

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

**Tuesday, November 19, 2024, 9:00 a.m.  
1600 East Hanley Boulevard, Oro Valley, Arizona 85737**

**1. CALL TO ORDER/ROLL CALL**

Chairperson Cox Golder called the meeting to order on November 19, 2024, at 9:00 a.m.

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

Staff Present: Assistant Chief Grissom, Assistant Chief Perry, Assistant Chief Cesarek, Deputy Chief Rutherford, Deputy Chief Jarrold, Deputy Chief Hilderbrand, Fire Marshal Akins, Finance Director Christian, IT Director Rascon, Media and Community Relations Camarillo, Division Chief Taylor, Billing Supervisor Massie, and Board Services Supervisor Ortiz

**2. SALUTE AND PLEDGE OF ALLEGIANCE**

All in attendance recited the Pledge of Allegiance.

**3. FIRE BOARD REPORTS**

Vice Chairperson Vette attended the Rockin' 4 Heroes event. He said they recognized Chief Brandhuber. It was a nice event.

**4. CALL TO THE PUBLIC**

There were no public issues presented at this time.

**5. PRESENTATIONS**

**A. PRESENTATION OF PERSONNEL**

- YEARS OF SERVICE
  - JOHN SPANARELLA, BATTALION CHIEF 10 YEARS
  
- NEW HIRES
  - STACIA CRISCI, PRE-BILLING SPECIALIST
  - JORDAN MANUEL, ADMINISTRATIVE ASSISTANT

*Behavioral and Loyalty Oaths will be administered.*

Deputy Chief Rutherford presented BC Spanarella his ten-year pin.



Billing Supervisor Massie presented Pre-Billing Specialist Crisci to the Governing Board.

Board Services Supervisor Ortiz presented Administrative Assistant Manuel to the Governing Board.

Chairperson Cox Golder administered the behavioral and loyalty oaths to Pre-Billing Specialist Crisci and Administrative Assistant Manuel.

**B. THE CEREMONIAL SWEARING IN OF NEWLY APPOINTED BOARD MEMBERS WALLY VETTE, STEVE BRADY, AND TOM SHELLENBERGER WITH TERMS EFFECTIVE DECEMBER 1, 2024, THROUGH DECEMBER 1, 2028**

Chairperson Cox Golder administered the Loyalty Oath to newly appointed (incumbent) Governing Board Member Vette, Governing Board Member Brady, and Governing Board Member Shellenberger

**6. CONSENT AGENDA**

**A. APPROVE MINUTES- OCTOBER 15, 2024, REGULAR SESSION**

**MOTION** by Vice-Chairperson Vette to approve the November 19, 2024, Consent Agenda.

**MOTION SECONDED** by Board Member Brady

**MOTION CARRIED 5/0**

**7. REPORTS AND CORRESPONDENCE**

**A. FIRE CHIEF'S REPORT – On behalf of Chief Brandhuber, Assistant Chief Grissom presented the Fire Chief's report to the Governing Board.**

Vice Chairperson Vette commented on the Nice Healthcare program. He appreciated the report on it. He was impressed by the program and the cost savings to the District.

Assistant Chief Grissom replied it is a great program that the District has used for the past couple of years. Employees can have appointments over the phone, in the Wellness room, or at home. Personnel are very happy with it.

Union President Ben Jones wished the Governing Board a Happy Thanksgiving. He informed the Board the annual fundraiser at the Players Pub will be December 7<sup>th</sup>. This event raises funds for Shop With a Firefighter, which will be held December 12<sup>th</sup>. This year the annual adult holiday party sponsored by Local 3832 will be held at The Reflections at the Buttes on December 14<sup>th</sup>.



- B. COMMUNITY RISK REDUCTION DIVISION'S REPORT - Assistant Chief Perry presented Community Risk Reduction division's report to the Governing Board. He mentioned Fire Marshal Akins and FLS received recognition from the Town of Oro Valley for improving the process for documenting fire inspections in the Smartgov site.

Board Member Shellenberger asked Assistant Chief Perry to elaborate on the new Community Resource Technician position.

