

**GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
PUBLIC NOTICE AND AGENDA
Tuesday, September 16, 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, September 16, 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. PRESENTATIONS

A. EMPLOYER SUPPORT OF THE GUARD AND RESERVE (ESGR) AWARDS PRESENTATION

B. UTSTEIN SURVIVABILITY PRESENTATION- GRFD MEDICAL DIRECTOR, DR. RICE

C. PRESENTATION OF PERSONNEL

- YEARS OF SERVICE
 - SHANNON ORTIZ, BOARD SERVICES SUPERVISOR- 10 YEARS
 - MICHAEL THOMAS, CAPTAIN- 30 YEARS
- PROMOTIONS
 - JESSE BURKS, ENGINEER
 - DANIEL DE LA PUENTE, PARAMEDIC
 - BRANDON MCPHERSON, ENGINEER
 - BRENDAN PEELER, PARAMEDIC
 - TJ STEELE, ENGINEER



- STEVE WHITE, BATTALION CHIEF
- AUTUMN ZOECHBAUER, PERMIT TECHNICIAN

6. 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- AUGUST 19, 2025, REGULAR SESSION

7. 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

8. REGULAR BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION REGARDING THE BACKUP AMBULANCE COVERAGE INTERGOVERNMENTAL AGREEMENT BETWEEN TUCSON FIRE DEPARTMENT AND GOLDER RANCH FIRE DISTRICT
- B. DISCUSSION AND POSSIBLE ACTION REGARDING THE NONCRIMINAL JUSTICE AGENCY (NCJA) POLICY
- C. DISCUSSION AND POSSIBLE ACTION REGARDING POLICY 1026- DRUG- AND ALCOHOL-FREE WORKPLACE
- D. DISCUSSION AND POSSIBLE ACTION REGARDING THE GOLDER RANCH FIRE DISTRICT RECONCILIATION AND MONTHLY FINANCIAL REPORT

9. 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 – October 21, 2025

10. 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.

11. ADJOURNMENT

Sandra Outlaw, Clerk of the Board
Golder Ranch Fire District

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

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

Posted by: Shannon Ortiz 9/10/2025 by 11:00 a.m.





GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: September 16, 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: September 16, 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: Tom Brandhuber, Fire Chief

MTG. DATE: September 16, 2025

SUBJECT: PRESENTATION OF THE EMPLOYER SUPPORT OF THE GUARD AND RESERVE
(ESGR) AWARDS

ITEM #: 5A

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Our Nation has relied heavily on Guard and Reserve service members since entering continuous operations more than a decade ago. Employer support enhances retention rates in the Armed Forces and in the end, strengthens our national security. To recognize employers who support their Guard and Reserve employees, Employer Support of the Guard and Reserve (ESGR) grants a series of Department of Defense (DoD) awards.

RECOMMENDED MOTION

No motion required for this agenda item, presentation only.



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Jason Taylor, EMS Division Chief

MTG. DATE: September 16, 2025

SUBJECT: Utstein Survivability Presentation

ITEM #: 5B

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Dr. Rice will be providing a presentation to the board to describe the Utstien Survivability score and how GRFD is performing.

RECOMMENDED MOTION

No motion for this agenda item, presentation only.



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: September 16, 2025

SUBJECT: PRESENTATION OF PERSONNEL

ITEM #: 5C

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 recognizing personnel who have achieved employment milestones.

- YEARS OF SERVICE
 - Shannon Ortiz, Board Services Supervisor-10 Years
 - Michael Thomas, Captain-30 Years
- PROMOTIONS
 - Jesse Burks, Engineer
 - Daniel de la Puente, Paramedic
 - Brandon McPherson, Engineer
 - Brendan Peeler, Paramedic
 - TJ Steele, Engineer
 - Steve White, Battalion Chief
 - Autumn Zoechbauer, Permit Technician

RECOMMENDED MOTION

No motion required for this agenda item.

EMPLOYEE RECOGNITION

Employee Name: Shannon Ortiz

Date of Hire: 9/28/2015

Current Position: Board Services Supervisor

Reason for Recognition: 10 years of service

Prepared by: Shannon Ortiz

Date of Board Meeting: *The third Tuesday of each month.*

The employee named above will be recognized for Years of Service milestone, Job Promotion, New Employee, or Academy Graduate. This information will be used when the employee is recognized at the next GRFD Board Meeting.

Questions regarding the completion of this form can be addressed to Human Resources.



