

**GOLDER RANCH FIRE DISTRICT  
GOVERNING BOARD MEETING  
PUBLIC NOTICE AND AGENDA  
Tuesday, August 19, 2025, 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 19, 2025**. The meeting will be held in 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 is 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 items 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 15, 2025, REGULAR SESSION

B. APPROVAL OF RESOLUTION NUMBER 2025-0008 DECLARING AUGUST 2025  
DROWNING IMPACT AWARENESS MONTH AT GOLDER RANCH FIRE DISTRICT

C. APPROVE AND ADOPT THE GRFD GOVERNING BOARD UPDATED BYLAWS

D. APPROVE AND ADOPT POLICIES: 234-MANDATORY HOLDOVER AND FORCED  
OVERTIME; 1010- OVERTIME, EXTRA DUTY AND ON-CALL; AND 1026- DRUG AND  
ALCOHOL FREE WORKPLACE

E. APPROVE AND ADOPT RESOLUTION 2025-0009 TO DECLARE ITEMS AS SURPLUS AND  
DIRECTION TO STAFF TO SELL OR DONATE ITEMS TO NEIGHBORING FIRE DISTRICTS  
OR EDUCATIONAL INSTITUTIONS



- F. APPROVE AND ADOPT AGREEMENT WITH SIMON MED TO AUTHORIZE THE DISTRICT TO COVER THE COST OF CORONARY CALCIUM SCAN SCREENINGS FOR GRFD PERSONNEL
- G. APPROVE AND ADOPT ACCESS AGREEMENT WITH VERIZON WIRELESS TO PROVIDE THEIR REPRESENTATIVES SITE ACCESS TO COMPLETE A FEASIBILITY STUDY OF LEASING SPACE TO ENHANCE THE CELLULAR SERVICE IN THE SADDLEBROOKE RANCH AREA

## **6. REPORTS AND CORRESPONDENCE**

- A. FIRE CHIEF'S REPORT – CHIEF BRANDHUBER
  - UPDATES ON THE FOLLOWING AREAS:
    - BOARD SERVICES
    - COMMENDATIONS/THANK YOU CARDS RECEIVED
    - DISTRICT ACTIVITIES
    - HUMAN RESOURCES
    - MEETINGS, TRAININGS, AND EVENTS ATTENDED
    - PERSONNEL
    - POLITICAL & PUBLIC SAFETY INTERACTIONS/UPDATES
  - LEADERSHIP TEAM REPORT – PRESIDENT JONES
- B. COMMUNITY RISK REDUCTION DIVISION'S REPORT - ASSISTANT CHIEF PERRY
  - UPDATES ON THE FOLLOWING AREAS:
    - COMMUNITY EDUCATION, ENGAGEMENT & RISK REDUCTION
    - FINANCE
    - FIRE PREVENTION
- C. SUPPORT SERVICES DIVISION'S REPORT - ASSISTANT CHIEF CESAREK
  - UPDATES ON THE FOLLOWING AREAS:
    - STRATEGIC COMMUNICATIONS
    - FACILITIES MAINTENANCE
    - FLEET
    - HEALTH & SAFETY
    - TECHNOLOGY
    - PLANNING
    - LOGISTICS
    - SUPPLY
- D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION'S REPORT – ASSISTANT CHIEF GRISSOM
  - UPDATES ON THE FOLLOWING AREAS:
    - EMERGENCY MEDICAL SERVICES/OPERATIONS
    - HONOR GUARD/PIPES AND DRUMS
    - PROFESSIONAL DEVELOPMENT
    - PROJECT MANAGEMENT



- SPECIAL OPERATIONS
- WILDLAND

## **7. REGULAR BUSINESS**

### **A. 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 16, 2025

## **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**

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Sandra Outlaw, Clerk of the Board  
Golder Ranch Fire District

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

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

Posted by: Shannon Ortiz 8/13/2025 by 11:00 a.m.





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: August 19, 2025

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 19, 2025

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 19, 2025

SUBJECT: APPROVE MINUTES- JULY 15, 2025, REGULAR SESSION

ITEM #: 5A

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 15, 2025, REGULAR SESSION MEETING MINUTES

### RECOMMENDED MOTION

*If items remains on consent agenda:*

Motion to approve the August 19, 2025, Consent Agenda.

*If item is removed from consent agenda: State the motion for the item that was removed from consent agenda after discussion has taken place:*

Motion to approve the July 15, 2025 regular session meeting minutes.

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

**Tuesday, July 15, 2025, 9:00 a.m.**

**1600 East Hanley Boulevard, Oro Valley, Arizona 85737**

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

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

Member Absent: Board Member Tom Shellenberger (excused)

Staff Present: Fire Chief Tom Brandhuber, Assistant Chief Grissom, Assistant Chief Perry, Assistant Chief Cesarek, Deputy Chief Wilson, Deputy Chief Jarrold, Finance Director Christian, IT Director Rascon, Deputy Fire Marshal Druke, and Board Services Supervisor Ortiz

**2. SALUTE AND PLEDGE OF ALLEGIANCE**

Those in attendance said the pledge of allegiance.

**3. FIRE BOARD REPORTS**

Vice Chairperson Vette said he made a call to have the Community Resource Technicians (CRT) respond to his home. He commented on how nice and polite they were. He described the CRT program as a great service to the community.

**4. CALL TO THE PUBLIC**

There were no public issues presented at this time.

**5. PRESENTATIONS**

**A. PRESENTATION OF PERSONNEL**

- YEARS OF SERVICE
  - MICHAEL DAILY, FIREFIGHTER- 10 YEARS
  - RAJIV MORALES-GERMAN, PARAMEDIC- 10 YEARS
  - KIM DAVIS, PARAMEDIC- 20 YEARS
  - SHAWN FOSTER, FIREFIGHTER- 20 YEARS
  - GARY SCHOBEL, ENGINEER- 20 YEARS
  - MICHAEL SEEGMILLER, CAPTAIN- 20 YEARS



- NEW HIRE
  - JOHNATHAN BOSWELL, FLEET ELECTRONICS TECHNICIAN

Captain Kassulke presented Firefighter M. Daily for his 10 years of service. He was presented with a years of service pin.

Captain Drury presented Paramedic Morales-German for his 10 years of service. He was presented with a pin.

Chief Brandhuber explained personnel with twenty years of service, and more, are recognized with plaques.

Captain Carlson presented Paramedic Davis for her 20 years of service. She was presented with a pin and plaque.

Captain Seegmiller presented Firefighter Foster for his 20 years of service. He was presented with a pin and plaque.

Captain Ahumada presented Engineer Schobel for his 20 years of service. He was presented with a pin and plaque.

Deputy Chief Wilson presented Captain Seegmiller for his 20 years of service. He was presented with a pin and plaque.

Deputy Chief Jarrold presented the new Fleet Electronics Technician, Johnathan Boswell. Chairperson Cox Golder administered the behavioral and loyalty oaths.

The Governing Board took a brief recess at 9:28 a.m.

The Governing Board reconvened at 9:33 a.m.

## 6. **CONSENT AGENDA**

- A. APPROVE MINUTES- JUNE 17, 2025, REGULAR SESSION
- B. ADOPT RESOLUTION 2025-0006 TO DECLARE 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
- C. APPROVE DOCUMENT LOCATOR HR SOLUTION PROPOSAL
- D. APPROVE NICE HEALTHCARE EMPLOYER AGREEMENT
- E. APPROVE CONTRACT WITH TUCSON ER & HOSPITAL FOR BLOODBORNE PATHOGEN TESTING OF EMPLOYEES WHO WERE EXPOSED WHILE ON DUTY
- F. APPROVE TUCSON ER & HOSPITAL LAB SERVICES AGREEMENT



**MOTION** by Board Clerk Outlaw to approve the July 15, 2025, Consent Agenda.

**MOTION SECONDED** by Board Member Brady

**MOTION CARRIED** 4/0

## **7. REPORTS AND CORRESPONDENCE**

- A. FIRE CHIEF'S REPORT – Chief Brandhuber thanked the Board for allowing the presentations at the beginning of the meeting. He expressed how important it is to the personnel, family, and friends. He presented the Fire Chief's report to the Governing Board.

Chairperson Cox Golder inquired about the active shooter training.

Assistant Chief Grissom explained, Golder Ranch Fire District (GRFD) has a great relationship with Oro Valley Police Department (OVPD). Both agencies partnered to participate in a ten-day active shooter training at a school in the area that was closed for the summer. In the near future, there are plans to conduct a command training.

Chairperson Cox Golder inquired about the animal problems-other listed in the call total report. It was not a call she noticed in the past.

Assistant Chief Grissom replied, the District does receive calls for animals other than snakes. These can include raccoons and deer. These calls are typically re-routed to Pima County Animal Control.

- B. COMMUNITY RISK REDUCTION DIVISION'S REPORT – Assistant Chief Perry presented Community Risk Reduction's division report to the Governing Board. He announced the CRTs are now in service. They typically are in service six days a week. Once the scheduling is established this will go to seven days a week. The CRTs respond to approximately 30% of the calls that would be directed to suppression personnel.

Chairperson Cox Golder inquired about the bomb squad training listed in the Fire Prevention report.

Deputy Fire Marshal Druke explained, the meeting the Fire Prevention Division attended was a Joint Fire Investigation meeting with Northwest Fire District, Oro Valley Police Department, Marana Police Department, Pima County Sheriff's Department, and Pima County Attorney's Office, in coordination with the Pima County Bomb Squad who taught a class on Explosion Dynamics.

- C. SUPPORT SERVICES DIVISION'S REPORT – Assistant Chief Cesarek presented the Support Services' division report to the Governing Board. He mentioned a special guest in the audience, Ruben Alderete, a former first responder for Pascua Yaqui. Mr. Alderete was attending on behalf of his company 1-800-Boardup. Assistant Chief



Cesarek also recognized a new employee, Adam Kirby, who recently helped with the fireworks show in Washington, D.C. on the Fourth of July. Assistant Chief Cesarek emphasized the importance of recognizing personnel for their contributions on and off duty and the work they do for the community.

Assistant Chief Cesarek thanked IT Director Rascon for his assistance in getting a fiber optic line to Station 378. The Support Services division is close to getting the water issues at this station resolved.

Vice Chairperson Vette asked if the water company is paying the cost to purchase the equipment needed to get the correct PSI.

Assistant Chief Cesarek explained the district is having to pay several costs to get water because it is the first structure in the area. He stated the water company is not helping pay for the cost to get the correct PSI.

Chief Brandhuber added that he supported Assistant Chief Cesarek's decision to purchase the valve needed to get the water pressure issue resolved. He will make sure they are diligent in getting reimbursed for it.

- D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION'S REPORT – Assistant Chief Grissom presented the EMS & Fire Response's division report to the Governing Board. He highlighted a recent rescue by crews from stations 375 and 377 of a man experiencing a medical issue while on a tile roof. The crews were able to safely remove the patient from the roof.

In the Fire and EMS report there was a statement that said, "The number of instances where non-reserve ambulance availability is 0. There were 4 instances." Chairperson Cox Golder asked what this meant.

Assistant Chief Grissom explained that when the level reaches zero, the district relies on auto-aid partners to assist in responding to calls.

## **8. REGULAR BUSINESS**

- A. DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION 2025-0007, A RESOLUTION OF THE GOLDER RANCH FIRE DISTRICT GOVERNING BOARD, AUTHORIZING THE CHAIRPERSON AND/OR CLERK TO EXECUTE ON BEHALF OF THE DISTRICT ANY AND ALL DOCUMENTS NECESSARY OR REASONABLY REQUIRED TO FINALIZE THE PROPERTY ACQUISITION AT 3701 W. QUASAR STREET, TUCSON, ARIZONA 85741

Assistant Chief Cesarek explained authorization is needed by the Governing Board to complete the closing documents to purchase the property at 3701 W. Quasar Street. He stated leadership believes it is the right move for the District.



**MOTION** by Vice Chairperson Vette to approve Resolution 2025-0007 authorizing the chairperson and/or clerk to execute on behalf of the District any and all documents necessary or reasonably required to finalize the property acquisition at 3701 W. Quasar Street Tucson, AZ 85741.

**MOTION SECONDED** by Board Clerk Outlaw

**MOTION CARRIED** 4/0

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

Finance Director Christian presented the GRFD reconciliation and monthly financial report. He said the District did well on revenue overall, it did incredibly well on ambulance revenue, it did not meet what was budgeted for miscellaneous revenue, but overall the District did well. He explained how the District has done so well, it is able to purchase the Quasar property out of the O&M fiscal year 2025 budget. The District has been favorable in its interest revenue, ambulance revenue, grant revenue, and miscellaneous revenue. There is a zero variance on the revenue line. The District did go over budget in labor however, overall, the District is within budget. He said he felt it was one of the best executed budgets in his 15 years at the District. Director Christian explained the District has a total of \$26 million in both Pima and Pinal County Treasurer's Offices, which is what it started with at the beginning of the fiscal year, with the exception of the bond money. As of June, the bond has \$5 million remaining in the account. Assistant Chief Cesarek will use these funds to complete the projects listed in the bond initiative.

In reference to ambulance revenue, Director Christian explained there were 7,300 transports in FY25. In FY24 the District reached the 7,000 mark for the first time. He mentioned there is now a high cash collection per transport. On average, there is a total of 20 transports per day. It takes on average sixteen days to bill the patient and an average of nineteen days for the customer to pay the bill. The goal is to bill the patient within seven days. Which the billing department believes they will be able to achieve.

Chairperson Cox Golder asked how many days a patient is given to pay a bill.

Director Christian answered on average the patient is given thirty-five days. There are many factors to consider in the process. Some make payments sooner, some later. In many cases there are two parties involved, the insurance and the patient.

Director Christian explained crews have been busy responding to wildland fires. There has been a lot of activity, not just in Arizona but New Mexico as well.

**MOTION** by Vice Chairperson Vette to approve and accept the Golder Ranch Fire District reconciliation and monthly financial report as presented.

**MOTION SECONDED** by Board Member Outlaw

**MOTION CARRIED** 4/0



Vice Chairperson had questions regarding items purchased which were listed in the financial reports.

Assistant Chief Cesarek said he would follow up with Vice Chairperson Vette and make sure staff provide descriptions if they are large purchase amounts.

**9. FUTURE AGENDA ITEMS**

The next regularly scheduled meeting will be August 19, 2025

**10. CALL TO THE PUBLIC**

There were no public issues presented at this time.

**11. ADJOURNMENT**

**MOTION** by Board Member Brady to adjourn the meeting at 10:04 a.m.

**MOTION SECONDED** by Vice Chairperson Vette

**MOTION CARRIED** 4/0

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Sandra Outlaw, Clerk of the Board  
Golder Ranch Fire District







## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Community Relations

MTG. DATE: August 19, 2025

SUBJECT: APPROVAL OF RESOLUTION NUMBER 2025-0008 DECLARING AUGUST 2025  
DROWNING IMPACT AWARENESS MONTH AT THE GOLDER RANCH FIRE  
DISTRICT

ITEM #: 5B

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 19, 2025, consent agenda.

If item is removed from consent agenda:

Motion to approve Resolution number 2025-0008 declaring August 2025 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. 2025-0008**

### **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 2025 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 19th day of August 2025, and to which I have caused the Seal of the Golder Ranch Fire District to be affixed and have made this proclamation public.

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Vicki Cox Golder  
Chairperson  
of the Golder Ranch Fire District

ATTEST:

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



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: August 19, 2025

SUBJECT: APPROVE AND ADOPT THE GRFD GOVERNING BOARD UPDATED BYLAWS

ITEM #: 5C

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

### BACKGROUND

Updates were made to the GRFD Governing Board Bylaws. The corrections are listed in red in the manual and listed below:

1. The Table of Contents (TOC) has been updated.
2. Page 4- The location of the Governing Board meeting has been updated.
3. Page 5- Robert's Rules of Order has been listed as "most recent version".
4. Page 8- Procedures has been changed to policies.
5. Page 10- # 6 has been added to the requirements of the District Annual Report to align with the statute that cites the requirements.
7. Page 12- Article X- Fee schedule has been added.

### RECOMMENDED MOTION

If items remains on consent agenda:  
Motion to approve the August 19, 2025, Consent Agenda.

If item is removed from consent agenda: State the motion for the item that was removed from consent agenda after discussion has taken place:  
Motion to approved and adopt the updated GRFD Governing Board Bylaws.

# GOLDER RANCH FIRE DISTRICT FIRE BOARD BYLAWS

As revised and adopted by the  
Governing Board of the Golder Ranch Fire District

December 15, 2020

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The Governing Board of the Golder Ranch Fire District, considering the provision of Title 48, Chapter 5 of the Arizona Revised Statutes, hereby adopts the following bylaws for the regulation and governing of the fire district. These bylaws shall not supersede the Arizona Revised Statutes governing fire districts.

## **ARTICLE I – GENERAL**

### **SECTION 1. NAME**

The name of the district shall be the Golder Ranch Fire District servicing the areas in and adjacent to the communities of Oro Valley, Catalina, SaddleBrooke, SaddleBrooke Ranch and other unincorporated areas of Pima and Pinal Counties that are within the fire district boundaries.

### **SECTION 2. PURPOSE**

The purpose of the Golder Ranch Fire District shall be to provide emergency services for the protection of persons, property, and values within the defined boundaries of the fire district. These bylaws set forth the rules for conduct for the Golder Ranch Fire District.

### **SECTION 3. CONFLICT WITH APPLICABLE LAW**

In the event of any conflict with the laws governing the conduct of the fire district, then such conflict shall be resolved by applying the regulating authority in the following order of priority:

1. Arizona Revised Statutes
2. The bylaws of the Golder Ranch Fire District
3. The policy of the governing board
4. Robert's Rules of Order

### **SECTION 4. POWERS**

The public business, property, and affairs of the Golder Ranch Fire District shall be managed by the board which shall have and may exercise all the powers of the district as provided by Arizona law, and to do all such lawful acts and things that

are not defined by law or by these bylaws that may be directed or required to be done by the electorate.

## SECTION 5. REMUNERATION

Members of the board shall serve without compensation but may be reimbursed for actual expenses incurred in the performance of duties required by law per A.R.S. §48-803(C)

## **ARTICLE II – BOARD OF THE DISTRICT**

### SECTION 1. MEMBERS

Members of the fire district board shall be those individuals elected or appointed pursuant to A.R.S. §§ 48-802, 48-803, and 48-805. The number of such members shall be five and each shall serve staggered four-year terms as designated in A.R.S. § 48-803.

An employee of a fire district or the spouse of an employee of a fire district shall not hold membership on the governing board of the fire district that employs that employee in accordance with A.R.S. § 48-805.03(B).

### SECTION 2. VACANCIES

If a vacancy occurs on the board other than from the expiration of a term (as defined in A.R.S. § 38-291), the remaining board members shall fill the vacancy by appointment of an interim member to serve out the term within 90 days after the date the vacancy occurs in accordance with A.R.S. § 48-803(B).

The appointment of a representative to the governing board to fill the remainder of the term will be placed on the next regularly scheduled meeting agenda. At which time, the board will direct the board services staff to advertise in a newspaper, on the GRFD website, and on GRFD's social media sites, that GRFD is recruiting for a board member to fill the remainder of the vacant term. Applicants will be required to submit a letter of interest and a resume. The governing board would schedule interviews for potential candidates to take place in executive session. The governing board would appoint an interim to the board for the remainder of the term in open session.



## **ARTICLE III – MEETINGS**

### **SECTION 1. REGULAR MONTHLY MEETINGS**

Regular monthly public meetings shall normally be held on the third Tuesday of each month at 9:00 a.m. at ~~3885 E. Golder Ranch Drive, Tucson, AZ 85739~~ 1600 E. Hanley Boulevard Oro Valley, AZ 85737, but may occasionally be scheduled for other days or times when necessary. Notification of changes will be given to all board members in a timely manner. Special meetings, executive sessions, and work sessions shall be held at the call of the chairperson or upon the request of two members of the board. In the absence of the chairperson and vice-chairperson at a meeting, the clerk of the board shall act as chairperson for that meeting. Action by the board shall be by majority vote of those members present. The public shall have access to all meetings, except for executive sessions. A member of the public may speak for a reasonable amount of time, as determined by the board. Any or all of the public meetings may be recorded by any person in attendance, provided that such a recording does not interfere with the conduct of the meeting.

### **SECTION 2. PUBLIC NOTICES AND AGENDAS**

Public notice must be given by posting a notice of the date, time, and location of the meeting in the public places designated by the district in the disclosure statements filed. The notice must be posted at least twenty-four hours in advance of the time scheduled for said meeting pursuant to A.R.S. §38-431.02 unless an actual emergency exists, or a meeting has been recessed and resumed.

In accordance with A.R.S. 38-431.01, all meetings are to be conducted openly and all persons so desiring shall be permitted to attend. In addition, communication between board members shall take place in public. To ensure compliance with the Open Meeting Law, board members shall not correspond through e-mail to a quorum of members.

Only matters listed on the agenda and other matters related thereto may be discussed, considered, or decided upon at the meeting. Any board member, the fire chief, or the district's legal counsel may place items on an agenda for a regular or special meeting.

The order of business at the board meeting is generally as follows; however, it may be changed at the discretion of the board chairperson:

1. Call to Order / Roll Call
2. Salute and Pledge of Allegiance
3. Fire Board Reports
4. Call to the Public
5. Presentations
6. Consent Agenda
7. Reports and Correspondence of Chief Officers, Chief's Direct Reports, and Union
8. Regular Business - Discussion and Possible Action Items
9. Future Agenda Items
10. Second Call to the Public
11. Adjournment

Robert's Rules of Order (newly revised most recent version) shall be used as a guide to the conduct of board meetings. District board Policy shall be referenced for correct procedures for board responsibilities.

### SECTION 3. QUORUM

The presence of at least three members of the board shall constitute a quorum for the transaction of any business at any meeting of the board. Board members must be present in person, telephonically, or by other electronic means. The act of a majority of such quorum shall be deemed an act of the board. Should the board membership present at the meeting fall below the required number required for a quorum, the meeting must be reconvened at a later designated date, when a quorum is present.

### SECTION 4. MOTIONS AND VOTING

To make a motion, a board member states, "I would like to make a motion to...or I move..." and then clearly describes the proposal. It is important to say precisely what the words of the motion are to be. The group votes on exact language, not on a vague idea. When a motion is made, it must be seconded in order to be considered by the group. Once a motion is seconded, it is then before the board for debate and action. After the discussion is complete, the chairperson shall call for a vote. Each board member, including the chairperson, has one vote.

The vote on any question shall be taken by ayes and nays. If the chairperson is unable to accurately determine the result of a voice vote, he/she may, or at the request of any board member shall, call for a roll call vote. It shall be out of order for member to explain their vote during a roll call.

A majority vote is considered as the majority of votes cast, disregarding abstentions. A majority vote is required for the adoption of any motion.

Board members who have an actual or potential conflict of interest should not participate in discussion or vote on these matters.

## SECTION 5. MINUTES

The minutes record any and all official acts of the governing board. If any conflict exists between the minutes and any other record of a meeting, the minutes shall control. The governing board will approve, amend, or modify the minutes at the next regular or special meeting. Upon approval of the minutes, they shall be signed by the clerk or the designee.

Either written minutes in a draft form or a recording of the meeting must be available for public inspection within three (3) working days after a meeting. No recording shall be made of any executive session. All minutes shall be kept permanently, in accordance with the fire district's records retention policy. The following information must be included in the meeting minutes:

1. The date, time, and place of the meeting.
2. The members of the board recorded as either present or absent.
3. A general description of the matters discussed or considered, even where no formal action or vote is taken with respect to those matters.
4. An accurate description of all legal actions proposed, discussed, or taken and the names of the persons who proposed and seconded each motion. The minutes must also reflect how each board member voted.
5. The name of each member of the public making a statement or presenting material to the board and a specific reference to the action to which the statement or presentation relates.

## SECTION 6. EXECUTIVE SESSIONS

Upon and only upon a public majority vote of sufficient members to constitute a quorum, an executive session may be held only for the reasons permitted by A.R.S. §38-431.03.

The governing board may not take an informal or preliminary vote or a final vote or make a final decision in the executive session - such action must be taken at a public meeting convened for that purpose.

If an executive session is to be held, notice shall be given to the board and to the general public stating the specific provision of the law authorizing the executive session. The chairperson will give notice in public session that executive sessions are confidential pursuant to Arizona state statute.

## **ARTICLE IV – OFFICERS OF THE BOARD**

### SECTION 1. BOARD OFFICERS

The officers of the district's governing board shall be the chairperson, the vice-chairperson and the clerk. All such officers shall have general authority to perform within the policies set by the board and to perform all acts necessary or advisable in connection with the activities and responsibilities of the board for the operations of the district.

### SECTION 2. ELECTION AND TERMS OF OFFICE

The board officers shall be elected at the regular December meeting. Elected board officers shall assume office on January 1 and serve for a term of one year; they may be reelected by a majority vote of the board.

An officer of the board may be removed if at least two board members propose the removal of the officer and at least three members of the board vote for such removal.

An officer may resign at any time by giving the board written notice of his/her resignation. Upon the death of an officer the office shall be deemed to be vacant as of the date of death.

When a vacancy occurs there shall be an election to fill the vacant office on the board. This election shall be held at the meeting where the officer was successfully removed, when a written notice of resignation is accepted, or in the case of an officer's death, at the next meeting of the board. The newly elected officer will serve the remainder of the one year term.

## **ARTICLE V - CHIEF OFFICERS AND BOARD**

### **SECTION 1. CHIEF OFFICERS**

The board shall hire a fire chief who shall be the chief administrator and operations officer responsible for all administrative functions and emergency services. The employee policy manual approved by the fire board shall constitute the fire chief's conditions of employment.

