

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

**Tuesday, December 17, 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 December 17, 2024, at 9:00 a.m.

Members Present: Chairperson Vicki Cox Golder, Vice-Chairperson Wally Vette, Board Member Steve Brady, Board Clerk 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, HR Director Delong, Media and Community Relations Supervisor Camarillo, Captain White, Operations Supervisor Bravo, 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

Board Member Brady presented the District a donation of \$350.00 from the Quail Ridge Community. On behalf of the District, Assistant Chief Grissom accepted the donation and thanked Board Member Brady.

Board Clerk Outlaw thanked everyone who was involved in organizing the family holiday party.

Vice-Chairperson Vette said he attended the Shop with a Firefighter event. He said it was a wonderful event.

Board Member Shellenberger stated he was concerned about purchasing ambulances and getting them when needed. He said there is a law which states ambulances cannot be purchased with public funds.



Attorney Aversa stated she could answer his question at a later time. Since it was not listed on the agenda, discussion could not take place during the meeting.

4. CALL TO THE PUBLIC

Assistant Chief Cesarek thanked Chairperson Cox-Golder for her generous donation of gift cards to the Golder Ranch Fire District personnel's children. He presented her with an oversized card signed by the kids.

5. PRESENTATIONS

A. PRESENTATION OF THE COMMUNITY RECOGNITION AWARD TO SADDLEBROOKE SENIOR VILLAGE

Representatives from the organization could not attend the meeting. They will attend the January meeting.

B. PRESENTATION FROM CATALINA CRUSADERS – A DONATION TO LOCAL #3832 FOR THE ANNUAL SHOP WITH A FIREFIGHTER EVENT

Assistant Chief Grissom thanked the Catalina Crusaders for all of their hard work to raise funds for the Shop with a Firefighter event, which purchases gifts for children in the District. Ruth, Della and Kelly were in attendance on behalf of Catalina Crusaders. Ruth said this was the 23rd year of raising funds, and they raised \$18,000.00

6. CONSENT AGENDA

- A. APPROVE MINUTES- NOVEMBER 19, 2024, REGULAR SESSION
- B. APPROVE AND ADOPT THE GOLDER RANCH FIRE DISTRICT'S REGULAR GOVERNING BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2025
- C. APPROVE AND ADOPT THE FOLLOWING UPDATED POLICY: 1055 UNIFORM AND TOOL ALLOWANCE
- D. APPROVE AND ADOPT THE 2024 AGREEMENT WITH BANNER OCCUPATIONAL HEALTH
- E. APPROVE AND ADOPT THE AGREEMENT WITH IMPAIRMENT SCIENCE INC

MOTION by Vice-Chairperson Vette to remove items 6C & 6E from Consent Agenda and place in regular business for discussion.

MOTION SECONDED by Board Member Shellenberger

MOTION CARRIED 5/0



MOTION by Vice Chairperson Vette to approve the December 17, 2024, Consent Agenda.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 5/0

8. **REGULAR BUSINESS** – Governing Board removed items 6C and 6E from Consent Agenda to discuss in regular business.

6C. APPROVE AND ADOPT THE FOLLOWING UPDATED POLICY: 1055 UNIFORM AND TOOL ALLOWANCE

Assistant Chief Cesarek said he requested this item be removed from Consent Agenda and be placed in regular business to discuss this item. Several months ago, when the Memorandum of Understanding (MOU) with the Union was adopted, there was Board direction to create a line item to provide a uniform allowance to the facilities techs in the organization. A thousand dollars was added for the techs to purchase their own tools. Fleet has a uniform company that launders their uniforms for them. The facilities techs do not. The techs have to purchase their own tools but the District already has tools for facilities. The policy did not account for the fact that facilities does not receive the uniform service like the fleet personnel do, they are required to maintain their own uniforms. The request is to make a change in the policy to allow Fleet to receive a tool allowance and for Facilities to receive a \$1,000 uniform allowance.

6E. APPROVE AND ADOPT THE AGREEMENT WITH IMPAIRMENT SCIENCE INC

Vice-Chairperson Vette stated Impairment Science seems like a good idea, but there was not any detail in the board memo. He explained an unfortunate, previous experience he had with a former employer.

HR Director Delong explained the company does not take the place of drug and alcohol testing. The drug and alcohol procedure would still stand. It has been vetted through Banner as well as the District's occupational provider and the District's medical provider. Oro Valley Police Department also helped set it up. The program is not ready to roll out, however, the contract will begin January 1st, 2025 The goal of the program is to support possible future programs such as a 48/96 schedule and knowing what type of impairment it could cause and help the District measure it. It will not be used to hire or fire personnel. It will also be used as a tool for data analytics. It may also be used to support changes to the drug and alcohol policy with statutory regulations for marijuana use. The Union recommended the District use Impairment Science. There has been some testing of it by the battalion chief group and the executive leadership group to make sure they understood it. The reason details were not listed on how the program will be rolled out is because the District and the Union have not decided how they want to roll it out.



