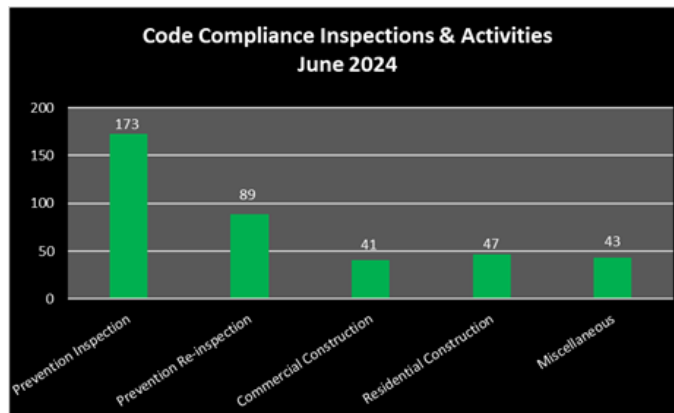
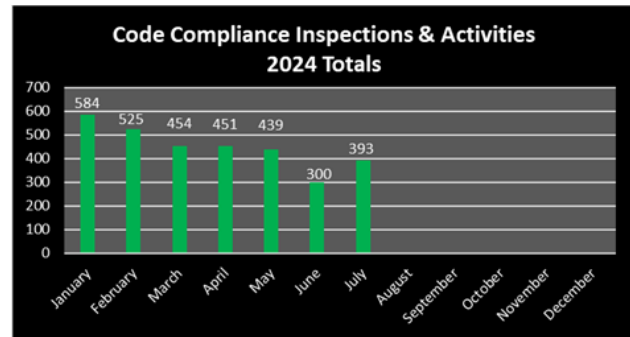
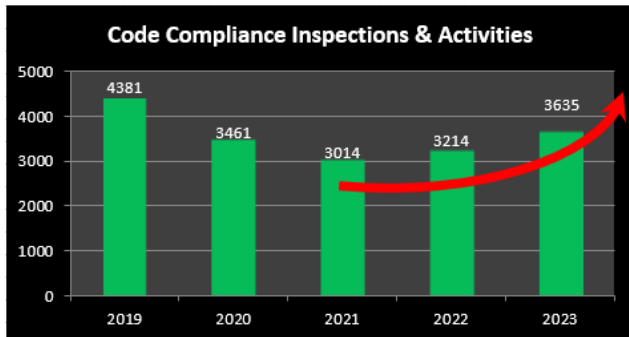
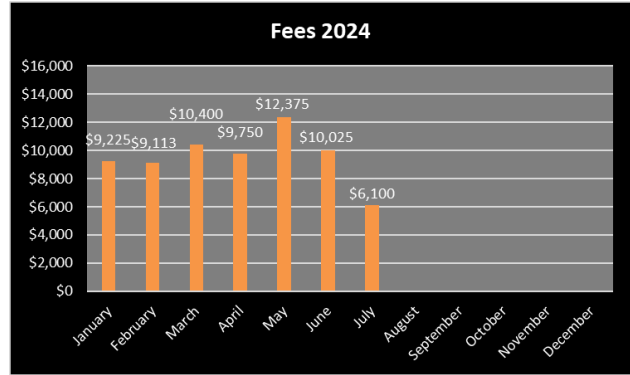
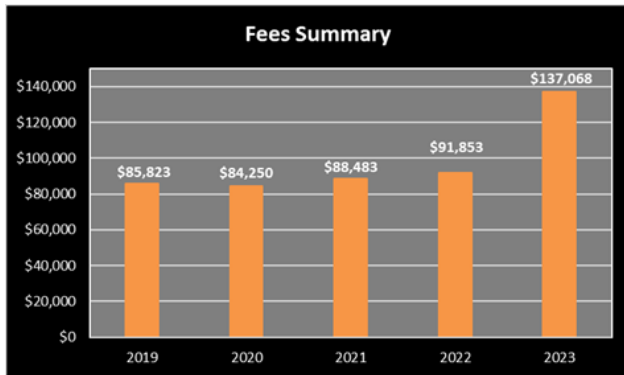
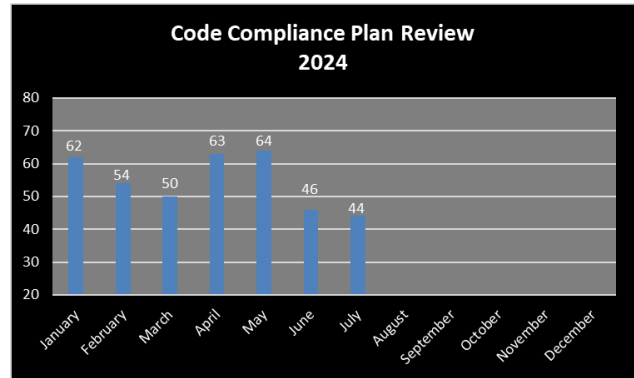
Community Education & Risk Reduction



- CES Habinek and Chief Hilderbrand have done a phenomenal job with creating talking points for each event type to help ensure consistency of message.
- We have opened the announcement for the newly board-approved Community Educator position reporting to CES Habinek. As of my last check, we had received over 70 applications for that position. This does not mean all are qualified and will move forward, but this number of applicants is due in large part to the networking that CES Habinek has done with our schools and his previous colleagues, not to mention our culture and work/life balance.
- I am proud to announce that Chief Hilderbrand has expanded our CPR program to begin offering Hands-only CPR in the SaddleBrooke Community!
- Chief Hilderbrand's idea for Hiking Safety Flags at Catalina State Park is showing signs of success. Rangers report multiple conversations with hikers asking about the flags and looking at the data for the six months of January to June, we have dropped 37% from an average of almost 13 Hiker incidents to 8 Hiker incidents! Awesome work to Chief Hilderbrand!



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
Desert Palms PT T.I. 12142 N Rancho Vistoso	Shell Building 1826 E Innovation Park	Action Behavior Centers T.I. 11835 N Oracle Ste 117	Circle K CO2 3712 W Cortaro Farms	Circle K TI 8780 N Oracle
The Motive Wellness 2530 E Vistoso Commerce	ROCHE Building 1 T.I. 1910 E Innovation Park	Body Fat Training T.I. 11015 E Linda Vista	Beautiful Savior Fire Alarm 7570 N Thornydale	Shell Building T.I. 7435 N Oracle
Thin Blue Line T.I. 1171 W Rancho Vistoso Ste 159	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	Saffron T.I. 7607 N Oracle
Healthy Skin T.I. 2295 E Vistoso Commerce	Oro Valley Hospital T.I. 1551 E Tangerine	Surf Thru Car Wash 11595 N Oracle	Arroyo Verde Apartments 8020 N La Cholla	St. Marks T.I. 1431 W Magee
Catalina Craft Pizza T.I. 15970 N Oracle Ste 178	TOV Community Center T.I. 10555 N La Canada	Pain Institute of AZ Surgery 365 E Linda Vista Ste A	Landlord Improvement 7350 N La Cholla	Handel's Ice Cream T.I. 7315 N Oracle Ste 108
Miraval Storage Bldg 5000 Via Estancia	Highland Clubhouse T.I. 10702 N Highlands	Pain Institute of AZ Clinic 365 E Linda Vista Ste B	Action Behavior Centers T.I. 3710 W Overton	TMC One T.I. 7510 N Oracle Ste 100
Starizona T.I. 12995 N Oracle Ste 181	OV Assisted Living Main 12380 N Vistoso Park	La Posada 10930 N First	Fry's T.I. 3770 W Ina	Title Security T.I. 8500 N Oracle Ste. 100
Urban Wellness T.I. 12985 N Oracle Ste 165	Oro Valley Massage T.I. 10420 N La Canada Ste 150	Hilton Epazote T.I. 10000 N Oracle	Sharkey's Cuts For Kids T.I. 3605 W Cortaro Farms Ste 145	Sunny Spa T.I. 7883 N Oracle
	ROCHE Mobile Dentist 2005 E Innovation Park	Linda Vista Office 9645 N Oracle		Pusch Ridge Auto T.I. 8040 N Oracle
	OV Assisted Living Casitas 12380 N Vistoso Park	Verizon T.I. 10580 N Oracle Ste 100		Vantage West T.I. 550 W Magee
Who Received Project Final Inspection	Fry's T.I. 10450 N La Canada	Complete Canine T.I. 10140 N Oracle	*Inspector for this zone is also assigned to the La Posada project	Mia Manos Montessori School T.I. 7251 N Meredith
GI Alliance T.I. 7490 N Oracle	Oro Valley Court T.I. 11000 N La Canada	Life Storage - Solar 11061 N Oracle		Edward Jones T.I. 7435 N Oracle
Spirit Halloween T.I. 11955 N Oracle	The Blend T.I. 10335 N La Canada			Tucson Cosmetics 1230 W Ina
Villa Cielo Cortaro Apartments 8255 N Shannon	ROCHE Lab T.I. 2090 E Innovation Park			Fred Astaire T.I. 7315 N Oracle Ste 200
McDonald's T.I. 292 W Magee	Fry's Starbucks T.I. 10450 N La Canada			Oasis Nutrition T.I. 7927 N Oracle
PRCA MPR 9500 N Oracle Rd	Innovation Dental T.I. 1830 E Innovation Park			Extra Space Storage T.I. 9255 N Oracle

Fire Marshal Akins

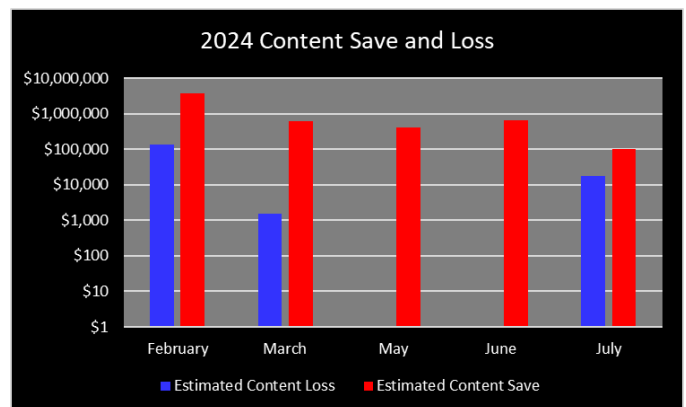
- Participated in Fourth of July fireworks PSA
- Attended the AFDA/AFCA conference and was a speaker for the Community Risk Reduction Fire Chiefs and Fire Marshals discussion panel
- Taught Chapter 26 - Fire Suppression and Fire Detections systems for the GRFD fire academy
- Attended re-occurring meetings to include TOV pre-construction/DRC/Traffic, Joint Fire Investigations, Fire Chief Status, Executive Leadership, GRFD Fire Board, Southern AZ Fire Marshal Association, AZ Fire Marshal Association, and FLS Staff

Education/Committees/Training Activities

- DFM Druke and Inspectors Helvig/Ross attended the AZIAAI Annual Training Conference
- DFM White attended the Image-Trend Conference
- DFM Druke and Inspector Filener taught Chapter 27 - FLS Initiatives for the GRFD fire academy
- Inspectors Ross and Helvig taught Chapter 28 - Fire Investigations for the GRFD fire academy
- DFM Druke and Inspectors King/Ross/Voetberg/Filener/Helvig attended the Joint Fire Investigation meeting with NWFD, OVPD, MPD, PCSD, and PCAO

GRFD 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
05/18/24	Fire, Other	One-Two Family Dwelling	\$5,000	\$0	\$832,000	\$418,000
06/11/24	Building Fire	Multi-Family Dwelling	\$3,372	\$0	\$1,345,510	\$674,441
07/06/24	Building Fire	One-Two Family Dwelling	\$47,796	\$17,923	\$191,182	\$101,566
		TOTAL	\$367,889	\$157,264	\$11,212,018	\$5,632,189



- On July 6, 2024, a residential fire was reported in Northwest Fire District
 - GRFD assisted with the fire investigation
- On July 6, 2024, a residential fire was reported in Golder Ranch Fire District
 - The area of origin was in the garage
 - The fire is classified as undetermined
- On July 7, 2024, a residential fire was reported in Northwest Fire District
 - GRFD assisted with the fire investigation
- On July 30, 2024, a residential fire was reported in Mammoth 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: August 20, 2024

SUBJECT: SUPPORT SERVICES ASSISTANT CHIEF'S REPORT

ITEM #: 6C

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

July 2024

Grant Cesarek - Assistant Chief Support Services

- Attended all required meetings for the month, weekly executive staff, leadership, and fire chief status meetings.
- Weekly construction meeting canceled on the holiday week. Team is working well together to keep the station 378 project moving forward. Other weekly meetings completed.
- Excellent teamwork between the assistant chiefs and deputy chiefs as we planned the division chief rotations and future growth opportunities of our team.
- Great conference call with our Enterprise Leasing fleet manager, our fleet is in a great status right now, two lease returns that we are working to replace.
- Teamwork with the finance division to edit our purchasing, procurement and payment policy to include our electronic software for purchase orders.
- Attended the summer session of Arizona Fire District Association conference, focus was on finance courses as a refresher.
- The pad was poured this month at the 378 site, all is progressing very well. Arizona Water Company selected their contractor to complete the water line connection to their infrastructure. This is a portion of the project that will be well coordinated with the team at SBR since it will affect the roadway.
- Construction updates on the weekly report and on the dashboard to share our progress at 378.

Adam Jarrold - Deputy Chief Support Services

- Attended Fire Chief Status meeting.
- Met with Chief Cesarek and all Support Services Family members to explain their 2.6% one-time payment as well as their step and/or grade increase.
- Attended monthly Battalion/Division Chief meeting.
- Observed Spark Hire video interview submissions for Fleet Maintenance Technician hiring.
- Participated in monthly virtual SAFFIRE sleep research project meeting.
- Attended virtual Ignited meetings with Chief Officers and Directors hosted by Brandy Ferrer.
- Attended 2024 AFDA Conference as part of my class requirements for Chief Executive Officer Program (CEOP).
- Sat on oral board for Fleet Maintenance Technician interviews.
- Virtual meeting with our Enterprise representative to discuss the current state and needs of our leased vehicles program.
- Traveled to Phoenix with DIV North and Fleet Manager Raney to check the status of our trucks being repaired by FTS, a fire truck repair vendor.

Keith Holland – Project Manager

- Attended ImageTrend Conference in St. Paul, Minnesota
 - Sat in on sessions covering the implementation and utilization of the Continuum module.
- Creating project plans for the District's Capital Improvement Projects.
 - Will follow-up with project sponsors.
- Reviewing applications for a web accessible calendar for multiple divisions.
- Attended a meeting hosted by Chief Perry to discuss the CRA/SOC review and edit schedule.
- Met with Chiefs Perry and Rutherford to create a project plan for CRA/SOC review and CPSE reaccreditation.