### **SECTION 2. DUTIES OF THE BOARD AND FIRE CHIEF**

The board and the fire chief shall perform duties and exercise powers in compliance with their positions. The board shall develop a mission for the district and the fire chief shall be responsible for carrying out this mission by managing the district's resources.

## **ARTICLE VI – EXECUTION OF DOCUMENTS**

### **SECTION 1. GENERAL**

All documents, instruments, or any written material whatsoever binding upon the district shall be executed by the clerk and/or the chairperson of the governing board for the district. However, the fire chief is authorized to execute documents of administrative nature and within his spending limit.

### **SECTION 2. POLICIES AND PROCEDURES**

The fire chief is authorized to initiate, amend, and/or approve all ~~procedures~~ policies-related to administrative or operational services. All ratified policy changes shall be placed on an agenda for scheduled governing board meeting for approval and formal adoption of the policy by the governing board.

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### **SECTION 1. FORMATION OF A COMMITTEE**

Any member of the governing board present at a meeting may propose the establishment of a committee. A motion to establish a committee must be approved by a majority vote of the board. A committee may be appointed for one of the following purposes or any other purpose deemed reasonable by the governing board.

1. To consider a subject and recommend a resolution covering the action it recommends the district to take.
2. To investigate a certain issue and report facts with its opinions thereon.

### **SECTION 2. TERM**

The committee may serve for a reasonable term, as designated by the governing board, and, should the committee fail to make its recommendations or file its report within the designated term, then the governing board may extend such term or discharge the committee, as they see fit.

### **SECTION 3. MEMBERSHIP QUALIFICATIONS**

Any individual residing within or outside the district may be appointed as a committee member. Nominations for membership to the committee may be made by the board or made by appointment from the chairperson. No more than two members of the governing board may be appointed as committee members.

### **SECTION 4. AUTHORITY OF THE COMMITTEE**

A committee is authorized to perform only such acts as are within the reasonable scope of the object of the committee. Expenses incurred by the committee must receive prior approval from the board and must be reasonable in scope.

### **SECTION 5. RECORDS OF COMMITTEE ACTION**

Committees formed at the direction of the governing board are subject to the Open Meeting Laws, including posting a public notice and agenda, as well as recording minutes of the meeting.

## SECTION 6. REPORTS TO THE GOVERNING BOARD

The committee shall present its written report or present its recommendations to the governing board at a public meeting as designated by the governing board.

## **ARTICLE VIII – DISTRICT FINANCIAL REPORTS**

### SECTION 1. FISCAL YEAR

The fiscal year of the district shall be a 12 month period beginning on July 1 and ending on June 30 of the following year.

### SECTION 2. DISTRICT ANNUAL REPORT

In accordance with A.R.S. §48-251, the district shall submit an annual report within 240 days of the close of the district's fiscal year. The report will be sent to the clerks of both Pima and Pinal County Board of Supervisors, and the Pima and Pinal County Treasurer. The report shall contain the following information:

1. A schedule of the beginning and ending fund balances and all revenues and expenditures for the preceding fiscal year on a form prescribed d by the auditor general.
2. Legal descriptions of any boundary changes occurring during the preceding fiscal year.
3. The names, occupations, and business telephone numbers of the governing board members on the last day of the preceding fiscal year.
4. The schedule and location of regular meetings of the district governing board.
5. The locations where public notices of meetings are posted pursuant to A.R.S. 38-431.02(3).
- 5-6. The name and title of the person or persons completing the reporting requirements pursuant to this subsection.

### SECTION 3. DISTRICT BUDGET

In accordance with A.R.S. §§48-252 & 48-805.02, the district shall submit the annual budget most recently adopted by the district to the Pima and Pinal County

Board of Supervisors and the Pima and Pinal County Treasurer no later than July 10 of each year. The annual budget shall contain detailed estimated expenditures for each fiscal year and that clearly shows salaries payable to employees of the district. The budget summary shall be posted in three public places and a complete copy of the budget shall be published on the district's official website for at least twenty days before a public hearing at a meeting called by the board to adopt the budget. Following the public hearing, the district board shall adopt the budget. A complete copy of the adopted budget shall be posted in a prominent location on the district's website within seven business days after final adoptions and shall be retained on the website for at least sixty months.

No later than August 1 each year, the chairperson of the district board shall submit to the Pima and Pinal County Board of Supervisors a budget estimate that contains certifications by items and that specifies the amount of money required for the maintenance and operations of the district.

Based on the budget submitted, the Pima County Board of Supervisors shall levy the tax as prescribed in A.R.S. 48-807(F).

Every budget adopted shall include the following:

1. A certification by the chairperson and the clerk of the governing board as to both of the following:
  - a. That the district has not incurred any debt or liability in excess of taxes levied and to be collected and the money actually available and unencumbered at that time in the district general fund
  - b. That the district complies with 48-805.02(F).

#### SECTION 4. DISTRICT ANNUAL FINANCIAL AUDIT

In accordance with A.R.S. §48-253, the district shall have its annual reports audited in accordance with generally accepted government auditing standards by a certified public accountant. The district shall submit a copy of the completed audit to the Pima and Pinal County Board of Supervisors and the Pima and Pinal County Treasurers within 240 days after the close of the district's fiscal year.



## **ARTICLE IV – FIRE CODE AND STANDARDS**

### **SECTION 1. ADOPTION AND AMENDMENTS OR REVISIONS**

The board may adopt, amend, or revise a nationally recognized fire code with the approval of the office of the state fire marshal and after a public hearing is held per A.R.S. 48-805. Adoption and amendments of a nationally recognized fire code requires the approval of the district’s governing board. A public notice of the public hearing date, location and time, as well as the proposed revisions and/or amendments to the fire code, shall be posted in three public places and on the District website for at least 20 days before the public hearing date.

The district, through its board, may enforce the fire code adopted by the district and assist the office of the state fire marshal in the enforcement of fire protection standards.

### **SECTION 2. NFPA AND OTHER STANDARDS**

The governing board may adopt, amend, or revise such professional standards as it deems appropriate for administration of the district’s services, including but not limited to the National Fire Protection Association’s codes and standards.

## **ARTICLE X – FEE SCHEDULE**

### **SECTION 1. ADOPTION AND MAINTENANCE**

The Golder Ranch Fire District shall establish, adopt, and maintain a fee schedule in accordance with applicable provisions of the Arizona Revised Statutes. The fee schedule shall be reviewed periodically and updated as necessary to ensure compliance with statutory requirements and to reflect the costs associated with the services provided by the District.

## **ARTICLE XI – AMENDMENTS**

Notice of intent to present amendments to the Bylaws for adoption shall be contained in the notice and agenda of a regular governing board meeting or a special board meeting called for that purpose. An affirmative vote of the majority

of the governing board members present shall constitute adoption of the amendments.

All bylaws adopted shall conform to Arizona state law. Any bylaws not in such conformity shall be invalid and state law shall replace same.

Revised, adopted, and approved by the Golder Ranch Fire District Governing Board on this ~~15<sup>th</sup>~~ 19<sup>th</sup> day of ~~December~~ August, 202~~0~~5, at a duly noted public meeting of the Golder Ranch Fire District Governing Board.

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

STATE OF ARIZONA    )  
  ) ss.  
COUNTY OF PIMA    )

The foregoing instrument was acknowledged before me this ~~15<sup>th</sup> day of December,~~ 2020 19<sup>th</sup> day of August 2025, by Vicki Cox Golder as Chairperson of the Golder Ranch Fire District Board.

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Notary Public

My Commission Expires

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# **GOLDER RANCH FIRE DISTRICT**

## **FIRE BOARD BYLAWS**

**As revised and adopted by  
the Governing Board of the  
Golder Ranch Fire District**

**AUGUST 19, 2025**

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The Governing Board of the Golder Ranch Fire District, considering the provision of Title 48, Chapter 5 of the Arizona Revised Statutes, hereby adopts the following bylaws for the regulation and governing of the fire district. These bylaws shall not supersede the Arizona Revised Statutes governing fire districts.

## **ARTICLE I – GENERAL**

### **SECTION 1. NAME**

The name of the district shall be the Golder Ranch Fire District servicing the areas in and adjacent to the communities of Oro Valley, Catalina, SaddleBrooke, SaddleBrooke Ranch and other unincorporated areas of Pima and Pinal Counties that are within the fire district boundaries.

### **SECTION 2. PURPOSE**

The purpose of the Golder Ranch Fire District shall be to provide emergency services for the protection of persons, property, and values within the defined boundaries of the fire district. These bylaws set forth the rules for conduct for the Golder Ranch Fire District.

### **SECTION 3. CONFLICT WITH APPLICABLE LAW**

In the event of any conflict with the laws governing the conduct of the fire district, then such conflict shall be resolved by applying the regulating authority in the following order of priority:

1. Arizona Revised Statutes
2. The bylaws of the Golder Ranch Fire District
3. The policy of the governing board
4. Robert's Rules of Order

### **SECTION 4. POWERS**

The public business, property, and affairs of the Golder Ranch Fire District shall be managed by the board which shall have and may exercise all the powers of the district as provided by Arizona law, and to do all such lawful acts and things that are not defined by law or by these bylaws that may be directed or required to be done by the electorate.

## SECTION 5. REMUNERATION

Members of the board shall serve without compensation but may be reimbursed for actual expenses incurred in the performance of duties required by law per A.R.S. §48-803(C)

## **ARTICLE II – BOARD OF THE DISTRICT**

### SECTION 1. MEMBERS

Members of the fire district board shall be those individuals elected or appointed pursuant to A.R.S. §§ 48-802, 48-803, and 48-805. The number of such members shall be five and each shall serve staggered four-year terms as designated in A.R.S. § 48-803.

An employee of a fire district or the spouse of an employee of a fire district shall not hold membership on the governing board of the fire district that employs that employee in accordance with A.R.S. § 48-805.03(B).

### SECTION 2. VACANCIES

If a vacancy occurs on the board other than from the expiration of a term (as defined in A.R.S. § 38-291), the remaining board members shall fill the vacancy by appointment of an interim member to serve out the term within 90 days after the date the vacancy occurs in accordance with A.R.S. § 48-803(B).

The appointment of a representative to the governing board to fill the remainder of the term will be placed on the next regularly scheduled meeting agenda. At which time, the board will direct the board services staff to advertise in a newspaper, on the GRFD website, and on GRFD's social media sites, that GRFD is recruiting for a board member to fill the remainder of the vacant term. Applicants will be required to submit a letter of interest and a resume. The governing board would schedule interviews for potential candidates to take place in executive session. The governing board would appoint an interim to the board for the remainder of the term in open session.

## **ARTICLE III – MEETINGS**

### **SECTION 1. REGULAR MONTHLY MEETINGS**

Regular monthly public meetings shall normally be held on the third Tuesday of each month at 9:00 a.m. at 1600 E. Hanley Boulevard Oro Valley, AZ 85737, but may occasionally be scheduled for other days or times when necessary.

Notification of changes will be given to all board members in a timely manner.

Special meetings, executive sessions, and work sessions shall be held at the call of the chairperson or upon the request of two members of the board. In the absence of the chairperson and vice-chairperson at a meeting, the clerk of the board shall act as chairperson for that meeting. Action by the board shall be by majority vote of those members present. The public shall have access to all meetings, except for executive sessions. A member of the public may speak for a reasonable amount of time, as determined by the board. Any or all of the public meetings may be recorded by any person in attendance, provided that such a recording does not interfere with the conduct of the meeting.

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Only matters listed on the agenda and other matters related thereto may be discussed, considered, or decided upon at the meeting. Any board member, the fire chief, or the district's legal counsel may place items on an agenda for a regular or special meeting.

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The vote on any question shall be taken by ayes and nays. If the chairperson is unable to accurately determine the result of a voice vote, he/she may, or at the

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Any individual residing within or outside the district may be appointed as a committee member. Nominations for membership to the committee may be made by the board or made by appointment from the chairperson. No more than two members of the governing board may be appointed as committee members.

## SECTION 4. AUTHORITY OF THE COMMITTEE

A committee is authorized to perform only such acts as are within the reasonable scope of the object of the committee. Expenses incurred by the committee must receive prior approval from the board and must be reasonable in scope.

## SECTION 5. RECORDS OF COMMITTEE ACTION

Committees formed at the direction of the governing board are subject to the Open Meeting Laws, including posting a public notice and agenda, as well as recording minutes of the meeting.

## SECTION 6. REPORTS TO THE GOVERNING BOARD

The committee shall present its written report or present its recommendations to the governing board at a public meeting as designated by the governing board.

## **ARTICLE VIII – DISTRICT FINANCIAL REPORTS**

### **SECTION 1. FISCAL YEAR**

The fiscal year of the district shall be a 12 month period beginning on July 1 and ending on June 30 of the following year.

### **SECTION 2. DISTRICT ANNUAL REPORT**

In accordance with A.R.S. §48-251, the district shall submit an annual report within 240 days of the close of the district's fiscal year. The report will be sent to the clerks of both Pima and Pinal County Board of Supervisors, and the Pima and Pinal County Treasurer. The report shall contain the following information:

1. A schedule of the beginning and ending fund balances and all revenues and expenditures for the preceding fiscal year on a form prescribed by the auditor general.
2. Legal descriptions of any boundary changes occurring during the preceding fiscal year.
3. The names, occupations, and business telephone numbers of the governing board members on the last day of the preceding fiscal year.
4. The schedule and location of regular meetings of the district governing board.
5. The locations where public notices of meetings are posted pursuant to A.R.S. 38-431.02(3).
6. The name and title of the person or persons completing the reporting requirements pursuant to this subsection.

### **SECTION 3. DISTRICT BUDGET**

In accordance with A.R.S. §§48-252 & 48-805.02, the district shall submit the annual budget most recently adopted by the district to the Pima and Pinal County Board of Supervisors and the Pima and Pinal County Treasurer no later than July 10 of each year. The annual budget shall contain detailed estimated expenditures for each fiscal year and that clearly shows salaries payable to employees of the district. The budget summary shall be posted in three public places and a complete copy of the budget shall be published on the district's official website for at least twenty days before a public hearing at a meeting called by the board to adopt the budget. Following the public hearing, the district board shall adopt

the budget. A complete copy of the adopted budget shall be posted in a prominent location on the district's website within seven business days after final adoptions and shall be retained on the website for at least sixty months.

No later than August 1 each year, the chairperson of the district board shall submit to the Pima and Pinal County Board of Supervisors a budget estimate that contains certifications by items and that specifies the amount of money required for the maintenance and operations of the district.

Based on the budget submitted, the Pima County Board of Supervisors shall levy the tax as prescribed in A.R.S. 48-807(F).

Every budget adopted shall include the following:

1. A certification by the chairperson and the clerk of the governing board as to both of the following:
  - a. That the district has not incurred any debt or liability in excess of taxes levied and to be collected and the money actually available and unencumbered at that time in the district general fund
  - b. That the district complies with 48-805.02(F).

#### SECTION 4. DISTRICT ANNUAL FINANCIAL AUDIT

In accordance with A.R.S. §48-253, the district shall have its annual reports audited in accordance with generally accepted government auditing standards by a certified public accountant. The district shall submit a copy of the completed audit to the Pima and Pinal County Board of Supervisors and the Pima and Pinal County Treasurers within 240 days after the close of the district's fiscal year.

### **ARTICLE IV – FIRE CODE AND STANDARDS**

#### SECTION 1. ADOPTION AND AMENDMENTS OR REVISIONS

The board may adopt, amend, or revise a nationally recognized fire code with the approval of the office of the state fire marshal and after a public hearing is held per A.R.S. 48-805. Adoption and amendments of a nationally recognized fire code requires the approval of the district's governing board. A public notice of the public hearing date, location and time, as well as the proposed revisions and/or

amendments to the fire code, shall be posted in three public places and on the District website for at least 20 days before the public hearing date.

The district, through its board, may enforce the fire code adopted by the district and assist the office of the state fire marshal in the enforcement of fire protection standards.

## SECTION 2. NFPA AND OTHER STANDARDS

The governing board may adopt, amend, or revise such professional standards as it deems appropriate for administration of the district's services, including but not limited to the National Fire Protection Association's codes and standards.

## **ARTICLE X – FEE SCHEDULE**

### SECTION 1. ADOPTION AND MAINTENANCE

The Golder Ranch Fire District shall establish, adopt, and maintain a fee schedule in accordance with applicable provisions of the Arizona Revised Statutes. The fee schedule shall be reviewed periodically and updated as necessary to ensure compliance with statutory requirements and to reflect the costs associated with the services provided by the District.

## **ARTICLE XI – AMENDMENTS**

Notice of intent to present amendments to the Bylaws for adoption shall be contained in the notice and agenda of a regular governing board meeting or a special board meeting called for that purpose. An affirmative vote of the majority of the governing board members present shall constitute adoption of the amendments.

All bylaws adopted shall conform to Arizona state law. Any bylaws not in such conformity shall be invalid and state law shall replace same.







## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Allison Delong, HR Director

MTG. DATE: August 19, 2025

SUBJECT: APPROVE AND ADOPT POLICIES 234-MANDATORY HOLDOVER AND FORCED OVERTIME; 1010-OVERTIME AND EXTRA DUTY (ED); AND 1026-DRUG AND ALCOHOL FREE WORKPLACE

ITEM #: 5D

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

### BACKGROUND

For business need and continuity, these policies have been published.

Policy 234 - Mandatory Holdover & Forced Overtime- \*New policy

This policy was requested by the Union and agreed upon by the Management Team (Union & Command Staff). This addresses if there is a future need for a mandatory holdover or forced overtime, what the agreed procedure will be. (Reference Administrative Directive 25-001.)

Policy 1010 - Overtime, Extra Duty, and On-Call- Updated policy, changes included

This policy was in our old format and did not have the update to on-call, as agreed upon by the Management Team during the MOU negotiations. This policy was updated and moved into the new format.

Policy 1026 - Drug and Alcohol Free Workplace- Updated policy, changes included

This policy was missing the required federal regulation language for CDL holders. (Our Fleet Department) The language has been agreed upon by the Management Team and Fleet notified of the update.

### RECOMMENDED MOTION

If item remains on consent agenda:

Motion to approve the August 19, 2025 consent agenda.

If items is removed from consent agenda:

Motion to approve policies 234, 1010 and 1026.

# Mandatory Holdover and Forced Overtime

## 234.1 PURPOSE AND SCOPE

This policy shall be utilized only as a measure of last resort to ensure that minimum daily staffing levels are met, thereby maintaining an effective and ready workforce capable of responding to all emergency incidents and calls for service. This policy applies to all Golder Ranch Fire District suppression personnel, excluding probationary firefighters.

## 234.2 POLICY

It is the policy of the District to clearly define the expectations and responsibilities of its members during minimum staffing situations. At the same time, the District recognizes the importance of allowing members the opportunity to prepare for unforeseen circumstances and respond appropriately when unexpected staffing needs arise.

## 234.3 DEFINITIONS

The definitions below can be found in Policy 102:

- Extra Duty (ED)
- Overtime (OT)

**Available for Overtime (AVOT)** a list that contains members who have voluntarily indicated their availability to work overtime or extra duty.

**Forced Overtime (FO)** is defined as overtime a member is required to work that does not immediately follow their scheduled shift. This includes, but is not limited to, the shift immediately preceding their scheduled shift.

**Forced Overtime Staffing List (FOSL)** is a list of members, maintained in the timekeeping system, who have proactively volunteered to be available for assignments during a designated twenty-four (24) hour period in response to minimum staffing needs that cannot be met through standard staffing procedures, such as, overtime and extra duty availability. Members are listed by seniority and will be classified by level and certifications.

**Mandatory Holdover (MH)** is defined as overtime a member is required to work immediately following the completion of their scheduled shift in order to maintain minimum staffing levels, where the additional time worked is six (6) hours or less. If the holdover is less than three (3) hours, the member's status on the FOSL list will not change.

## 234.4 GUIDELINES

It is the intent of the District to use this Mandatory Holdover and Forced Overtime procedure to maintain minimum staffing as necessary.

- A. All members are required to remain at their assigned duty station until properly relieved by an incoming member or officially released by a ranking officer. Under the Mandatory Holdover or Forced Overtime procedures, members may be held beyond

# Golder Ranch Fire District

## Policy Manual

### *Mandatory Holdover and Forced Overtime*

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their scheduled shift until appropriate relief arrives, or may be required to report for duty earlier than scheduled to ensure minimum staffing coverage.

- B. This Mandatory Holdover and Forced Overtime procedure is intended for use as a last option to ensure that daily staffing levels are maintained.
- C. It is the responsibility of each member to ensure the accuracy of their availability on the FOSL.
- D. Qualifying factors that may excuse a member from a Mandatory Holdover or Forced Overtime.
  - (a) It would cause a member to work more than seventy-two (72) consecutive hours.
  - (b) Members currently on approved leave (Vacation, Medical, Emergency).
  - (c) Unscheduled Time Off (UPTO) taken during a period when you are on the Forced Overtime Staffing List (FOSL) will be treated as unscheduled and subject to the UPTO policy.

#### **234.5 PROCEDURE**

- A. A Forced Overtime Staffing List (FOSL) shall be established and maintained using the District's designated timekeeping system, in conjunction with the AVOT. The list shall be updated quarterly, with updates occurring during the first week of the final month of each quarter for the subsequent quarter (e.g., entries for the second quarter shall be submitted during the first week of March). All members are required to volunteer for one (1) day per month, three (3) days per quarter. The list shall be organized by rank, certifications, and seniority.
  - (a) Timeframes will be selected on a first come first serve bases each quarter.
  - (b) Assignment selection will be based on reverse seniority for the most appropriate rank to maintain minimum staffing.
  - (c) As members are activated and assigned to work, they shall be moved to the bottom of the list, provided they meet the applicable activation and assignment criteria outlined in this policy.
- B. The Captain is responsible for ensuring that all members have entered their preferred availability for Forced Overtime and/or AVOT into the designated timekeeping system in accordance with established procedures and deadlines.
- C. New members shall be added to the top of the FOSL. The new member is the first to be assigned to work a Mandatory Holdover or Forced Overtime shift. Following activation and completion of the assignment, the member shall be moved to the bottom of the FOSL. Thereafter, the list will be maintained per subsection (G) of this procedure, ensuring equitable distribution of assignments.
- D. If a member is unable to fulfill their assigned obligation on the FOSL, it is the responsibility of the member to secure a qualified replacement to cover the assigned time period.

# Golder Ranch Fire District

## Policy Manual

### *Mandatory Holdover and Forced Overtime*

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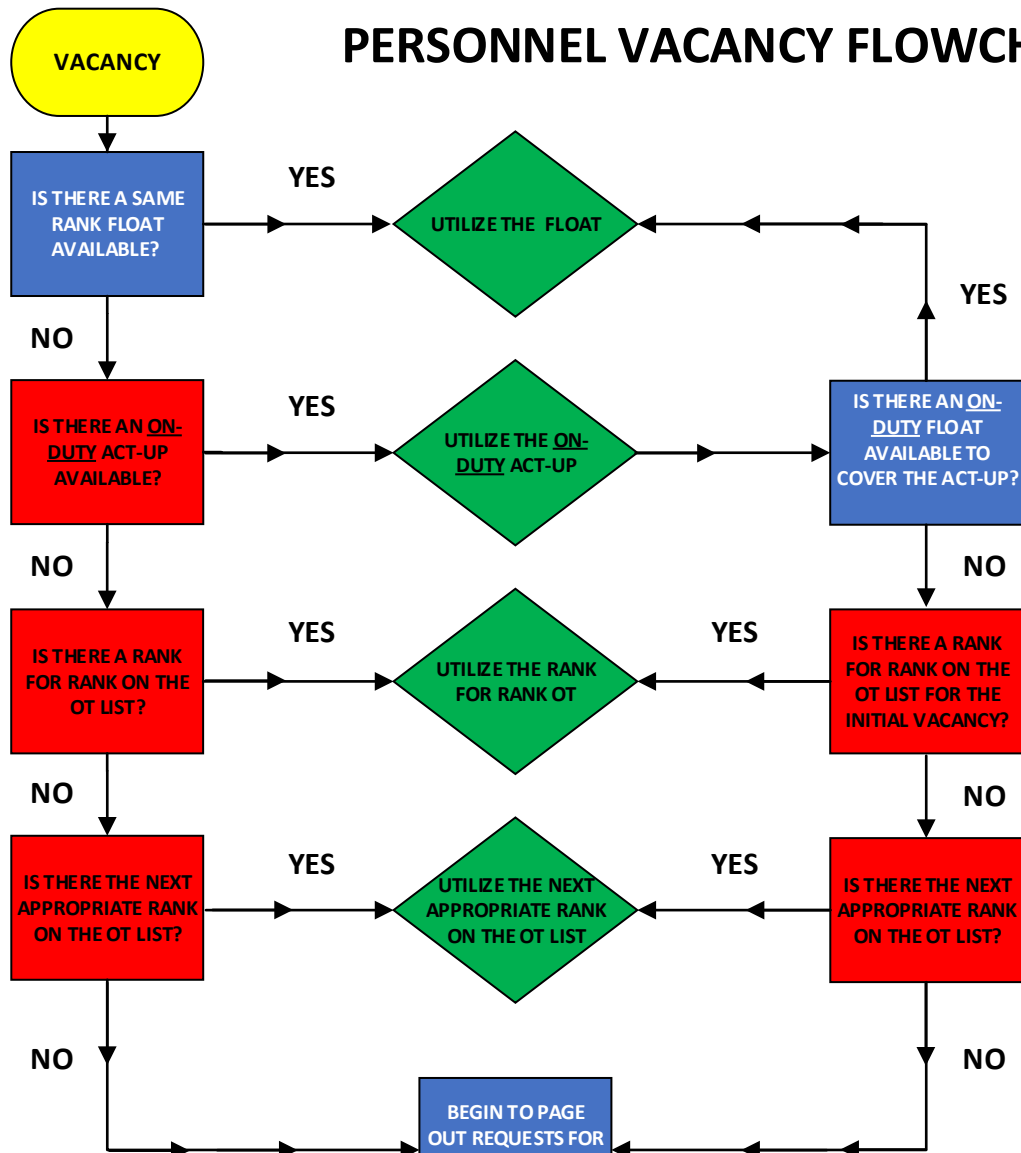
- E. In the event a member is activated from the FOSL and is unwilling to fulfill the work period for which they volunteered, the member will be subject to disciplinary action, in accordance with district policies and procedures.
- F. If no members on the Forced Overtime Staffing List (FOSL) are available to cover the required timeframe, the BC or their designee shall utilize the entire FOSL to identify and assign an appropriate member to fill the vacancy. Selection shall be based on operational need and may consider factors such as level, required certifications, and the amount of overtime (OT) or extra duty (ED) already worked during the scheduling period.
- G. In the event a member is assigned a Mandatory Holdover that is three (3) hours or more in duration, the member shall be placed at the bottom of the FOSL corresponding to their level and certifications. If the Mandatory Holdover is less than three (3) hours the member's position on the FOSL shall remain unchanged.
- H. Mandatory Holdovers and Forced Overtime will be coded in the timekeeping system accordingly.
- I. The on-duty BC or designee has the authority to utilize this Mandatory Holdover and Forced Overtime procedure and is responsible for notifying a member when they have been activated. The Fire Chief or designee must be notified anytime this procedure is being utilized.