Assistant Chief Grissom added that this item is not intended to replace anything the District is currently doing. It will be used to gather data to help determine which schedule works best for the physical and mental well-being of firefighters. It is not intended to replace anything and will be used in addition to what is currently being done. It will be used to help gather data for a possible 48/96 schedule.

Vice-Chairperson Vette said he appreciated it. He spoke to personnel at the stations, and they said if the District went to a 48/96 schedule, they could work overtime and still get days off. He was concerned about personnel working 72-hours in a row.

Assistant Chief Grissom replied that the District currently does allow personnel to work a 72 hour shift.

Chairperson Cox-Golder asked if there were any issues with drug and alcohol.

Assistant Chief Grissom said there were none.

Vice-Chairperson Vette said it was more of fatigue.

President Jones added they were considering adopting it to two specific areas: the sleep study done with Banner for the 48/96 schedule to measure sleep impairment and to coincide with the medical marijuana policy. It is not going to be mandatory; it is going to be voluntary. If it is adopted for the drug and alcohol portion it may or may not be voluntary at that point. The Union would like to have further discussion and adopt the agreement.

MOTION by Vice-Chairperson Vette to approve items 6C & 6E

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.

Chairperson Cox-Golder thanked Board Services Supervisor Ortiz for supporting Records Specialist Wong in attending training to obtain her certifications.

Board Services Supervisor Ortiz thanked Chairperson Cox-Golder and the Board for their support in being able to attend training.

Chairperson Cox-Golder thanked HR Director Delong for the information she included in HR's report on LinkedIn.



Union President Ben Jones thanked the Catalina Crusaders for their work in holding the fundraiser event and their generous monetary donation. He mentioned the Union held their annual party on Saturday, December 24th, 2024.

- B. COMMUNITY RISK REDUCTION DIVISION'S REPORT - Assistant Chief Perry presented Community Risk Reduction division's report to the Governing Board. He mentioned the strategic plan is almost done.
- C. SUPPORT SERVICES DIVISION'S REPORT - Assistant Chief Cesarek presented the Support Services' division's report to the Governing Board. He added that Fleet Technician John Myers received his certifications to move from a Tech 1 to a Tech 2.
- D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION'S REPORT - Assistant Chief Grissom presented the EMS & Fire Response division's report. Assistant Chief Grissom highlighted the incredible work Community and Media Relations Supervisor Lydia Camarillo and Community Risk Reduction Deputy Chief Jeremy Hilderbrand do in the community.

Chairperson Cox-Golder asked what Fire Fusion was.

Operations Support Supervisor Bravo explained Fire Fusion is a nationwide, annual conference for firefighters. This year's conference was held in Charleston, SC and the theme was technology. The significance of Charleston was in 2007 they had an incident known as the "Charleston 9", where nine firefighters perished in a fire. This was in part because they did not attend conferences and learn what other fire agencies were doing and two, their department was lacking in the resources needed. He said the conference was a great opportunity to learn how other fire districts and departments are doing things and it was also a great place to network. They learned about all of the technological advances in the fire service including virtual training. Virtual training provides an alternative option for burn simulators in a safer environment. This year, he, Battalion Chief Seeley, Paramedic Tyler Drury, and Firefighter Logan Bradshaw attended.

Board Member Shellenberger said a couple of months back the prospect of carrying whole blood on ambulances was discussed. He asked what the status of this was.

Assistant Chief Grissom said he recently had a meeting with Dr. Rice, they are still in the waiting phase, it is in the works, and they are waiting to hear back on a grant that could provide funding.

Vice-Chairperson Vette thanked Deputy Chief Wilson for his work on the Commission on Accreditation of Ambulance Services (CAAS) re-accreditation. Vice-Chairperson Vette said he was impressed with the perfect score because it isn't easy to do.



Assistant Chief Grissom thanked Vice-Chairperson Vette for the recognition and said it was a District wide effort. The CAAS representatives were impressed with the firefighters, administrative personnel and the facilities. He said it was unreal how many good things they were saying. He thanked Deputy Chief Wilson and all the staff who assisted with the tour. He said it was a really big accomplishment for the organization.

Vice-Chairperson Vette asked if the number of calls Stations 373 and 375 receive should affect staffing.

Assistant Chief Grissom replied it does. Leadership keeps a close eye on it. Thankfully the District is staffed well because of the budget, the Board approved. The new Community Resource Technicians should help with some of the call load. The call numbers are right on track with staffing levels.