Assistant Chief Perry responded the position will be part-time. Personnel will be assigned to a utility truck and will respond to snake calls and smoke detector replacements in order to assist suppression personnel with the call load. Initially it will be done on a trial basis through July. The plan is to have two people assigned to a truck and have one truck staffed for the trial period. His division is seeking to hire people who are interested in the fire service, this will allow them to run calls and give them insight into the fire service.

Board Member Vette said he saw a chart for inspections and violations. He asked what the penalty was for those who did not address the violations.

Fire Marshal Akins explained FLS recently added the violations/corrections table to the board report. The past month FLS noted 158 violations were corrected. Through inspections, staff identified 220 violations that need to be corrected. About two weeks after the inspection, inspectors will conduct a re-inspection to make sure the violations were addressed. This process is repeated until all violations have been corrected. Fire Marshal Akins stated there is a process for citations, however, FLS normally does not have to get to this point. She informed the board this past month FLS conducted 200 prevention inspections. So, there will never be a point in time that all violations have been corrected, there will always be open violations because inspections are continuously conducted. However, there is a process to make sure businesses correct all violations and if they do not FLS can cite them.

- C. SUPPORT SERVICES DIVISION'S REPORT - Assistant Chief Cesarek presented the Support Services' division report to the Governing Board. Assistant Chief Cesarek mentioned Vice-Chairperson Vette asked personnel to research the need for another ladder unit. AC Cesarek provided the Governing Board a Response Unit Order Timeline Based On Current Build Times for the next ten years. The schedule shows the replacement timeline for engines/vehicles. The timeline listed numbers for the units. Vice Chairperson Vette asked if the Governing Board could be provided a sheet listing the type of equipment as opposed to a number. AC Cesarek said he could provide a list of what the numbers represented.

Board Member Shellenberger asked about the status of the right-of-way access to the station at SaddleBrooke Ranch.

Assistant Chief Cesarek replied he was able to obtain right-of-way access for the station.



Board Member Outlaw commented she read in Assistant Chief's Cesarek's report he had a meeting with Esoguard regarding DNA testing for esophageal cancer. She asked how the meeting went.

Assistant Chief Cesarek said staff are evaluating companies that do examinations. The District currently uses the company 1582 and is exceptional.

Chairperson Cox Golder congratulated AC Cesarek on being re-elected to the Foothills Business Park Board and congratulated him on his Chief Fire Officer (CFO) accreditation.

He thanked her and also noted Deputy Chief Jarrold and Deputy Chief Wilson also received their CFO certifications.

- D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION'S REPORT – Assistant Chief Grissom presented the EMS & Fire Response division's report. He thanked Deputy Chief Wilson for his work on the CAAS Accreditation. The District received a perfect score, which is rare.

Board Member Shellenberger asked what the protocol was for using the LUCAS device.

Division Chief Taylor explained suppression personnel will use the LUCAS devices as secondary devices in cases of longer transports. Manual compressions will be the primary response.

## **8. REGULAR BUSINESS**

- A. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING THE AUDIT RESULTS PRESENTED BY BEACH FLEISCHMAN AND THE DRAFT ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FOR FISCAL YEAR ENDING JUNE 30, 2024

An auditor from Beach Fleischman gave a presentation on the audit and the draft Annual Comprehensive Financial Report (ACFR). They gave a clean opinion which is the best rating the District could receive. Beach Fleischman also did a single audit for the federal funding the District received since it met the required threshold of federal funding. They issued an unmodified opinion. Beach Fleischman had no significant disagreements with management. They actually had no disagreements however this is the required language.

**MOTION** by Board Member Shellenberger to accept the Beach Fleishman audit report and draft FY2024 Annual Comprehensive Financial Report (ACFR) as presented.

**MOTION SECONDED** by Vice Chairperson Vette

**MOTION CARRIED** 5/0



B. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING AMENDED POLICY 212-  
PROCUREMENT, PURCHASING AND VENDOR PAYMENT

Assistant Chief Grissom explained Assistant Chief Cesarek and his team made an amendment to Policy 212- Procurement, Purchasing and Vendor Payment. Both were available to answer any questions the Board had.

**MOTION** by Vice-Chairperson Vette to approve amended Policy 212- Procurement, Purchasing and Vendor Payment.

**MOTION SECONDED** by Board Member Brady

**MOTION CARRIED** 5/0

C. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING THE PROPOSAL OF THE  
DISTRICT'S UPDATED MISSION, VISION, VALUES AND MOTTO

Assistant Chief Perry explained a committee was formed to review the District's mission, vision, values, and motto. They named it the Organizational Identity Committee which included seventeen personnel from across the District. Everyone who volunteered was allowed to sit on the committee.