Michael Price - Division Chief Logistics

- Participated in Ignite Program with Chief Officers and Brandy Ferrer
- Attended AFDA Conference
- Coordinated OPIQ Q&A session with OPIQ representatives at 3885 building
- Attended monthly BC/DC Meeting
- Posted IT items, parts washer and golf cart on the Public Surplus site
- Finalized Decal Package for new Ambulances (2) arriving in September
- Attended Image Trend training with Captain Frazier
- Facilitated Logistics for Fire Blast Car Prop
- Facilitated Logistics for new pavement re-seal/stripping at main campus/training.

Facilities Maintenance

Summary of items addressed at district facilities:

- Main Campus - Crack sealing was completed in preparation for seal coating and striping.
- 377 – A new HVAC unit was installed for the Day Room
- Hanley Building – Landscape company performed general clean-up at the Mavinee vacant parcel.

Fleet Maintenance

- Carol Attended AFCA/AFDA Conference in Glendale
- Eddie & Phil attended AZ Fire Mechanics Association training in Flagstaff
- Ladder back in service at Station 375 after multiple repairs and extended lead times on parts from the distributor.

Monthly Vehicle Parts & Labor Cost

Administration	\$2,464.95
EMS	\$3139.21
Fire	\$32,136.30

Procurement/Fire Supply

- Received all uniform items and issued new PPE for the recruit class. They will be released into the field with all necessary uniform and PPE to start day one.



- Attended Safety Committee meeting.
- Made the first 410 CIP purchase of the new year; 26 SCBA cylinders. Since SCBA cylinders have a 15-year life span, this item is budgeted annually to better predict and spread-out the budget impact year-after-year. This way, we are only removing and replacing a small number of cylinders every year as opposed to large amounts.

Health & Safety

- Working on overall Health and Safety pass-on book for strategic plan and future leadership of division.
- Met with Chief Lunde, Corona de Tucson Fire to discuss turnout program.
- Inventory and tracking of new PPE with Fire Supply. New recruits outfitted with their new PPE, all inventory recorded.
- Working on system for annual PPE inspections and tracking of particulate hoods on OpIQ, in coordination with NWFD and the hood exchange program. NWFD dropped off exchange hoods to AP379.
- Worked with 1582 on personnel tracking and updates, received 2023 & 2024 update on tier categorization.

- Assigning 45/90 day improvement plan for 1582. (Members tier 3 or lower.)
- Continued progress on Electric Vehicle (EV) policy and procedure, this is for responses to vehicle accidents and fires involving EV's. Drafts forwarded to Operations for second opinion.
- Participated in Tuesday Tactics with the BC's.
- Facilitated PPE for live fire activities for Academy 24-01. (4 days of burning). Wash down procedure implemented and monitored by FF Kolt. She utilized the sprinkler prop for gross decontamination of all members involved in training.
- Coordinating N95 and P100 testing for recruits prior to release to Operations.
- Received and installed parts in "spare" extractor, to eventually be installed in Professional Development.
- Virtual meeting with our Enterprise representative to discuss the current state and needs of our leased vehicles program.
- Traveled to Phoenix with Deputy Chief Jarrold and Fleet Manager Raney to check the status of our trucks being repaired by FTS, a fire truck repair vendor.
- Attended Ignite virtual meeting.
- Attended BC/ DC monthly meeting
- Return to work (RTW) GPAT for Engineer Gary Schobel...Welcome back,
CONGRATULATIONS!



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

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

MTG. DATE: August 20, 2024

SUBJECT: EMS & FIRE RESPONSE ASSISTANT CHIEF'S REPORT

ITEM #: 6D

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 and Fire Response– Chris Grissom

July 2024

EMS

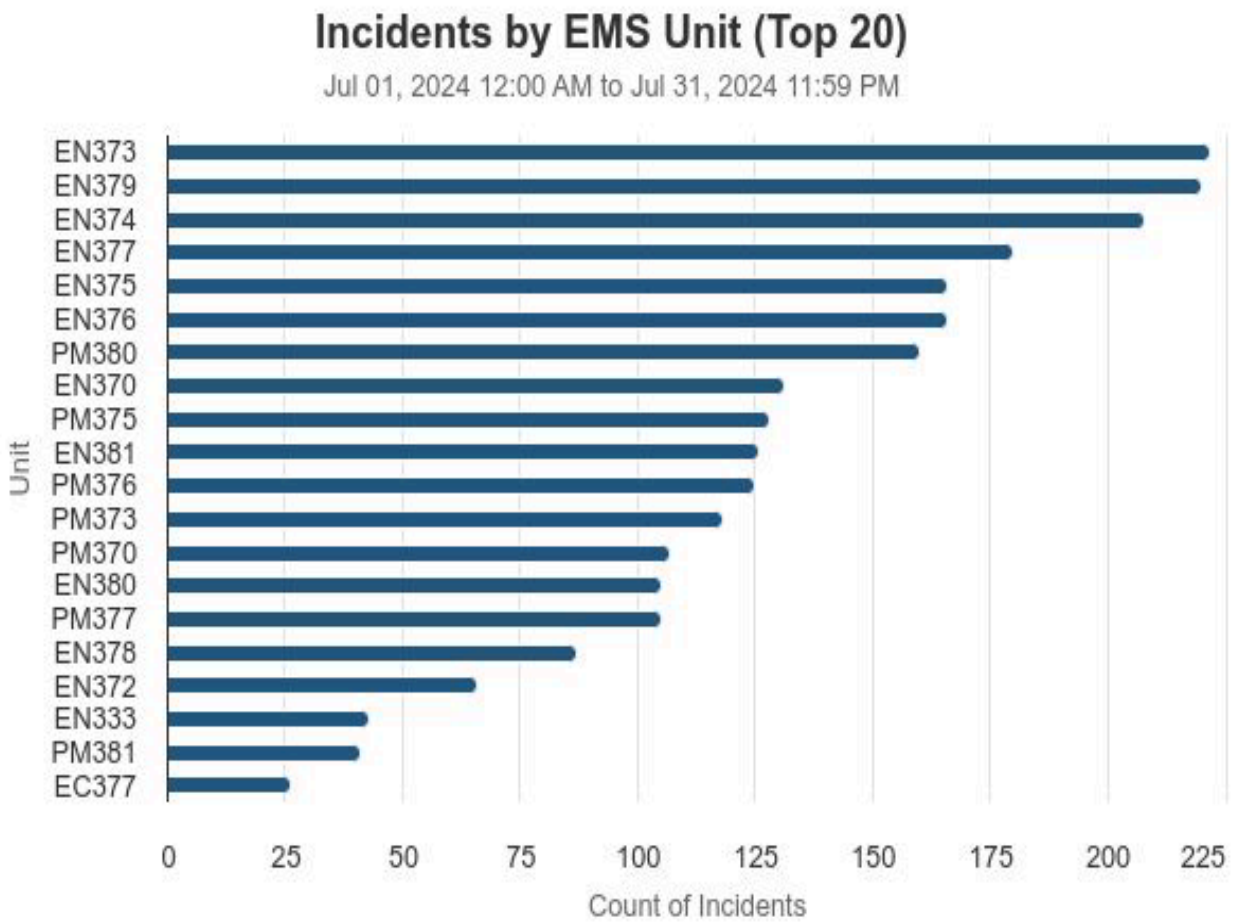
EMS Training

- Crews continue to give us valuable feedback to continuously improve our Image Trend PCR.
- We have identified thirteen providers made up of paramedics and EMTs that expressed interest in instructing our EMT class as well as instructing in the two EMT Jumpstart courses for our recruit firefighters. All instructors participated in training to prepare them for their participation.
- Providers recognized in July for code saves: Captains Hatfield and De Masi, Engineer Gerl, Paramedics Greta, Medel, Powell, Scholey, C. Miller, and Ketterer and Firefighters Fernandez, Cooley, and McPherson.
- 373 and 377 began a field trial of the Lift Assist Device (LAD). This device will help us reduce firefighter injury when lifting and moving patients.
- Captains Seegmiller and Torres, and Paramedic German-Morales attended Image Trend Conference.

EMS Team

- Executive leadership dropped in on our bi-weekly meeting with paramedic students Ayon, Ortiz, and Wagner.
- Continued collaboration with all hospital partners and EMS agencies.
- Meetings with Medical Direction group on programs, trainings and Quality Improvement.
- We have transitioned away from the invalid assist call type. These calls for service will now be EMS incidents and responded to and documented as such. Please see the [Invalid Assist Transition to Patient Assist](#) operational directive for additional information. Division Chief Taylor has completed visits with all crews to discuss and answer questions.
- EMS Captains continue to monitor the Narcotics process and perform the required monthly audits. No issues and have streamlined the process.
- We have completed our first month of documenting responses with Image Trend. Through our efforts in building this program and creating validation rules, we have achieved a median validity score of 100 on ePCR reports exported to the state. This gives us Premier

EMS Agency Program (PEAP) status with the state of Arizona. A median score of 80 is required to maintain this status.





Recruits from the 24-01 Academy performing a car fire practical on the new car fire prop

Courses/Training

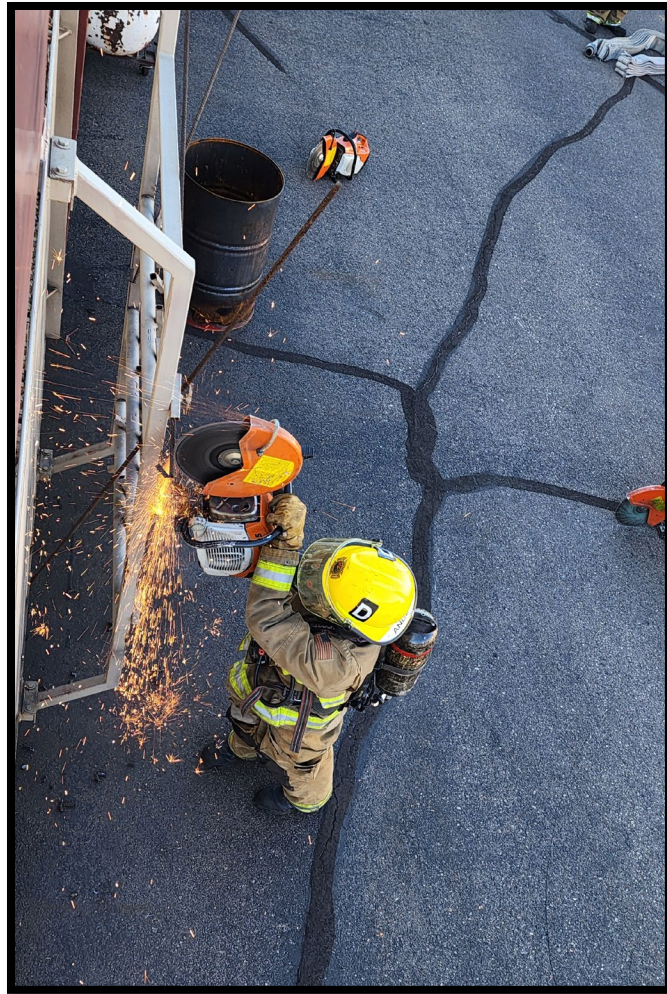
- Preparing for 2024 Fall I CRD
- Planning for upcoming Fire Officer
 - Expected to start in early 2025
- Driver Operator course announcement memo was published
 - Interest due date is September 12, 2024
 - Will run October 14, 2024 through December 16, 2024
- Upcoming Ropes and Swift Water classes announcement memo was published
 - Interest due date is due September 1, 2024
 - 1st course is scheduled to run September 23, 2024-October 3, 2024
 - 2nd course is scheduled to run October 21, 2024-October 31, 2024



Recruits from 24-01 Academy practicing repelling in their
Ropes Operations and Ropes Technician course

24-01 Academy

- Week 10 of the Academy covered Vehicle Rescue and Extrication
- Week 11 of the Academy covered Ropes Operations and Ropes Technician
- Week 12 of the Academy covered Ropes Operations and Ropes Technician and Swift Water Technician
- Week 13 of the Academy covered Hazardous Materials/Weapons of Mass Destruction Operations and Car Fire/LPG Tank training
- Week 14 of the Academy covered Fire Detection, Suppression, and Smoke Control Systems, Fire and Life Safety Initiatives, Fire Origin and Cause, and Live Fire training
- Topics being covered over the next few weeks are Extrication, Rope Operations/Technician, Swift Water Technician and Hazardous Materials



Recruit from 24-01 Academy cutting rebar

Miscellaneous

- Received the much anticipated Car Fire prop
- Preparing for the arrival of the Flashover prop
- Selected personnel to be sponsored for Fire Rescue International
 - Sponsoring several field personnel August 13-17, 2024 in Dallas, Texas
- Arizona State Fire School will be September 3-8, 2024
 - Due date to submit for sponsorship was July 8, 2024
 - Selected 2 field personnel to attend

Car Seat Program

- One car seat install was done in the month of July

Wildland

Current Assignments-

- 7/29- OSC Prepo San Bernardino NF, California

Assigned Resources – B. Labas, Huber, Savage, R. Chavez Type 3 Engine 1634

- 7/12- SRF Lightning Six Rivers NF Northern California

Assigned Resources – C. Port (Dozer Boss) Support Truck 2036

- 7/12- Hillside Fire, Congress, AZ

Assigned Resources - Waldorf, Kroger, Labas, Grotkier, Colby Type 3 Engine, and Support Truck 2038

Recent Assignments-

- 06/29- Creek Fire, Peridot, Az/ Shake Fire Kearny, Az / Freeman Fire Willowsprings, Az

Assigned- S. Petersen, K Strieter, D. Newburn, M. Mace T6 1935 Brush Truck

- 7/04- Saddlebrooke Fireworks Stand-by – Hoffman, Kroger, Sparkman
- 7/04- Oro Valley Fireworks Stand-by – B. Labas, J. Labas, Colby
- 7/10- Pius Fire Payson, Az/Watch Fire San Carlos, Az/Buckhorn Fire Graham County, Az

Assigned Resources – Spanarella (Safety)

- 7/12- Ridge Fire, Willow Creek, NM

Assigned Resources – Kyle Rhein, Trowbridge Type 2 Tender 021

Training-

Nothing on the calendar for this month

Special Operations

Training:

- July 10th, 11th and 12th the team participated in the monthly Regional TRT drill at Colossal Cave Mountain Park. Crews partook in a tour of the cave and reviewed many of the potential hazardous areas. After the tour, crews participated in a search and rescue evolution, which focused on victim search and victim extrication from the cave. Crews practiced multiple techniques in search, victim packaging, and victim removal during the course of multiple evolutions, to see what works best.