#### [Vacancy Fill Flow Chart](#)

## **Attachments**

## **VACANCY FILL FLOWCHART final version.pdf**

# PERSONNEL VACANCY FLOWCHART



## MINIMUM DAILY STAFFING

- (10) ALS SUPPRESSION UNITS\*
- (6) 24HR ALS AMBULANCES
- (0) 40HR ALS AMBULANCE\*
- (1) 24HR AIR & POWER UNIT
- (2) WL PERSONNEL @ 370
- (4) SO PERSONNEL @ 377

\*ENGINES MAY ONLY DROP TO CODE 30, AND NO MORE THAN 6 HOURS.

\*RANK FOR RANK ED WILL BE UTILIZED WHEN ALL REASONABLE ON-DUTY OPTIONS HAVE BEEN EXHAUSTED.

\*BREAKDOWN EN381 & PM376 PRIOR TO INITIATING FORCED OVERTIME PROCESS

\*AVOID ACTING WITH ACTING PERSONNEL





# Golder Ranch Fire District

## Administrative Directive 25-001

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Date: July 22, 2025

To: All Suppression Personnel

From: Tom Brandhuber – Fire Chief

Subject: Implementation of Policy #234 – Mandatory Holdover & Forced Overtime

Please see the attached documents, including Policy #234 Mandatory Holdover and Forced Overtime, the Forced Overtime List on Telestaff instructional video, and the Personnel Vacancy Flowchart. This policy will be considered an Administrative Directive through the duration of the 48/96 schedule trial.

While the use of Forced Overtime has been rare within our organization, it is important to have a clearly defined process in place to ensure operational readiness during periods of minimal staffing.

The development of this policy has been part of the broader conversation since the 48/96 schedule trial was first introduced. As part of the agreement to move forward with the trial, the creation of a Forced Overtime policy was always anticipated. Every department utilizing the 48/96 schedule maintains a Forced Overtime system, and most departments do so regardless of schedule type.

The purpose of this directive is to establish a system that allows personnel to identify dates that would be least disruptive should they be required to work a forced overtime shift. While the intent is to avoid the use of Forced Overtime whenever possible, certain circumstances may necessitate its use to maintain minimum staffing levels.

Ways to help reduce the need for Forced Overtime include:

- Entering your availability for extra duty shifts in advance.
- Limiting use of Unscheduled PTO to necessary situations.
- Utilizing shift trades when possible.

Mandatory Holdovers, which may extend up to six (6) hours beyond a scheduled shift, may be utilized to maintain adequate staffing coverage. During these instances, members are expected to remain at their assigned duty station until they are properly relieved. The assignment and tracking of holdovers will follow the procedures outlined in the attached policy.

Captains are responsible for ensuring that all assigned personnel complete their Forced Overtime availability entries. This is not optional, compliance with this directive is mandatory.



# **Golder Ranch Fire District**

## **Administrative Directive 25-001**

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Please review the policy and all supporting materials thoroughly.

[Forced Overtime on Telestaff Instructional Video](#)

# Mandatory Holdover and Forced Overtime

## 234.1 PURPOSE AND SCOPE

This policy shall be utilized only as a measure of last resort to ensure that minimum daily staffing levels are met, thereby maintaining an effective and ready workforce capable of responding to all emergency incidents and calls for service. This policy applies to all Golder Ranch Fire District suppression personnel, excluding probationary firefighters.

## 234.2 POLICY

It is the policy of the District to clearly define the expectations and responsibilities of its members during minimum staffing situations. At the same time, the District recognizes the importance of allowing members the opportunity to prepare for unforeseen circumstances and respond appropriately when unexpected staffing needs arise.

## 234.3 DEFINITIONS

The definitions below can be found in Policy 102:

- Extra Duty (ED)
- Overtime (OT)

**Available for Overtime (AVOT)** a list that contains members who have voluntarily indicated their availability to work overtime or extra duty.

**Forced Overtime (FO)** is defined as overtime a member is required to work that does not immediately follow their scheduled shift. This includes, but is not limited to, the shift immediately preceding their scheduled shift.

**Forced Overtime Staffing List (FOSL)** is a list of members, maintained in the timekeeping system, who have proactively volunteered to be available for assignments during a designated twenty-four (24) hour period in response to minimum staffing needs that cannot be met through standard staffing procedures, such as, overtime and extra duty availability. Members are listed by seniority and will be classified by level and certifications.

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## 234.4 GUIDELINES

It is the intent of the District to use this Mandatory Holdover and Forced Overtime procedure to maintain minimum staffing as necessary.

- A. All members are required to remain at their assigned duty station until properly relieved by an incoming member or officially released by a ranking officer. Under the Mandatory Holdover or Forced Overtime procedures, members may be held beyond

## *Mandatory Holdover and Forced Overtime*

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their scheduled shift until appropriate relief arrives, or may be required to report for duty earlier than scheduled to ensure minimum staffing coverage.

- B. This Mandatory Holdover and Forced Overtime procedure is intended for use as a last option to ensure that daily staffing levels are maintained.
- C. It is the responsibility of each member to ensure the accuracy of their availability on the FOSL.
- D. Qualifying factors that may excuse a member from a Mandatory Holdover or Forced Overtime.
  - (a) It would cause a member to work more than seventy-two (72) consecutive hours.
  - (b) Members currently on approved leave (Vacation, Medical, Emergency).
  - (c) Unscheduled Time Off (UPTO) taken during a period when you are on the Forced Overtime Staffing List (FOSL) will be treated as unscheduled and subject to the UPTO policy.

### **234.5 PROCEDURE**

- A. A Forced Overtime Staffing List (FOSL) shall be established and maintained using the District's designated timekeeping system, in conjunction with the AVOT. The list shall be updated quarterly, with updates occurring during the first week of the final month of each quarter for the subsequent quarter (e.g., entries for the second quarter shall be submitted during the first week of March). All members are required to volunteer for one (1) day per month, three (3) days per quarter. The list shall be organized by rank, certifications, and seniority.
  - (a) Timeframes will be picked in order of seniority and rank each quarter.
  - (b) As members are activated and assigned to work, they shall be moved to the bottom of the list, provided they meet the applicable activation and assignment criteria outlined in this policy.
- B. The Captain is responsible for ensuring that all members have entered their preferred availability for Forced Overtime and or AVOT into the designated timekeeping system in accordance with established procedures and deadlines.
- C. New members shall be added to the top of the FOSL. The new member is the first to be assigned to work a Mandatory Holdover or Forced Overtime shift. Following activation and completion of the assignment, the member shall be moved to the bottom of the FOSL. Thereafter, the list will be maintained per subsection (G) of this procedure, ensuring equitable distribution of assignments.
- D. If a member is unable to fulfill their assigned obligation on the FOSL, it is the responsibility of the member to secure a qualified replacement to cover the assigned time period.
- E. In the event a member is activated from the FOSL and is unwilling to fulfill the work period for which they volunteered, the member will be subject to disciplinary action, in accordance with district policies and procedures.

# Golder Ranch Fire District

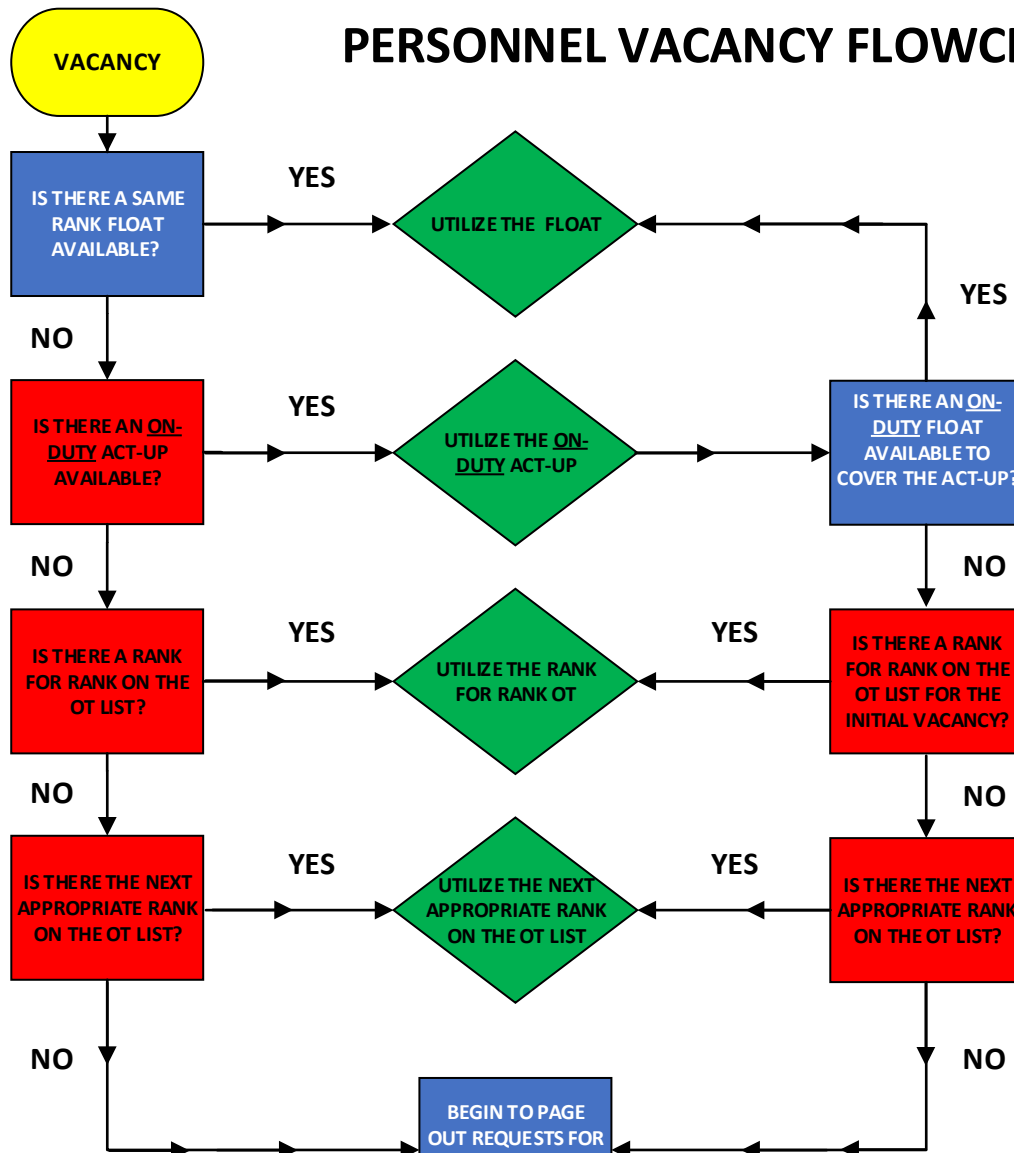
## Policy Manual

### *Mandatory Holdover and Forced Overtime*

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- F. If no members on the Forced Overtime Staffing List (FOSL) are available to cover the required timeframe, the BC or their designee shall utilize the entire FOSL to identify and assign an appropriate member to fill the vacancy. Selection shall be based on operational need and may consider factors such as level, required certifications, and the amount of overtime (OT) or extra duty (ED) already worked during the scheduling period.
- G. In the event a member is assigned a Mandatory Holdover that is three (3) hours or more in duration, the member shall be placed at the bottom of the FOSL corresponding to their level and certifications. If the Mandatory Holdover is less than three (3) hours the member's position on the FOSL shall remain unchanged.
- H. Mandatory Holdovers and Forced Overtime will be coded in the timekeeping system accordingly.
- I. The on-duty BC or designee has the authority to utilize this Mandatory Holdover and Forced Overtime procedure and is responsible for notifying a member when they have been activated. The Fire Chief or designee must be notified anytime this procedure is being utilized.

# PERSONNEL VACANCY FLOWCHART



## MINIMUM DAILY STAFFING

- (10) ALS SUPPRESSION UNITS\*
- (6) 24HR ALS AMBULANCES
- (0) 40HR ALS AMBULANCE\*
- (1) 24HR AIR & POWER UNIT
- (2) WL PERSONNEL @ 370
- (4) SO PERSONNEL @ 377

\*ENGINES MAY ONLY DROP TO CODE 30, AND NO MORE THAN 6 HOURS.

RANK FOR RANK OT WILL BE UTILIZED WHEN ALL REASONABLE ON-DUTY OPTIONS HAVE BEEN EXHAUSTED.

\*BREAKDOWN EN381 & PM376 PRIOR TO INITIATING FORCED OVERTIME PROCESS

AVOID ACTING WITH ACTING PERSONNEL

CONTINUE STEPS ABOVE AND BEGIN MANDATORY OVERTIME PROCESS FOLLOWED BY FORCED OVERTIME PROCESS IF REQUIRED TO MAINTAIN MINIMUM STAFFING

## Overtime & Extra Duty

### 1010.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime and extra duty by Golder Ranch Fire District employees and to establish an overtime and extra duty request process.

#### 1010.1.1 DEFINITIONS

Definitions related to this policy include:

The definitions below can be found in Policy 102:

- Exempt
- Extra Duty (ED)
- Non-exempt
- Overtime (OT)

**Compensatory time (Comp time)** - (see policy 1045.6)

### 1010.2 POLICY

It is the policy of the Golder Ranch Fire District to maintain flexibility regarding Extra Duty assignments and Overtime in order to meet the unique demands of fire service work and support the operational needs of the District.

Extra Duty (ED) and Overtime (OT) may be available due to unforeseen personnel absences, emergency incidents, or minimum staffing requirements. The Fire Chief, or the authorized designee, should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the MOU. The plan should consider the District's interest in managing labor costs.

Any instance of work that requires time worked beyond the normal schedule shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the extra shift and in no case later than the end of the shift in which the hours are worked.

### 1010.3 ~~PROCEDURE AND~~ GUIDELINES

- A. Members should submit all requests for additional hours to their immediate supervisor as soon as practicable for authorization and approval on their timecard.
- B. Members should submit their availability to work additional hours through the scheduling

# Golder Ranch Fire District

## Policy Manual

### Overtime & ED

program. Assignments will be made in order of the least additional hours worked year to date.

- C. Members placed on disciplinary suspension shall not be scheduled for any additional hours (ED or OT) beyond their normally scheduled hours during the pay period of suspension.

#### 1010.3.1 NON-EXEMPT MEMBERS

- A. Are not authorized to volunteer work time to the District.
- B. Must submit their request for OT, or compensatory time in lieu of, within the week in which the overtime was worked.
- C. May request to convert their OT hours to comp time (see the Employee Leave - Paid and Unpaid Policy).
- D. Some members perform different types of work and are paid a varied amount depending on the type of work being performed. If a uniformed member has been assigned to a 40-hour schedule and is authorized to pick up a suppression shift, the OT rate for the additional shift will be the members suppression grade and step overtime amount as identified on the compensation schedule (29 CFR § 778.419).

- a. Exceptions:

- i. 40-hour ambulance will maintain pay at 40-hour rate.
    - ii. 40-hour assignment that requires overtime, that is directly related to the assignment, will maintain pay at the 40-hour rate.
- E. Suppression personnel enrolled in a District-sponsored education program and converted to a 40-hour schedule are not permitted to work OT unless authorized by the Fire Chief or their designee.

#### 1010.3.2 EXEMPT MEMBERS

Certain exempt members as identified on the compensation schedule are eligible for ED. Those exempt members who are authorized to work beyond their regularly scheduled hours may receive ED pay at the agreed-upon fixed rate for those additional hours worked in a given workweek.

### 1010.4 ACCOUNTING FOR EXTRA DUTY AND OVERTIME

Members should record the actual time worked in an ED or OT status on their timesheet.

#### 1010.4.1 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized work hours shall be accounted for in the increments as listed.

TIME WORKED	RECORD
Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour



# Golder Ranch Fire District

## Policy Manual

### Overtime & ED

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#### 1010.4.2 VARIATION IN TIME REPORTED

Where two or more members are assigned to the same incident or activity, and the amount of time for which compensation is requested varies between the members, the Battalion Chief, or other approving supervisor, may require each member to include the reason for the variation on the compensation request.

#### 1010.4.3 SUPPRESSION OVERTIME CALCULATION

- A. Overtime is hours compensated at 1.5 times the regular rate.
  - a. Non-exempt employees on a suppression schedule, overtime is paid from cumulative time worked over 212 hours in a 28-day pay cycle.
  - b. For non-exempt suppression employees on an administrative schedule, this is the time worked over 40 hours in a work week, unless the worked time is in accordance with section 1010.3.1 D.
- B. Full-time non-exempt suppression employees 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 an employee on a suppression schedule in a year are 2912, of which 156 hours are compensated at 1.5 times the employee's regular rate.
- C. Overtime compensation shall be paid on the pay period when an employee on a suppression schedule exceeds the 212 hours when accumulated over a 28-day cycle. This will result in overtime compensation being paid every other pay period.
- D. Non-exempt employees shall not work over seventy-two (72) hours consecutively.

#### 1010.5.4 ON-CALL

- A. Non-exempt employees scheduled to be on-call shall receive compensation at the currently approved District OT rate for on-call hours outside their regular scheduled hours when requested to respond.
- B. The employee shall be compensated a minimum of ~~two-three~~ (23) hours of overtime when requested to respond while on-call.
- C. For FLS and Fleet non-exempt members who qualify for "On-Call Pay" as defined in the compensation schedule, all overtime hours will be compensated based on the employee's regular rate of pay, inclusive of all applicable earnings as required under the Fair Labor Standards Act (FLSA).
- D. Exempt employees are not entitled to receive OT or ED compensation during on-call hours.

## Overtime, Extra Duty, and On-Call

### 1010.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime by Golder Ranch Fire District employees and to establish an overtime and extra duty request process.

#### 1010.1.1 DEFINITIONS

Definitions related to this policy include:

**The definitions below can be found in Policy 102:**

- Exempt
- Extra Duty (ED)
- Non-exempt
- Overtime (OT)

Compensatory time or Comp time - see policy 1045.6

### 1010.2 POLICY

It is the policy of the Golder Ranch Fire District to maintain a degree of flexibility regarding extra duty assignments and overtime in order to meet the unique demands of fire service work and support the operational needs of the district.

Extra Duty (ED) and Overtime (OT) may be available due to unforeseen personnel absences, emergency incidents, or minimum staffing requirements. The Fire Chief, or the authorized designee, should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the MOU. The plan should consider the District's interest in managing labor costs.

Any instance of work that requires time worked beyond the normal schedule shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the extra shift and in no case later than the end of the shift in which the hours are worked.

### 1010.3 GUIDELINES

- A. Members should submit all requests for additional hours to their immediate supervisor as soon as practicable for authorization and approval on their timecard.
- B. Members should submit their availability to work additional hours through the scheduling program. Assignments will be made with appropriate personnel and in order of the least additional hours worked year to date.
- C. Members placed on disciplinary suspension shall not be scheduled for any additional hours (ED or OT) beyond their normally scheduled hours during the pay period of suspension.

# Golder Ranch Fire District

## Policy Manual

### *Overtime, Extra Duty, and On-Call*

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#### 1010.3.1 NON-EXEMPT MEMBERS

- A. Are not authorized to volunteer work time to the District.
- B. Must submit their request for OT, or compensatory time in lieu of, within the week in which the overtime was worked.
- C. May request to convert their OT hours to comp time (see the Employee Leave - Paid and Unpaid Policy), within the week in which the overtime was worked.
- D. Some members perform different types of work and are paid a varying amount depending on the type of work being performed. If a uniformed employee has been assigned to a 40-hour schedule and is authorized to pick up a suppression shift, the OT rate for the additional shift will be the members suppression grade and step overtime amount as identified on the compensation schedule (29 CFR § 778.419).
  - (a) Exceptions:
    - i. 40-hour ambulance will maintain pay at 40-hour rate.
    - ii. 40-hour assignment that requires overtime, that is directly related to the assignment, will maintain pay at the 40-hour rate.
- E. Suppression personnel enrolled in a District-sponsored education program and converted to a 40-hour schedule are not permitted to work OT unless authorized by the Fire Chief or their designee.

#### 1010.3.2 EXEMPT MEMBERS

Certain exempt members, as identified on the compensation schedule, are eligible for ED. Those exempt members who are authorized to work beyond their regularly scheduled hours may receive ED pay at the agreed-upon fixed rate for those additional hours worked in a given workweek.

#### 1010.4 ACCOUNTING FOR EXTRA DUTY AND OVERTIME

Members should record the actual time worked in an ED or OT status on their timesheet.

##### 1010.4.1 ACCOUNTING FOR PORTION OF AN HOUR

Authorized work hours shall be accounted for in the increments as listed below:

TIME WORKED	RECORD
Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

##### 1010.4.2 VARIATION IN TIME REPORTED

Where two or more members are assigned to the same incident or activity, and the amount of time for which compensation is requested varies between the members, the Battalion Chief, or other approving supervisor, may require each member to include the reason for the variation on the compensation request.

# Golder Ranch Fire District

## Policy Manual

### *Overtime, Extra Duty, and On-Call*

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#### 1010.4.3 SUPPRESSION OVERTIME CALCULATION

- A. Overtime is hours compensated at 1.5 times the regular rate.
  - 1. For non-exempt employees on a suppression schedule, overtime is paid from cumulative time worked over 212 hours in a 28-day pay cycle.
  - 2. For non-exempt suppression employees on an administrative schedule, this is the time worked over 40 hours in a work week, unless the worked time is in accordance with section 1010.3.1(d).
- B. Full-time non-exempt suppression employees are scheduled hours that qualify for overtime compensation as regulated by the overtime provisions of Section 7(k) of the Fair Labor Standards Act.
- C. To view a breakdown of the calculation, please reference the published compensation schedule.
- D. Non-exempt employees shall not work over seventy-two (72) hours consecutively.

#### 1010.5 ON-CALL

- A. Non-exempt employees scheduled to be on-call shall receive compensation at the currently approved District OT rate for on-call hours outside their regular scheduled hours, when requested to respond.
- B. The employee shall be compensated a minimum of three (3) hours of overtime when requested to respond while on-call.
- C. For Fire Prevention and Fleet non-exempt members who qualify for "On-Call Pay" as defined in the compensation schedule, all overtime hours will be compensated based on the employee's regular rate of pay, inclusive of all applicable earnings as required under the Fair Labor Standards Act (FLSA).
- D. Exempt employees are not entitled to receive OT or ED compensation during on-call hours.

## 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

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](#)

#### 1026.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and 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 may be

# Golder Ranch Fire District

## Policy Manual

### *Drug- and Alcohol-Free Workplace*

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disqualified, disciplined, or terminated, if they are determined to be positive for marijuana or its metabolites, regardless of cardholder status.

#### **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 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 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):

## Golder Ranch Fire District

### Policy Manual

#### Drug- and Alcohol-Free Workplace

- (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.

~~(e)~~(f) When it is performed as part of a Last Chance Agreement.

(g) 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.~~

- Per the Department of Transportation Drug/Alcohol Testing Policy CDL drivers are subject to unannounced random drug testing. Employers are required to drug test a minimum of 50% of their CDL holders and 10% for alcohol each calendar year.
- The District will perform a random drug test quarterly. The participant will be selected using a random choice generator.
- If the participant that was chosen is unavailable (PTO, Leave) and will not return inside the testing quarter, the process for choosing another participant will be performed.
- Once chosen, the participant must immediately be escorted by a Division Chief or above to the collection site.
- After arrival, they will have 3 hours to produce a specimen. Leaving the collection site before the process has been completed may be declared a refusal.

~~(f)~~

~~(g)~~(h) 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 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.



## Golder Ranch Fire District

### Policy Manual

#### *Drug- and Alcohol-Free Workplace*

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- 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)).

