

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

**Tuesday, August 20, 2024, 9:00 a.m.
1600 East Hanley Boulevard, Oro Valley, Arizona 85737**

1. CALL TO ORDER/ROLL CALL

Vice-Chairperson Wally Vette called the meeting to order on August 20, 2024, at 9:00 a.m.

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

Members Absent: Chairperson Vicki Cox Golder (excused)

Staff Present: Fire Chief Brandhuber, Assistant Chief Grissom, Assistant Chief Perry, Fire Marshal Akins, Deputy Chief Jarrold, Deputy Chief Wilson, Local 3832 President Jones, Human Resources Director Delong, Finance Director Christian, Information Technology Director Rascon, Division Chief North, Division Chief Hastings, Community and Media Relations Supervisor Camarillo, District Attorney Aversa, and Board Services Supervisor Ortiz

2. SALUTE AND PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

3. FIRE BOARD REPORTS

Board Member Outlaw said the graduation was awesome, she congratulated everyone that had a part in the graduation, and she congratulated the new recruits as well.

Vice-Chairperson Vette thanked and recognized Division Chief Hasting and the Professional Development division for doing an outstanding job planning and preparing for the graduation ceremony and showcase.

Vice-Chairperson Vette thanked Community and Media Relations Supervisor Camarillo for her work taking pictures of the events and posting them on social media.



4. CALL TO THE PUBLIC

There were no public issues presented at this time.

5. CONSENT AGENDA

- 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

MOTION by Board Clerk Outlaw to remove item 'E' from consent agenda and approve items 'A' through 'D' of the August 20, 2024, Consent Agenda.

MOTION SECONDED by Board Member Shellenberger

MOTION CARRIED 4/0

6. REPORTS AND CORRESPONDENCE

- A. FIRE CHIEF'S REPORT – Chief Brandhuber presented the Fire Chief's report to the Governing Board. He thanked Assistant Chief Perry for acting as Chief while he was out of town. Chief Brandhuber, Assistant Chief Grissom and President Jones attended an EMS conference. He stated it was an exciting time for EMS. Chief Brandhuber mentioned he was at the grocery store when an incident occurred. He was able to assist until the crews arrived. He thanked the crews for representing the District so well on the call. Chief Brandhuber mentioned Assistant Chief Cesarek was not able to attend the meeting because he was attending the Struggle Well program.

President Jones told the Board the Union held an employee event at the JW Marriott. It was a good networking opportunity. Fifty employees attended. He mentioned there is an IAFF conference in Boston next month. The Union will give a report on it when they return.

HR Director Delong presented the Human Resources report to the Board and made herself available for any questions they had.

IT Supervisor Martinez presented the IT report to the Board and made himself available for any questions they had.



Board Member Outlaw had a question regarding the response numbers listed in the IT report under GIS.

Assistant Chief Perry said it was a project he was working on for the response times, it is part of the Standards of Cover.

Community and Media Relations Supervisor Camarillo presented her report to the Board and made herself available for any questions they had.

- B. COMMUNITY RISK REDUCTION DIVISION'S REPORT- Assistant Chief Perry presented the Community Risk Reduction Division report. He had three items he wanted to mention: 1. A committee was created for organizational identity. There are sixteen team members who will review the mission, vision, and values of the organization. The goal is to present their recommendations to the Board at the October meeting. 2. He congratulated Fire Marshal Akins for the number of inspections the Fire and Life Safety division has completed. They are almost at 100% for commercial inspections, this is in part due to the additional position the Board approved. 3. Hands on CPR is being taught in SaddleBrooke. Chief Perry thanked Deputy Chief Hilderbrand for his work on this project.
- C. SUPPORT SERVICES DIVISION'S REPORT – Deputy Chief Jarrold presented the Support Services' report to the Governing Board on behalf of Assistant Chief Cesarek.
- 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 reported some recruits started in the field. The remainder are taking the EMT class.

Board Member Shellenberger thanked Assistant Chief Grissom for his work on ImageTrend.

Assistant Chief Grissom responded it was due to the work of his team.

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.*

MOTION by Board Member Brady to enter into executive session.