- July 22nd, 25th, and 26th the team participated in the monthly Regional Hazmat Drill, which took place at Tucson Fire's PSA. This month's training focused on the 8-step chemical identifying process. The 8-Step process is a series of tests to determine whether an unknown chemical, usually a solid or liquid, is flammable, explosive, or corrosive. Finding out the dangers of an unknown chemical can assist us with mitigation and the protection of our public and our firefighters.
- July 22nd, 23rd, and 24th the majority of our Special Ops certified paramedics participated in the AHLS Tox-Medic Refresher, put on my Banner. The class took place at TFD Station 1 and was offered to all paramedics on the Regional Hazmat Team. Participants in the class learned how to medically treat and manage patients exposed to hazardous materials by recognizing the signs and symptoms. The course covered all of the Hazmat classifications, their specific antidotes and indications, contraindications, dosing, routes, and decontamination.

Instruction:

- Recruits from Academy 24-01 participated and successfully completed Swift Water Rescue, Ropes Technician, and Hazmat Operation certifications. Shout out and thanks to Captain Johnson for spearheading the training and thank you also to all of the other Special Ops team members who helped teach throughout the 2 ½ weeks.

Calls:

- Our Special Ops crews continue to run auto aid calls and have had multiple busy days throughout July when rain caused flooding throughout Tucson. The 377 crews on duty this month ran multiple times into the city limits to assist.

Pipes & Drums and Honor Guard

- **We had 3 expenditures this month: Monthly Total: \$690.14**
- We had 2 fuel charges for John Colby for his trip to Prescott (CAFMA) for the Granite Mountain Hotshot Honor Guard Academy and Memorial. The other expense was at our cleaners and alteration vender for 3 new HG uniform final fittings and 1 cleaning.
- Planning for Colorado Springs Memorial is in full swing.
- District credit card and Honor Guard budget is reconciled.
- We had 0 events that we participated in for the month of July and we did not hold our monthly meeting.
 - Cancelled: "Monthly HG meeting" - (Team)
 - July is typically HG's slow month

Incident Type Count Report

Date Range: From 7/1/2024 To 7/31/2024

Selected Station(s): 37*, 38*

<u>Incident</u>			
<u>Type</u>	<u>Description</u>	<u>Count</u>	
Station: 370			
100 - Fire, other		3	0.18%
142 - Brush, or brush and grass mixture fire		3	0.18%
Total - Fires		6	4.14%
321 - EMS call, excluding vehicle accident with injury		75	4.55%
322 - Vehicle accident with injuries		1	0.06%
Total - Rescue & Emergency Medical Service Incidents		76	52.41%
400 - Hazardous condition, other		1	0.06%
Total - Hazardous Conditions (No fire)		1	0.69%
541S - Snake Call		19	1.15%
553 - Public service		8	0.48%
Total - Service Call		27	18.62%
611T - Dispatch TEST call		1	0.06%
651 - Smoke scare, odor of smoke		2	0.12%
Total - Good Intent Call		3	2.07%
744 - Detector activation, no fire - unintentional		4	0.24%
Total - Fals Alarm & False Call		4	2.76%
Incident Type is blanks		28	1.70%
Total - incident type left blank		28	19.31%
Total for Station		145	8.79%
Station: 372			
321 - EMS call, excluding vehicle accident with injury		10	0.61%
Total - Rescue & Emergency Medical Service Incidents		10	29.41%
541S - Snake Call		13	0.79%
553 - Public service		8	0.48%
Total - Service Call		21	61.76%
651 - Smoke scare, odor of smoke		1	0.06%
Total - Good Intent Call		1	2.94%
744 - Detector activation, no fire - unintentional		1	0.06%
Total - Fals Alarm & False Call		1	2.94%
Incident Type is blanks		1	0.06%
Total - incident type left blank		1	2.94%
Total for Station		34	2.06%
Station: 373			
320 - Emergency medical service, other		1	0.06%
321 - EMS call, excluding vehicle accident with injury		99	6.00%
322 - Vehicle accident with injuries		1	0.06%
Total - Rescue & Emergency Medical Service Incidents		101	45.09%
541S - Snake Call		31	1.88%

Incident

Type	Description	Count	
Station: 373 - (Continued)			
553 - Public service		55	3.33%
Total - Service Call		86	38.39%
651 - Smoke scare, odor of smoke		3	0.18%
Total - Good Intent Call		3	1.34%
744 - Detector activation, no fire - unintentional		6	0.36%
Total - Fals Alarm & False Call		6	2.68%
Incident Type is blanks		28	1.70%
Total - incident type left blank		28	12.50%
Total for Station		224	13.58%
Station: 374			
100 - Fire, other		1	0.06%
Total - Fires		1	0.50%
321 - EMS call, excluding vehicle accident with injury		77	4.67%
322 - Vehicle accident with injuries		1	0.06%
Total - Rescue & Emergency Medical Service Incidents		78	39.00%
412 - Gas leak (natural gas or LPG)		1	0.06%
Total - Hazardous Conditions (No fire)		1	0.50%
541S - Snake Call		55	3.33%
553 - Public service		30	1.82%
Total - Service Call		85	42.50%
611T - Dispatch TEST call		1	0.06%
651 - Smoke scare, odor of smoke		1	0.06%
Total - Good Intent Call		2	1.00%
744 - Detector activation, no fire - unintentional		6	0.36%
Total - Fals Alarm & False Call		6	3.00%
Incident Type is blanks		27	1.64%
Total - incident type left blank		27	13.50%
Total for Station		200	12.12%
Station: 375			
100 - Fire, other		1	0.06%
142 - Brush, or brush and grass mixture fire		1	0.06%
160 - Special outside fire, other		1	0.06%
Total - Fires		3	1.54%
321 - EMS call, excluding vehicle accident with injury		78	4.73%
322 - Vehicle accident with injuries		5	0.30%
Total - Rescue & Emergency Medical Service Incidents		83	42.56%
412 - Gas leak (natural gas or LPG)		1	0.06%
Total - Hazardous Conditions (No fire)		1	0.51%
500I - Investigate Fire, Now Out		1	0.06%
541B - Bee Swarm/Removal		1	0.06%
541S - Snake Call		52	3.15%
553 - Public service		25	1.52%
Total - Service Call		79	40.51%
651 - Smoke scare, odor of smoke		1	0.06%

Incident

Type	Description	Count	
Station: 375 - (Continued)			
	Total - Good Intent Call	1	0.51%
744 - Detector activation, no fire - unintentional		9	0.55%
	Total - Fals Alarm & False Call	9	4.62%
Incident Type is blanks		19	1.15%
	Total - incident type left blank	19	9.74%
	Total for Station	195	11.82%
Station: 376			
100 - Fire, other		1	0.06%
160 - Special outside fire, other		1	0.06%
	Total - Fires	2	1.46%
321 - EMS call, excluding vehicle accident with injury		57	3.45%
322 - Vehicle accident with injuries		1	0.06%
	Total - Rescue & Emergency Medical Service Incidents	58	42.34%
500I - Investigate Fire, Now Out		1	0.06%
541S - Snake Call		44	2.67%
553 - Public service		9	0.55%
	Total - Service Call	54	39.42%
611T - Dispatch TEST call		3	0.18%
651 - Smoke scare, odor of smoke		2	0.12%
	Total - Good Intent Call	5	3.65%
744 - Detector activation, no fire - unintentional		3	0.18%
	Total - Fals Alarm & False Call	3	2.19%
Incident Type is blanks		15	0.91%
	Total - incident type left blank	15	10.95%
	Total for Station	137	8.30%
Station: 377			
1 - Fire		1	0.06%
131 - Passenger vehicle fire		1	0.06%
141 - Forest, woods or wildland fire		1	0.06%
154 - Dumpster or other outside trash receptacle fire		1	0.06%
	Total - Fires	4	2.16%
3 - Rescue & Emergency Medical Service Incidents		1	0.06%
321 - EMS call, excluding vehicle accident with injury		115	6.97%
322 - Vehicle accident with injuries		3	0.18%
	Total - Rescue & Emergency Medical Service Incidents	119	64.32%
444 - Power line down		1	0.06%
	Total - Hazardous Conditions (No fire)	1	0.54%
541S - Snake Call		28	1.70%
553 - Public service		4	0.24%
	Total - Service Call	32	17.30%
611T - Dispatch TEST call		1	0.06%
	Total - Good Intent Call	1	0.54%
744 - Detector activation, no fire - unintentional		9	0.55%
	Total - Fals Alarm & False Call	9	4.86%

Incident

Type	Description	Count	
Station: 377 - (Continued)			
Incident Type is blanks		19	1.15%
Total - incident type left blank		19	10.27%
Total for Station		185	11.21%
Station: 378			
100 - Fire, other		1	0.06%
142 - Brush, or brush and grass mixture fire		4	0.24%
Total - Fires		5	5.26%
321 - EMS call, excluding vehicle accident with injury		25	1.52%
322 - Vehicle accident with injuries		1	0.06%
Total - Rescue & Emergency Medical Service Incidents		26	27.37%
541S - Snake Call		29	1.76%
553 - Public service		18	1.09%
553S - Smoke Detector Battery Change		2	0.12%
571 - Cover assignment, standby, moveup		1	0.06%
Total - Service Call		50	52.63%
744 - Detector activation, no fire - unintentional		2	0.12%
Total - Fals Alarm & False Call		2	2.11%
Incident Type is blanks		12	0.73%
Total - incident type left blank		12	12.63%
Total for Station		95	5.76%
Station: 379			
131 - Passenger vehicle fire		1	0.06%
142 - Brush, or brush and grass mixture fire		1	0.06%
Total - Fires		2	0.88%
321 - EMS call, excluding vehicle accident with injury		133	8.06%
322 - Vehicle accident with injuries		1	0.06%
Total - Rescue & Emergency Medical Service Incidents		134	59.03%
444 - Power line down		1	0.06%
Total - Hazardous Conditions (No fire)		1	0.44%
541S - Snake Call		44	2.67%
553 - Public service		13	0.79%
Total - Service Call		57	25.11%
611T - Dispatch TEST call		2	0.12%
651 - Smoke scare, odor of smoke		2	0.12%
Total - Good Intent Call		4	1.76%
744 - Detector activation, no fire - unintentional		3	0.18%
Total - Fals Alarm & False Call		3	1.32%
814 - Lightning strike (no fire)		1	0.06%
Total - Severe Weather & Natural Disaster		1	0.44%
Incident Type is blanks		25	1.52%
Total - incident type left blank		25	11.01%
Total for Station		227	13.76%
Station: 380			
100 - Fire, other		2	0.12%

Incident

Type	Description	Count	
Station: 380 - (Continued)			
111 - Building fire		1	0.06%
131 - Passenger vehicle fire		1	0.06%
Total - Fires		4	1.92%
321 - EMS call, excluding vehicle accident with injury		127	7.70%
322 - Vehicle accident with injuries		7	0.42%
363 - Swift water rescue		1	0.06%
Total - Rescue & Emergency Medical Service Incidents		135	64.90%
411 - Gasoline or other flammable liquid spill		1	0.06%
444 - Power line down		1	0.06%
Total - Hazardous Conditions (No fire)		2	0.96%
541S - Snake Call		29	1.76%
551 - Assist police or other governmental agency		1	0.06%
553 - Public service		6	0.36%
Total - Service Call		36	17.31%
651 - Smoke scare, odor of smoke		2	0.12%
Total - Good Intent Call		2	0.96%
744 - Detector activation, no fire - unintentional		6	0.36%
Total - Fals Alarm & False Call		6	2.88%
Incident Type is blanks		23	1.39%
Total - incident type left blank		23	11.06%
Total for Station		208	12.61%
		1,650	100.00%



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: August 20, 2024

SUBJECT: EXECUTIVE SESSION: THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(3) FOR DISCUSSION OR CONSULTATION WITH THE ATTORNEY FOR THE DISTRICT REGARDING ADOPTION OF THE REVISED MEMORANDUM OF UNDERSTANDING (MOU) WITH NORTH TUCSON FIREFIGHTERS' ASSOCIATION LOCAL 3832

ITEM #: 7A

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

BACKGROUND

RECOMMENDED MOTION

Motion to enter into executive session for item 7A to include the Governing Board, Chief Brandhuber, HR Director Delong, Board Services Supervisor Ortiz and Attorney Aversa.



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief and Ben Jones, President of Local 3832

MTG. DATE: August 20, 2024

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION NUMBER 2024-0010, A MEMORANDUM OF UNDERSTANDING BETWEEN GOLDER RANCH FIRE DISTRICT AND THE NORTH TUCSON FIREFIGHTERS' ASSOCIATION LOCAL 3832

ITEM #: 7B

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☒ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

BACKGROUND

The proposed version of the Memorandum of Understanding (MOU) that is presented to the Golder Ranch Fire District Governing Board has been vetted out amongst the Leadership Team. This has been a collaborative effort, and all issues and concerns were mutually addressed and agreed upon.

RECOMMENDED MOTION

Motion to approve and adopt Resolution 2024-0010, A Memorandum of Understanding between Golder Ranch Fire District and the North Tucson Firefighters' Association Local 3832.



GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

RESOLUTION NO. 2024-0010

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE GOLDER RANCH FIRE DISTRICT AND THE NORTH TUCSON FIREFIGHTERS ASSOCIATION, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 3832

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

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

WHEREAS, the North Tucson Firefighters Association, International Association of Firefighters Local 3832 (the "Union") is recognized as a representative of all union members through the rank of Captain; and

WHEREAS, the District and the Union have reached this complete agreement concerning wages, hours and working conditions as contained in the Memorandum of Understanding; and

WHEREAS, the Golder Ranch Fire District Governing Board has reviewed the entitled "Memorandum of Understanding between the Golder Ranch Fire District and the North Tucson Firefighters Association, International Association of Firefighters Local 3832".

NOW, THEREFORE, BE IT RESOLVED that the Golder Ranch Fire District Governing Board met in a duly noticed public session on August 20, 2024, and upon a vote of _____ authorized and approved Resolution No. 2024-0010 to approve the execution of the Memorandum of Understanding between the Golder Ranch Fire District and the North Tucson Firefighters, International Firefighters Local 3832; and

BE IT FURTHER RESOLVED that the Agreement, attached hereto is hereby adopted, and shall be in full force and effect from the date of the Governing Board adoption; and



GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

BE IT FURTHER RESOLVED that the parties hereby acknowledge that the provisions of the Memorandum of Understanding are not intended to abrogate the authority and responsibility of the District as a government entity provided for under the statutes of the State of Arizona.