#### 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.

Policy Manual

## 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

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#### **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.*

"Proudly serving the communities of Oro Valley, Marana, Catalina & SaddleBrooke"  
3885 E. Golder Ranch Drive Tucson, AZ 85739 (520) 825-9001

## Drug- and Alcohol-Free Workplace

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## *Drug- and Alcohol-Free Workplace*

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# Golder Ranch Fire District

## Policy Manual

### *Drug- and Alcohol-Free Workplace*

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# Golder Ranch Fire District

## Policy Manual

### *Drug- and Alcohol-Free Workplace*

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- (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.
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# Golder Ranch Fire District

## Policy Manual

### *Drug- and Alcohol-Free Workplace*

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#### **1026.9 CONFIDENTIALITY**

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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](http://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

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### 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.*



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Adam Jarrold, Deputy Chief

MTG. DATE: August 19, 2025

SUBJECT: ADOPT AND ADOPT RESOLUTION 2025-0009 TO DECLARE ITEMS AS SURPLUS AND DIRECTION TO STAFF TO SELL OR DONATE ITEMS TO NEIGHBORING FIRE DISTRICTS OR EDUCATIONAL INSTITUTIONS

ITEM #: 5E

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☒ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

### BACKGROUND

GRFD has identified that attached list of firefighter personal protective gear that has reached or will soon reach the end of its service life. This equipment can still be used by neighboring fire districts or educational institutions to outfit their personnel.

### RECOMMENDED MOTION

If the item remains on consent agenda:  
Motion to approve the August 19, 2025 Consent Agenda.

If the item is removed from the consent agenda:  
Motion to adopt Resolution 2025-0009 to declare items as surplus and direction to staff to sell or donate items to neighboring fire districts or educational institutions.



# GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

## RESOLUTION NO. 2025-0009

### **A RESOLUTION OF THE GOVERNING BOARD OF THE GOLDER RANCH FIRE DISTRICT DECLARING THE LISTED ITEMS AS SURPLUS AND DIRECTION TO STAFF TO DISPOSE OF THE DECLARED SURPLUS ITEMS IN SUCH A WAY THAT BEST MEETS THE NEEDS OF THE DISTRICT**

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 Golder Ranch Fire District is the owner of the list of District property as described in Exhibit A, attached to this document, as surplus to the needs of the District; and

**WHEREAS**, the Golder Ranch Fire District has determined that the items listed in Exhibit A are no longer of any value to the District, do not serve a useful function and are not required for the continued effective operation of the District.

**NOW, THEREFORE, BE IT RESOLVED**; the Governing Board of the Golder Ranch Fire District declares the item listed on Exhibit A, attached to this resolution, as surplus property and is no longer of need to the District; and

**BE IT FURTHER RESOLVED** that the Golder Ranch Fire District Governing Board directs staff to dispose of such declared items in a way that best meets the needs of the District in accordance with state statutes.



# **GOLDER RANCH FIRE DISTRICT**

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

Chief Tom Brandhuber

**ADOPTED AND APPROVED** on this 19th day of August 2025 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:

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

S/N	Type	Size	Model Year
4772169	Pant	42x32	2014
4772161	Pant	38x30	2014
4679557	Pant	34x32	2014
4768493	Pant	36x32	2014
4772159	Pant	34x30	2014
L40155502	Pant	42x34	2014
4772167	Pant	40x32	2014
4772165	Pant	38x32	2014
4667615	Pant	36x32	2014
4772160	Pant	36x30	2014
4821410	Pant	34x28	2015
4980804	Pant	38x32	2015
4840457	Pant	40x36	2015
4821407	Pant	40x32	2015
4953277	Pant	38x32	2015
4839568	Pant	38x32	2015
4877648	Pant	38x34	2015
4953276	Pant	36x32	2015
4918413	Pant	36x34	2015
4887113	Pant	38x32	2015
5088830	Pant	36x30	2016
5227680	Pant	36x32	2016
5086238	Pant	36x34	2016
5087891	Pant	36x34	2016
5080232	Pant	36x34	2016
5185654	Pant	40x34	2016
5035449	Pant	36x34	2016
5035450	Pant	34x30	2016
5041690	Pant	36x32	2016
5035445	Pant	36x32	2016
5091752	Pant	36x30	2016
5035447	Pant	38x32	2016
5091747	Pant	38x36	2016
5095879	Pant	36x32	2016
5041693	Pant	38x34	2016
5166827	Pant	36x32	2016
5261061	Pant	36x30	2017
5247575	Pant	36x34	2017
5349675	Pant	42x34	2017
5284940	Pant	36x34	2017
5265751	Pant	38x32	2017
5274731	Pant	38x30	2017
5265752	Pant	38x30	2017

S/N	Type	Size	Model Year
4772157	Coat	38	2014
4772158	Coat	30	2014
4673130	Coat	42	2014
4772147	Coat	42	2014
4679527	Coat	42	2014
4671030	Coat	42	2014
4796445	Coat	36	2014
L40155502	Coat	46	2014
4663828	Coat	50+3	2014
4772153	Coat	48	2014
4772152	Coat	48	2014
4772156	Coat	48+2 x 35	2014
4772151	Coat	46	2014
4768492	Coat	44	2014
4644972	Coat	44	2014
4772155	Coat	48	2014
4772146	Coat	42	2014
4772150	Coat	46	2014
4772154	Coat	48	2014
4953233	Coat	44	2015
4936571	Coat	40	2015
4877636	Coat	42	2015
L50055300	Coat	44	2015
4953244	Coat	48	2015
4918379	Coat	44	2015
4851303	Coat	46	2015
4953236	Coat	44	2015
4840734	Coat	44	2015
5088829	Coat	46	2016
5226009	Coat	46	2016
5035441	Coat	42	2016
5041684	Coat	42	2016
5227679	Coat	40	2016
5095878	Coat	42x29	2016
5035440	Coat	42	2016
5091746	Coat	44	2016
5041683	Coat	40	2016
5185653	Coat	46	2016
5228077	Coat	48	2016
5284939	Coat	44	2016
5041687	Coat	46	2016
5087890	Coat	46	2016
5205183	Coat	54	2016



5415679 Pant	42x32	2017
5345201 Pant	34x34	2017
5368726 Pant	34x26	2017
5261059 Pant	34x30	2017
5265753 Pant	38x30	2017
5255657 Pant	36x32	2017
5274434 Pant	38x36	2017
5274728 Pant	38x36	2017
5280802 Pant	38x32	2017
5274729 Pant	36x32	2017
5274432 Pant	36x34	2017
5256263 Pant	38x34	2017

5155408 Coat	46	2016
5189358 Coat	46	2016
5035442 Coat	44	2016
5035444 Coat	46	2016
5129144 Coat	40	2016
5274431 Coat	42	2017
5280797 Coat	44	2017
5390613 Coat	42	2017
5349674 Coat	50	2017
5274433 Coat	44	2017
5261057 Coat	44	2017
5415677 Coat	50	2017
5280801 Coat	44	2017
5265747 Coat	48	2017
5261053 Coat	40	2017
5261055 Coat	44	2017
5265746 Coat	46	2017
5415676 Coat	48	2017
5265745 Coat	46	2017
5265744 Coat	46	2017
5345200 Coat	44	2017
5265742 Coat	42	2017
5368752 Coat	42	2017
5274730 Coat	42	2017
5261054 Coat	42	2017
5280799 Coat	46	2017
5390622 Coat	42	2017
5261056 Coat	44	2017
5274726 Coat	42+2	2017
5274727 Coat	42	2017





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Adam Jarrold, Deputy Chief

MTG. DATE: August 19, 2025

SUBJECT: APPROVE AND ADOPT AGREEMENT WITH SIMON MED TO AUTHORIZE THE DISTRICT TO COVER THE COST OF CORONARY CALCIUM SCAN SCREENINGS FOR GRFD PERSONNEL

ITEM #: 5F

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

### BACKGROUND

In GRFD's commitment to provide comprehensive medical screenings to our personnel, the District has added an optional coronary calcium scan screening provided by Simon Med and reviewed with employees by the physician during their annual physical exam. This agreement will allow Simon Med to invoice GRFD quarterly for those employees that choose to have the screening done.

### RECOMMENDED MOTION

If the item remains on consent agenda:  
Motion to approve the August 19, 2025 Consent Agenda.

If the item is removed from the consent agenda:  
Motion to approve agreement with Simon Med for quarterly invoicing of coronary calcium scan screenings performed on GRFD employees.

## PREFERRED PROVIDER AGREEMENT

This PREFERRED PROVIDER AGREEMENT, (the “Agreement”) is entered into as of July 14, 2025 (“**Effective Date**”), by and between Golder Ranch Fire District (“Company”), and SMI Imaging, LLC, an Arizona limited liability company or a designated affiliate thereof (“collectively referred to as SimonMed”).

### RECITALS

- A. Company has requested that SimonMed provide to Company and its patients certain technical and professional diagnostic imaging services, identified on **Exhibit “A”** attached hereto.
- B. The SimonMed imaging centers (“**Centers**”) identified on **Exhibit B** hereto are qualified and certified, as appropriate, to perform the Services.
- C. The members of Company’s group which are qualified to request Services under this Agreement are limited to those providers identified on **Exhibit “C”** attached hereto.
- D. SimonMed agrees to provide Services on the terms and conditions set forth herein.

### AGREEMENTS

In consideration of the foregoing and the mutual covenants and agreements contained herein, the parties hereby agree as follows:

1. **Services.** Upon the request of Company, SimonMed shall provide Company’s patients with Services. Company shall provide Center with the necessary information, including, but not limited to the patient’s name, telephone number, and authorization number will send either fax or e-mail confirming the information. Center agrees to contact the patient to schedule procedures within twenty-four (24) hours after Company contacts Center. Center agrees to schedule the patient within forty-eight (48) hours after Center contacts the patient to schedule the appointment, unless the patient elects to schedule the procedure at a later time. Center shall use its best efforts to schedule all STAT patients the same day. Center shall provide all personnel, equipment and supplies necessary to perform the Services. All personnel shall be licensed and/or certified as may be required by state or federal law.
2. **Billing.** For all Services, SimonMed agrees that it will bill Company directly at the rates set forth on Exhibit “A” and will not request or receive remuneration of any kind from patients by sending to Company at its address set forth below an invoice for all such Services rendered during the subject month, and Company agrees to pay such invoice within thirty (30) days of receipt of such invoice. Company agrees to comply with all Medicare rules and regulations applicable to Company, including without limitation rules relating to the provision of advanced diagnostic imaging procedures and the so-called “anti-markup rules.” In the event that SimonMed from time to time makes use of a “billing portal” or similar website or software application for the delivery and payment of invoices for Services (a “Billing Portal”) provided hereunder, the Company agrees that: (i) invoices may be delivered by SimonMed through such Billing Portal, will be deemed received by the Company when available through such Billing Portal, and need not be delivered by regular mail (or otherwise in hard copy form); and (ii) the Company will comply with the terms and conditions of the Billing Portal adopted by SimonMed from time to time.
3. **Term and Termination.** The term of this Agreement shall be for a period of one (1) year commencing on the Effective Date, and the term shall renew thereafter without action of either party for successive one (1) year periods, subject to termination in accordance with this Agreement. Either party may

terminate this Agreement with or without cause, upon ninety (90) days' written notice to the other party. In the event of a default by either party in the performance of its obligations hereunder, the other party may terminate this Agreement by giving thirty (30) days' written notice. The non-defaulting party shall set forth in the notice required hereunder the facts underlying its claim that the other party is in default of this Agreement. If such default is remedied within twenty (20) days of the receipt of such notice, this Agreement shall remain in effect for the remainder of its term, subject to future bases for termination, including subsequent defaults of this Agreement.

**4. Ownership of Records.** All financial records, corporate records, patient records, medical files, written procedures and other such items created by Center in connection with the Services provided hereunder shall be and remain the property of Center. Center shall provide Company copies of such records upon request. Such records and files shall be stored by Center for such a period of time as may be required by state or federal law. Until the expiration of four (4) years after the furnishing of services under this Agreement, and any extension thereof, Center will make this Agreement and its books, documents and records available to the United States Secretary of Health and Human Services or to the Comptroller General or to their duly authorized representative, to the extent required by 42 U.S.C. §1395x(v) (1) and 42 C.F.R. §420, subpart D, if it is determined that such act and the implementing regulations apply to and affect this Agreement. If Center carries out the duties of this Agreement through a subcontract, the subcontract will, to the extent required by applicable law, contain provisions permitting access by the Secretary, the Comptroller General and their representatives to the books, documents and records of the subcontractor.

**5. Confidentiality of Records and HIPAA.** All patient records and data related to Services rendered will be kept in the strictest confidence by Center, except when disclosure of such information is required or permitted by any federal, state or local law, regulation or governmental order. Both parties agree to comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). The parties agree not to use or further disclose any protected health information or individually identifiable health information, as these terms are defined in HIPAA, concerning a patient ("PHI") other than as permitted by HIPAA and applicable state law. The parties further agree to implement appropriate safeguards to prevent the unauthorized use or disclosure PHI in accordance with HIPAA and state law. In addition, both parties shall negotiate in good faith regarding any modifications to this Agreement that either party believes may be required pursuant to HIPAA. Each party shall make its internal practices, books and records relative to the use and disclosure of a patient's PHI available to the Secretary of Health and Human Services to the extent required for determining compliance with HIPAA. Notwithstanding the foregoing, no attorney-client, accountant-client, or other legal privilege shall be deemed waived by either party by virtue of this Section.

**6. Proprietary Information.** All proprietary information (in various media and forms), as reasonably determined by the party disclosing such information, shall remain the property of the disclosing party. Each party will hold such proprietary information of the other party in the strictest confidence and will not, without the prior written consent of the disclosing party disclose it or allow it to be disclosed, directly or indirectly, to any third party. This provision shall survive any termination or expiration of this Agreement.

**7. Independent Contractors.** In the performance of the duties and obligations imposed upon Center under this Agreement, it is mutually agreed that Center, acting through its own employees or subcontractors is, and at all times shall be, acting as an independent contractor engaged in the business of furnishing Services to Company and the patients. Company shall neither have nor exercise control or direction over the methods by which Center and its employees or subcontractors shall perform their duties and obligations arising hereunder. This Agreement is not, and shall not be considered, an employer-employee relationship, joint venture or partnership of any kind, and neither party shall represent to any third persons that any such relationship exists.

**8. Compliance With Laws; Governing Law.** The parties agree that each party will perform its obligations under this Agreement in accordance with applicable federal and state statutes as may be in effect from time to time. This Agreement shall in all respects be interpreted, enforced and governed by the laws of the State in which Services are provided. This Agreement shall be construed without regard to any presumption or any other rule requiring construction against the party causing this Agreement of any part thereof to be drafted.

**9. Severability; Waiver.** The provisions of this Agreement shall be severable, and if any provision shall be prohibited by law, or invalid, or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a continuing waiver or a waiver of any subsequent breach of either the same or any other provision of this Agreement.

**10. Insurance; Indemnification.** During the term of this Agreement, Company and SimonMed shall each maintain general and public liability insurance with liability limits of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, insuring against liability of Company or SimonMed, respectively, and their employees, invitees and agents arising out of or in connection with Services provided to patients. Each party hereto shall be liable for any loss or liability caused by such party's own negligence or willful act or omission, or such party's failure to comply with its obligations hereunder, and each party hereto agrees to indemnify and hold harmless the other from and against any and all claims, expenses, losses, and obligations arising out of such party's negligent acts or omissions.

**11. Notices.** Any notice required hereunder shall be in writing and shall be deemed effective (i) four (4) days after deposit in the U.S. mail, with proper postage prepaid, when sent by registered or certified mail, return receipt requested; or (ii) one (1) business day after deposit with a reputable overnight courier with all charges prepaid, to either party at its address set forth below or at such other address as either party may designate in writing.

**12. Entire Agreement; Amendment.** This Agreement constitutes the entire agreement between the parties pertaining to the subject matter contained herein and supersedes all prior and contemporaneous agreements, representations and understandings of the parties. No supplement, amendment or modification of this Agreement shall be binding unless executed in writing by the parties.

**13. Attorney's Fees.** Should either party employ an attorney for the purpose of enforcing this Agreement, or any judgment based hereon in any court, including bankruptcy court, courts of appeal or arbitration proceedings, the prevailing party shall be entitled to receive its attorneys' fees and costs, whether taxable or not.

**14. Assignment; Binding.** Neither party may assign any of its rights or delegate any of its duties under this Agreement without the express prior written consent of the other party. This Agreement shall be binding upon, and shall inure to the benefit of, the parties to it, their respective legal representatives, successors and assigns.

**15. Disclosure of Terms of Agreement.** Neither party shall disclose to any other person or entity any information relating to the terms of this Agreement, including, but not limited to, the existence of the Agreement or pricing, without the other party's prior written consent. Neither party shall use any of the other party's logos, trade names, trademarks, service marks, copyrighted or other proprietary materials without the prior written consent of the other party. This section shall survive the termination of this Agreement.

**16. Participation in Federal and State Programs.** Company represents that it is not debarred, suspended, excluded or otherwise ineligible to participate in any federal or state program. Company agrees

to notify SimonMed in writing within five (5) days should Company become debarred, suspended, excluded or otherwise ineligible to participate in any federal or state program. Should SimonMed be notified of or determine that Company is, or becomes during the term of this Agreement, debarred, suspended, excluded or otherwise ineligible to participate in any federal or state program, SimonMed may terminate this Agreement immediately upon written notice to Company.

**17. Exhibits.** The parties acknowledge and incorporate herein by reference Exhibits A, B, and C to this Agreement. The parties agree that should there be any conflict between the terms of the Agreement and any of the Exhibits, the terms and conditions of the Exhibit shall control.

**[Signatures on following page.]**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date written below.

**SMI Imaging LLC**

By: \_\_\_\_\_

Name: Megan Avalos Skinlo

Title: VP Sales- West Zone

Date: \_\_\_\_\_

Address: 16220 N. Scottsdale Road, Suite 600

Scottsdale, AZ 85254

**Golder Ranch Fire District**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: 1600 E. Hanley Blvd

Oro Valley, AZ 85737

Billing Contact: Tina Brookshier

Email: [accountspayable@frgdaz.gov](mailto:accountspayable@frgdaz.gov)

Phone: 520.825.9001

***\*Invoices to be emailed to: [accountspayable@frgdaz.gov](mailto:accountspayable@frgdaz.gov)***



## **EXHIBIT A**

### **Description of Service**

**Description**

**Price**

\*All exams will be billed at 100% of the current Self-Pay Fee Schedule for Arizona.

## **EXHIBIT B**

### **CENTERS**

All SimonMed sites in Arizona

**EXHIBIT C**  
**LIST OF PROVIDERS**

Dr. Keith Arnold- NPI 1780117549



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

**TO:** Governing Board

**FROM:** Grant Cesarek, Assistant Chief

**MTG. DATE:** August 19, 2025

**SUBJECT:** APPROVE AND ADOPT ACCESS AGREEMENT WITH VERIZON WIRELESS TO PROVIDE THEIR REPRESENTATIVES SITE ACCESS TO COMPLETE A FEASIBILITY STUDY OF LEASING SPACE TO ENHANCE THE CELLULAR SERVICE IN THE SADDLEBROOKE RANCH AREA

**ITEM #:** 5G

**REQUIRED ACTION:** ☐ Discussion Only ☒ Formal Motion ☐ Resolution

**RECOMMENDED ACTION:** ☒ Approve ☐ Conditional Approval ☐ Deny

**SUPPORTED BY:** ☒ Staff ☒ Fire Chief ☒ Legal Review

### BACKGROUND

In GRFD's commitment to provide high quality service to the community, our new fire station will have a communications tower with space available for lease to communication carriers. Verizon Wireless has interest in leasing space, prior to lease discussions, their engineers need to complete a feasibility study at the site. The access agreement provides access to the site, exterior only, for the study to be completed. The community may benefit from additional cellular service in the region.

### RECOMMENDED MOTION

If the item remains on consent agenda:  
Motion to approve the August 19, 2025 Consent Agenda.

If the item is removed from the consent agenda:  
Motion to approve and adopt an agreement with Verizon Wireless to provide site access for the purpose of completing a feasibility study of leasing space on the GRFD communications tower at the new fire station 378 site.

## RIGHT OF ENTRY AGREEMENT

THIS RIGHT OF ENTRY AGREEMENT ("Agreement"), made as of the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, between \_\_\_\_\_ d/b/a Verizon Wireless, with an address at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 ("VERIZON WIRELESS") and \_\_\_\_\_, with a mailing address of \_\_\_\_\_ (hereinafter referred to as "LICENSOR").

### WITNESSETH:

**WHEREAS**, LICENSOR owns or has the rights to certain real property in \_\_\_\_\_ County, \_\_\_\_\_ as identified in Exhibit A attached hereto and incorporated herein (the "Site"), and has the authority to grant the access permitted by this agreement, to the Site where VERIZON WIRELESS desires to construct a communications tower or collocate on an existing structure and to install related equipment;

**WHEREAS**, VERIZON WIRELESS and LICENSOR are in the process of negotiating an agreement for the lease or purchase of the Site, and in order for VERIZON WIRELESS to determine the viability and feasibility of the Site, VERIZON WIRELESS desires to enter upon and inspect the Site and/or to temporarily locate communications equipment on the Site to conduct short term radio propagation tests such that it can determine the suitability of the Site for its intended use;

**WHEREAS**, as an accommodation to VERIZON WIRELESS, LICENSOR is willing to grant permission to VERIZON WIRELESS, its employees, agents or contractors, to enter onto the Site in order to conduct such investigations, under the terms and conditions stated herein.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the parties hereto agree as follows:

1. LICENSOR grants to VERIZON WIRELESS a right of entry and license to enter upon the Site as identified on Exhibit A attached hereto and incorporated herein to conduct and perform boundary surveys, tree surveys, environmental testing, and radio propagation studies (the "Permitted Activities"). VERIZON WIRELESS' entry rights are specifically limited to the Permitted Activities and to the Site and shall not include any other activities or any other portion of the real property surrounding the Site. VERIZON WIRELESS shall be responsible for any and all costs related

to the Permitted Activities, including installation, operation and removal of equipment on the Site.

2. VERIZON WIRELESS agrees to comply with all local, state and federal laws, rules and ordinances applicable to the Permitted Activities. VERIZON WIRELESS further agrees to exercise due care in the performance of all Permitted Activities on the Site, and not to unreasonably interfere with LICENSOR or any other party's activities on the Site.
3. VERIZON WIRELESS agrees to indemnify and save LICENSOR, its employees, agents or contractors, harmless from and against any and all liability, damage, expense, claims, liens or judgments, resulting from injury to person or damage to property to the extent caused by the activities of VERIZON WIRELESS, its agents, employees, contractors, or invitees, upon the Site or any property surrounding the Site, including without limitation, the Permitted Activities, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the LICENSOR, or its employees, contractors or agents. This indemnification obligation shall survive the expiration or termination of this Agreement. Licensor shall: Provide prompt notice of any claim; reasonably cooperate with VERIZON WIRELESS in the management and defense of covered claims; and allow VERIZON WIRELESS to defend and manage any claim with employees, consultants, contractors and attorneys of its choosing.
4. The term of this Agreement shall be from the date on which this Agreement has been executed by both LICENSOR and VERIZON WIRELESS to the earlier of LICENSOR and VERIZON WIRELESS entering into a Lease Agreement or consummation of a purchase with respect to the Site, or a decision by VERIZON WIRELESS that the site is unsuitable.
5. In the event this Agreement expires or is terminated without the existence of a fully executed lease agreement or consummation of a purchase for the Site, VERIZON WIRELESS will promptly remove any and all of its equipment from the Site and restore the Site to a condition substantially similar to that which existed immediately prior to VERIZON WIRELESS' entry, damage not caused by VERIZON WIRELESS, reasonable wear and tear, excepted.
6. LICENSOR will ensure that VERIZON WIRELESS, its agents, employees, invitees, are granted access to the Site at the scheduled time(s) that the Permitted Activities will be performed.
7. VERIZON WIRELESS shall not take any actions that unreasonably interrupt

the normal operations of LICENSOR on the Site. VERIZON WIRELESS agrees that its Permitted Activities shall not cause interference to the use or enjoyment of the property of LICENSOR and any other parties or licensees located at the Site or neighboring landowners, including, but not necessarily limited to interference with radio communication facilities. In the event that VERIZON WIRELESS' equipment or Permitted Activities cause such interference to such use or enjoyment, VERIZON WIRELESS agrees to promptly cease operations until such interference is removed by VERIZON WIRELESS, at its sole expense.

8. Neither party shall be responsible for lost profits or other consequential damages that may arise out of a breach of this agreement.
9. This Agreement constitutes the entire understanding between the parties with respect to the activities contemplated by this Agreement. All prior agreements or understandings, whether oral or written, are superseded. This Agreement may be amended only by a witnessed document executed by the parties.
10. This Agreement shall be governed by the laws of the State wherein the Site is located.

[SIGNATURE PAGE IMMEDIATELY FOLLOWING]

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their respective seals the day and year first above written.