8. REGULAR BUSINESS

A. DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATIONS FOR THE GOLDER RANCH FIRE DISTRICT GOVERNING BOARD POSITIONS OF CHAIRPERSON, VICE-CHAIRPERSON AND CLERK FOR A ONE-YEAR TERM FOR CALENDAR YEAR 2025

Board Member Shellenberger spoke to each board member and asked them if they would like to continue to serve in the capacity they are currently serving and they all said they enjoy their positions.

MOTION by Board Member Shellenberger nominating Vicki Cox-Golder as the Chairperson, Wally Vette as the Vice-Chairperson and Sandra Outlaw as the Board Clerk of the Golder Ranch Fire District Governing Board.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 5/0

B. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF A REPRESENTATIVE FROM THE GOLDER RANCH FIRE DISTRICT'S GOVERNING BOARD TO THE GRFD PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM'S LOCAL PENSION BOARD

Board Services Supervisor Ortiz explained Board Member Vette is currently the representative from the Board that serves on the Public Safety Personnel Retirement Board (PSPRS). They would love to have him serve again if he was willing.

Vice Chairperson Vette said he would.

MOTION by Board Member Brady to appoint Wally Vette as the Chairperson of the Golder Ranch Fire District's Public Safety Personnel Retirement System's Local Pension Board in pursuant to A.R.S. §38-847(A)(3).



MOTION SECONDED by Board Member Shellenberger
MOTION CARRIED 5/0

- C. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF TWO CITIZEN MEMBERS, ONE RESIDENT OF THE FIRE DISTRICT AND THE OTHER WITH EXPERIENCE IN PERSONNEL ADMINISTRATION TO THE GRFD PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM'S LOCAL PENSION BOARD

Board Services Supervisor Ortiz explained Allison Delong has been the GRFD administrative representative and Lee Mayes has been the citizen member of the GRFD PSPRS Local Pension Board. She spoke to Mr. Mayes and he would like to serve on the board again.

Chairperson Cox-Golder asked HR Director Delong if she would like to continue to serve on the board, Director Delong replied she would.

MOTION by Board Member Brady to appoint Lee Mayes (resident of Golder Ranch Fire District) and Allison Delong (who has experience in personnel administration) as citizen members of the Golder Ranch Fire District's Public Safety Personnel Retirement System Local Pension Board pursuant to A.R.S. §38-847(A)(3).

MOTION SECONDED by Board Member Shellenberger
MOTION CARRIED 5/0

- D. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF A CONTRACT FOR WEBSITE DESIGN AND HOSTING

Assistant Chief Perry explained this would be a contract for Anchor Wave to host the District's website to bring it up to date.

Chairperson Cox-Golder was concerned about how expensive the contract was.

Assistant Chief Perry said they did send it out to bid and this was the lowest bid. Community and Media Relations Supervisor Camarillo researched companies for this job.

Chairperson Cox-Golder replied she felt more comfortable knowing Supervisor Camarillo researched the companies.

Board Clerk Outlaw said she supported hiring a new company. She said the current website is wonky and the District needs to make sure it is user friendly and looks professional because it is viewed by the public often.

MOTION by Board Clerk Outlaw to approve the Anchor Wave contract as presented.
MOTION SECONDED by Vice-Chairperson Vette
MOTION CARRIED 5/0



E. DISCUSSION OF WIRE TRANSFER SCHEDULE FROM PIMA COUNTY TREASURER FOR THE GENERAL FUND ACCOUNT

Finance Director Christian explained the District has completed the 2024 schedule and will need to begin one for 2025. He would like to keep the same schedule, the amount worked well and allows quicker access to the funds.

No motion required for this agenda item.

F. DISCUSSION AND POSSIBLE ACTION REGARDING A SETTLEMENT AGREEMENT WITH THE OFFICE OF INSPECTOR GENERAL

Assistant Chief Grissom stated this agreement is wrapping up an executive session. The Law Firm PW&W drafted a settlement agreement with the Office of Inspector General in reference to overpayments for the Board to adopt.

MOTION by Vice-Chairperson Vette to authorize Chairperson Vicki Cox-Golder to sign the settlement agreement with the Office of Inspector General on behalf of Golder Ranch Fire District.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 5/0

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

Finance Director Christian presented the Golder Ranch Fire District reconciliation and monthly financial report. He reviewed the past fiscal year's total revenues and expenditures. He said the month of November was a good month for revenue. The District has caught up on cash collections for property tax revenues for year-to-date as well as month-to-date. The District is up 20% in terms of cash collections. A total of \$4,410,986 has been added to the fund balance.

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

MOTION SECONDED by Vice-Chairperson Vette.

MOTION CARRIED 5/0

9. FUTURE AGENDA ITEMS

The next regularly scheduled meeting will be January 21, 2025.

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 10:00 a.m.

MOTION SECONDED by Board Clerk Outlaw

MOTION CARRIED 5/0



Sandra Outlaw, Clerk of the Board
Golder Ranch Fire District