ADOPTED AND APPROVED by the Governing Body of the Golder Ranch Fire District on this 20th day of August 2024, at a duly noticed public meeting of the Golder Ranch Fire District Governing Board.

Vicki Cox Golder
Chairperson of the Governing Board
of the Golder Ranch Fire District

ATTEST:

Sandra Outlaw
Clerk of the Governing Board
of the Golder Ranch Fire District



MEMORANDUM OF UNDERSTANDING

August 20th, 2024 to
September 30, 2026

This Memorandum of Understanding made and entered into on August 20, 2024, by and between, the Golder Ranch Fire District, hereinafter referred to as the "District" and the North Tucson Firefighters Association, International Association of Fire Fighters Local 3832, hereinafter referred to as the "Local 3832", the District and Union recognize all members of the Golder Ranch Fire District as outlined in Resolution 2024-0009 10 and herein referred to as "members," are governed by this Understanding.

GRFDAZ.GOV & NTFFA.ORG

PREFACE

- A. WHEREAS, the District and the Union have reached this complete agreement concerning wages, hours, and working conditions as contained in the Memorandum of Understanding; and
- B. WHEREAS, the Golder Ranch Fire District Governing Board has reviewed the entitled "Memorandum of Understanding between the Golder Ranch Fire District and the North Tucson Firefighters Association, International Association of the Fire Fighters Local 3832".
- C. WHEREAS, the North Tucson Firefighters Association, International Association of Firefighters Local 3832 is recognized as a representative of all dues-paying union members through the rank of Captain, Deputy Fire Marshal, and Fleet Maintenance Supervisor; and
- D. NOW, THEREFORE, BE IT RESOLVED that the Golder Ranch Fire District Governing Board met in a duly noticed public session on September 19, 2023, and upon a vote of ___ approved the execution of the Memorandum of Understanding between the Golder Ranch Fire District and the North Tucson Firefighters, International Firefighters Local 3832; and
- E. BE IT FURTHER RESOLVED that the Agreement, attached hereto, is hereby adopted, and shall be in full force and effect from the date of the Governing Board adoption; and
- F. BE IT FURTHER RESOLVED that the parties hereby acknowledge that the provisions of the Memorandum of Understanding are not intended to abrogate the authority and responsibility of the District as a government entity provided for under the statutes of the State of Arizona.

DEFINITIONS

Advisors – comprised of subject matter experts who can provide guidance, typically ~~be comprised~~ comprised of the Finance and HR Directors.

ASRS - Employees who are not assigned hazardous duty, or those not eligible for PSPRS ~~are may be~~ eligible to participate in the Arizona State Retirement System (ASRS), as defined by Arizona revised statute title 38.

Management – is comprised of the Fire Chief and Assistant Chiefs who represent the District.

Non-management – is comprised of the E-Board Members of the Local Union 3832 and represent the Local 3832 Members.

Member – a union ~~dues paying~~ dues-paying, regular, full-time employee, through the rank of Captain, Deputy Fire Marshal, and Fleet Maintenance Supervisor.

FLS – all uniformed, ~~dues paying~~ dues-paying staff regularly assigned to the Fire and Life Safety division.

Fleet – all ~~dues paying~~ dues-paying staff regularly assigned to the Fleet division.

Non-Uniformed - Employees and volunteers who are not engaged in fire suppression, code enforcement, or fire investigations as part of their primary duties.

PSPRS - Employees who are assigned hazardous duty, are eligible to participate in the Public Safety Personnel Retirement System (PSPRS), as defined by Arizona revised statute title 38. PSPRS plans are not governed by the District. Details of the PSPRS plans are available through the PSPRS website, PSPRS Local Board, or Human Resources.

Uniformed - Those employees, regardless of rank, who may perform fire suppression, code enforcement, and fire investigation duties as part of their primary duties as uniformed, appointed, or elected members of the Golder Ranch Fire District.

Work Schedule (Uniformed) –

1. The workday begins at 0800 hours and ends the following day at 0800 hours.
2. The workweek for GRFD suppression personnel is Monday through Sunday, beginning at 0800 hours.

3. The work period for purposes of calculation of overtime is 28 days.
4. Uniformed members may work any of the following weekly schedules:
 - a. A 56-hour suppression work schedule
 - b. A 40-hour suppression work schedule

Work Schedule (Non-Uniformed) –

1. The workweek for GRFD personnel is Monday through Sunday.
2. The work period for purposes of calculation of overtime is time worked over 40 hours within a work week, for hourly non-exempt employees.
3. Non-Uniformed members may work the following schedule:
 - a. A 40-hour work week.

Subject – The person/employee whose actions or behavior are the focus of an investigation.

Witness – A person/employee being interviewed to verify or confirm information related to the actions or behavior of the subject of an investigation.

Representative - an employee or Local 3832 member that serves as a witness to the interview of the subject of an investigation. This person may not speak on behalf of the employee.

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ARTICLE I. RIGHTS

SECTION 1.01 RIGHTS OF THE DISTRICT

- A. Local 3832 recognizes that the Governing Board, with and through the Fire Chief, shall retain, whether exercised or not, solely and exclusively, all express and inherent rights and authority pursuant to law, GRFD Policy and operational need with respect to determining the level of and the way the Fire District's service delivery activities are conducted, managed, and administered.
- B. Local 3832 recognizes that every incidental duty enumerated in job descriptions is not always specifically described; nevertheless, it is intended that all such duties as assigned shall be performed by the members.
- C. Local 3832 recognizes that the Fire Chief shall determine and establish methods and processes by which duties are performed.
- D. Local 3832 recognizes that ~~except as otherwise specifically provided in the MOU, the District and the Fire Chief or designee retain unqualified all rights and authority to which, by law, GRFD policy and operational needs, they are entitled, except as otherwise specifically provided in the MOU, the District and the Fire Chief or designee retain unqualified, all rights and authority to which they are entitled by law, GRFD policy, and operational needs.~~

SECTION 1.02 FISCAL EMERGENCY

- A. If, during the term of this MOU, the District experiences ~~loss of revenue or legal requirements that are not resolved during the budget year which would result in the layoff of Local 3832 members, or the serious curtailment of services provided to the citizens of the Golder Ranch Fire District, this MOU may be re-opened~~ revenue loss or legal requirements that are not resolved during the budget year, which would result in the layoff of Local 3832 members or the serious curtailment of services provided to the citizens of the Golder Ranch Fire District, this MOU may be re-opened.
- B. The following provisions shall apply to this opening in a fiscal emergency:
 - a. The Fire Chief shall notify the Governing Board ~~that a fiscal emergency exists~~ of a fiscal emergency and seek authorization to meet with Local 3832 to open the MOU.
 - b. The Fire Chief shall notify the Local 3832 President, in writing, of the need to reopen the MOU. Such notice shall include the rationale and the anticipated amount of District budget shortfall that needs to be resolved to alleviate the need to lay off Local 3832 members or severely curtail services provided to the Citizens of the Golder Ranch Fire District.
- C. Golder Ranch Fire District and Local 3832 shall meet and confer in good faith for a period of no more than 30 calendar days, from the original date of the notification that the MOU was reopened, to reach agreement on how best to address the fiscal emergency. The scope of the re-opened MOU discussions shall be limited to the specific reasons for which the fiscal emergency pertains. The initial 30-day period may be extended up to an additional 30 days if agreed to by the Fire Chief and Local 3832 President. Additional extensions, if necessary, may only be granted at the discretion of the Governing Board.
- D. Recommended modifications to the MOU shall be submitted to the Governing Board who maintains responsibility for final determination as to the acceptance, rejection, or alteration of the proposed modifications. Local 3832 maintains the ability to address the Governing Board with respect to any proposed modifications at a Board Meeting where modifications are considered by the Governing Board.
- E. Should Golder Ranch Fire District and Local 3832 be unable to reach agreement on proposed modifications to the MOU within the time periods set by this provision, the Governing Board will determine and establish all remedies necessary to address the identified issues. Local 3832 maintains the ability to address the Governing Board with respect to any identified issues.
- F. This section shall only apply if the general population of Golder Ranch Fire District's workforce is subject to the same or greater reduction of pay or benefits or resulting layoffs.

- G. As a last resort, and ~~if only needed~~only if necessary, to maintain ~~any level of service~~service levels, layoffs shall be allowed. In the event there is no other alternative but layoffs, Operational need and district seniority will be used as the determining factor to identify the most efficient and fair layoff, as determined by the Fire Chief.

SECTION 1.03 RIGHTS OF LOCAL 3832

- A. North Tucson Firefighters Local 3832 is hereby acknowledged as the exclusive recognized member organization for all members of Local 3832.
- B. The District shall deduct from the members pay any Local 3832 dues, and/or other Local 3832 specified deductions, after signed and completed Local 3832 forms are provided to the Finance Department by the individual member; except, however, that such deduction shall be made only when the member's earnings for that pay period are sufficient after other legally required deductions are made.
- C. Local 3832 may request a change in dues or deductions during the term of this MOU. However, any changes to dues, deductions, or contributions must have signed and completed Local 3832 forms from each member confirming authorization to change the deduction. The District will provide Local 3832 with deductions elected to be given by its members to Local 3832 either through check or electronic deposit.
- ~~C.D.~~ Union membership is solely based on a voluntary basis. If a member chooses to resign his/her membership, Local 3832's Secretary/Treasurer must sign off and be made aware of the withdrawal.
- ~~D.E.~~ The District will provide Local 3832 with copies of signed Local 3832 deduction forms, if authorized by the individual member, for the purposes of communicating and keeping records up to date. This information will not be shared with other individuals or organizations.
- ~~E.F.~~ The district will provide reasonable space for union equipment.

SECTION 1.04 LEADERSHIP TEAM

- A. The Leadership ~~T~~team may be made up of no more than 5 representatives from GRFD management and no more than 5 representatives of Local 3832.
- B. The Golder Ranch Fire District has a proud history of employees and administrationmanagement working for the betterment of the Fire District, employees, and ~~ultimately, ultimately,~~ the service we provide our community. The District's administrationmanagement and Local 3832 representatives both believe that our pool of shared knowledge, experience, and understanding is deepened through a Labor/Management process that provides for greater transparency, communication, and fiscal responsibility.
- C. The Leadership Team is not intended to co-manage the organization, ~~rather its intent is to collaborate on organizational issues including wages, benefits;~~ rather, its intent is to collaborate on organizational issues, including wages, benefits, and working conditions for the betterment of the organization and the community we serve.
- D. ~~The Leadership team will have the authority by unanimous understanding to create, modify, suspend or rescind any department level, procedure, guideline~~ Leadership team will have the authority and unanimous understanding to create, modify, suspend, or rescind any department-level procedure, guideline, or practice within this MOU. The Leadership Team may recommend policy creation, deletion, or modification to the Governing Board. ~~The Governing Board, which~~ retains authority over all policy~~policies~~.
- E. No new policy, procedure ~~or guideline that will affect wages, benefits, or guideline affecting wages, benefits,~~ or working conditions will be initiated without going through the Leadership Team.
- F. The members of the Leadership Team representing Local 3832, as well as their designees, will be allowed to work on Leadership Team projects during working hours, subject to the approval of the supervisors~~supervisor's approval,~~ providing it does not interfere with the member's primary duties.
- G. If at any time the Leadership Team cannot reach an agreement on any items specific to this MOU, the Fire Chief and Union President will meet and seek mutual resolution. ~~If mutual resolution is not obtained, the Fire Chief's authority for decision-making~~ mutual resolution is not obtained, the Fire Chief's authority for decision-making shall prevail. Local 3832 maintains the ability to address the Governing Board, ~~who~~ which shall retain ultimate decision-making authority over the matter at a Board Meeting where the decision is before the Board.

SECTION 1.05 RIGHTS OF THE MEMBERS

- A. All Local 3832 members who are the subject of an investigation or inquiry have the right to have any available employee or Local 3832 member to serve as their representative.
- B. Representatives are present as witnesses only and may not speak on behalf of an employee during an investigation.
- C. Management will give the employee who is the subject of an inquiry 48 hours notice of a disciplinary meeting.
- D. Anyone employed by the Golder Ranch Fire District in a non-management position has the right to be represented.
- E. An employee called as a witness who is not the subject of the investigation or inquiry is not eligible for representation.
- ~~— All Local 3832 members have the right to have any employee or Local 3832 serve as their representative.~~
- ~~—~~
- A. ~~Representatives are there as witness and may not speak on behalf of employee~~
- ~~—~~
- B. ~~Anyone employed by the Golder Ranch Fire District in a non management position has the right to be represented.~~

SECTION 1.06 PROHIBITION OF STRIKES AND LOCKOUTS

- A. Local 3832 pledges to maintain unimpaired services by its members as directed by the Fire Chief. Local 3832 shall not cause, condone, counsel or permit members to strike, fail to fully and faithfully perform duties, slow down, disrupt, impede or otherwise impair the normal functions and procedures of the District.
- B. Should any member of Local 3832, during the term of this MOU, and until such time that it is expressly and legally rescinded, breach the obligations of Paragraph A, the Fire Chief or his designee shall immediately notify Local 3832 that a prohibited action is in progress. Local 3832 shall forthwith disavow said strike or other prohibited action and shall endeavor in good faith to cause such members to immediately return to work and/or cease the prohibited activity. Failure to cease the prohibited activity will render this MOU null and void.
- C. There shall be no lockout by the District during the term of this MOU.
- ~~A. Local 3832 pledges to maintain unimpaired services by its members as directed by the Fire Chief. Local 3832 shall not cause, condone, counsel or permit members to strike, fail to fully and faithfully perform duties, slow down, disrupt, impede or otherwise impair the normal functions and procedures of the District.~~
- ~~B. Should any member of Local 3832, during the term of this MOU, and until such time that it is expressly and legally rescinded, breach the obligations of Paragraph A, the Fire Chief or his designee shall immediately notify Local 3832 that a prohibited action is in progress. Local 3832 shall forthwith disavow said strike or other prohibited action and shall endeavor in good faith to cause such members to immediately return to work and/or cease the prohibited activity. or, alternatively accept the responsibility for the strike or other prohibited activity.~~
- ~~C. There shall be no lockout by the District during the term of this MOU.~~

SECTION 1.07 FORMAL DISPUTE RESOLUTION

- A. It is the intent of the District to use discipline to correct behavior at the lowest level. Most incidents can be corrected with good leadership and verbal counseling. In the event a member needs to have discipline escalated, it will be consistent with Policy.
- B. No member will be disciplined or discharged without cause. Additionally, members shall have the right to be accompanied and represented by any member of Local 3832 or their choice of legal representation or the person of the members' choice per section 1.05 Rights of Members.
- C. For grievance procedure, refer to district policy.