**VERIZON WIRELESS:**

\_\_\_\_\_  
**D/B/A VERIZON WIRELESS**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**LICENSOR:**

\_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**EXHIBIT A**

**SITE TO BE TESTED**

**SITE NAME**

**SITE ADDRESS**

Fire Station 378

32384 S. Saddlebrooke Ranch West Dr.  
Oracle, Az 85623



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: August 19, 2025

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
- Human Resources

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 2025

## Fire Chief's Activities



- Attended monthly District Governing Board meeting
- Attended two Change of Command Ceremonies at Davis Monthan Air Force Base for DM-50
- Attended GRFD quarterly EMS training, excellent job by Paramedic Muscarella
- Participated in the Quarterly Southeastern Arizona EMS Council meeting as the Vice Chair
- Held weekly executive leadership team meetings (Deputy Chiefs-Assistant Chiefs-Directors)
- Held monthly Fire Chief Status update meeting.
- Chaired the monthly Arizona Ambulance Association Board meeting
- Attended various meetings with personnel
- Attended the annual Arizona Fire Chief and Fire District Association Conference
- Gave opening remarks to the Pinnacle EMS conference, national EMS conference
- Attended the Southern Arizona Trauma Conference
- Submitted my Chief Fire Officer designation reaccreditation package to the Center for Public Safety Excellence
- Met with Northwest Fire District Brad Bradley, Local 3752 President and President Jones

- Met with Board members Vette and Shellenberger
- Participated in Statewide Stakeholder meeting to discuss future CON statutory changes
- Participated in Statewide Stakeholders meeting to address extreme heat and its effect on responders
- Met with Union President Jones

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## Thank You Correspondence/Commendations

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- The District received a general thank you card.
- A thank you email was received for a crew that responded to a call.
- A thank you card was received for a crew that responded to a call.
- A couple donated \$50.00 to the District as a thank you for what the District does.
- The Oro Valley Rotary Club donated \$100.00 as a thank you for Dan Habinek and Tiffany Massie's presentation for the group.

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## Board Services

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Board Services Supervisor- Shannon Ortiz

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### Results:

100 % of records requests fulfilled within a statutory time frame (25/25)

100% of board reports published on time (1 out of 1)

### Outputs:

1 Governing Board meeting supported for the month of July

Administrative Assistant Jordan Manuel completed 260 fingerprint appointments.

30 records requests responded to in the month of July

The breakdown is as follows:

Environmental Reports	2
Outstanding Code Violations/Inspection Report	1
Fire Reports	2
Incident Reports	2
Medical Records	23
Other	-

### Demands:

Board Services anticipates twelve regular session and two special session GRFD Governing Board meetings based on the number of meetings held in the past.

Board Services anticipates 15 records requests to be received a month for a twelve-month period for a total of 180 anticipated records requests for 2025.

Board Services anticipates 30 boxes of records will be destroyed in 2025.

Board Services anticipates 100 fingerprint appointments a month for a total of 1,200 for 2025.

Administrative Assistant Manuel processed 260 fingerprint appointments in the month of July, even though she was out of the office for a week to attend the AFDA/AFCA conference! Great job Jordan!

Administrative Assistant Manuel attended the Arizona Fire District's Association/Arizona Fire Chief's Association (AFDA/AFCA) conference in mid-July. It offered several different sessions including: No Ego; Modernizing Leadership Philosophy, Finding Cultivation in Your Resilience, Legal Lessons in the Fire House, Case Study; Employee Legal Issues, Panel Discussion; Leveraging Success in Community Risk Reduction, and the AFSAP seminar, for administrative personnel, that focused on emotional intelligence and how that relates to administrators in the work space. The conference invites all the Arizona fire districts to attend, so this is a great place to network and learn a bit more about how other fire districts operate in comparison to GRFD.

Records Specialist Wong attended the Arizona Municipal Clerks Association's (AMCA) Athenian Dialogue, Annual Conference, and Elections Training from July 21<sup>st</sup> – July 24<sup>th</sup>, 2025.

The book for the Athenian Dialogue was *Lead It Like Lasso*. It emphasizes various types of leadership styles and how to work together with others with a different leadership style other than our own.

The AMCA Annual Conference and Elections Training offered sessions including: Best Practices in Preparing Meeting Minutes, Leading through the Tumult, Arizona Secretary of State's Office update regarding Arizona Notary Program, Behind the Process of Elections, and Campaign Finance.

This annual event is a great networking opportunity to connect with other agencies within the state of Arizona. There were large and small group discussions about numerous topics such as Open Meeting Laws, updated election laws, and civic engagement within the communities.

At the conference, Secretary of State, Adrian Fontes, provided updates regarding being a notary in Arizona. Effective July 1, 2025 the Office of Secretary of State began instituting a notary competency examination. All new or renewing Arizona notaries public are now required to pass an examination. The passing grade is 80% out of 45 questions. The exam is proctored and there are currently ten testing sites across Arizona. It may also be taken remotely. The AZ SOS's office began the examinations to help protect the public from fraud and reinforce the integrity of the notarial system.

Board Services Supervisor Ortiz and Records Specialist Wong are both notaries public. They offer notary services without charge to all GRFD employees and residents within the District.



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## Human Resources

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Allison Delong, HR Director

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### **Recruitments:**

- Permit Technician – internal promotion to Autumn Zoechbauer. She will start with Fire Prevention on August 18<sup>th</sup>. **Congrats, Autumn!**
- Recruit Firefighter – 280 applications and counting! The job posting closes on August 18<sup>th</sup>.
- Community Resource Technicians – 6 candidates have accepted a job offer. Their start date is set for August 25<sup>th</sup>!
- Systems Specialist – out of 91 applicates, 6 have been invited to the Chiefs Oral Boards to participate in the final step of the recruitment process which is taking place on August 18<sup>th</sup>.
- Media Specialist – budgeted, in process, still accepting applications
- Engineer Promotional Process – partnering with Professional Development beginning August 11<sup>th</sup>. Good luck to all!

### **HR Program Metrics for Strategic Plan and Budget: 1/1/2025 – 7/31/2025**

The below metrics calendar year to date. The methodology of gathering and reporting may adjust as we work to determine the value, validity, and feasibility.

### **RESULTS**

- **Retention Rate = 96.8%**
  - o Suppression = 7
  - o Administration = 3

- **# of light duty assignments coordinated = 11**
- **# employee benefits plans administered = 29**
- **% of surveyed respondents are satisfied with the service received from Human Resources**
  - Working on the methodology of gathering data, no metrics to provide yet.
- **% of surveyed respondents that report they are satisfied with the benefits package**
  - Working on the methodology of gathering data, no metrics to provide yet.

## **OUTPUTS**

- **# of medical leave cases handled = 38**
- **# employee recruitments conducted = 7**
- **# of candidate applications reviewed = 594**
- **% of employees compensated at 101% of the comparable market**
  - Still assessing the value of this metric, there are no metrics to provide yet.
- **# of workers comp cases in process/processed = 22**
- **# of Personnel Action Forms processed = 340**
- **# of qualifying events administered = 61**

## **DEMANDS**

- **# medical leave cases expected to be required**
  - Working on the methodology of gathering data, no metrics to provide yet.
- **# employee recruitments expected to be requested = 13**
- **# of workers comp cases expected to be requested**
  - Working on the methodology of gathering data, no metrics to provide yet.
- **# of Personnel Action Forms expected to be required = 480**

## **EFFICIENCIES**

- **\$ program expenditures per GRFD employee**
  - Working on the methodology of gathering data, no metrics to provide yet.

## **PROJECTS:**

### **Paycom:**

- HR has rolled out electronic Performance Evaluations through Paycom! All employees and supervisors have been assigned training to ensure a smooth transition. Once the evaluation receives final approval, both the employee and their supervisor will have easy access to it for future reference.

**Document Locator:**

- In partnership with the Technology Division, we are at the beginning stages of implementing software that will allow HR to house personnel files electronically.

**FMLA Vendor:**

- We are switching FMLA third party administrators to The Standard who is currently one of our insurance providers. This transition will help streamline processes for our employees experiencing a personal medical leave.

**Policies:**

- Policies/Procedures under review by Executive Leadership Team/Leadership:
  - Social Media (policy 712) – drafted in coordination with CMR Supervisor Camarillo
  - Military Leave (policy 1040) - policy under review for necessary updates
  - Researching SOPs related to apparatus and vehicle driving, incidents, and requirements to combine policies, and clean up procedures
  - Procurement (policy 212) – policy under review by Finance Supervisor
  - General Accounting Principles – drafted by Finance Director, under review by Policy Coordinator
- Policies/Procedures updated and approved by Executive Leadership Team/Leadership:
  - Policy 234 – Mandatory Holdover and Forced Overtime – for questions see Admin Directive 25-001
  - Policy 1010 – Overtime, Extra Duty, and On-Call - this was a previously published SOP on the intranet
  - Policy 1026 – Drug and Alcohol Free Workplace – updated to include the federal regulation language for CDL holders

**Employee Recognitions:**

*Congratulations on your Golder anniversary, thank you for being such fabulous team members!*

Employee Name	Hire Date	Years of Service
ERICKSON, CHRIS JOHN	08/30/1993	32
MUSCARELLA, LEE EUGENE	08/22/1994	31
DAVIDSON, AARON GLEN	08/05/2002	23
HILDERBRAND, JEREMY DAVID	08/05/2002	23
GOODRICH, KYLE MATTHEW	08/28/2006	19
JANSEN, JUSTIN L.	08/28/2006	19
MITCHELL, NATHAN RICHARD	08/28/2006	19
RINDER, BRIAN EDWARD	08/28/2006	19
ROBERTS, TYLER JACOB	08/28/2006	19
SHULTZ, ANDREW WILLIAM	08/28/2006	19
STEVENS, DEAN M	08/28/2006	19



VAN DEREN, SHANE CLAYTON	08/28/2006	19
GROTKIER, DEREK MICHAEL	08/01/2016	9
EHRESMAN, JACOB JULIUS	08/08/2016	9
MASSIE, SHELBY D	08/23/2021	4
AYON, CODY LOUIS	08/08/2022	3
BRYCE, ANDREW WALLACE	08/08/2022	3
CAMPOS CERNA, VICTOR MANUEL	08/08/2022	3
CORNEJO, JOSE CHACON	08/08/2022	3
DE LA PUENTE, DANIEL ANTONIO	08/08/2022	3
FARRELL, PAUL JAMES	08/08/2022	3
HIGGINS, JONATHAN RYAN	08/08/2022	3
KANE, CASAUNDRA MONIQUE	08/08/2022	3
LITTLETON, AUBREY LE ROBERT	08/08/2022	3
MADDEN, BRENT WILLIAM	08/08/2022	3
MATTY, ALEJANDRO	08/08/2022	3
MCPHERSON, BRANDON MICHEAL	08/08/2022	3
SCHULTZ, ZACHARY SCOTT	08/08/2022	3
THORSON, CRISTOFER MICHAEL	08/08/2022	3
WAGNER, GRACYN E	08/08/2022	3
WALKER, DANIELLE LYNN MARKO	08/08/2022	3
SARGENT, JEFFERY ALAN	08/19/2024	1

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June 27, 2025  
Dear Golden Ranch Fire  
Department,

We are appreciative  
that you offer the oppor-  
tunity to join your  
ambulance service  
program. Thank you.  
We would also very  
much like to thank you  
for your service. Your  
job is difficult & demand-  
ing. We know that you  
don't sit around playing  
checkers waiting for calls.  
We know that your days  
& nights are filled with  
training, responding to

medical & fire (& rattle-  
snake calls - THANK YOU!!),  
working out, grocery  
shopping, preparing  
meals, and doing an  
immense amount of  
administrative paper work!  
Oh - and doing mainte-  
nance on the engines, etc,  
preplanning & taking  
care of the fire hydrants.  
I am sure I have missed  
multiple things!

Thank you for taking  
care of our community!  
We appreciate you!!



**From:** [Administrative Assistant](#)  
**To:** [Ortiz, Shannon](#)  
**Subject:** FW: Rescue  
**Date:** Wednesday, July 9, 2025 9:17:25 AM

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**From:** GolderRanchFireDistrict <noreply@grfdaz.gov>  
**Sent:** Wednesday, July 9, 2025 9:18 AM  
**To:** PIO <PIO@grfdaz.gov>  
**Subject:** Rescue

Golder Ranch Fire District



**Name**

[REDACTED]

**Phone**

[REDACTED]

**E-mail**

[REDACTED]

**Message Subject**

Rescue

**Message**

I want to thank the 15 men and women who rescued a collapsed roofer in our neighborhood this morning on Sterling Avenue! They did a marvelous job. They were very organized and efficient and successfully retrieved the young man from the roof and administered medical care and then took him to the hospital. Just wanted to give THANKS to the get team of "The Golder Ranch Fire Department".

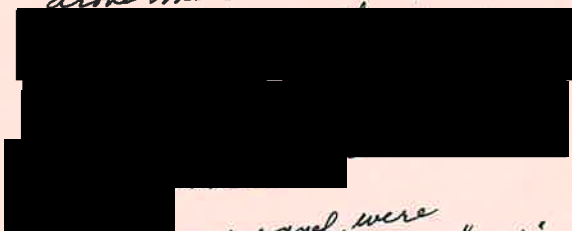
Sent from [Golder Ranch Fire District](#)

# S



Golden Ranch Fire District:

Thank you to the team  
that came, assessed and  
drove me to New Hospital.



All your personnel were  
professional but not "cold".  
They were incredibly kind,  
for which I thank them  
from the bottom of my heart.



INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
<b>STATION #: Station 370</b>		
	0	0.00%
118 - Trash or rubbish fire, contained	1	0.06%
151 - Outside rubbish, trash or waste fire	1	0.06%
311 - Medical assist, assist EMS crew	4	0.23%
321 - EMS call, excluding vehicle accident with injury	75	4.31%
322 - Motor vehicle accident with injuries	2	0.11%
324 - Motor vehicle accident with no injuries.	1	0.06%
480 - Attempted burning, illegal action, other	1	0.06%
511 - Lock-out	1	0.06%
540 - Animal problem, other	1	0.06%
541 - Animal problem	25	1.44%
541S - Snake Call	6	0.34%
553 - Public service	2	0.11%
553SI - Smoke Detector Install	2	0.11%
553SM - smoke detector maint	5	0.29%
600 - Good intent call, other	1	0.06%
611 - Dispatched and cancelled en route	3	0.17%
622 - No incident found on arrival at dispatch address	6	0.34%
	<b>Total: 137</b>	<b>Total: 7.87%</b>
<b>STATION #: Station 372</b>		
141 - Forest, woods or wildland fire	1	0.06%
321 - EMS call, excluding vehicle accident with injury	10	0.57%
541 - Animal problem	4	0.23%
541S - Snake Call	6	0.34%
553SI - Smoke Detector Install	1	0.06%
553SM - smoke detector maint	13	0.75%
622 - No incident found on arrival at dispatch address	1	0.06%
	<b>Total: 36</b>	<b>Total: 2.07%</b>
<b>STATION #: Station 373</b>		
	0	0.00%
320 - Emergency medical service, other	2	0.11%
321 - EMS call, excluding vehicle accident with injury	124	7.12%
424 - Carbon monoxide incident	2	0.11%
520 - Water problem, other	1	0.06%
531 - Smoke or odor removal	1	0.06%
540 - Animal problem, other	1	0.06%
541 - Animal problem	30	1.72%
541S - Snake Call	9	0.52%
553SI - Smoke Detector Install	21	1.21%
553SM - smoke detector maint	51	2.93%
611C - Dispatched and cancelled on scene	1	0.06%
622 - No incident found on arrival at dispatch address	5	0.29%
700 - False alarm or false call, other	1	0.06%
736 - CO detector activation due to malfunction	1	0.06%
740 - Unintentional transmission of alarm, other	1	0.06%
745 - Alarm system activation, no fire - unintentional	2	0.11%
746 - Carbon monoxide detector activation, no CO	1	0.06%
	<b>Total: 254</b>	<b>Total: 14.59%</b>
<b>STATION #: Station 374</b>		
	0	0.00%
300 - Rescue, EMS incident, other	1	0.06%
321 - EMS call, excluding vehicle accident with injury	74	4.25%
511 - Lock-out	1	0.06%

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
541 - Animal problem	35	2.01%
541S - Snake Call	12	0.69%
550 - Public service assistance, other	4	0.23%
553SI - Smoke Detector Install	8	0.46%
553SM - smoke detector maint	27	1.55%
611 - Dispatched and cancelled en route	2	0.11%
622 - No incident found on arrival at dispatch address	9	0.52%
700 - False alarm or false call, other	1	0.06%
745 - Alarm system activation, no fire - unintentional	1	0.06%
Total: 175		Total: 10.05%
STATION #: Station 375		
	0	0.00%
320 - Emergency medical service, other	2	0.11%
321 - EMS call, excluding vehicle accident with injury	106	6.09%
322 - Motor vehicle accident with injuries	1	0.06%
412 - Gas leak (natural gas or LPG)	1	0.06%
511 - Lock-out	2	0.11%
531 - Smoke or odor removal	1	0.06%
540 - Animal problem, other	2	0.11%
541 - Animal problem	79	4.54%
541S - Snake Call	5	0.29%
550 - Public service assistance, other	1	0.06%
553SI - Smoke Detector Install	10	0.57%
553SM - smoke detector maint	30	1.72%
611 - Dispatched and cancelled en route	7	0.40%
611C - Dispatched and cancelled on scene	1	0.06%
622 - No incident found on arrival at dispatch address	12	0.69%
671 - HazMat release investigation w/no HazMat	1	0.06%
733 - Smoke detector activation due to malfunction	1	0.06%
736 - CO detector activation due to malfunction	1	0.06%
740 - Unintentional transmission of alarm, other	1	0.06%
745 - Alarm system activation, no fire - unintentional	2	0.11%
746 - Carbon monoxide detector activation, no CO	1	0.06%
Total: 267		Total: 15.34%
STATION #: Station 376		
	0	0.00%
140 - Natural vegetation fire, other	1	0.06%
160 - Special outside fire, other	1	0.06%
321 - EMS call, excluding vehicle accident with injury	70	4.02%
353 - Removal of victim(s) from stalled elevator	2	0.11%
424 - Carbon monoxide incident	1	0.06%
540 - Animal problem, other	2	0.11%
541 - Animal problem	51	2.93%
541S - Snake Call	4	0.23%
550 - Public service assistance, other	2	0.11%
553SI - Smoke Detector Install	1	0.06%
553SM - smoke detector maint	6	0.34%
611 - Dispatched and cancelled en route	3	0.17%
611C - Dispatched and cancelled on scene	1	0.06%
622 - No incident found on arrival at dispatch address	5	0.29%
700 - False alarm or false call, other	1	0.06%
744 - Detector activation, no fire - unintentional	1	0.06%
746 - Carbon monoxide detector activation, no CO	2	0.11%
Total: 154		Total: 8.85%
STATION #: Station 377		

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
	0	0.00%
113 - Cooking fire, confined to container	2	0.11%
311 - Medical assist, assist EMS crew	3	0.17%
321 - EMS call, excluding vehicle accident with injury	122	7.01%
322 - Motor vehicle accident with injuries	3	0.17%
341 - Search for person on land	1	0.06%
440 - Electrical wiring/equipment problem, other	1	0.06%
540 - Animal problem, other	2	0.11%
541 - Animal problem	31	1.78%
541S - Snake Call	4	0.23%
550 - Public service assistance, other	3	0.17%
552 - Police matter	1	0.06%
553SI - Smoke Detector Install	1	0.06%
553SM - smoke detector maint	5	0.29%
611 - Dispatched and cancelled en route	4	0.23%
611C - Dispatched and cancelled on scene	1	0.06%
622 - No incident found on arrival at dispatch address	9	0.52%
671 - HazMat release investigation w/no HazMat	1	0.06%
700 - False alarm or false call, other	1	0.06%
733 - Smoke detector activation due to malfunction	1	0.06%
	<b>Total: 196</b>	<b>Total: 11.26%</b>
<b>STATION #: Station 378</b>		
	0	0.00%
321 - EMS call, excluding vehicle accident with injury	33	1.90%
540 - Animal problem, other	1	0.06%
541 - Animal problem	18	1.03%
553SI - Smoke Detector Install	1	0.06%
553SM - smoke detector maint	23	1.32%
611 - Dispatched and cancelled en route	1	0.06%
622 - No incident found on arrival at dispatch address	2	0.11%
736 - CO detector activation due to malfunction	1	0.06%
	<b>Total: 80</b>	<b>Total: 4.60%</b>
<b>STATION #: Station 379</b>		
	0	0.00%
151 - Outside rubbish, trash or waste fire	1	0.06%
321 - EMS call, excluding vehicle accident with injury	110	6.32%
531 - Smoke or odor removal	2	0.11%
541 - Animal problem	50	2.87%
541S - Snake Call	16	0.92%
550 - Public service assistance, other	2	0.11%
553 - Public service	1	0.06%
553SI - Smoke Detector Install	1	0.06%
553SM - smoke detector maint	6	0.34%
611 - Dispatched and cancelled en route	8	0.46%
622 - No incident found on arrival at dispatch address	4	0.23%
736 - CO detector activation due to malfunction	1	0.06%
743 - Smoke detector activation, no fire - unintentional	1	0.06%
	<b>Total: 203</b>	<b>Total: 11.66%</b>
<b>STATION #: Station 380</b>		
	0	0.00%
100 - Fire, other	1	0.06%
112 - Fires in structure other than in a building	1	0.06%
113 - Cooking fire, confined to container	1	0.06%
150 - Outside rubbish fire, other	1	0.06%
154 - Dumpster or other outside trash receptacle fire	1	0.06%

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
321 - EMS call, excluding vehicle accident with injury	133	7.64%
322 - Motor vehicle accident with injuries	4	0.23%
331 - Lock-in (if lock out , use 511 )	2	0.11%
353 - Removal of victim(s) from stalled elevator	1	0.06%
441 - Heat from short circuit (wiring), defective/worn	1	0.06%
531 - Smoke or odor removal	1	0.06%
541 - Animal problem	65	3.73%
541S - Snake Call	12	0.69%
551 - Assist police or other governmental agency	1	0.06%
553SI - Smoke Detector Install	2	0.11%
611 - Dispatched and cancelled en route	3	0.17%
611A - Error in Dispatch	1	0.06%
611C - Dispatched and cancelled on scene	1	0.06%
622 - No incident found on arrival at dispatch address	3	0.17%
651 - Smoke scare, odor of smoke	1	0.06%
740 - Unintentional transmission of alarm, other	1	0.06%
743 - Smoke detector activation, no fire - unintentional	1	0.06%
UUU - Undetermined	1	0.06%
	<b>Total: 239</b>	<b>Total: 13.73%</b>
	<b>Total: 1,741</b>	<b>Total: 100.00%</b>





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Eric Perry, Assistant Chief of Community Risk Reduction

MTG. DATE: August 19, 2025

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 Education, Engagement, and Risk Reduction
- Finance
- Fire Prevention

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



# COMMUNITY RISK REDUCTION DIVISION REPORT

Assistant Chief Eric Perry

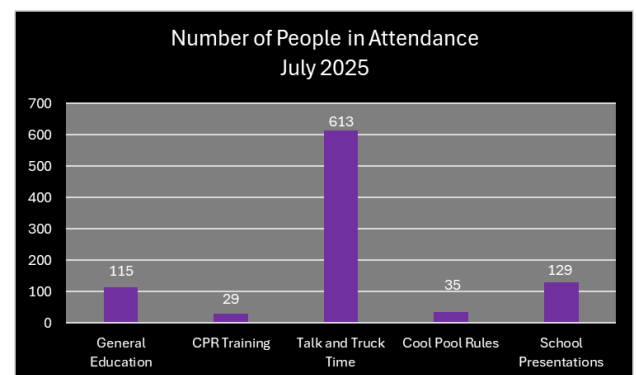
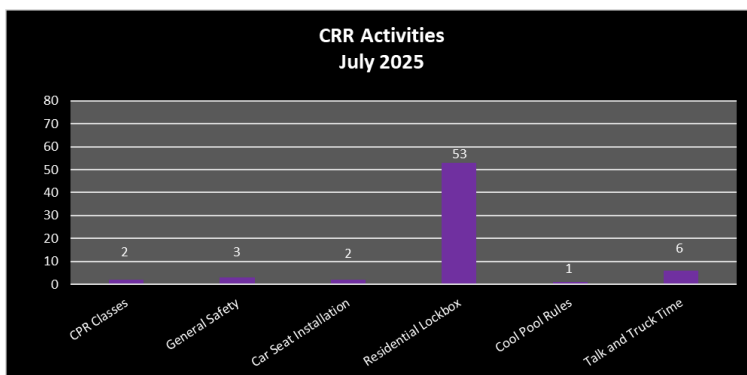
July 2025

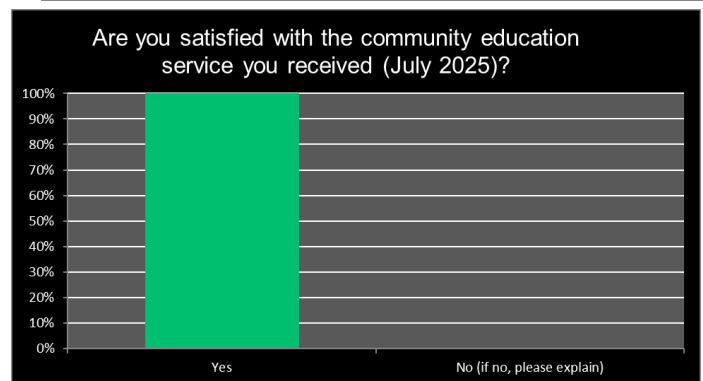
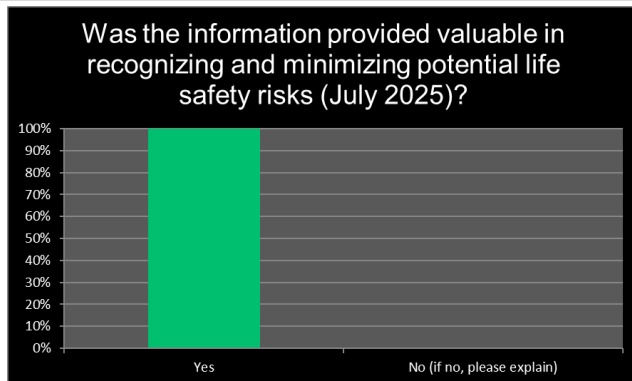
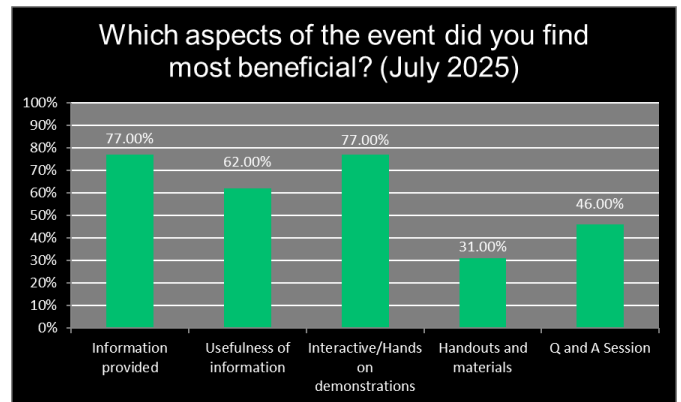
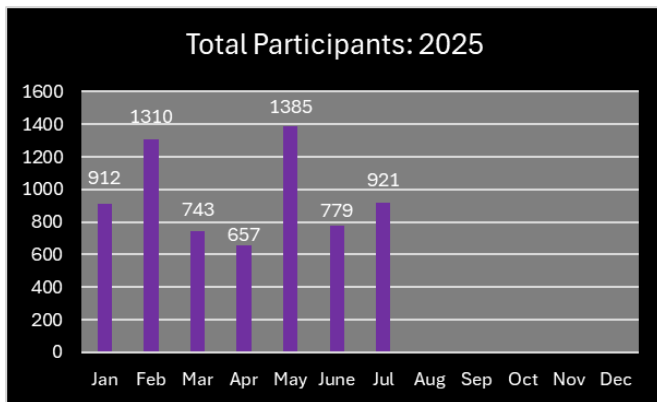
## Assistant Chief's Activities

- We received two proposals from IT companies to do an audit of our systems and make recommendations for integration and streamlining. Several companies turned it down entirely. We have conducted initial interviews and will make decisions in the next week.
- Beginning with this board report, the financial reporting will look different. As we discussed earlier this year, with our transition to a program-structured, performance-based budget, we will provide you with a high-level view of each program's expenditures, but it will not include individual object code detail. This will give you a high-level view of expenditures in the large categories of labor, supplies, utilities, etc. for each program. In addition to this, program managers will be responsible for answering budget variance questions.
- Beginning in August, program managers will begin doing program appraisals, looking back on the performance of their program over the last fiscal year. This is one of the requirements of Commission on Fire Accreditation International (CFAI) Accreditation that we have expanded to all district programs as part of our Performance Budgeting Cycle.