MOTION SECONDED by Board Clerk Outlaw

MOTION CARRIED 4/0



Chief Brandhuber mentioned in addition to the Board, he, Attorney Aversa, and Supervisor Ortiz will also attend executive session. HR Director Delong and Finance Director Christian may be invited to attend, if needed.

The Governing Board entered into executive session at 9:13 a.m.

The Governing Board ended executive session at 10:17 a.m.

The Governing Board reconvened regular session at 10:22 a.m.

Vice-Chairperson Vette reminded everything discussed in executive session is confidential.

5. CONSENT AGENDA (Addressed by the Board after it was removed from Consent Agenda).

- 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

MOTION by Board Clerk Outlaw to approve Policy 1026 Drug and Alcohol-Free Workplace

MOTION SECONDED by Board Member Shellenberger

MOTION CARRIED 4/0

MOTION by Board Clerk Outlaw to approve Policy 1045- Employee Leave Paid and Unpaid with the recommended changes: Page 2 1045.4.2- Unscheduled PTO, strike language in paragraph two, strike the language that says, "Suppression Members on a shift schedule", start the paragraph with "The second use of unscheduled PTO". Change the language in the paragraph below, change the language to say, "upon receipt of appropriate communication the battalion chief or supervisor responsible for the member will edit the UPTO coding". On page three, strike the second paragraph entirely.

MOTION SECONDED by Board Member Shellenberger

MOTION CARRIED 4/0

MOTION by Board Clerk Outlaw to approve Policy 1047- Holiday Time Off

MOTION SECONDED Board Member Shellenberger

MOTION CARRIED 4/0

MOTION by Board Clerk Outlaw to approve Policy 1055- Uniform and Tool Allowance with the recommended changes: 1055.3 Guidelines on page 2 amend the policy to say "Members of Fleet and Facilities" in the classification "Facilities Maintenance Technician and Fleet Maintenance Technician including Fleet



Maintenance Supervisor will receive an annual allowance of \$1,000 on the first payday of November each year”.

MOTION SECONDED Board Member Brady

MOTION CARRIED 4/0

MOTION by Board Member Shellenberger to approve Policy 1302 Procurement, Purchasing, and Vendor Payment as presented.

MOTION SECONDED Board Clerk Outlaw

MOTION CARRIED 4/0

7. REGULAR BUSINESS

- 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

MOTION by Board Clerk Outlaw to approve and adopt Resolution 2024-0010, A Memorandum of Understanding between Golder Ranch Fire District and the North Tucson Firefighters’ Association Local 3832

MOTION SECONDED by Board Member Shellenberger

MOTION CARRIED 4/0

- 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)

MOTION by Board Member Shellenberger 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)

MOTION SECONDED by Board Member Brady

MOTION CARRIED 4/0

- D. 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 said July is not a busy month. He said it will not be busy until October when the District receives the first installment of the property tax levy. The money received for July were owed from previous years. The District is doing well in interest revenue. He reported ambulance revenue is doing well. Director Christian stated the first installment of the SAFER grant was received. The second installment will be received in January. There was a large amount for employee related expenses. This was related to one-time payments such as the HSA payment and the



payment the Board authorized. The HSA expense will be recouped throughout the year in savings in health insurance. Suppression is averaging 19 transports a day. There were 591 transports for the month of July. Billing is now on the ImageTrend software. Their module is called Billing Bridge. Billing is building new procedures for the new software. It is a robust system, and a substantial amount of work will be required to create the policies. As such, billing may be behind for a little while. Finance Director Christian concluded his report with a recap of wildland billing. He stated wildland has been busy, there have been several state fires. Almost \$152,000 has been collected for wildland fires.

MOTION by Board Member Shellenberger to approve and accept the Golder Ranch Fire District reconciliation and monthly financial report as presented.

SECONDED by Board Clerk Outlaw

MOTION CARRIED 4/0

8. FUTURE AGENDA ITEMS

The next regularly scheduled meeting will be September 17, 2024.

9. CALL TO THE PUBLIC

There were no public issues presented at this time.

10. ADJOURNMENT

MOTION by Board Member Brady to adjourn the meeting at 10:36 a.m.

MOTION SECONDED by Board Clerk Outlaw

MOTION CARRIED 4/0



Sandra Outlaw, Clerk of the Board
Golder Ranch Fire District

s/o