The committee recommends the District's mission be changed to, "To provide community stability through compassionate service".

The committee recommended the District's vision be, "To be progressive and innovative Public Safety leaders".

The committee recommend the values be:

GRFD serves with PRIDE:

Professionalism- is achieved through consistently demonstrating accountability, upholding high standards, and fostering a respectful, ethical, and productive work environment.

Respect- is achieved through recognizing and embracing individual differences, and actively promoting diversity as a source of strength.

Integrity- is achieved through consistently making the right decisions, even when faced with challenges or adversity.

Dependability- is achieved through consistently delivering capable, proactive service and meeting commitments with reliability.

Excellent- is achieved through actively pursuing continuous improvement, engaging in ongoing training, and striving for the best outcomes in every situation.



The committee recommended making the motto, "Community First".

**MOTION** by Vice Chairperson Vette to approve the recommended, updated Golder Ranch Fire District Mission, Vision, Values, and Motto as presented.

**MOTION SECONDED** by Board Member Outlaw

**MOTION CARRIED 5/0**

D. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING THE AMENDMENT TO THE CURRENT IMAGETREND CONTRACT

Assistant Chief Grissom explained the District has used ImageTrend for the past year. It has been going well. There are a few things that still need to be fine tuned. The amendment will allow an ImageTrend expert to work one-hour a week with IT to assist with any needs.

IT Director Rascon agreed that this would be a good service to have because of all of the new aspects of ImageTrend, he highly recommended it.

**MOTION** by Board Member Shellenberger to approve the amendment to the current ImageTrend contract.

**MOTION SECONDED** by Board Member Outlaw

**MOTION CARRIED 5/0**

E. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING THE ARCHITECTURAL AGREEMENT FOR RENOVATIONS OF PROFESSIONAL DEVELOPMENT AND FLEET BUILDINGS

Assistant Chief Cesarek stated he is recommending the Architectural firm Seaver and Franks for the building improvements to the professional development and fleet buildings. He added that a request for proposal has also been distributed for a contractor for the project as well.

**MOTION** by Vice Chairperson Vette to approve and accept the architectural agreement from Seaver Franks Architects Inc. as presented for renovations of professional development and fleet buildings.

**MOTION SECONDED** by Board Member Brady

**MOTION CARRIED 5/0**

F. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION 2024-0015 TO DECLARE DISTRICT ITEMS AS SURPLUS AND DIRECTION TO STAFF TO ADD DECLARED SURPLUS ITEMS TO A PUBLIC AUCTION SITE OR SELL TO A NEIGHBORING OR MUTUAL AID FIRE DISTRICT/DEPARTMENT



Assistant Chief Cesarek explained the item that would be up for auction is a device from Fleet. It is significant for the recovery of air conditioning systems. This particular item can only be sold to certified vendors in air conditioning work.

**MOTION** by Board Member Shellenberger to adopt Resolution 2024-0015 to declare district items as surplus and direction to staff to add declared surplus items to a public auction site or sell to a neighboring or mutual aid fire district or department.

**MOTION SECONDED** by Board Member Brady

**MOTION CARRIED 5/0**

G. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING THE GOLDER RANCH FIRE DISTRICT RECONCILIATION AND MONTHLY FINANCIAL REPORT

Finance Director Christian said the month of October is when the District receives property taxes. The District did well in October there was a 6% positive variance which was about half a million dollars. In addition to doing well with property taxes the District did well with wildland billing and ambulance revenues.

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

**MOTION SECONDED** by Vice Chairperson Vette

**MOTION CARRIED 5/0**

9. FUTURE AGENDA ITEMS

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

10. CALL TO THE PUBLIC

There were no public issues presented at this time.

11. ADJOURNMENT

**MOTION** by Chairperson Cox Golder to adjourn the meeting at 10:11 a.m.

**MOTION SECONDED** by Vice Chairperson Vette

**MOTION CARRIED 5/0**



Sandra Outlaw, Clerk of the Board  
Golder Ranch Fire District