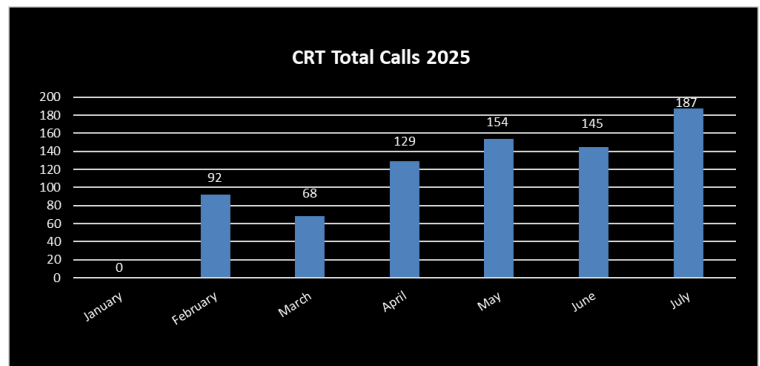
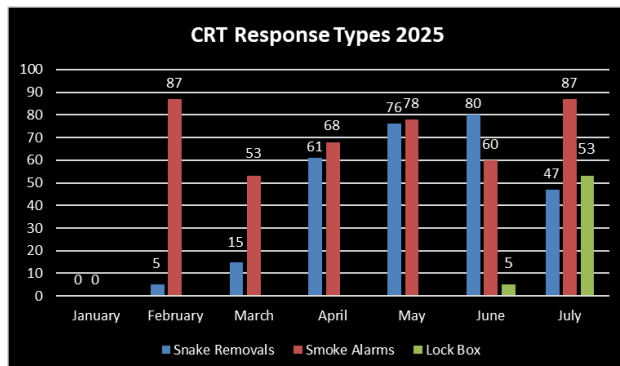
## Community Education, Engagement & Risk Reduction

Deputy Chief of Community Risk Reduction – Jeremy Hilderbrand





- Number of surveys returned: 13



- Interviews for more Community Resource Technicians (CRT) took place. This was the first phase, which is the Spark Hire video interview process. Human Resources has been a great deal of help, and we are looking forward to getting more CRTs to be part of the team.
- On boarding took place for 5 CRTs who will staff a truck in the south battalion. New team members learned about the expectations of the position plus the history and culture of Golder Ranch.
- CRTs took over placing keys in lock boxes from members of fire prevention. They started in the middle of July and placed 53 keys. This freed up inspectors to visit additional occupancies and allowed CRT members to positively interact with district residents.

## Finance Division

Finance Director – Dave Christian

OUTPUTS (MO)	OUTPUTS (YTD)	
6	6	Wildland Billings
42	42	EMS Memberships provided
341	341	Vendor Payments Provided
32	32	Employee Payments Provided

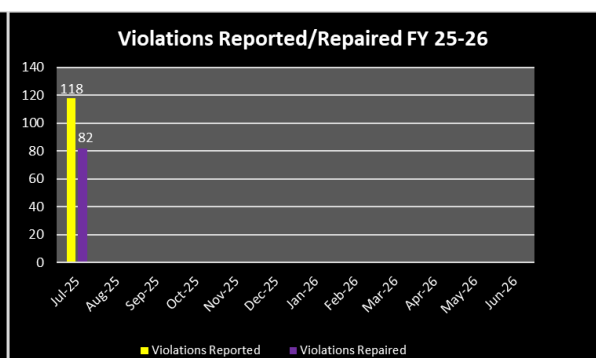
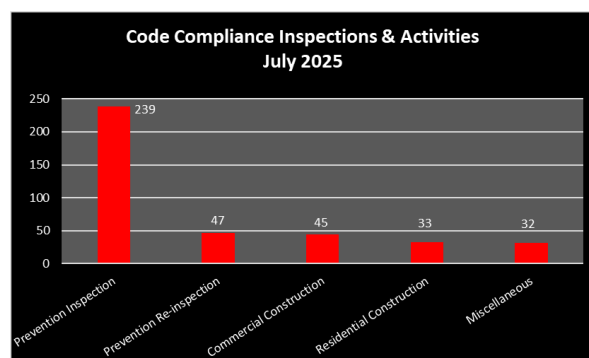
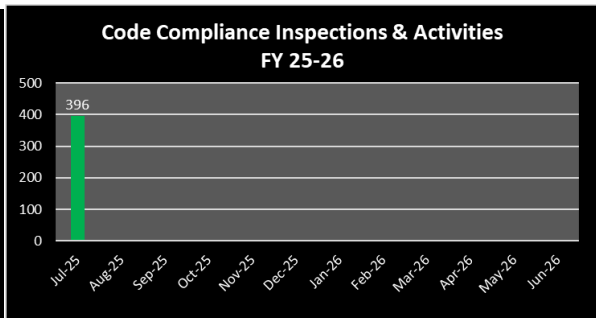
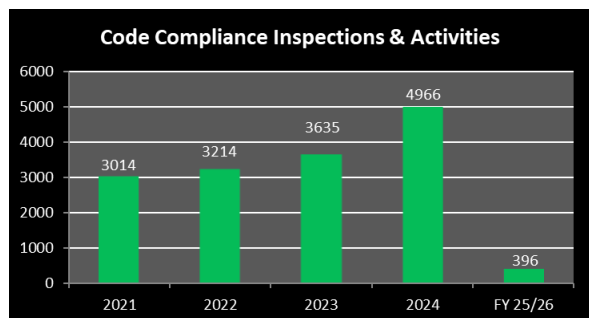
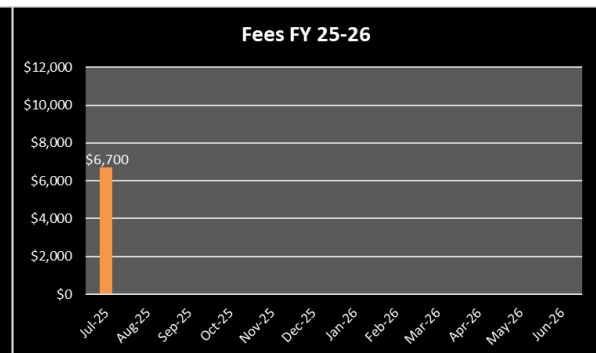
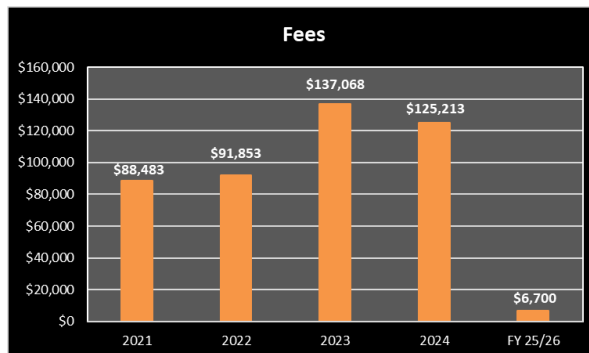
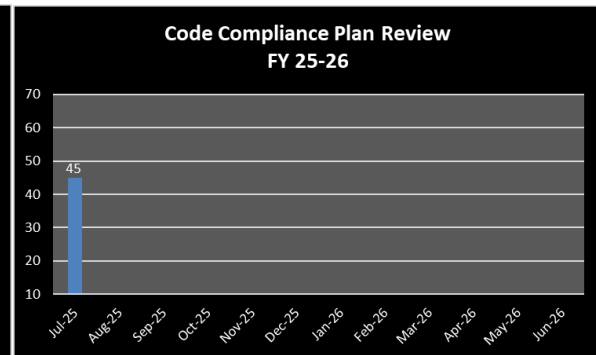
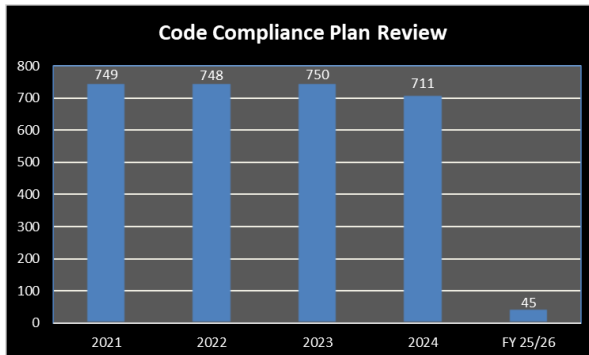
RESULTS (MO)	RESULTS (YTD)	
16%	16%	% GRFD Programs that are on or under budget (within 5%)
602	602	Payroll Payments accurately paid on scheduled payday.
90%	90%	% Vendor Payments accurately paid within 30 days of receipt by GRFD personnel.
70%	70%	% Vendor payments accurately paid within 15 days of receipt by finance personnel.
20%	20%	% Transports billed within 7 days of date of service.
YES	100%	% Months that actual to budget reports are delivered by the second Tuesday of the following month.
NA	100%	% Outside auditor opinion that results in an “unqualified opinion”.
NA	NA	% of surveyed respondents are satisfied with the service received from finance

### EFFICIENCIES (annual number only)

	1.49%	Net finance department expenditures as a ratio of district budget
\$	10.66	Net cost per ambulance transport billed

	2025			Budget Fiscal Year 2026
labor cost	228,980	Massie, Santiago, Cisco, Neasham	Net Finance Cost	807,571
supplies	4,849	160-6210	Total GRFD Cost	54,200,653
professional	10,112	160-7080	Ratio	1.49%
software	1,261	160-7540		
	245,202			
billing revenue	(166,628)	160-4554		
Net Cost	78,574			
#transports billed	7372			
Net Cost per Transport	\$ 10.66			

Performance Measures: \*Starting July 1, 2025, measures will be reported to align with the fiscal year



- % fire prevention inspections completed FY 25-26 = 9.56%
- % businesses compliant with the International Fire Code = 64.36%
- % plan review completed by scheduled due date FY 25-26 = 100%
- # of fire investigations completed FY 25-26 = 2
- # of training hours completed year to date for ISO = 613
- Emergency incidents where there are no injuries or casualties due to a structure fire = 100%

Civilian		Fire Service	
Injury	Casualty	Injury	Casualty
0	0	0	0

## Commercial Projects Summary - New projects for this month = Green

ZONE 1 Stations 378, 372, 373, 370, 374	ZONE 2 Stations 375, 376	ZONE 3 Stations 377	ZONE 4 Stations 379	ZONE 5 Stations 380
Sun City Activity Center 1119 E Rancho Vistoso	Dunkin T.I (Walmart) 2150 E Tangerine	Desert Dance T.I. 10831 N Mavinee	St. Mark's Chapel/Preschool 2727 W Tangerine	Extra Space Storage 8750 N Oracle
Bashas Center Fire Pump 15318 N Oracle	Shell Building F.A 12470 N Rancho Vistoso	Surf Thru Car Wash Solar 11595 N Oracle	Shell Building 2952-2972 W Ina	Shell Building T.I. 7493 N Oracle
Sun City Aquatic - Solar Canopies 1495 E Rancho Vistoso	Shell Shell Building F.A 12152 Rancho Vistoso	Happy Joes T.I. 11695 N Oracle Rd	Landlord Improvement 7350 N La Cholla	Autozone F.A. 7892 N Oracle
Shell Building T.I. 16054 N Oracle Rd Ste 110	Sigma Technologies F.A 10960 N Stallard	Catalina Eye Care T.I. 10281 N Oracle	G.I. Solutions T.I. 7458 N La Cholla	Tucson Cosmetics 1230 W Ina
C Store T.I. 16455 N Oracle	Richmond America Constr.Trailer 300 E Jasper	Ironwood Dermatology T.I. 10281 N Oracle	FitCultr T.I. 3710 W Overton Ste 110	Sun Professional Center T.I. 7445 N Oracle Ste 255
Wildflower Reserve Pump House 3551 E Golder Ranch Rd	AZ Heroes Memorial Battery Storage 810 W Naranja	Surf Thru Car Wash 11595 N Oracle	Fyzical Therapy T.I. 3710 W Overton Ste 120	Taylor MD Spa T.I. 8387 N Oracle
The Motive Wellness 2530 E Vistoso Commerce	Oro Valley Hospital T.I. 1551 E Tangerine	Bloom Tea T.I. 12115 N Oracle	Cortaro Plaza T.I. 3605 W Cortaro Rd Ste 157	Shell Building T.I. 7435 N Oracle
Urban Wellness T.I. 12985 N Oracle Ste 165	OV Assisted Living Main 12380 N Vistoso Park	Oracle Family Dental T.I. 10195 N Oracle Ste 121	Sunny Paws T.I. 8310 N Thornydale Ste 100	Trader Joe's T.I. 7912 N Oracle
OV Assisted Living Casitas 12380 N Vistoso Park	Stone Canyon Clubhouse F.A. 14250 N Hohokum Village	Encantada at OV Apts. 1730 E Tangerine	St. Elizabeth Ann Seaton F.A. 8650 N Shannon	
GRFD Fire Station 378 32384 E SaddleBrooke Ranch	Desert Drifter (Coffee Berry) 10335 N La Canada	OV Big Wash Water Treatment	St. Mark's T.I. 2727 W Tangerine	
	Gateway @ Vistoso Apts. 945/955 W Vistoso Highlands	Action Behavior Centers T.I. 11835 N Oracle Ste 117	Tucson Cosmetics 1230 W Ina	
	Shell Building 1440 W Naranja Bldgs 1,2,3	Vacant Building F.A. 11695 N Oracle	Beautiful Savior F.A. 7570 N Thornydale	
	Shell Building F.A. 11133 N La Canada	Vacant Building F.A. 11855 N Oracle	Oasis Golf Club T.I. 9290 N Thornydale Ste 108	
	Oro Valley Courts T.I. 11000 N La Canada	TOV Pusch Ridge Golf T.I. 10000 N Oracle	Circle K CO2/T.I. 3712 W Cortaro	
Received Final Inspection		Shell Building 10281 N Oracle	LJA Engineering T.I. 7458 N La Cholla	
Wilson F.A. Dialer 2330 W Glover	Mt. View Retirement - Hood 7800 N LaCanada	Landlord Improvement 7350 N La Cholla	Fry's F.A. 3770 W Ina	
Mesa Verde F.A. Dialer 1661 W Sage	Good Feet T.I. 7315 N Oracle	Pain Institute of AZ Surgery 365 E Linda Vista Ste A		
Harelson School F.A. 826 W Chapala	Home Goods T.I. 7335 N Oracle	Pain Institute of AZ Clinic 365 E Linda Vista Ste B		
Cross Middle School F.A. 1000 W Chapala	Coronado School F.A.Dialer 3401 E Wilds	Hilton Epazote T.I. 10000 N Oracle		
Copper Creek F.A. Dialer 11620 N Copper Springs	Vistoso Community Association T.I. 1171 E Rancho Vistoso Ste 111/113	Holiday Inn - Cell Dialer 11075 W Oracle Rd		
Painted Sky F.A. Dialer 12620 N Woodburne	The Gals -T.I. 16138 N Oracle	Workout Anytime T.I. 11975 N Oracle		
Innovation Academy F.A. Dialer 825 W Desert Fairway	Vantage West T.I. 11165 N La Canada Ste 175	CDO High School F.A. & Dialer		
Ironwood High F.A. Dialer 2475 W Naranja	L & C Therapy T.I. 7493 N Oracle Suite 135	The Picklr Oro Valley T.I. 11855 N Oracle		
Boba Brew T.I. 10785 N Oracle Ste 167	Omni - Desert Farmer -Hood 2727 W Club	Complete Canine T.I. 10140 N Oracle		
		Life Storage - Solar Panels 11061 N Oracle		

## Fire Marshal Akins

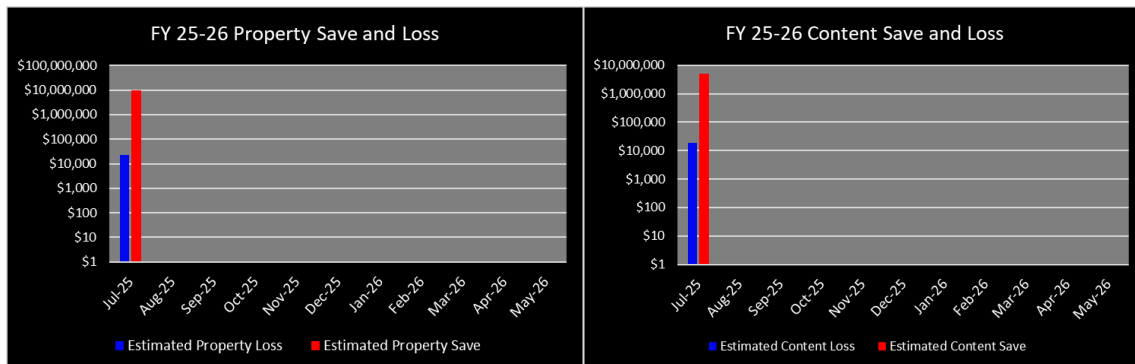
- Speaker at the AFDA/AFCA Annual Conference in Glendale
  - Leveraging the Success of Community Risk Reduction
- Attended and presented at the SaddleBrooke Ranch Rotary weekly meeting
  - Golder Ranch Fire District, Community Risk Reduction, and Fire Prevention
- Met with TOV staff regarding upcoming residential battery storage permit requirements
- Attended re-occurring meetings to include Arizona Fire District Association, TOV Pre-construction/Development Review Committee/Traffic Safety/Town Council, Joint Fire Investigations, Fire Chief Status, Executive Leadership, GRFD Fire Board, Southern Arizona Fire Marshal Association, Arizona Fire Marshal Association, and Fire Prevention Staff

## Education/Committees/Training Activities

- Inspectors King/Filener attended the GRFD Instructor class
- DFM White and Inspectors Filener/Helvig attended the annual Arizona – International Association of Arson Investigators conference in Prescott
- DFMs and Inspectors attended the Joint Fire Investigation meeting with NWFD, OVPD, MPD, PCSD, and PCAO

## GRFD Fire Investigations

Estimated Property Loss	Estimated Property Save	FY 25-26	Estimated Content Loss	Estimated Content Save
\$21,992	\$9,849,017		\$18,386	\$4,917,143



- On July 6, 2025, a structure fire was reported in the Northwest Fire District
  - GRFD assisted with the origin and cause investigation
- On July 11, 2025, a structure fire was reported in the Golder Ranch Fire District
  - The origin of the fire was in the kitchen at the location of the oven
  - The fire classification is unintentional

### \*\*\*FIRE EXTINGUISHER SAVE\*\*\*

- On July 27th, 2025, a structure fire was reported in the Northwest Fire District
    - GRFD assisted with the origin and cause investigation
-



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Grant Cesarek, Assistant Chief of Support Services

MTG. DATE: August 19, 2025

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
- Community and Media Relations
- Logistics
- Facilities Maintenance
- Fleet
- Health & Safety
- Technology
- Planning
- Supply

### RECOMMENDED MOTION

No motion is necessary for this agenda item.





# SUPPORT SERVICES DIVISION REPORT

Assistant Chief Grant Cesarek

July 2025

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## Assistant Chief's Activities

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- The month consisted of closing out the station 378 project and focusing on the remaining items that are owner purchased, owner installed.
- The facilities team worked on receiving and organizing all the furnishings for the station to prepare for setting up items late in the month.
- Arizona Water supplied documentation to support our civil engineers to move forward with purchasing the approved pressure reducing valve for the fire riser water line at 378.
- Effort placed on getting Orbitel to install and utilize current conduit from the easement to the communication room to supply fiber. Additionally, our IT team did a great job of getting the hardware installed to complete testing on electronics in the building, including the alerting system.
- The team completed orders for leased vehicles that are coming to term. We are looking at the class of vehicles each division requires, with the intent of reducing overall lease costs.
- Hiring process for an open IT position was opened late in the month, overwhelming response to the process, position to be filled in late August.
- Prep work for the new media specialist position including developing the job description and plan for the hiring. Position scheduled to be open on August 4.
- Great job to the supply team who are working through enhancements in Operative IQ for inventory and management of assets. They are also working with the new facilities module to add asset inventory to all our stations.
- The closing of escrow took place on July 31 for the Quasar property. The team is planning out renovations and design timeline will be developed soon.
- Budget changes are working well for the support services team.

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## Employee Recognition

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- John Myers completed all requirements to be recognized as a Master Technician in both fire and ambulance apparatus through the Emergency Vehicle Technician Certification Commission (EVTCC). John is one of only 23 Double master Technicians in Arizona and 225 technicians nationwide. He has been promoted to Fleet Maintenance Technician III. Well done, John!
- Ed Port completed his six-month probation period as a Fleet Maintenance Apprentice.
- Nancy Ramos has been working diligently reviewing annual contracts with our vendors, specifically trash services. Nancy was able to consolidate all trash services with Waste

Management at all facilities consolidating to one vendor and one contract making it easier to track invoices and make payments. Thank you for your dedication, Nancy!

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## Facilities Maintenance Activities

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- Station 370 A/C replacement project completed.
- Roof re-coat and repair project at HQ in process.
- Continuation of sourcing furniture and supplies for new Station 378. Move in process started.
- Continued 2024/25 budget analysis for future expenditures/ contracts effective.
- Capital project plan and scheduling

### Results

- Percent of employees injured due to facility conditions: **0**
- Percent of OSHA inspections that meet or exceed standards: **100%**
- Percent of district facilities that are fire code compliant: **100%**

### Outputs

- Number of service ticket responses provided: **416 YTD (91 in July)**
- Number of monthly station inspections completed: **10**

### Demands

- Number of service tickets expected to be requested (monthly): **59** (average per month YTD)

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## Fleet Maintenance Activities

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- Fleet Maintenance Technician Dicochea conducted a forklift class
- Fleet Maintenance Technician Dicochea and Fleet Maintenance Technician Cabada attended Arizona Fire Service Mechanics Association (AFSMA) in Flagstaff. Captain Johnson instructed a “Shop Safety Hazmat Class”
- Supervisor Rainey, Deputy Chief North and Fleet Maintenance Technician Cabada traveled to Midwest Fire to complete inspection of a new water tender
- The new tender has been received at Fleet and is getting outfitted
- Administrative Assistant Espinoza attended the annual Arizona Fire Chief’s Association/Arizona Fire District’s Association (AFCA/AFDA) Conference in Glendale
- Sold garage door openers on surplus, these are from recent door replacements at the stations.
- Fleet Maintenance Technician Myers has been promoted to Tech 3! That’s a combination of 24 individual certifications, making him one of 225 technicians that are recognized by the Emergency Vehicle Technician Certification Commission as a Double master in Ambulance and Fire apparatus!
- Fleet outputs:
  - Closed work orders YTD: **157**
  - Billed Labor YTD: **411**
  - Percentage of NFPA annual inspections: **2%**

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## Procurement and Fire Supply

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- Development and usage of OPIQ tracking system, recategorization and organization of inventory
- Update of PPE tracking and deployment (suppression and supply)
- Supply request process is changing with the implementation of procurement process

### Results

- Number of hours of work lost due to injuries caused by equipment failures: **0**
- Percent of capital purchases that meet RFP requirements: **100**

### Outputs

- Number of new, innovative products evaluations provided: **6** (continuation)
- Number of service ticket responses provided: **Fire equipment: 240 YTD (54 in July with addition of procurement process and ticket requirement)**

### Demands

- Number of service tickets expected to be requested: **35** (average per month YTD)-more to be projected with implementation of procurement process. (Projected: 50)
- Number of innovative new product evaluations expected to be requested: **2-4**

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## Health and Safety

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### Health & Safety Team

- Division Chief Charnoki and Captain White attended Resiliency and Critical Incident Mindset presentation at Tucson Police Department (TPD).
- We met with the Exercise Equipment Committee to discuss selecting equipment that best serves our members and to work toward standardizing equipment across the District.
- Command Performance room set up in the classroom at Station 380. This is a free program made possible through a grant from the Arizona Governor's Office and is available to all Golder Ranch Fire District employees. The program supports brain resiliency and mental wellness. GRFD is one of 40 fire/police organizations throughout the State of Arizona to participate in the program.