SECTION 1.08 REFERENCES

- A. This MOU references policies and procedures of the Golder Ranch Fire District, which have been approved by the District through the Leadership Team process.
- B. All Revisions pertinent to this MOU, with respect to changes in pay, benefits, and/or working conditions for the members covered under this MOU, from this point on must be approved by the District through the Leadership Team process. To not Revisions pertinent to this MOU, with respect to changes in pay, benefits, and/or working conditions for the members covered under this MOU, must be approved by the District through the Leadership Team process. Failure to do so will be considered a violation of this agreement.

ARTICLE II. STAFFING AND SCHEDULING

- A. This article is a general guideline subject to the operational needs of the District.

SECTION 2.01 HOURS OF WORK

- A. The hours for members assigned to shift duty shall continue to average fifty-six (56) hours per week. Shifts shall continue to be twenty-four (24) hours in duration, beginning at 0800 and concluding at 0800 of the following day.
- ~~B.~~ The work hours and schedule for members assigned to administrative duty or special assignment are at the discretion of the supervisorssupervisor's discretion and will be consistent with current policy.
- B.
- —Administrative duty applies to union members whose regular work schedule is a ~~40-hour~~40-hour work week.

SECTION 2.02 WORK SCHEDULE – MEMBERS ASSIGNED TO SHIFT DUTY

- A. The ~~work~~standard suppression work schedule shall continue to be a three/four (work/rest) cycle. Each 24-hour shift shall be followed by 24 hours off (unless extra duty is incurred). After the third 24-hour shift of the tour, there will be four days off.
- B. Not applicable to Fleet or Fire and Life Safety.

SECTION 2.03 ~~CONSTANT-MINIMUM~~ STAFFING

- ~~A-C.~~ In order to meet operational needs, the following minimum staffing guidelines should be followed whenever practicable:
- ~~a.~~ ALS units (ambulances, aerials, and engine companies) should have at a minimum one certified paramedic.
 - ~~b.~~ Each engine or ladder company should be made up of a Captain, Engineer, Paramedic and Firefighter.
 - ~~c.~~ Engine companies should not fall below four personnel for more than six hours.
 - ~~d.~~ Ladder trucks or aerial units should not fall below four personnel.
 - ~~B.~~ Special Teams stations should have a minimum of seven members whenever practicable,however:
 - ~~a.~~ Special ops shall not fall below four team members.
 - ~~b.~~ Wildland shall not fall below ~~two-four~~ team members.
- ~~C-D.~~ The maximum number of suppression members permitted to be off on scheduled PTO per shift will be eight (8) or calculated as 10 percent of the shift's workforce rounded up to the next whole number if greater than eight (8), rounded up to the nearest whole number, except when operational needs dictate maximum staffing is required.
- ~~D-E.~~ The ~~constant~~ minimum staffing provision is intended for normal daily operations and may only be altered due to extraordinary circumstances or conditions ~~in order to meet the minimum response needs of the community~~to meet the community's minimum response needs.
- ~~E-F.~~ When filling vacancies with overtime from the 'available for ED' list, those rank for rank or qualified members with the lowest number of ED hours, based on policy, will be selected first.
- ~~F-G.~~ ~~Mandatory holdovers refer to policy. Include hyperlink~~Refer to district policy for the application of Mandatory Holdovers to address minimum staffing requirements.
- ~~G-H.~~ Not applicable to Fleet or Fire and Life Safety.

SECTION 2.04 SHIFT BID PROCESS

- A. The District and the North Tucson Firefighters will provide a seniority bid process for positions that become available due to new stations, retirements, promotions, demotions, new positions, etc.
- B. The ~~District and~~ Union will maintain a seniority list and in coordination with administration management will track the shift bid process through the designated scheduling system ~~and a representative of Local 3832.~~
- C. ~~District~~The District will allow a rebid process every four years, or as needed at the discretion of the Fire Chief.
- D. Special Ops and Wildland team's stations will be staffed by assignment.
- E. Not applicable to Fleet or Fire and Life Safety.

SECTION 2.05 SHIFT TRADE

- A. Shift trades are defined as members being permitted to request one or more of their suitably qualified colleagues (rank, qualifications, certifications, and specialty station assignments) to work one of their scheduled shifts and, in exchange, work one of their colleague's future scheduled shifts.
- B. The hours worked on a shift trade shall be excluded from calculating the hours for which the substituting member would otherwise be entitled to overtime. Shift trades must be approved by the member's direct supervisor and recorded on the scheduling program. Trades must be voluntary and reciprocated within a rolling year, and attendance is the responsibility of the member who accepts the shift trade.
- C. Members that request Unscheduled PTO on a shift trade shall have their PTO deducted manually by the scheduler, and the District will pay no compensation.
- D. Circumventing the shift bid system with shift trades shall not be permitted.
- E. Not applicable to Fleet and Fire and Life Safety.

SECTION 2.06 SENIORITY

~~A.F.~~ Seniority date is defined as beginning at the date the member was hired full time.

~~B.G.~~ Local 3832 ~~and the District~~ will be responsible for maintaining an accurate and ~~up-to-date~~up-to-date seniority list.

~~C.~~ Academy/Promotional ranking of seniority will be based upon total accumulative performance testing scores.

~~D.~~ In the case of a tie, the suppression seniority list shall be used following the criteria below:

~~a.~~ Off Probation Date – The date personnel successfully complete promotional probationary year.

~~b.~~ Promotional List Ranking/Score, if available - Every effort shall be made to verify testing scores and rankings through training and/or human resources. However, if the ranking or score is unavailable, the next criteria shall be used.

~~e.~~ Hire Date ~~—earliest uninterrupted date of hire with Golder Ranch Fire District leading to a position as a full time—~~the earliest uninterrupted date of hire with Golder Ranch Fire District leading to a position as a full-time firefighter/fire medie.

~~d.~~ Class Ranking, if available - The person achieving the highest grade point average or who finished highest overall has seniority.

~~E.A.~~ A member will lose their seniority if the member resigns quits, or is terminated.

~~F.B.~~ If a member is demoted for disciplinary reasons, they will assume seniority at the bottom of the newly assigned classification.

~~a.~~ For an approved self-demotion to a previous classification ~~—i.e., i.e., if the member~~ chooses to go from Captain to Engineer, the seniority will be based on the member's consecutive time in the previous position.

~~b.~~ Any member that ~~reverts back~~reverts or self-demotes to the rank of firefighter, seniority will be based on the member's hire date.

~~e.~~ Members may not self-demote if no open position at the lower rank is available.

~~d.~~ If a member is reclassified to a lower position, they will be placed into a step that is a full step reduction in pay in the new lower grade. The Member may not exceed the top step of ~~rank they~~ have the rank they have been demoted to.

~~G.C.~~ Not applicable to Fleet and Fire and Life Safety.

ARTICLE III. COMPENSATION ADMINISTRATION

SECTION 3.01 COMPENSATION

- A. Compensation for district members will be based on a “Market Analysis” of the following fire agencies to the extent available (Due to differences between job requirements for GRFD Fire and Life Safety personnel and similar positions for comparators, it is recognized that adjustments will be made and/or different comparators utilized to ensure equity in these positions):
- a. Northwest Fire District
 - b. Central Arizona Fire & Medical Authority
 - c. ~~Superstition Fire and Medical District~~ Gilbert Fire Department
 - d. ~~Bullhead City Fire Department~~ Arizona Fire and Medical Authority ~~District~~
 - e. ~~Timber Mesa Fire and Medical District~~ Glendale Fire Department
 - f. Chandler Fire Department
 - f.

~~F.H.~~ “Market Analysis” shall be completed and evaluated every two years (even years) for competitiveness and the salary scale for each position will be ~~95%- 101%~~ of the survey. Those positions that are not in this range should be adjusted accordingly.

- B. All eligible members, ~~on their anniversary date, shall receive a step increase~~ shall receive a step increase on their anniversary date, provided they meet District standards and are in good standing with the district.
- C. Statutory overtime is hours compensated at 1.5 times the regular rate to non-exempt members on a suppression schedule over 212 hours in a 28-day pay cycle.
- D. Full-time suppression members are scheduled hours that qualify for overtime compensation as regulated by the overtime provisions of the Fair Labor Standards Act. The total hours paid to a member on a suppression schedule in a year are 2,912, of which 156 hours are compensated at 1.5 times the member's regular rate.
- E. Non-exempt members shall not work over seventy-two (72) hours consecutively.

F. PTO used will be considered as hours worked in the determination of scheduled overtime compensation.

~~F.~~ ~~Members who are topped out or have not had a step increase will receive a TBD% COLA (different name) to keep in line with inflation~~

SECTION 3.02 SPECIAL TEAM ASSIGNMENTS & WAGE DIFFERENTIALS

- A. Special Teams will be defined as the “Special Operations Team” (hazmat & TRT) and the “Wildland Team”.
- B. The Golder Ranch Fire District will maintain no more than seven Special Teams members at each special team's stations.
- C. Special Operations will be housed at station 377 and Wildland will be housed at station 370, subject to change based on operational needs.
- a. Special teams' stations will not be eligible to participate in the bid process.
 - b. Selection for special ~~team's team~~ assignments will be conducted through a formal process.
 - c. Performance of team members will be reviewed annually and may include annual interviews.
 - d. Members of the Special Teams who are appropriately certified will receive a wage differential of \$1.00/hr. in addition to their current hourly rate when assigned to the special team's station. Members assigned to the Special teams may be required to deploy outside the District for extended periods.
 - ~~d.~~ Special Teams coordinators as well as the Peer Support Team Coordinator will be paid a wage differential of \$2.00/hr. in addition to their current hourly rate.
 - e.
 - ~~D.~~ Members floated will be compensated for travel per policy.

~~f. E.~~
~~D. Assignment pay and w~~Wage differentials shall be provided in accordance with District Policy and Procedure.

SECTION 3.03 ACTING PAY

- A. ~~See district policy.~~ ~~Hyperlink, discuss changing to one tour~~

ARTICLE IV.BENEFITS

SECTION 4.01 HOLIDAY PAY

- A. See district policy.

SECTION 4.02 PAID TIME OFF

- A. The Golder Ranch Fire District will provide a policy for Paid Time Off (PTO) accrual, utilization, and sell back.
- B. PTO hours will be counted as hours worked.
- C. The below table lists the recognized accrual of PTO hours for uniformed members:

Years of Service	Annual Accrual of PTO Hours	PTO Hours/Pay Period
0-5	338	13
5-10	390	15
10-15	416	16
15-20	442	17
>20	468	18

- D. The below table lists the recognized accrual of PTO hours for non-uniform members:

YEARS OF SERVICE	ANNUAL ACCRUAL	PER PAY PERIOD
0 - 5	260	10
5 - 10	312	12
10 - 15	364	14
15 - 20	416	16
> 20	442	17

- E. See district policy for definitions of uniformed and non-uniformed member.

SECTION 4.03 JURY DUTY

- A. See district policy. [Hyperlink](#)

SECTION 4.04 BEREAVEMENT LEAVE

- A. See district policy. [Hyperlink](#) ~~3 SHIFTS APPROVED~~ ~~Also would like to discuss moving to three shifts so that employees can grieve without having to come back to shift for one shift~~

SECTION 4.05 SUBPOENAS AND COURT APPEARANCES

- A. The Golder Ranch Fire District will provide a policy for paid time off while testifying as a witness in cases arising from the course of employment.

SECTION 4.06 UNION PTO

- A. The Golder Ranch Fire District will allow paid time off (PTO) hours to be donated by members to Local

3832 to be maintained in a separate Union PTO Bank.

- B. Union members leaving regularly scheduled shifts related specifically to Local 3832 business will be allowed to utilize Union PTO as release time at the discretion of the Local 3832 President or designee, and as approved by the Fire Chief.
- C. The Golder Ranch Fire District will provide Local 3832 with an annual “use it or lose it” ~~2000~~1500 ~~1000~~ hours of paid time off in each of the fiscal years covered by this agreement.
- ~~D. Local 3832 members leaving regularly scheduled shifts for union business will be allowed to utilize union PTO leave as approved by the Fire Chief or designee.~~
- ~~E. Procedure for requesting Union PTO is outlined in policy.~~
- ~~D.~~
- ~~F. Local 3832 will be allowed to receive PTO hours donated by District members on the District’s payroll. After signed and completed forms are voluntarily given by members, the District will direct the elected number of hours from each member’s PTO bank to be considered “Union PTO Hours.” These hours may then be used by Local 3832 members at the approval of the Fire Chief and the Local 3832 President in accordance with policy. These hours shall roll over year to year.~~
- ~~E.~~
- ~~by Local 3832 members at the approval of the Fire Chief and the Local 3832 President in accordance with applicable policy. These hours shall roll over year to year.~~
- ~~G. Union members who are separating (in good standing) from the district may donate half their remaining time to the Union PTO bank up to a maximum of 250 hours.~~

SECTION 4.07 MILITARY LEAVE

- A. See district policy [Hyperlink](#)

SECTION 4.08 UNIFORMSALLOWANCES

- A. CHANGE TITLE TO “ALLOWANCES.” The district will ~~continue to~~ provide a uniform/tool allowance which supports our district and our union’s goal of a professional appearance ~~and the tools to take care of the organization and appropriate tooling.~~
 - Members of fleet in the classifications of fleet maintenance technician, including the fleet maintenance supervisor will receive an annual tool allowance of \$1000.00.
 - Uniformed members will receive an annual uniform allowance of \$1000.00.
- B. The uniform/tool allowance will be paid on the 1st pay cycle in November.

SECTION 4.09 PARENTAL LEAVE UNI

- A. See district policy

ARTICLE V. INSURANCE AND RETIREMENT

SECTION 5.01 GROUP HEALTH INSURANCE

- A. The District shall make available group health insurance benefits to eligible full-time members and their dependents.
- B. During this agreement, the District will make pay period contributions to all full-time eligible members' Health Savings Accounts (HSA) at an agreed upon monthly amount.
- C. During this agreement, the district will pay a minimum of 80% of the medical insurance premium for coverage for eligible full-time members and their dependents.
- D. The District shall pay the cost of the PSPRS a cancer insurance policy, for all active PSPRS members.

SECTION 5.02 DENTAL INSURANCE

- A. Members are eligible to participate in the District's dental plan. The District will pay 100% of the basic coverage for the member. The member will be obligated to pay for the additional cost for increased coverage.

SECTION 5.03 VISION INSURANCE

- A. A vision plan will be made available for full-time eligible members and will be negotiated by the District on the member's behalf, but the cost of the plan, if desired, will be paid by the member.

SECTION 5.04 LIFE INSURANCE

- A. The District shall provide members beneficiary one times their annual salary to a maximum of \$120,000.00 ~~250,000 for non-LODD (limited)~~ Life Insurance for the member at no cost. ~~Did we determine that \$120~~
- B. Upon separation of employment with the District, a member may continue the life insurance at a quoted rate from the insurance company.

SECTION 5.05 DEFINED BENEFITS

- A. The District shall participate in the Public Safety Personnel Retirement System (PSPRS) and follow all Arizona Revised Statutes relating to the PSPRS system. ~~Those members who are not eligible for the PSPRS may participate in the Arizona State Retirement System (ASRS)~~
- B. During this agreement, the District will continue to fund (via 401a) the 7.65% DROP match incentive for eligible members.
- ~~B-C.~~ If a PSPRS Tier 3 member reaches their hits annual max amount of contribution in PSPRS, the district and employee will continue to contribute, at their current rate, to a qualified retirement plan of their choice (457b or 401a)
- ~~C-D.~~ Members who are not assigned hazardous duty may be eligible to participate in the Arizona State Retirement System (ASRS), as defined by Arizona revised statute title 38.

SECTION 5.06 DEFINED CONTRIBUTION PLANS

- A. Members may contribute to the district-sponsored defined contribution plans. Plans are administered in accordance with IRS regulations for tax-exempt government entities.

SECTION 5.07 GENERAL PLAN COMPARISONS

- A. The District will perform insurance plan and rate comparisons at least once every two years.
- B. These comparisons will be performed by the District's Insurance Broker in conjunction with Human Resource Services (HRS) personnel.
- C. The union may choose at least two members to participate on the Benefits Committee.

SECTION 5.08 RETIREMENT MEDICAL EXPENSE REIMBURSEMENT PLAN

~~D.E.~~ The Golder Ranch Fire District Governing Board approved the request from the North Tucson Firefighters Association IAFF Local 3832 in FY22 to identify and participate in a retirement medical expense reimbursement _____ plan. The North Tucson Firefighters Association IAFF Local 3832 has identified the IAFF Medical Expense _____ Reimbursement Plan (MERP), administered by the Washington State Council of Fire Fighters Employee Benefit Trust. This plan is designed to allow participation by dues-paying union members.

~~E.F.~~ Dues-paying employee who is actively receiving a paycheck will pay no less than \$37.92 per pay period for 24 pay periods each fiscal year, into their MERP account via pre-tax paycheck deduction.

G. The District will make 24 pay period contributions each fiscal year, of no less than \$37.92, into the active employees MERP account.

H. Employees have a one-time irrevocable chance to opt-in or opt-out of this account. Employees opting out, must participate and contribute a minimum \$37.92 per pay period for 24 pay periods each fiscal year into one of the following account types:

- 457b

- HSA

~~F.I.~~ Employees opting out will be required to be enrolled in the District's Post-Employment Health Plan (PEHP).

G: Are we good with putting some wording in header stating Retirement?

ARTICLE VI. PROFESSIONAL DEVELOPMENT

SECTION 6.01 HIRING PROCESS

- A. The District will make every reasonable effort to maintain an effective firefighting force in accordance with the Governing Board's force strength authorization.
- ~~B.~~ When it is necessary to hire new members represented by this MOU, Local 3832 ~~may~~will be allowed to appoint representatives to observe the process, ~~at the discretion and direction of the Fire Chief.~~

SECTION 6.02 PROMOTIONAL PROCESS

- A. The Golder Ranch Fire District will make every reasonable effort to maintain active promotional lists for the positions of Engineer, Paramedic, and Captain. The lists will be good for one year and may be extended at the Fire Chief's discretion.
- B. The District will provide professional development opportunities for the membership either in the form of credentialing classes or testing preparation.
- ~~C.~~ When it is necessary to hold a promotional process, Local 3832 ~~may~~will be allowed to appoint representatives to observe the process, ~~at the direction and discretion of the Fire Chief.~~
- ~~D.C.~~ The minimum passing cumulative score for all promotional processes for positions covered by this agreement shall be 80%.
- ~~E.D.~~ A 60-day notice will be given to eligible employees of when the testing process will occur.

SECTION 6.03 PARAMEDIC CERTIFICATION

- A. The Golder Ranch Fire District will provide a competitive process for members to be selected to attain paramedic certification based on program and budget availability.
- B. The District will provide for all tuition and class expenses. In exchange, the members will be required to provide a 3-year commitment consistent with District policy.

SECTION 6.04 RECERTIFICATION

- A. The Golder Ranch Fire District will provide all Emergency Medical Care Technicians – Paramedics with ALS recertification training at no cost to the member.
- B. The District will provide all Emergency Medical Care Technicians with BLS recertification training at no cost to the member.

SECTION 6.05 TUITION REIMBURSEMENT

- A. It is the policy of the Golder Ranch District to provide a tuition reimbursement process to assist members with continuing higher education and any job-related training/education.

ARTICLE VII. MISCELLANEOUS

SECTION 7.01 POLICY DEVELOPMENT AND WORKPLACE ENHANCEMENT

- A. All parties agree that it is impossible to capture all of the member wages, benefits and working conditions in this MOU. The leadership team will work together in collaboration to constantly be proactive to develop policies and procedures that will enhance safe and harmonious policies and procedures.

SECTION 7.02 ANNUAL PHYSICALS

- A. The Golder Ranch Fire District to provide an annual physical to all eligible members, see policy.
- B. The Golder Ranch Fire District will award members that score a Tier 1 on their annual physical 68 hours of PTO ~~for each year that they maintain Tier 1 up to a total of 24 hours.~~
- ~~—PTO adjustments will be made once the District is notified of tier status which may be different from when the employee is notified.~~

SECTION 7.03 ~~2~~ IMPAIRMENT ANNUAL PHYSICALS

- A. All parties agree that no member will conduct or participate in any work while impaired. Impairment can be caused by any source, including, but not limited to: Alcohol, prescription medication or drugs, over the counter medication or drugs, physical exhaustion, or mental fatigue.
- B. Impairment is defined to include, but not be limited to: a change in speech, physical dexterity, agility, coordination, or demeanor; irrational or unusual behavior; negligence or carelessness in providing service or in operating equipment or machinery; displaying a disregard for the safety of the employee or others; involvement in an accident that results in damage to any equipment or property; disruption of services provided; or carelessness that results in any injury to the employee or others, disruption of services provided, or carelessness that results in any injury to the employee or others. The need for laboratory testing for Impairment is determined by Policy or by determination of the supervisor. Although it is not mandatory when and if possible two supervisors should discuss and document the reason for laboratory testing for impairment.
- C. Working while impaired ~~may~~ shall result in discipline up to and including termination.

ARTICLE VIII. TERM AND EFFECT OF MEMORANDUM

- A. This MOU shall remain in full force and effect commencing with the beginning of the first of July 202~~42~~, up to the end of the last pay period in June 2024~~6~~.
- B. Except as expressly provided in this MOU, GRFD shall not be required to meet and confer concerning any matter, whether covered or not covered herein to take effect during the term or extensions thereof.
- C. This MOU constitutes the total and entire agreement between the parties and no verbal statement shall supersede any of its provisions.
- D. It is intended by the parties hereto that the provisions of this MOU shall be in harmony with the rights, duties, obligations and responsibilities which by law and policy govern the GRFD Board of Directors, Fire Chief, and North Tucson Firefighters Association, IAFF Local #3832, and these provisions shall be interpreted and applied in such manner.
- E. The North Tucson Firefighters Association recognizes the powers, duties and responsibilities of the Fire Chief and Governing Board as set forth in GRFD Policy and that pursuant thereto, the Fire Chief and Governing Board have the authority to establish rules and regulations applicable to the operation of GRFD, its member agencies, its partner agencies, and to the conduct of the employees and officers employed therein.

ARTICLE IX. APPROVED AND ADOPTED

- A. On this ~~21st~~^{19th} - ~~18th~~^{20th} day of ~~May~~^{June}~~August~~^{September} 202~~43~~ at a duly noticed public meeting of the Golder Ranch Fire District Governing Board.

X

Vicki Cox Golder
Fire Board Chairperson - GRFD

X

Thomas Brandhuber
Fire Chief - GRFD

X

Ben Jones
President-IAFF Local #3832, NTFFA



MEMORANDUM OF UNDERSTANDING

August 20th, 2024, to September 30, 2026

This Memorandum of Understanding made and entered into on August 20, 2024, by and between, the Golder Ranch Fire District, hereinafter referred to as the "District" and the North Tucson Firefighters Association, International Association of Fire Fighters Local 3832, hereinafter referred to as the "Local 3832", the District and Union recognize all members of the Golder Ranch Fire District as outlined in Resolution 2024-0010 and herein referred to as "members," are governed by this Understanding.

GRFDAZ.GOV & NTFFA.ORG

PREFACE

- A. WHEREAS, the District and the Union have reached this complete agreement concerning wages, hours, and working conditions as contained in the Memorandum of Understanding; and
- B. WHEREAS, the Golder Ranch Fire District Governing Board has reviewed the entitled "Memorandum of Understanding between the Golder Ranch Fire District and the North Tucson Firefighters Association, International Association of the Fire Fighters Local 3832.
- C. WHEREAS, the North Tucson Firefighters Association, International Association of Firefighters Local 3832 is recognized as a representative of all dues-paying union members through the rank of Captain, Deputy Fire Marshal, and Fleet Maintenance Supervisor; and
- D. NOW, THEREFORE, BE IT RESOLVED that the Golder Ranch Fire District Governing Board met in a duly noticed public session on September 19, 2023, and upon a vote of approved the execution of the Memorandum of Understanding between the Golder Ranch Fire District and the North Tucson Firefighters, International Firefighters Local 3832; and
- E. BE IT FURTHER RESOLVED that the Agreement, attached hereto, is hereby adopted, and shall be in full force and effect from the date of the Governing Board adoption; and
- F. BE IT FURTHER RESOLVED that the parties hereby acknowledge that the provisions of the Memorandum of Understanding are not intended to abrogate the authority and responsibility of the District as a government entity provided for under the statutes of the State of Arizona.

DEFINITIONS

Advisors – comprised of subject matter experts who can provide guidance, typically comprised of the Finance and HR Directors.

ASRS - Employees who are not assigned hazardous duty, or those not eligible for PSPRS may be eligible to participate in the Arizona State Retirement System (ASRS), as defined by Arizona revised statute title 38.

Management – is comprised of the Fire Chief and Assistant Chiefs who represent the District.

Non-management – is comprised of the E-Board Members of the Local Union 3832 and represent the Local 3832 Members.

Member – a union dues-paying, regular, full-time employee, through the rank of Captain, Deputy Fire Marshal, and Fleet Maintenance Supervisor.

FLS – all uniformed, dues-paying staff regularly assigned to the Fire and Life Safety division.

Fleet – all dues-paying staff regularly assigned to the Fleet division.

Non-Uniformed - Employees and volunteers who are not engaged in fire suppression, code enforcement, or fire investigations as part of their primary duties.

PSPRS - Employees who are assigned hazardous duty, are eligible to participate in the Public Safety Personnel Retirement System (PSPRS), as defined by Arizona revised statute title 38. PSPRS plans are not governed by the District. Details of the PSPRS plans are available through the PSPRS website, PSPRS Local Board, or Human Resources.

Uniformed - Those employees, regardless of rank, who may perform fire suppression, code enforcement, and fire investigation duties as part of their primary duties as uniformed, appointed, or elected members of the Golder Ranch Fire District.

Work Schedule (Uniformed) –

1. The workday begins at 0800 hours and ends the following day at 0800 hours.
2. The workweek for GRFD suppression personnel is Monday through Sunday, beginning at 0800 hours.
3. The work period for purposes of calculation of overtime is 28 days.
4. Uniformed members may work any of the following weekly schedules:
 - a. A 56-hour suppression work schedule
 - b. A 40-hour suppression work schedule

Work Schedule (Non-Uniformed) –

1. The workweek for GRFD personnel is Monday through Sunday.
2. The work period for purposes of calculation of overtime is time worked over 40 hours

within a work week, for hourly non-exempt employees.

3. Non-Uniformed members may work the following schedule:
 - a. A 40-hour work week.

Subject – The person/employee whose actions or behavior are the focus of an investigation.

Witness – A person/employee being interviewed to verify or confirm information related to the actions or behavior of the subject of an investigation.

Representative - an employee or Local 3832 member that serves as a witness to the interview of the subject of an investigation. This person may not speak on behalf of the employee.

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ARTICLE I. RIGHTS

SECTION 1.01 RIGHTS OF THE DISTRICT

- A. Local 3832 recognizes that the Governing Board, with and through the Fire Chief, shall retain, whether exercised or not, solely and exclusively, all express and inherent rights and authority pursuant to law, GRFD Policy and operational need with respect to determining the level of and the way the Fire District's service delivery activities are conducted, managed, and administered.
- B. Local 3832 recognizes that every incidental duty enumerated in job descriptions is not always specifically described; nevertheless, it is intended that all such duties as assigned shall be performed by the members.
- C. Local 3832 recognizes that the Fire Chief shall determine and establish methods and processes by which duties are performed.
- D. Local 3832 recognizes that, except as otherwise specifically provided in the MOU, the District and the Fire Chief or designee retain unqualified, all rights and authority to which they are entitled by law, GRFD policy, and operational needs.

SECTION 1.02 FISCAL EMERGENCY

- A. If, during the term of this MOU, the District experiences revenue loss or legal requirements that are not resolved during the budget year, which would result in the layoff of Local 3832 members or the serious curtailment of services provided to the citizens of the Golder Ranch Fire District, this MOU may be re-opened.
- B. The following provisions shall apply to this opening in a fiscal emergency:
 - a. The Fire Chief shall notify the Governing Board of a fiscal emergency and seek authorization to meet with Local 3832 to open the MOU.
 - b. The Fire Chief shall notify the Local 3832 President, in writing, of the need to reopen the MOU. Such notice shall include the rationale and the anticipated amount of District budget shortfall that needs to be resolved to alleviate the need to lay off Local 3832 members or severely curtail services provided to the Citizens of the Golder Ranch Fire District.
- C. Golder Ranch Fire District and Local 3832 shall meet and confer in good faith for a period of no more than 30 calendar days, from the original date of the notification that the MOU was reopened, to reach agreement on how best to address the fiscal emergency. The scope of the re-opened MOU discussions shall be limited to the specific reasons for which the fiscal emergency pertains. The initial 30-day period may be extended up to an additional 30 days if agreed to by the Fire Chief and Local 3832 President. Additional extensions, if necessary, may only be granted at the discretion of the Governing Board.
- D. Recommended modifications to the MOU shall be submitted to the Governing Board who

maintains responsibility for final determination as to the acceptance, rejection, or alteration of the proposed modifications. Local 3832 maintains the ability to address the Governing Board with respect to any proposed modifications at a Board Meeting where modifications are considered by the Governing Board.