### Results

- Percent of employees who do not experience documented injuries – **91%** (16 claimed injuries documented with HR, 10 injuries documented in Supervisor Report of Injury (SRI) with no further medical attention needed for total of 26 total injuries reported from January 1, 2025 – July 31, 2025.
- Percent of suppression personnel who complete their required annual physical – **99% of Quarter 1 members (January, February, March). 92% of Quarter 2 members (April, May, June).**
- Number of reported near-miss incidents – **0**
- Number of motor vehicle collisions per 100,000 miles driven – **0**

### Outputs

- Number of peer fitness training sessions conducted – **0 for the Month of July.**
- Number of safety education sessions provided – **1 for the Month of July.**

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## Information Technology

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Information Technology Director – Herman Rascon

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Ticket Priority Level	SLA Compliance Percentage	Number of tickets
P4 - Low	96%	107
P3 - Medium	100%	4
P2 - High	100%	1
P1 - Critical	0%	0

Ticket response by tech group	Number of Responses
Level 1	16
Level 2	34
Level 3	67
Other	0
Total	117

GIS projects completed	14
GIS Projects Expected	22

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### Devices supported

# Computers in AD	271
# of phones/iPads from Verizon.	106
# Wireless AP's (Ruckus)	22
# Phones( Cisco/CCM, Station Cordless)	142
# Epcr Tablets	25
# MDTs	30
# Sierra/Cradlepoint	84

# USDD	10
# Printers	47
# TV's / Projectors	19
# Apple TV	8
# Switches / Routers	47
# iPads (Training / FLS non Cellular)	17
# RadioMicrowaves	24
# Monitors	304
# UPS ( Station )	11
<b>Total</b>	<b>1167</b>

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## IT GIS Activities/Projects

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- **Wildland Fire Data Reporting**

Created and automated a monthly ImageTrend report for wildland fire data, as requested by BC Spanarella.

- *July report attached*

- **ImageTrend/Elite – Continuum Dashboards**

Collaborated weekly with our Continuum representative to enhance dashboards and data extraction using Report Writer and Continuum. Also participated in the newly formed multi-agency user group.

- *Ongoing*

- **Energy Storage Systems (ESS) Mapping**

Added new ESS locations for Pima County and the Town of Oro Valley. Reached out to Pinal County to obtain regional updates.

- *Note: No map rollout for July*

- **Fire Data Metrics for DC Rutherford**

Compiled fire incident data using NFIRS and property codes for January–May.

- *Ongoing monthly task*

- **Oro Valley Incident Summary**

Produced the monthly incident report for Oro Valley for June.

- **Public Interactive Map Redesign**

Initiated development of a new public-facing interactive map to replace the current version, which will be unsupported as of January 1, 2026. The updated version will include enhanced features for both public and internal users.

- *Ongoing*

- **Swiftwater Mapping Support**

Provided app access and created a printed, bound map book for the technical rescue apparatus, as requested by BC Hastings and Captain Garcia.

- *Sample page attached*

- **Small Map & Data Requests**

Completed various map updates and routing error corrections.

- *Tiffany Massie request attached*

- **Auto-Aid and Response Time Maps for DC Wilson**

Generated heat maps showing auto-aid activity over the last 6 months, along with 10-, 11-, and 12-minute response time maps for Stations 375, 376, 379, and 380.

- *Sample maps attached*

- **Fall Injury Risk Assessment**

Conducted a spatial analysis of fall injury hotspots within the district for AC Perry. The findings are being prepared for presentation at the upcoming Arizona Geographic Information Council (AGIC) annual conference.

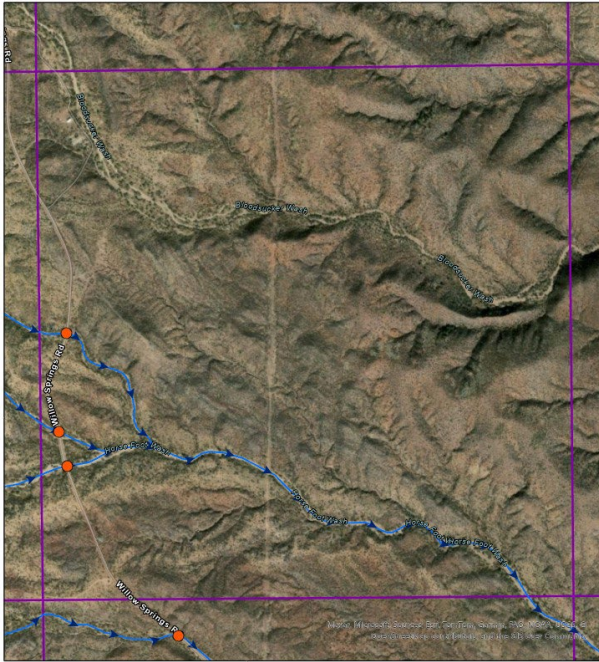
- **Dispatch Data Integration Project**

Continued collaboration with Tucson Fire, Public Safety, City of Tucson IT, and Northwest Fire GIS to finalize a data service pipeline that enables real-time dashboard integration from dispatch data.

- *Ongoing*

- **ESRI User Conference Participation**

Attended the 45th Annual ESRI User Conference virtually, focusing on sessions aimed at strengthening web GIS and programming skills.



**Swiftwater  
Access Points**  
TRS: 08S14E15

1" = 750'  
0 190 380 570 760 Feet

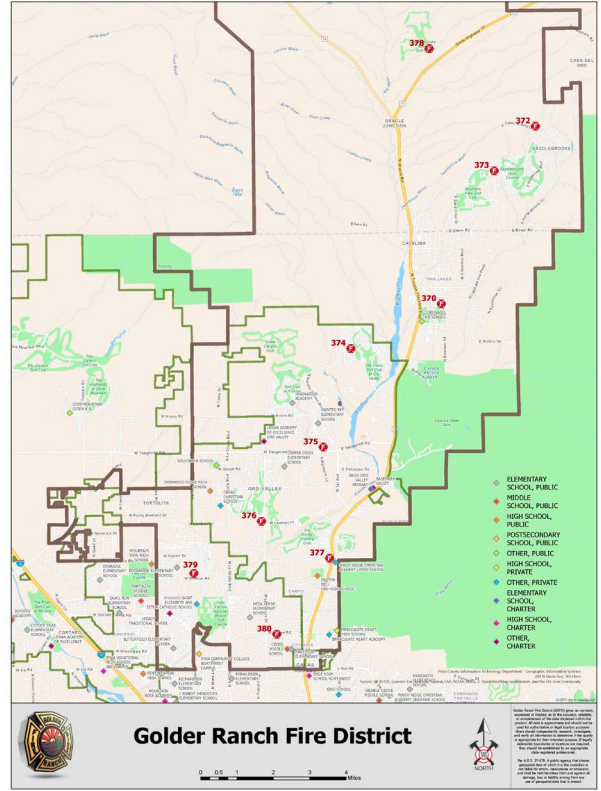
**Swiftwater Points**

- Access Points
- Trails Data
- Pima County Trail Heads
- The Loop
- Pima County Trails

**Other Data**

- Culverts
- Washes
- Wash Flow Direction
- Section Boundary

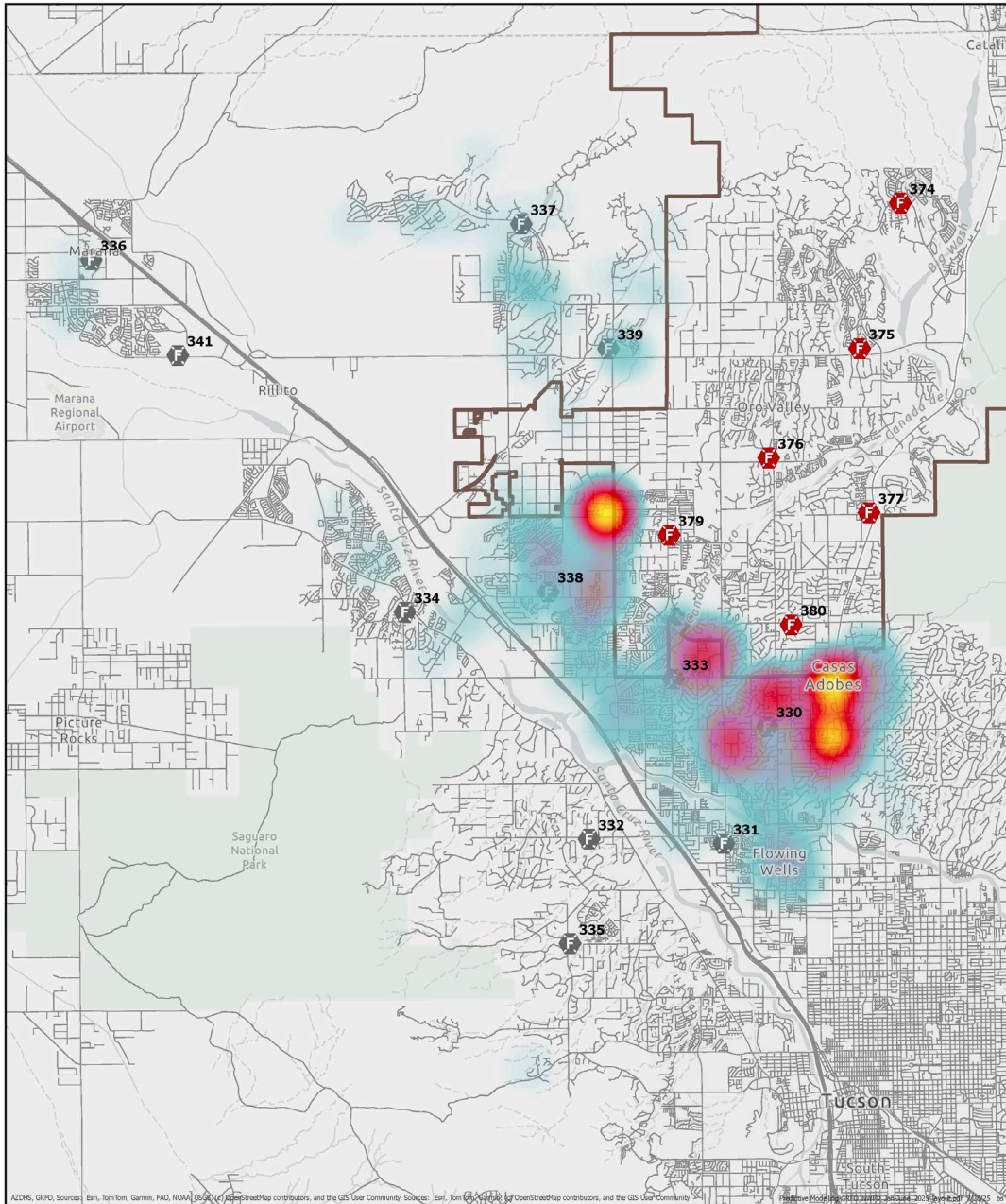
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**Golder Ranch Fire District**

Oro Valley Measures			2025								
			January	February	March	1st Qtr	April	May	June	2nd Qtr	Semi-Annual
	EMS emergent responses	# of incidents	547	463	448	1,458	414	477	401	1,292	2,750
		90th percentile for On Scene	8:19	8:33	8:40	8:34	8:49	8:34	8:08	8:25	8:32
		# of transports	333	261	263	857	269	484	314	1,067	1,924
	Non EMS emergent responses	# of incidents	23	9	18	50	24	15	7	46	96
		90th percentile for On Scene	9:18	13:58	7:50	9:22	8:29	7:50	12:04	8:42	9:21
		# of working structure fires	1	0	0	1	0	0	2	2	3
	Special Duty Calls	Smoke Detectors	103	56	65	224	57	44	66	167	391
		Snake Removal	6	19	103	128	217	358	290	865	993









**Golder Ranch Fire District**

**Call Response Within**

**Northwest Fire District**



**Golder Ranch Fire District**



**Northwest Fire District**

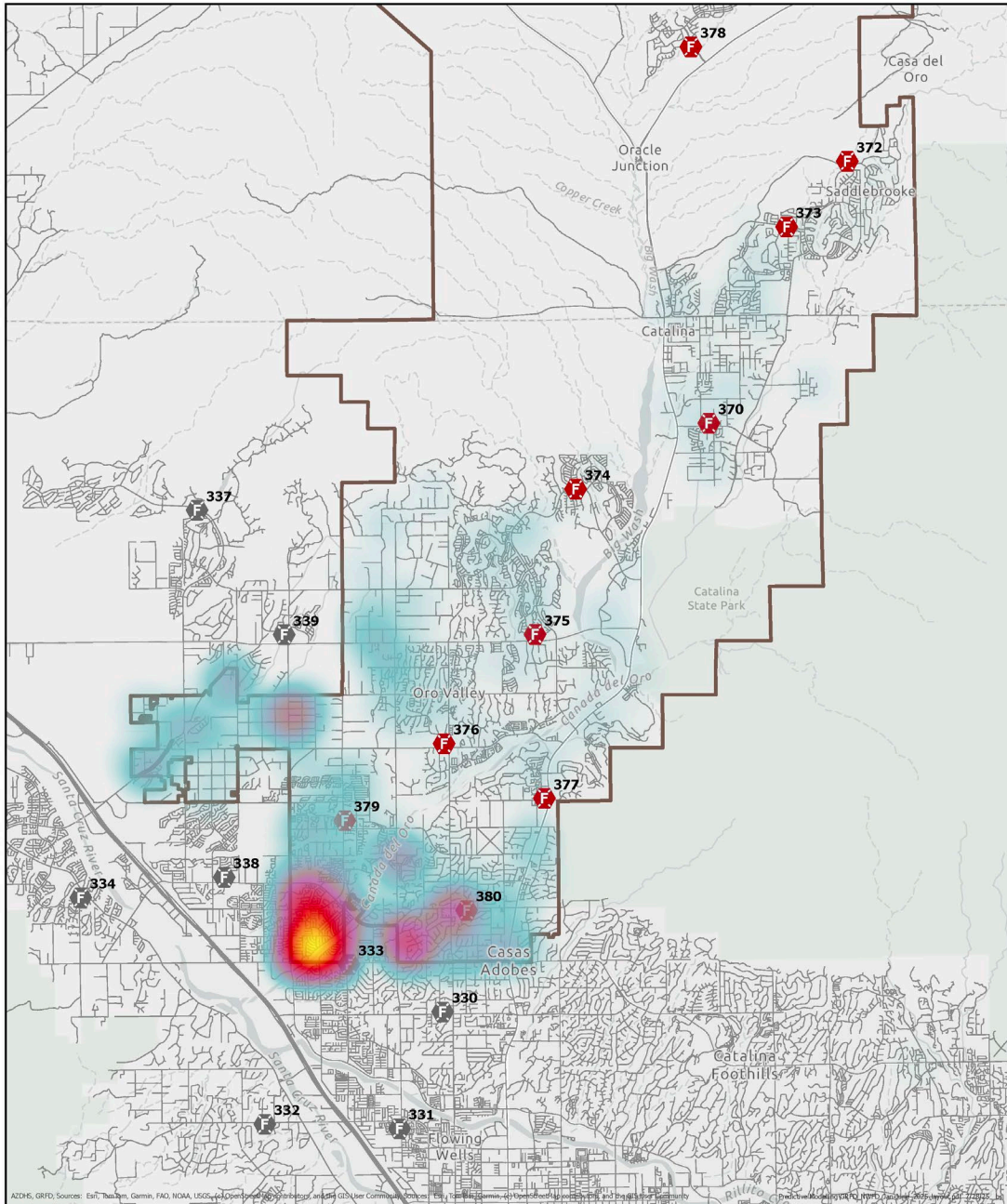
**January 1 - July 1, 2025**



**NORTH**

Golder Ranch Fire District and Northwest Fire District are not responsible for the accuracy, reliability, or completeness of the data displayed on this product. All data is approximate and should not be used for navigation or other critical purposes. Users should verify the accuracy of the data and should not rely on it for critical decisions. If you have any questions or need more information to determine if the data is appropriate for your intended purpose, please contact the appropriate agency or individual. If you have any questions or need more information to determine if the data is appropriate for your intended purpose, please contact the appropriate agency or individual.





AEDMS, GPRD Sources: Esri, DeLorme, Garmin, FAD, NOAA, USGS, OpenStreetMap contributors, and the GIS User Community



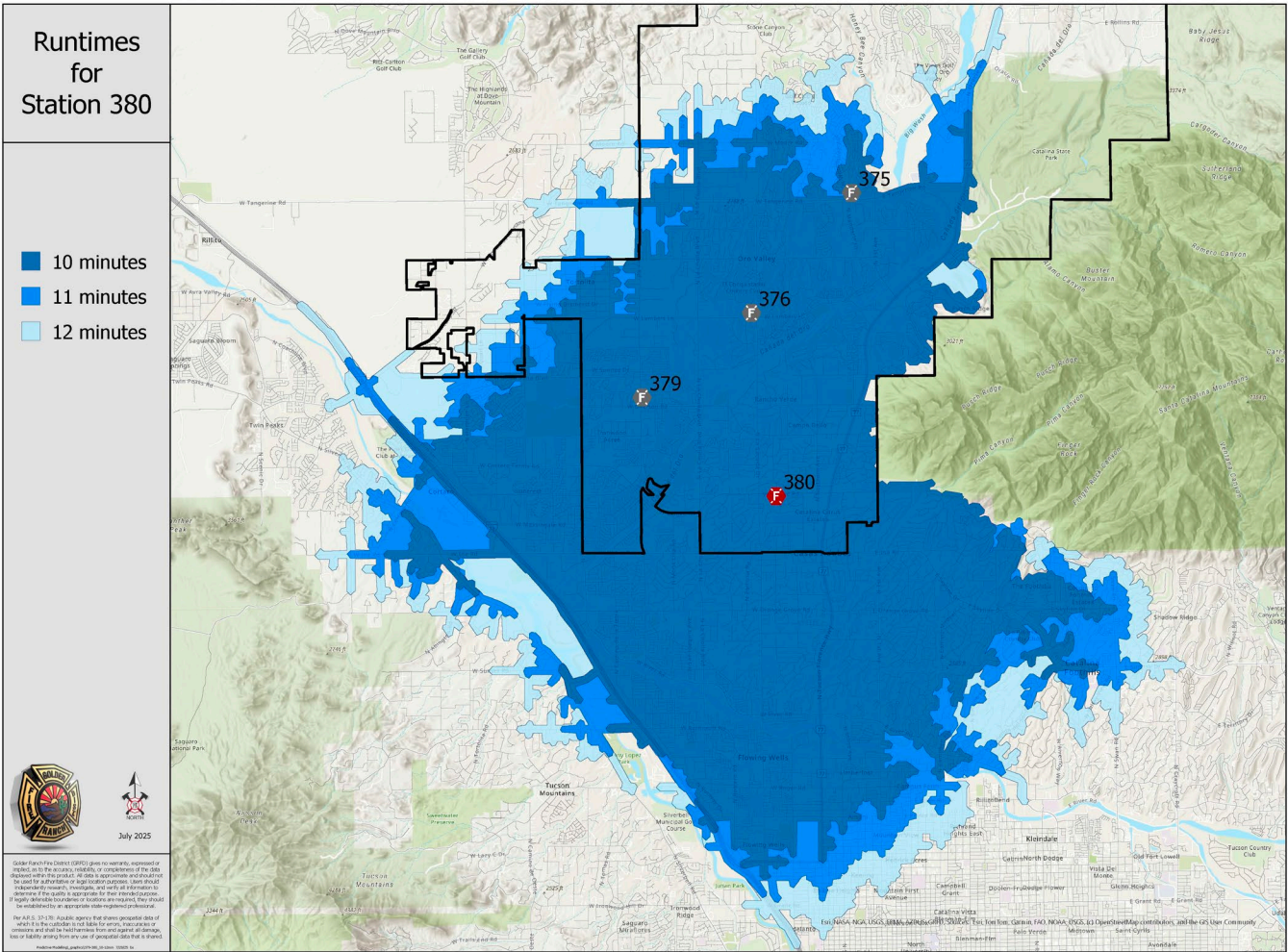
# Northwest Fire District Call Response Within Golder Ranch Fire District

**F** Golder Ranch Fire District  
**F** Northwest Fire District  
January 1 - July 1, 2025

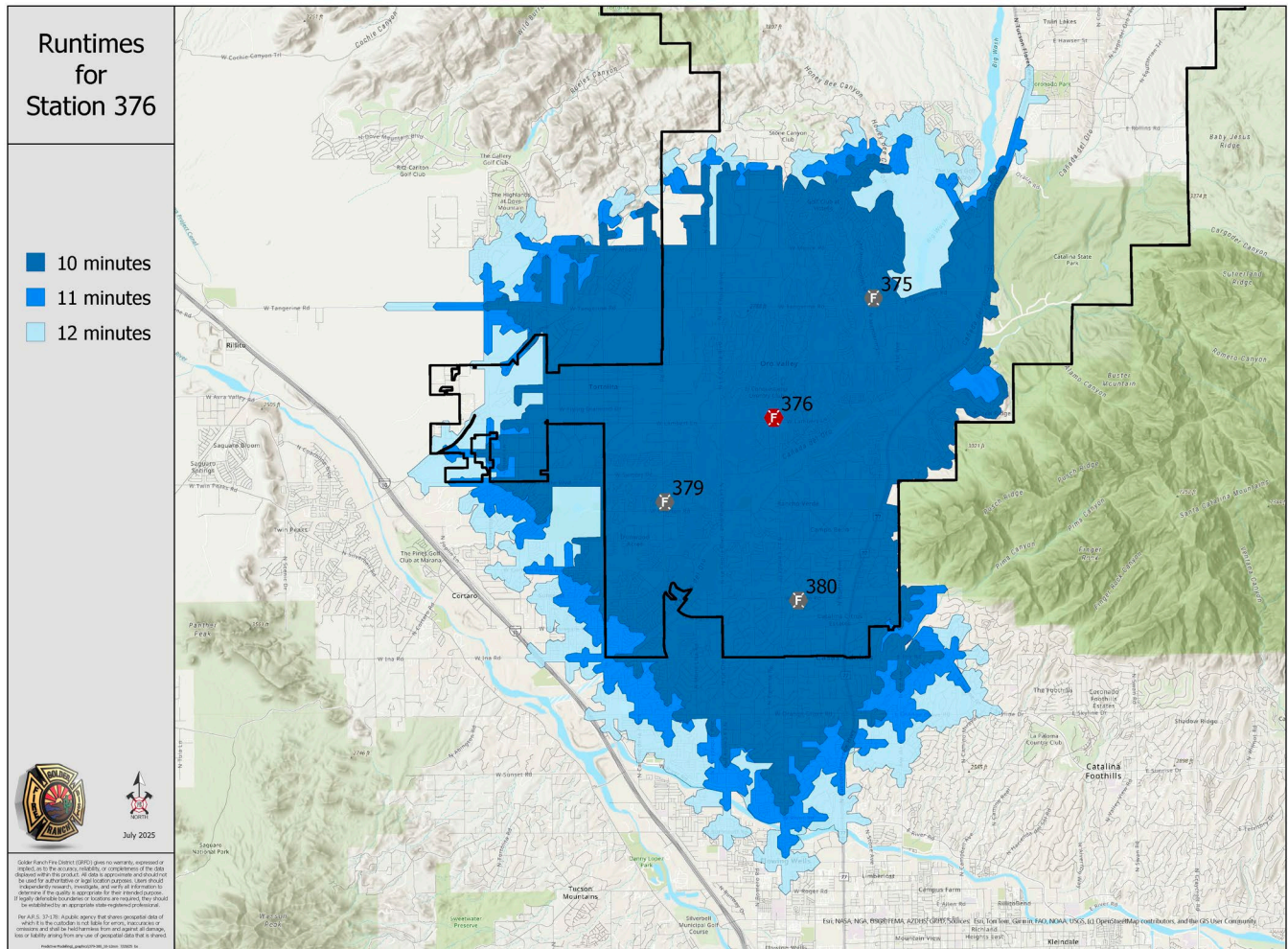


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For A.R.S. 10-101, a public agency that shares geographic data in which it is the custodian is not liable for errors, omissions or corrections and shall be held harmless from and against all damage, loss or liability arising from any use of geographic data that is shared.







## IT Systems Group Activities/Projects

### Fax Automation

- We successfully automated the daily testing of our billing fax infrastructure:
- System checks now run automatically at **7:00 AM each day**
- **Instant alerts** are triggered if any failures are detected
- Saves **30–45 minutes** of manual work daily
- Prevents Monday morning surprises when billing systems fail
- Allows tech staff to **focus on critical systems** instead of repetitive checks

### Fire Training iPads

Completed setup of Fire Studio 7 on department training iPads:

- **8 iPads** configured for **Operations Division**
- **8 iPads** configured for **Professional Development**
- Licensing finalized by Gabe Bravo
- iPads are ready for **Blue Card incident command training**

### Enhanced iPad management capabilities:

- Devices can be configured in **kiosk mode** within minutes

- Remote updates possible without removing devices from service
- **Quick replacement** workflows in case of device failure during training

## Documentation Project

We are expanding our internal, searchable library of IT procedures:

- All procedures now follow a **standardized template**
- Helps **new staff** become productive more quickly
- Provides **on-call techs** with clear guidance for 2:00 AM emergencies
- Helps preserve and organize **tribal knowledge** within the team

## ERF Response Time Calculator

Enhancing GIS integration for Emergency Response Factor (ERF) metrics:

- Developing a **native ArcGIS Pro geoprocessing tool**
- Enables GIS team to run ERF calculations directly in ArcGIS
- **Eliminates need** for separate scripts and manual data transfers

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## Community and Media Relations

Community and Media Relations Supervisor – Lydia Camarillo

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### Strategic Initiatives

Community and District Presence:

- World Drowning Prevention Day
- July 4 safety messaging
- Weekly Fire Academy Recruitment Campaign
- Red Cross Blood Drive promotion
- Several website design meetings to tailor needs for our residents
- New Dashboard slides on Red Cross Blood Drive, Special Operations Recruitment, Struggle Well gratitude messages, and various other district events

### Public Relations

News Coverage:

- KGUN 9 news story on Red Cross Blood Drive and man having seizure on roof
- KOLD news story on Code Save saving young boy's life
- KVOA news story on wildland deployments, brush fire and man having seizure on roof
- Several digital posts were showcased on news media sites

### Communications & Social Media Strategy

Featured content:

- o Roof rescue with patient having a seizure near Sterling Ave and Woodburne Ave
- o Code Save of 12-year-old boy in cardiac arrest still making headlines
- o Wildland deployment to Oak Ridge Fire and Monarch Fire

- o Employee spotlights (board meeting moments and code save)
- o Safety messaging for July 4
- o Administrative offices closed for July 4 messaging
- o Happy July 4 graphic
- o Now Hiring Systems Specialist graphic and promotion on all digital platforms
- o National Wildland Firefighter Day
- o Active Shooter Training photos which received significant community engagement and reinforced our district's commitment to preparedness.
- o Utilized a playful pushup challenge from a recent tour to develop engaging social media content encouraging public interest in our station tours
- o Shared a community appreciation post showcasing a thoughtful blanket gift from Catalina Mountain Elks Lodge #2815 to our Station 380 crew
- o Behind the scenes look at our bloopers from various district videos
- o Firefighters made a sweet stop at a local lemonade stand
- o Summer community education events

### **Ongoing promotions**

- Public Safety Announcements (PSAs) including July 4 safety messaging, drowning prevention, water safety, and wildfire prevention
- District achievements (Employee Spotlights, emergency responses)

### **Social Media by the Numbers**

#### Facebook

- Views: 210,000
- Posts: 40
- User Reach: 68,000

#### Instagram

- Views: 160,000
- Posts: 40
- Profile Visits: 1,900

#### X

- Engagements 414
  - (The number of times your content was engaged with)
- Posts: 18
- Impressions 19,400
  - (Times post was seen on X)

### **District Communications**

Emergency Alerts & Updates: 6

Press Releases: 1

Public Service Announcements: 6

Employee Spotlights: 18

Executive Communications Reviews: 2



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

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

MTG. DATE: August 19, 2025

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:

- Emergency Medical Services
- Honor Guard/Pipes and Drums
- Operations
- Professional Development
- Project Management
- Special Operations
- Wildland

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



# EMS & FIRE RESPONSE DIVISION REPORT

Assistant Chief Chris Grissom

July 2025

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## Assistant Chief's Activities

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- Attended and participated in the July EMS Skills Labs, covering ECG/STEMI interpretation, pediatric research refreshers, bleeding control, Zoll monitor use, and high-acuity patient scenarios.
- Contributed to EMS patient experience survey vendor selection and advanced ePCR documentation tools for efficiency and compliance.
- Supported professional development programs, including Instructor I & II courses and Engineer/Captain promotional process preparations.
- Assisted with performance tracking for EMS and Fire Response programs, ensuring benchmarks in turnout times, cardiac arrest care, and safety outcomes were met or exceeded.
- Reviewed Special Operations readiness through multi-agency technical rescues, hazardous materials mitigation, and targeted discipline-specific training. The team is outstanding!
- Attended the Arizona Ambulance Conference in Flagstaff
- Wildland resource deployment for multiple statewide and out-of-state fire incidents with our Wildland team. Once again, the team demonstrated exceptional performance and represented GRFD with professionalism on every assignment.

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## EMS

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### ***EMS Division Board Report***

**July 2025**

#### **EMS Training**

- Crews rotated through July Skills Labs. Content that was covered in each session included ECG interpretation skills to improve accuracy with STEMI (ST Elevation Myocardial Infarction) alerting, refreshers on our Pedi Part and CAVALIER studies, skills stations on bleeding control and Zoll monitor functions, and two scenarios that provided the opportunity for providers to train on the Crashing Patient AG and usage of Push Dose Epinephrine.





- Congratulations to 377 A Shift for successfully defending last quarter's Skills Lab Cup win! Great Job Captain Garcia, Engineer Rios, Paramedics Wallace and Rhodes, and Firefighters Turnbull and Harris.



- DV Taylor attended the 2025 AFCA/AFDA conference in Phoenix. This conference provided great workshops and presentations on leadership, management, and operations for Arizona fire and EMS organizations.
- DV Taylor, Captain Sanchez, and Paramedics Muscarella and Kane completed CADS (Certified Ambulance Documentation Specialist) through NAAC (National Academy for Ambulance Compliance). Division staff will determine with medical direction if this course will be utilized organizationally for documentation training.
- DV Taylor, Paramedics Muscarella, Wallace, and Baron attended the 2025 Southwest Regional Trauma Conference in Tucson. This local conference provides training and education in trauma care for adults and pediatric patients based on our regional protocols and capabilities.

### **EMS Team**

- Division staff conducted a second meeting with EMS Survey Team to go over pricing and contract specifics for collecting EMS patient experience surveys. EMS Division has provided a recommendation to executive leadership for review.
- Division staff are developing a way of incorporating medical necessity and reasonableness into the ePCR.
- Division staff began creating situation tools within the ePCR. These tools will create efficiencies in documentation.

## **EMS Performance**

### **Emergency Medical Response Program**

The purpose of the Emergency Medical Response program is to provide emergency response, evidenced-based medical care, and ambulance transport services to residents and visitors of the community so they can receive a timely response and experience the best possible health outcomes.

#### **February 2025 Results:**

% EMS calls for service where the turnout time is 1:15 or less. 78%

Maintain emergent (Code III) responses where the first unit total response time is 9:00 minutes or less for urban areas and 12:00 minutes for rural areas. Urban = 10.4; Rural = 13

Maintain wall times (arrival at hospital to transfer of care) at the 90<sup>th</sup> percentile to 45 minutes or less. 25:47

The number of instances where non-reserve ambulance availability is 0. There were 0 instances.

% cardiac arrest responses where nationally recognized EMS performance measure benchmarks are met: ETCO2 documented with advanced airway (goal 90%) = 100% Appropriate termination documentation (Goal 95%) = 97.5%

% survival rate for cardiac arrest (Utstein Formula of Survival) 21%

% STEMI responses where nationally recognized EMS performance benchmarks are met. Administrative medical direction is building this report

% stroke responses where nationally recognized EMS performance benchmarks are met. Administrative medical direction is building this report.

% TBI responses where nationally recognized EMS performance benchmarks are met. Administrative medical direction is building this report.

% of surveyed respondents are satisfied with the service received from EMS response. Evaluating options.

% budget variance

#### **Outputs:**

The number of EMS responses provided. 933

The number of ambulance transports provided. 579

#### **Demands:**

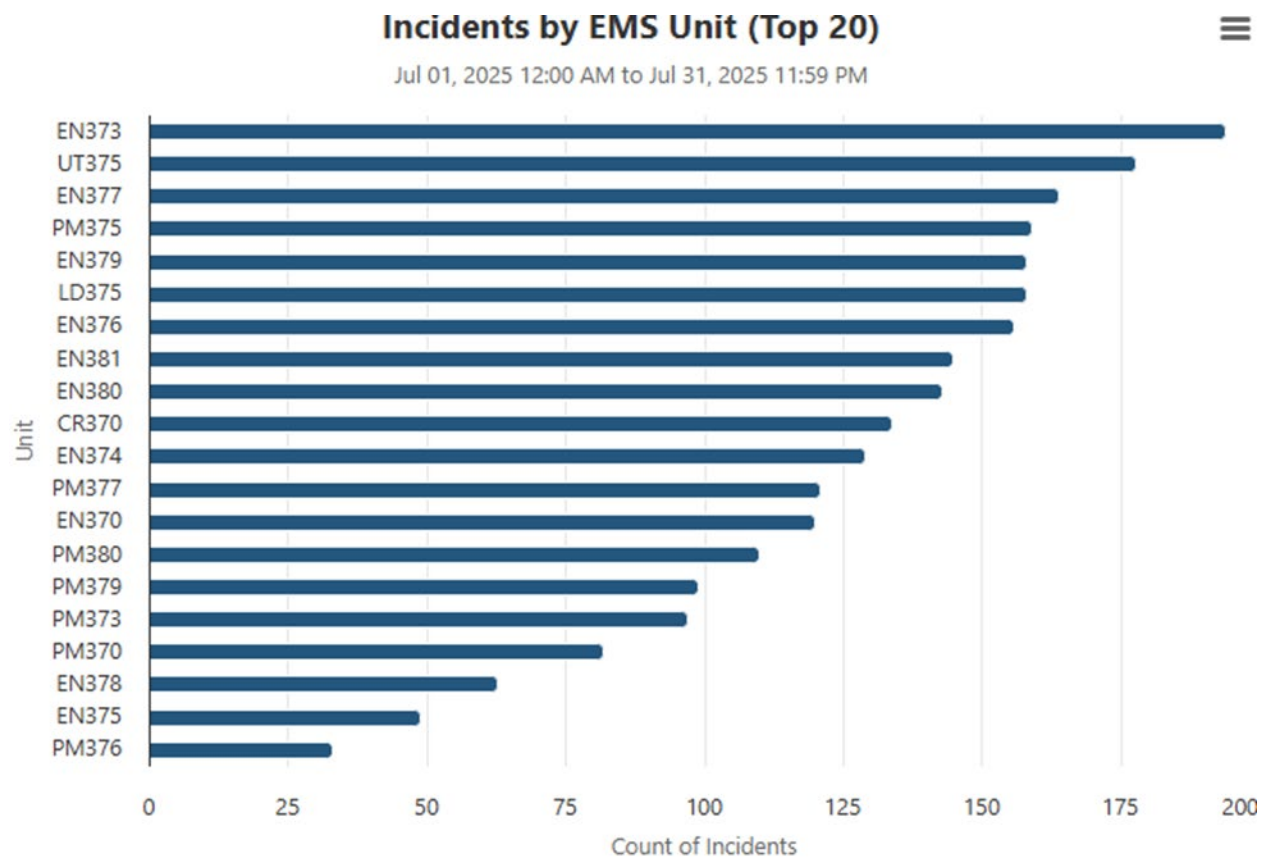
The number of EMS responses expected to be requested. 982

The number of ambulance transports to be requested. 574

**Efficiencies:**

EMS program expenditure per total number of EMS responses. **Developing a means of measurement.**

EMS program expenditure per capita. **Developing a means of measurement.**



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Fire Response

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**Fire Response Program**

The purpose of the Fire Response program is to provide life safety, fire suppression, and property conservation services to our community so they can experience a timely and professional response to minimize the loss of life and property.

**July 2025 Family of Measures - Results:**

73% fire calls for service where the turnout time is 1:30 or less

100% urban (>2500 pop. density) fire calls for service where the first unit is on scene in 9:20 minutes or less (from time of dispatch).

N/A % urban (>2500 pop. density) moderate risk fire calls for service where the effective response force is on scene in 23:35 minutes or less (from time of dispatch).

N/A % urban (>2500 pop. density) high risk fire calls for service where the first unit is on scene in 33:45 minutes or less (from time of dispatch).

N/A % urban (>2500 pop. density) maximum risk fire calls for service where the effective response force is on scene in 43:45 minutes or less (from time of dispatch).

N/A% rural (<2500 pop. density) fire calls for service where the first unit is on scene in 12:20 minutes or less (from time of dispatch).

N/A % rural (<2500 pop. density) moderate risk fire calls for service where the effective response force is on scene in 25:30 minutes or less (from time of dispatch).

N/A % rural (<2500 pop. density) high risk fire calls for service where the effective response force is on scene in 35:30 minutes or less (from time of dispatch).

N/A % rural (<2500 pop. density) maximum risk fire calls for service where the effective response force is on scene in 45:30 minutes or less (from time of dispatch).

100% of fires contained to the room of content.

100% of fire responses where there is no injury or loss of life (to the public) 100% of fire responses where there is no injury or loss of life (to GRFD personnel)

% of surveyed respondents are satisfied with the service received from fire response (Still being considered and/or developed)

## July 2025 Family of Measures - Outputs:

File gridaz

### OPS Division - Family of Measures (Outputs)

#### Fire Alarm Responses (NFIRS 700s)

Incident Type And Description	Total
700 - False alarm or false call, other	4
733 - Smoke detector activation due to malfunction	2
736 - CO detector activation due to malfunction	4
740 - Unintentional transmission of alarm, other	3
743 - Smoke detector activation, no fire - unintentional	2
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	5
746 - Carbon monoxide detector activation, no CO	4
Total: 25	

#### Vehicle Fire Responses (NFIRS 130s)

Incident Type And Description	Total
131 - Passenger vehicle fire	1
Total: 1	

#### Rubbish Fire Response (NFIRS 150s)

Incident Type And Description	Total
150 - Outside rubbish fire, other	1
151 - Outside rubbish, trash or waste fire	3
154 - Dumpster or other outside trash receptacle fire	1
Total: 5	

#### Residential Fire Responses (NFIRS 111, Prop. Type 419, 429)

Incident Type And Description	Property Use And Description	Total
113 - Cooking fire, confined to container	419 - 1 or 2 family dwelling	1
113 - Cooking fire, confined to container	429 - Multifamily dwelling	1
118 - Trash or rubbish fire, contained	419 - 1 or 2 family dwelling	1
Total: 3		

#### Commercial Fire Responses (NFIRS 111, Prop. Type not 419, 429)

Incident Type And Description	Property Use And Description	Total
112 - Fires in structure other than in a building	808 - Outbuilding or shed	1
113 - Cooking fire, confined to container	161 - Restaurant or cafeteria	1
Total: 2		

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## Honor Guard and Pipes & Drums

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Pipes and Drums had 1 rehearsal at Station 380 in the month of July.

- No expenses or events

### **Honor Guard monthly Ops. report for July:**

- We had no expenditures this month: **Monthly Total: \$0**
- District credit card and Honor Guard budget is all squared up.
- New credit card activated

### **We had 2 events that we participated in for the month of July:**

- “No monthly meeting ”
  - Full team-
- July 4<sup>th</sup> “Sun City singers concert”
  - Thomas and Steele-
- July 10<sup>th</sup> “TFD graduation”
  - Miller-
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## Professional Development

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### Courses/Training

- Preparing new and updated VFIS training for 2025
- 24-01 Probationary Year
  - Module IV books were due July 31, 2025
  - Module I, II, III, and IV practical testing will be August 4-7, August 19, and August 21, 2025
- Instructor I
  - Fire and Emergency Instructor 1 Course ran July 7-17, 2025
  - 10 students enrolled and took the state exam
- Instructor II
  - Fire and Emergency Instructor 2 Course ran July 21-31, 2025
  - 9 students enrolled and took the state exam
- Division Chief Leslie will be meeting with Fire Officer Academy participants for a 360-degree course survey in the coming weeks





#### Miscellaneous

- Engineer promotional process
  - o Preparing for an upcoming Engineer promotional process
  - o Engineer promotional process preparation workshop was hosted July 22 and 24, 2025
  - o Written test to take place on August 11, 2025
  - o Assessment center scheduled to run the week of August 25, 2025
  - o Chief's Interviews are currently scheduled the week of September 1, 2025
- Captain promotional process
  - o Preparing for an upcoming Captain promotional process
  - o Working on announcement
- Driver Operator Competency Evaluation
  - o 6 personnel are scheduled to test in the evaluation
  - o Evaluations will be held August 12-13, 2025

## Professional Development Program

- The purpose of the Professional Development Program is to provide professional development services to Golder Ranch Fire District team members so they can be highly trained and prepared for advancement in their career.

## July 2025 Results

- 65% completion rate on Firefighter ISO training.
- 65% completion rate on Engineer ISO training.
- 63% completion rate on Officer ISO training.
- 100% completion rate on all district-required annual Administration OSHA training
- 100% completion rate on all district-required annual Community Resource Technician OSHA training
- 100% completion rate on all district-required annual Fleet, Logistics, and IT OSHA training
- 100% completion rate on all district-required annual Suppression and FLS OSHA training
- 100% completion rate on all district-required annual Supervisor Administration OSHA training
- 100% completion rate on all district-required annual Supervisor Fleet, Logistics, and IT OSHA training
- 100% completion rate on all district-required annual Supervisor Suppression and FLS OSHA training
- 95% completion rate on all district-required annual Wildland Refresher Training
- 98% completion rate on all district-required annual Physical Agility Evaluations.
- 6% completion rate on all district-required annual VFIS Refresher training.
- % completion rate on all district-required annual Ropes Ops/Tech Refresher training. Work in progress
- 90% completion rate on all district-required annual Swift Water Ops/Tech training.
- % completion rate on all district-required annual Hazmat Refresher training. Work in progress
- Promotional success rate. Nothing to report
- % of members on promotional eligibility lists than the positions in each class up to Battalion Chiefs. Work in progress
- % of surveyed respondents are satisfied with the service received from professional development. Work in progress
- % budget variance. Work in progress

## Outputs

- 600 hours of recruit training will be delivered annually. Work in progress
- 160 hours of Driver/Operator training will be delivered every two years.
- 192 hours of Fire Officer I and II training will be delivered every two years.

- 160 hours (six classes) of leadership development training will be delivered every two years. Work in progress
- 60 hours of required annual training, in addition to ISO requirements, will be delivered annually. Work in progress
- 80 hours of rope and swift water rescue technician training will be offered annually. Work in progress
- One Battalion Chief promotional process will be provided every two years. Work in progress
- One Captain promotional process will be provided every two years. Work in progress
- One Engineer promotional process will be provided every two years. Work in progress

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## Special Operations

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### **Results**

- 12% of the Special Operations responses involved injuries or loss of life.
- 0% of the Special Operations responses resulted in injuries or loss of life to GRFD personnel.
- 100% of the Special Operations Team response's turnout times were 2:30 minutes or less.
- 100 % HAZMAT responses where the affected area was mitigated in 6 hours or less
- TBD% of respondents surveyed are satisfied with the service received from HAZMAT response
- 0% budget variance

### **Outputs**

- 3 technical rescue responses
- 14 hazardous material responses
- 17 individuals served

### **Monthly Response Highlights**

- July presented a busy month for TRT responses. The Special Operations Team performed a wide variety of complex rescues, some local and some regional. The Team worked on the Linda Vista Trailhead at 2300 at night, rescuing one individual. The Trench Rescue occurred off Grant Road, where they worked with Tucson Fire to rescue one individual. The Rope Rescue involved the Team working with Ladder 375 to rescue an individual experiencing a medical emergency on top of a roof. All of these rescues were performed safely and effectively, which is a direct result of their commitment to training on all of the disciplines they are required to maintain.
- The Special Operations Team continued to respond to and support various Hazardous Materials incidents within the district and region. The most notable Hazardous Materials incident occurred at a rehab facility with an indoor pool. This incident involved chlorine gas, after Chlorine and Muriatic Acid were mixed. No injuries were reported, and no occupants were displaced.

## **Monthly Training**

### **Regional Hazardous Materials Continuing Education:**

- Special Operations Team Paramedics participated in Tox Medic recertification class taught by Dr. French and the Banner UMC Toxicology Department. The training included one day of re-education on our Tox Medic Administrative Guidelines to give these individuals the ability to administer additional medications for HAZMAT related incidents.

### **Regional Technical Rescue Continuing Education:**

- The Special Operations Team completed an Emergency Building Shoring (EBS) online education refresher. This was created and sent out by the Tucson Fire Department. The practical training will be completed in the upcoming months.

### **Regional Initial Training:**

- The Special Operations Team training staff is preparing to deliver a regional EBS class.
- The team will potentially be sending members to an Elevator Rescue class with NWFD and TFD.

### **In-District Continuing Education:**

- The Station 377 B-Shift crew completed their “crew river day” Swift Water Rescue refresher at Phon D Sutton at the Salt River. This live river dynamic training is critical for the Station 377 personnel to be prepared for the swift water season.
- The Special Operations Team began a new monthly air monitor calibration program, where an individual visits each station to service and calibrate their respective air monitors. This program reduces the amount of time suppression trucks have to drive to Station 377, keeping them in their response areas, ready to respond.
- Special Operations Team members continue to become certified in Emergency Trailer Operations for the new Special Operations Trailer. This is an annual requirement that consists of 3 hours of didactic training along with 3 hours of practical training. All immediate members stationed at 377 have been certified. Satellite members will be certified by the end of the year.

### **In-District Initial Training:**

- The Yates Spec Pack online education was delivered to Special Operations Team Members for in-service training of new equipment. This equipment can be used during Confined Space, Trench, and other TRT related rescues.
- The team is developing an online education in-service training for the new Broco Rescue Torch, which is predominately used during heavy machinery and building collapse situations.
- The Special Operations Team training staff is developing a Trench Rescue practical drill to practice operating out of the new trailer.
- Station 377 A-Shift completed a walkthrough of Roche Building 10. This building has multiple areas of potential for a Confined Space Rescue due to certified professionals working on the basement sump pumps in the near future. This was a good opportunity to diagram the spaces, meet with property representatives and plan some potential drills in the future.

- The Special Operations Team Recruitment continued, which involved Team members visiting stations to answer questions, after-action-reviews being completed that detail a wide variety of incidents the Team has responded to recently, the recruitment memo being drafted, and the development of the selection process, in conjunction with Human Resources.

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## Wildland

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### **July Wildland Assignments:**

#### **Oak Ridge (Northern AZ)**

First Operational Period: 6/29/25

Support Truck Shop #2036 Crew: Kroger

Oak Ridge / Window Rock, AZ

First Operational Period: 7/2/2025

Support Truck Shop #: 2238

Crew: Sparkman, Metz

#### **Monarch Fire / Wickenburg, AZ**

First Operational Period: 7/2/2025

Ambulance Shop #: 1601

Crew: Colby, Kyle Rhein

#### **Green fire / California**

First Operational Period: 7/11/2025

Support Truck Shop #: 2237

Crew: Port

**Current Wildland Assignments:**

**2025 Kenai Kodiak – Preposition**

First Operational Period: 7/6/2025

Shop #: Rental

Crew: Waldorf

**2025 Kenai Kodiak Preposition**

First Operational Period: 7/6/2025

Shop #: Rental

Crew: Petersen

**Dragon Bravo - Grand Canyon, AZ**

First Operational Period: 07/13/2025

Support Truck Shop #: 2036

Crew: Kroger

**Laguna Fire - NM**

First operational period: 07/13/2025

Shop #: Rental

Crew: Spanarella

**Billy Fire/ Medical/ Arizona**

First Operational Period: 07/17/2025

Support Truck Shop #: 2238 w/ UTV

Crew: Kyle Rhein, Hains

**Pinal County Wildland Team Rotation:**

No resources available at this time.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Dave Christian, Finance Director

MTG. DATE: August 19, 2025

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

ITEM #: 7A

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 7/1/2025 Through 7/31/2025

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	3,586,704.72	3,472,477.41	(114,227.31)	3,586,704.72	3,472,477.41	(114,227.31)
6000	Supplies/Consumables	40,080.90	109,614.67	69,533.77	40,080.90	109,614.67	69,533.77
6500	Vehicle / Equipment Expense	12,658.90	315,705.99	303,047.09	12,658.90	315,705.99	303,047.09
6750	Utilities / Communications	56,698.21	47,098.00	(9,600.21)	56,698.21	47,098.00	(9,600.21)
7000	Professional Services	63,459.45	143,924.32	80,464.87	63,459.45	143,924.32	80,464.87
7500	Dues/Subscriptions/Maint. Fees	55,736.42	160,916.30	105,179.88	55,736.42	160,916.30	105,179.88
7750	Insurance	11,955.00	73,800.00	61,845.00	11,955.00	73,800.00	61,845.00
8000	Repairs / Maintenance	12,941.66	71,266.00	58,324.34	12,941.66	71,266.00	58,324.34
9000	Debt Service	58,752.04	58,008.00	(744.04)	58,752.04	58,008.00	(744.04)
9500	Capital Outlay	316,174.81	142,520.34	(173,654.47)	316,174.81	142,520.34	(173,654.47)
Report Difference		(4,215,162.11)	(4,595,331.03)	380,168.92	(4,215,162.11)	(4,595,331.03)	380,168.92



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: August 19, 2025

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 19, 2025

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.