- E. Should Golder Ranch Fire District and Local 3832 be unable to reach agreement on proposed modifications to the MOU within the time periods set by this provision, the Governing Board will determine and establish all remedies necessary to address the identified issues. Local 3832 maintains the ability to address the Governing Board with respect to any identified issues.
- F. This section shall only apply if the general population of Golder Ranch Fire District's workforce is subject to the same or greater reduction of pay or benefits or resulting layoffs.
- G. As a last resort, and only if necessary to maintain service levels, layoffs shall be allowed. In the event there is no other alternative but layoffs, Operational need and district seniority will be used as the determining factor to identify the most efficient and fair layoff, as determined by the Fire Chief.

SECTION 1.03 RIGHTS OF LOCAL 3832

- A. North Tucson Firefighters Local 3832 is hereby acknowledged as the exclusive recognized member organization for all members of Local 3832.
- B. The District shall deduct from the members pay any Local 3832 dues and/or other Local 3832 specified deductions after signed and completed Local 3832 forms are provided to the Finance Department by the individual member; except, however, that such deduction shall be made only when the member's earnings for that pay period are sufficient after other legally required deductions are made.
- C. Local 3832 may request a change in dues or deductions during the term of this MOU. However, any changes to dues, deductions, or contributions must have signed and completed Local 3832 forms from each member confirming authorization to change the deduction. The District will provide Local 3832 with deductions elected to be given by its members to Local 3832 either through check or electronic deposit.
- D. Union membership is solely based on a voluntary basis. If a member chooses to resign his/her membership, Local 3832's Secretary/Treasurer must be made aware of the withdrawal.
- E. The District will provide Local 3832 with copies of signed Local 3832 deduction forms, if authorized by the individual member, for the purposes of communicating and keeping records up to date. This information will not be shared with other individuals or organizations.
- F. The district will provide reasonable space for union equipment.

SECTION 1.04 LEADERSHIP TEAM

- A. The Leadership Team may be made up of no more than 5 representatives from GRFD management and no more than 5 representatives of Local 3832.
- B. The Golder Ranch Fire District has a proud history of employees and management working for the betterment of the Fire District, employees, and, ultimately, the service we provide our community. The District's management and Local 3832 representatives both believe that our pool of shared knowledge, experience, and understanding is deepened through a Labor/Management process that provides for greater transparency, communication, and fiscal responsibility.
- C. The Leadership Team is not intended to co-manage the organization; rather, its intent is to collaborate on organizational issues, including wages, benefits, and working conditions for the betterment of the organization and the community we serve.
- D. The Leadership team will have the authority and unanimous understanding to create, modify, suspend, or rescind any department-level procedure, guideline, or practice within this MOU. The Leadership Team may recommend policy creation, deletion, or modification to the Governing Board, which retains authority over all policies.
- E. No new policy, procedure, or guideline affecting wages, benefits, or working conditions will be initiated without going through the Leadership Team.
- F. The members of the Leadership Team representing Local 3832, as well as their designees, will be allowed to work on Leadership Team projects during working hours, subject to the supervisor's approval, providing it does not interfere with the member's primary duties.
- G. If at any time the Leadership Team cannot reach an agreement on any items specific to this MOU, the Fire Chief and Union President will meet and seek mutual resolution. If a mutual resolution is not obtained, the Fire Chief's authority for decision-making shall prevail. Local 3832 maintains the ability to address the Governing Board, which shall retain ultimate decision-making authority over the matter at a Board Meeting where the decision is before the Board.

SECTION 1.05 RIGHTS OF THE MEMBERS

- A. All Local 3832 members who are the subject of an investigation or inquiry have the right to have any available employee or Local 3832 member to serve as their representative.
- B. Representatives are present as witnesses only and may not speak on behalf of an employee during an investigation.
- C. Management will give the employee who is the subject of an inquiry 48 hours' notice of a disciplinary meeting.
- D. Anyone employed by the Golder Ranch Fire District in a non-management position has the right to be represented.

- E. An employee called as a witness who is not the subject of the investigation or inquiry is not eligible for representation.

SECTION 1.06 PROHIBITION OF STRIKES AND LOCKOUTS

- A. Local 3832 pledges to maintain unimpaired services by its members as directed by the Fire Chief. Local 3832 shall not cause, condone, counsel or permit members to strike, fail to fully and faithfully perform duties, slow down, disrupt, impede or otherwise impair the normal functions and procedures of the District.
- B. Should any member of Local 3832, during the term of this MOU, and until such time that it is expressly and legally rescinded, breach the obligations of Paragraph A, the Fire Chief or his designee shall immediately notify Local 3832 that a prohibited action is in progress. Local 3832 shall forthwith disavow said strike or other prohibited action and shall endeavor in good faith to cause such members to immediately return to work and/or cease the prohibited activity. Failure to cease the prohibited activity will render this MOU null and void.
- C. There shall be no lockout by the District during the term of this MOU.

SECTION 1.07 FORMAL DISPUTE RESOLUTION

- A. It is the intent of the District to use discipline to correct behavior at the lowest level. Most incidents can be corrected with good leadership and verbal counseling. In the event a member needs to have discipline escalated, it will be consistent with Policy.
- B. No member will be disciplined or discharged without cause. Additionally, members shall have the right to be accompanied and represented per section 1.05 Rights of Members.
- C. For grievance procedure, refer to district policy.

SECTION 1.08 REFERENCES

- A. This MOU references policies and procedures of the Golder Ranch Fire District, which have been approved by the District through the Leadership Team process.
- B. Revisions pertinent to this MOU, with respect to changes in pay, benefits, and/or working conditions for the members covered under this MOU, must be approved by the District through the Leadership Team process. Failure to do so will be considered a violation of this agreement.

ARTICLE II. STAFFING AND SCHEDULING

- A. This article is a general guideline subject to the operational needs of the District.

SECTION 2.01 HOURS OF WORK

- A. The hours for members assigned to shift duty shall continue to average fifty-six (56) hours per week. Shifts shall continue to be twenty-four (24) hours in duration, beginning at 0800 and concluding at 0800 of the following day.
- B. The work hours and schedule for members assigned to administrative duty or special assignment are at the supervisor's discretion and will be consistent with current policy.
- Administrative duty applies to union members whose regular work schedule is a 40-hour work week.

SECTION 2.02 WORK SCHEDULE – MEMBERS ASSIGNED TO SHIFT DUTY

- A. The standard suppression work schedule shall continue to be a three/four (work/rest) cycle. Each 24-hour shift shall be followed by 24 hours off (unless extra duty is incurred). After the third 24-hour shift of the tour, there will be four days off.
- B. Not applicable to Fleet or Fire and Life Safety.

SECTION 2.03 MINIMUM STAFFING

- C. In order to meet operational needs, the following minimum staffing guidelines should be followed whenever practicable:
- ALS units (ambulances, aerials, and engine companies) should have at a minimum one certified paramedic.
 - Each engine or ladder company should be made up of a Captain, Engineer, Paramedic and Firefighter.
 - Engine companies should not fall below four personnel for more than six hours.
 - Ladder trucks or aerial units should not fall below four personnel.
 - Special Teams stations should have a minimum of seven members whenever practicable, however:
 - Special ops shall not fall below four team members.
 - Wildland shall not fall below two team members.
- D. The maximum number of suppression members permitted to be off on scheduled PTO per shift will be eight (8) or calculated as 10 percent of the shift's workforce rounded up to the next whole number if greater than eight (8), except when operational needs dictate maximum staffing is required.
- E. The minimum staffing provision is intended for normal daily operations and may only be altered due to extraordinary circumstances or conditions to meet the community's

minimum response needs.

- F. When filling vacancies with overtime from the 'available for ED' list, those rank for rank or qualified members with the lowest number of ED hours, based on policy, will be selected first.
- G. Refer to district policy for the application of Mandatory Holdovers to address minimum staffing requirements.
- H. Not applicable to Fleet or Fire and Life Safety.

SECTION 2.04 SHIFT BID PROCESS

- A. The District and the North Tucson Firefighters will provide a seniority bid process for positions that become available due to new stations, retirements, promotions, demotions, new positions, etc.
- B. The Union will maintain a seniority list and in coordination with management will track the shift bid process through the designated scheduling system .
- C. The District will allow a rebid process every four years, or as needed at the discretion of the Fire Chief.
- D. Special Ops and Wildland team's stations will be staffed by assignment.
- E. Not applicable to Fleet or Fire and Life Safety.

SECTION 2.05 SHIFT TRADE

- A. Shift trades are defined as members being permitted to request one or more of their suitably qualified colleagues (rank, qualifications, certifications, and specialty station assignments) to work one of their scheduled shifts and, in exchange, work one of their colleague's future scheduled shifts.
- B. The hours worked on a shift trade shall be excluded from calculating the hours for which the substituting member would otherwise be entitled to overtime. Shift trades must be approved by the member's direct supervisor and recorded on the scheduling program. Trades must be voluntary and reciprocated within a rolling year, and attendance is the responsibility of the member who accepts the shift trade.
- C. Members that request Unscheduled PTO on a shift trade shall have their PTO deducted manually by the scheduler, and the District will pay no compensation.
- D. Circumventing the shift bid system with shift trades shall not be permitted.
- E. Not applicable to Fleet and Fire and Life Safety.

SECTION 2.06 SENIORITY

- F. Seniority date is defined as beginning at the date the member was hired full time.
- G. Local 3832 will be responsible for maintaining an accurate and up-to-date seniority list.
 - Academy/Promotional ranking of seniority will be based upon total accumulative performance testing scores.
 - In the case of a tie, the suppression seniority list shall be used following the criteria below:
 - Off Probation Date – The date personnel successfully complete promotional probationary year.
 - Promotional List Ranking/Score, if available - Every effort shall be made to verify testing scores and rankings through training and/or human resources. However, if the ranking or score is unavailable, the next criteria shall be used.
 - Hire Date—the earliest uninterrupted date of hire with Golder Ranch Fire District leading to a position as a full-time firefighter.
 - Class Ranking, if available - The person achieving the highest grade point average or who finished highest overall has seniority.
- A. A member will lose their seniority if the member resigns or is terminated.
- B. If a member is demoted for disciplinary reasons, they will assume seniority at the bottom of the newly assigned classification.
 - For an approved self-demotion to a previous classification, i.e., if the member chooses to go from Captain to Engineer, the seniority will be based on the member's consecutive time in the previous position.

- Any member that reverts or self-demotes to the rank of firefighter, seniority will be based on the member's hire date.
- Members may not self-demote if no open position at the lower rank is available.
- If a member is reclassified to a lower position, they will be placed into a step that is a full step reduction in pay in the new lower grade. The Member may not exceed the top step of the rank they have been demoted to.

C. Not applicable to Fleet and Fire and Life Safety.

ARTICLE III. COMPENSATION ADMINISTRATION

SECTION 3.01 COMPENSATION

- A. Compensation for district members will be based on a "Market Analysis" of the following fire agencies to the extent available (Due to differences between job requirements for GRFD Fire and Life Safety personnel and similar positions for comparators, it is recognized that adjustments will be made and/or different comparators utilized to ensure equity in these positions):
 - Northwest Fire District
 - Central Arizona Fire & Medical Authority
 - Gilbert Fire Department
 - Arizona Fire and Medical Authority
 - Glendale Fire Department
 - Chandler Fire Department
- H. "Market Analysis" shall be completed and evaluated every two years (even years) for competitiveness and the salary scale for each position will be 101% of the survey. Those positions that are not in this range should be adjusted accordingly.
- B. All eligible members shall receive a step increase on their anniversary date, provided they meet District standards and are in good standing with the district.
- C. Statutory overtime is hours compensated at 1.5 times the regular rate to non-exempt members on a suppression schedule over 212 hours in a 28-day pay cycle.
- D. Full-time suppression members are scheduled hours that qualify for overtime compensation as regulated by the overtime provisions of the Fair Labor Standards Act. The total hours paid to a member on a suppression schedule in a year are 2,912, of which 156 hours are compensated at 1.5 times the member's regular rate.
- E. Non-exempt members shall not work over seventy-two (72) hours consecutively.
- F. PTO used will be considered as hours worked in the determination of scheduled overtime compensation.

SECTION 3.02 SPECIAL TEAM ASSIGNMENTS & WAGE DIFFERENTIALS

- A. Special Teams will be defined as the “Special Operations Team” (hazmat & TRT) and the “Wildland Team”.
- B. The Golder Ranch Fire District will maintain no more than seven Special Teams members at each special team’s stations.
- C. Special Operations will be housed at station 377 and Wildland will be housed at station 370, subject to change based on operational needs.
 - a. Special teams’ stations will not be eligible to participate in the bid process.
 - b. Selection for special team assignments will be conducted through a formal process.
 - c. Performance of team members will be reviewed annually and may include annual interviews.
 - d. Members of the Special Teams who are appropriately certified will receive a wage differential of \$1.00/hr. in addition to their current hourly rate when assigned to the special team’s station. Members assigned to the Special teams may be required to deploy outside the District for extended periods.
 - e. Special Teams coordinators as well as the Peer Support Team Coordinator will be paid a wage differential of \$2.00/hr. in addition to their current hourly rate.
 - f. Members floated will be compensated for travel per policy.

SECTION 3.03 ACTING PAY

Wage differentials shall be provided in accordance with District Policy and Procedure.

- A. See district policy.

ARTICLE IV. BENEFITS

SECTION 4.01 HOLIDAY PAY

- A. See district policy

SECTION 4.02 PAID TIME OFF

- A. The Golder Ranch Fire District will provide a policy for Paid Time Off (PTO) accrual, utilization, and sell back.
- B. PTO hours will be counted as hours worked.

- C. The below table lists the recognized accrual of PTO hours for uniformed members:

Years of Service	Annual Accrual of PTO Hours	PTO Hours/Pay Period
0-5	338	13
5-10	390	15
10-15	416	16
15-20	442	17
>20	468	18

- D. The below table lists the recognized accrual of PTO hours for non-uniform members:

YEARS OF SERVICE	ANNUAL ACCRUAL	PER PAY PERIOD
0 - 5	260	10
5 - 10	312	12
10 - 15	364	14
15 - 20	416	16
> 20	442	17

- E. See district policy for definitions of uniformed and non-uniformed member.

SECTION 4.03 JURY DUTY

- A. See district policy.

SECTION 4.04 BEREAVEMENT LEAVE

- A. See district policy.

SECTION 4.05 SUBPOENAS AND COURT APPEARANCES

- A. The Golder Ranch Fire District will provide a policy for paid time off while testifying as a witness in cases arising from the course of employment.

SECTION 4.06 UNION PTO

- A. The Golder Ranch Fire District will allow paid time off (PTO) hours to be donated by members to Local 3832 to be maintained in a separate Union PTO Bank.
- B. Union members leaving regularly scheduled shifts related specifically to Local 3832 business will be allowed to utilize Union PTO as release time at the discretion of the Local 3832 President or designee, and as approved by the Fire Chief or designee
- C. The Golder Ranch Fire District will provide Local 3832 with an annual “use it or lose it”

1500 hours of paid time off in each of the fiscal years covered by this agreement.

- D. Procedure for requesting Union PTO is outlined in policy.
- E. Local 3832 will be allowed to receive PTO hours donated by District members on the District's payroll. After signed and completed forms are voluntarily given by members, the District will direct the elected number of hours from each member's PTO bank to be considered "Union PTO Hours." These hours may then be used by Local 3832 members at the approval of the Fire Chief and the Local 3832 President in accordance with policy. These hours shall roll over year to year.

SECTION 4.07 MILITARY LEAVE

- A. See district policy

SECTION 4.08 ALLOWANCES

- A. The district will provide a uniform/tool allowance which supports our district and our union's goal of a professional appearance and appropriate tooling.
 - Members of fleet in the classifications of fleet maintenance technician, including the fleet maintenance supervisor will receive an annual tool allowance of \$1000.00.
 - Uniformed members will receive an annual uniform allowance of \$1000.00.
- B. The uniform/tool allowance will be paid on the 1st pay cycle in November.

SECTION 4.09 PARENTAL LEAVE

- A. See district policy

ARTICLE V. INSURANCE AND RETIREMENT

SECTION 5.01 GROUP HEALTH INSURANCE

- A. The District shall make available group health insurance benefits to eligible full-time members and their dependents.
- B. During this agreement, the District will make pay period contributions to all full-time eligible members' Health Savings Accounts (HSA) at an agreed upon monthly amount.
- C. During this agreement, the district will pay a minimum of 80% of the medical insurance premium for coverage for eligible full-time members and their dependents.
- D. The District shall pay the cost of the PSPRS cancer insurance policy, for all active PSPRS members.

SECTION 5.02 DENTAL INSURANCE

- A. Members are eligible to participate in the District's dental plan. The District will pay 100% of the basic coverage for the members. The member will be obligated to pay for the additional cost for increased coverage.

SECTION 5.03 VISION INSURANCE

- A. A vision plan will be made available for full-time eligible members and will be negotiated by the District on the member's behalf, but the cost of the plan, if desired, will be paid by the member.

SECTION 5.04 LIFE INSURANCE

- A. The District shall provide members' beneficiary one times their annual salary to a maximum of \$250,000 for non-LODD Life Insurance for the member at no cost.
- B. Upon separation of employment with the District, a member may continue the life insurance at a quoted rate from the insurance company.

SECTION 5.05 DEFINED BENEFITS

- A. The District shall participate in the Public Safety Personnel Retirement System (PSPRS) and follow all Arizona Revised Statutes relating to the PSPRS system.
- B. During this agreement, the District will continue to fund (via 401a) the 7.65% DROP match incentive for eligible members.
- C. If a PSPRS Tier 3 member reaches their annual max amount of contribution in PSPRS, the district and employee will continue to contribute, at their current rate, to a qualified retirement plan of their choice (457b or 401a)
- D. Members who are not assigned hazardous duty may be eligible to participate in the Arizona State Retirement System (ASRS), as defined by Arizona revised statute title 38.

SECTION 5.06 DEFINED CONTRIBUTION PLANS

- A. Members may contribute to the district-sponsored defined contribution plans. Plans are administered in accordance with IRS regulations for tax-exempt government entities.

SECTION 5.07 GENERAL PLAN COMPARISONS

- A. The District will perform insurance plans and rate comparisons at least once every two years.

- B. These comparisons will be performed by the District's Insurance Broker in conjunction with Human Resource Services (HRS) personnel.
- C. The union may choose at least two members to participate on the Benefits Committee.

SECTION 5.08 RETIREMENT MEDICAL EXPENSE REIMBURSEMENT PLAN

- E. The Golder Ranch Fire District Governing Board approved the request from the North Tucson Firefighters Association IAFF Local 3832 in FY22 to identify and participate in a retirement medical expense reimbursement plan (MERP), The North Tucson Firefighters Association IAFF Local 3832 has identified the IAFF Medical Expense Reimbursement Plan, administered by the Washington State Council of Fire Fighters Employee Benefit Trust. This plan is designed to allow participation by dues-paying union members.
- F. Dues-paying employee who is actively receiving a paycheck will pay no less than \$37.92 per pay period for 24 pay periods each fiscal year, into their MERP account via pre-tax paycheck deduction.
- G. The District will make 24 pay period contributions each fiscal year, of no less than \$37.92, into the active employees' MERP account.
- H. Employees have a one-time irrevocable chance to opt-in or opt-out of this account. Employees opting out, must participate and contribute a minimum \$37.92 per pay period for 24 pay periods each fiscal year into one of the following account types:
 - 457b
 - HSA
- I. Employees opting out will be required to be enrolled in the District's Post-Employment Health Plan (PEHP).

ARTICLE VI. PROFESSIONAL DEVELOPMENT

SECTION 6.01 HIRING PROCESS

- A. The District will make every reasonable effort to maintain an effective firefighting force in accordance with the Governing Board's force strength authorization.

SECTION 6.02 PROMOTIONAL PROCESS

When it is necessary to hire new members represented by this MOU, Local 3832 will be allowed to appoint representatives to observe the process.

- A. The Golder Ranch Fire District will make every reasonable effort to maintain active promotional lists for the positions of Engineer, Paramedic, and Captain. The lists will be good for one year and may be extended at the Fire Chief's discretion.
- B. The District will provide professional development opportunities for the membership either

in the form of credentialing classes or testing preparation.

- C. When it is necessary to hold a promotional process, Local 3832 will be allowed to appoint representatives to observe the process. The minimum passing cumulative score for all promotional processes for positions covered by this agreement shall be 80%.
- D. A 60-day notice will be given to eligible employees of when the testing process will occur.

SECTION 6.03 PARAMEDIC CERTIFICATION

- A. The Golder Ranch Fire District will provide a competitive process for members to be selected to attain paramedic certification based on program and budget availability.
- B. The District will provide for all tuition and class expenses. In exchange, the members will be required to provide a 3-year commitment consistent with District policy.

SECTION 6.04 RECERTIFICATION

- A. The Golder Ranch Fire District will provide all Emergency Medical Care Technicians – Paramedics with ALS recertification training at no cost to the member.
- B. The District will provide all Emergency Medical Care Technicians with BLS recertification training at no cost to the member.

SECTION 6.05 TUITION REIMBURSEMENT

- A. It is the policy of the Golder Ranch District to provide a tuition reimbursement process to assist members with continuing higher education and any job-related training/education.

ARTICLE VII. MISCELLANEOUS

SECTION 7.01 POLICY DEVELOPMENT AND WORKPLACE ENHANCEMENT

- A. All parties agree that it is impossible to capture all of the member wages, benefits and working conditions in this MOU. The leadership team will work together in collaboration to constantly be proactive to develop policies and procedures that will enhance safe and harmonious policies and procedures.

SECTION 7.02 ANNUAL PHYSICALS

- A. The Golder Ranch Fire District will provide an annual physical to all eligible members, see policy.
- B. The Golder Ranch Fire District will award members that score a Tier 1 on their annual physical 8 hours of PTO.

- C. PTO adjustments will be made once the District is notified of tier status which may be different from when the employee is notified.

SECTION 7.03 IMPAIRMENT

- A. All parties agree that no member will conduct or participate in any work while impaired. Impairment can be caused by any source, including, but not limited to: Alcohol, prescription medication or drugs, over the counter medication or drugs, physical exhaustion, or mental fatigue.
- B. Impairment is defined to include, but not be limited to: a change in speech, physical dexterity, agility, coordination, or demeanor; irrational or unusual behavior; negligence or carelessness in providing service or in operating equipment or machinery; displaying a disregard for the safety of the employee or others; involvement in an accident that results in damage to any equipment or property; disruption of services provided; or carelessness that results in any injury to the employee or others, disruption of services provided , or carelessness that results in any injury to the employee or others. The need for laboratory testing for Impairment is determined by Policy or by determination of the supervisor. Although it is not mandatory when and if possible two supervisors should discuss and document the reason for laboratory testing for impairment.
- C. Working while impaired may result in discipline up to and including termination.

ARTICLE VIII. TERM AND EFFECT OF MEMORANDUM

- A. This MOU shall remain in full force and effect commencing with the beginning of the 20th day of August 2024 until the 30st of August 2026
- B. Except as expressly provided in this MOU, GRFD shall not be required to meet and confer concerning any matter, whether covered or not covered herein to take effect during the term or extensions thereof.
- C. This MOU constitutes the total and entire agreement between the parties and no verbal statement shall supersede any of its provisions.
- D. It is intended by the parties hereto that the provisions of this MOU shall be in harmony with the rights, duties, obligations and responsibilities which by law and policy govern the GRFD Board of Directors, Fire Chief, and North Tucson Firefighters Association, IAFF Local #3832, and these provisions shall be interpreted and applied in such manner.
- E. The North Tucson Firefighters Association recognizes the powers, duties and responsibilities of the Fire Chief and Governing Board as set forth in GRFD Policy and that pursuant thereto, the Fire Chief and Governing Board have the authority to establish rules and regulations applicable to the operation of GRFD, its member agencies, its partner agencies, and to the conduct of the employees and officers employed therein.

ARTICLE IX. APPROVED AND ADOPTED

- A. On this 20 day of August 2024 at a duly noticed public meeting of the Golder Ranch Fire District Governing Board.

X

Vicki Cox Golder
Fire Board Chairperson - GRFD

X

Thomas Brandhuber
Fire Chief - GRFD

X

Ben Jones
President-IAFF Local #3832, NTFFA



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Allison Delong, Human Resources Director

MTG. DATE: August 20, 2024

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION NUMBER 2024-0011, DECLARING FIRE INVESTIGATORS, THE FIRE MARSHAL AND DEPUTY FIRE MARSHALS ELIGIBLE TO PARTICIPATE IN THE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS)

ITEM #: 7C

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☒ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

BACKGROUND

On July 31, 2024, the GRFD PSPRS Local Pension Board met regarding the pension reclassification of Fire and Life Safety Fire Investigators, Fire Marshal and Deputy Fire Marshals. At that time the Pension Board voted to allow the previously mentioned personnel to be eligible for membership in the Public Safety Personnel Retirement System. This decision must be adopted by a resolution of the GRFD Governing Board.

RECOMMENDED MOTION

Motion to approve and adopt Resolution 2024-0011, declaring Fire Investigators, the Fire Marshal and the Deputy Fire Marshals eligible to participate in the Public Safety Personnel Retirement System (PSPRS).



GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

RESOLUTION NO. 2024-0011

A RESOLUTION OF THE GOLDER RANCH FIRE DISTRICT DECLARING FIRE INVESTIGATORS, THE FIRE MARSHAL, AND DEPUTY FIRE MARSHALS ARE ELIGIBLE TO PARTICIPATE IN THE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS)

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

WHEREAS, the Golder Ranch Fire District ("District") is committed to the welfare and security of its employees; and

WHEREAS, the District previously entered into a joinder agreement with the Public Safety Personnel Retirement System (PSPRS) to allow firefighters to participate in the PSPRS; and

WHEREAS, the District recognizes the crucial roles of Inspectors, the Fire Marshal, and Deputy Fire Marshals in maintaining public safety and protecting the community; and

WHEREAS, the District desires to allow its Inspectors, the Fire Marshal, and Deputy Fire Marshals to become eligible for the PSPRS as they are designated firefighters along with their other titles, and their jobs expose them to hazardous duty.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Golder Ranch Fire District as follows:

APPROVAL OF ADDENDUM: The Governing Board hereby approves of and allows Inspectors, the Fire Marshal, and Deputy Fire Marshals to be eligible for the PSPRS as they are firefighters exposed to hazardous duty.

AUTHORIZATION: The Fire Chief of the Golder Ranch Fire District is authorized and directed to execute and deliver the necessary documents to effectuate and to take any additional actions necessary to implement the inclusion of these positions in the PSPRS.

EFFECTIVE: This Resolution shall be effective immediately upon its adoption.

ADOPTED AND APPROVED by the Governing Board of the Golder Ranch Fire District this 20th day of August 2024.



GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

Vicki Cox Golder
Chairperson of the Governing Board
of the Golder Ranch Fire District

ATTEST:

Sandra Outlaw
Clerk of the Governing Board
of the Golder Ranch Fire District



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Dave Christian, Finance Director

MTG. DATE: August 20, 2024

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

ITEM #: 7D

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 7/1/2024 Through 7/31/2024

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	4,104,369.32	3,985,448.00	(118,921.32)	4,104,369.32	3,985,448.00	(118,921.32)
6000	Supplies/Consumables	47,561.12	157,736.00	110,174.88	47,561.12	157,736.00	110,174.88
6500	Vehicle / Equipment Expense	4,028.55	105,891.00	101,862.45	4,028.55	105,891.00	101,862.45
6750	Utilities / Communications	36,135.00	44,227.00	8,092.00	36,135.00	44,227.00	8,092.00
7000	Professional Services	171,590.68	159,843.00	(11,747.68)	171,590.68	159,843.00	(11,747.68)
7500	Dues/Subscriptions/Maint. Fees	70,977.44	92,822.00	21,844.56	70,977.44	92,822.00	21,844.56
7750	Insurance	67,105.48	58,800.00	(8,305.48)	67,105.48	58,800.00	(8,305.48)
8000	Repairs / Maintenance	14,923.50	62,520.00	47,596.50	14,923.50	62,520.00	47,596.50
9000	Debt Service	72,827.83	58,849.00	(13,978.83)	72,827.83	58,849.00	(13,978.83)
9500	Capital Outlay	42,673.03	276,554.00	233,880.97	42,673.03	276,554.00	233,880.97
Report Difference		(4,632,191.95)	(5,002,690.00)	370,498.05	(4,632,191.95)	(5,002,690.00)	370,498.05



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: August 20, 2024

SUBJECT: FUTURE AGENDA ITEMS

ITEM #: 8

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: August 20, 2024

SUBJECT: Call to the Public

ITEM #: 9

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.