- **GRFD/CAREER HISTORY:**

Hired in September of 2015 as Records Specialist

Promoted to Board Services Supervisor January 2023

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

2017 GRFD Non-Suppression employee of the year

2019 Recipient of GRFD Fire Chief's Award of Merit

Maintained Elections Officer Certification through the Arizona Secretary of State's Office since 2014

Obtained Certified Public Manager's certification through Arizona State University in June 2023

Obtained Master's Municipal Clerk Certification in August 2023 through the International Institute of Municipal Clerks

Region 7 Leader of Arizona Municipal Clerks Association, includes Tucson, Oro Valley, Marana and Sahuarita

- **PERSONAL OR SPECIAL NOTES OF INTEREST:**

Grew up around the fire service with dad, Albert Ortiz, as former fire chief of Oracle Fire District who turned it from a volunteer to a full-time fire district. With this background she understands the need to support suppression personnel.

Brother is training engineer at Professional Development

Was a member of the Christmas committee for 8 years

Member of GRFD's Peer Support Team

Member of GRFD's Culture Committee

Deejay on weekends

Proudest accomplishment raising son Aiden, sophomore at Canyon Del Oro High School

EMPLOYEE RECOGNITION

Employee Name: Michael Thomas

Date of Hire: September 1, 1995

Current Position: Alarm Room Captain A shift

Reason for Recognition: 30 Years of Service

Prepared by: DC Mark Wilson

Date of Board Meeting: *The third Tuesday of each month.*

The employee named above will be recognized for Years of Service milestone, Job Promotion, New Employee, or Academy Graduate. This information will be used when the employee is recognized at the next GRFD Board Meeting.

Questions regarding the completion of this form can be addressed to Human Resources.



- **GRFD/CAREER HISTORY:**

GRFD Class of 94 – 01, Reserve Firefighter/EMT working out of what was then station 4 (Sun City) and station 1 (Old Hawser Station)

September 1 1995: Hired full time and assigned to station Sun City Station (Lamanda, Muscarella, and a reserve firefighter)

1998: Implemented and built out the Plat system for GRFD mapping. Handled making all map books for the district prior to MDT's

2000: Firefighter of the Year

2002ish: Promoted to DO/Engineer

2004: Got my Medic (November) and promoted to Captain in (December)

2005: Deployed to Texas for help with Hurricane Katrina relief efforts

2013: Deployed to Prescott AZ with AZLAST to assist with Granite Mountain Hotshots

- Founding member of North Tucson Firefighters Union
- Founding member of GRFD Honor Guard
- State Coordinator AZ LAST

- PERSONAL OR SPECIAL NOTES OF INTEREST:

Wife: Rhonda

Son: Phoenix

Daughter: Alana

Daughter: Carina

EMPLOYEE RECOGNITION

Employee Name: Jesse Burks

Date of Hire: 2/8/2021

Current Position: Firefighter

Reason for Recognition: Promotion

Prepared by: Captain Paddock

Date of Board Meeting: *The third Tuesday of each month.*

The employee named above will be recognized for Years of Service milestone, Job Promotion, New Employee, or Academy Graduate. This information will be used when the employee is recognized at the next GRFD Board Meeting.

Questions regarding the completion of this form can be addressed to Human Resources.



- **GRFD/CAREER HISTORY:**

Jesse joined GRFD at the age of 22, earning his position through a successful first application—a testament to his preparation, dedication, and strong qualifications.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Jesse has earned multiple Code Save Coins showing his exceptional performance as an EMT. He achieved ASE certification at the age of 18 and served as captain of his high school track team.

- **PERSONAL OR SPECIAL NOTES OF INTEREST:**

Jesse completed his Driver Operator course less than a year ago and quickly distinguished himself through his motivation and strong work ethic. His dedication led him to place first in the engineer promotional process. Throughout his career, Jesse has shown a passion for being a strong senior firefighter and a mentor to newer members of the department. I am confident he will bring this same commitment and enthusiasm to the engineer role.

EMPLOYEE RECOGNITION

Employee Name: Daniel De La Puente

Date of Hire: 8/8/2022

Current Position: Paramedic

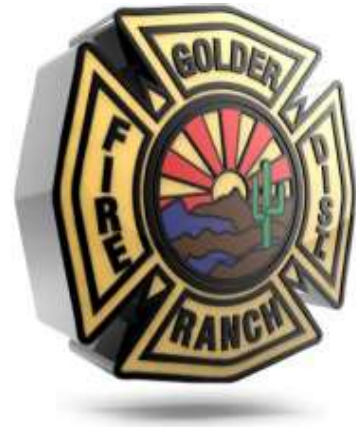
Reason for Recognition: Promotion

Prepared by: PM Kyle Drake

Date of Board Meeting: *The third Tuesday of each month.*

The employee named above will be recognized for Years of Service milestone, Job Promotion, New Employee, or Academy Graduate. This information will be used when the employee is recognized at the next GRFD Board Meeting.

Questions regarding the completion of this form can be addressed to Human Resources.



- **GRFD/CAREER HISTORY:**

Daniel started with Golder Ranch in 2022. Daniel completed a 4- month academy and then split his probation year at 380 and 374. After his first-year probation was complete, Daniel was stationed at 380. Station 380 was a great opportunity to grow at a Firefighter and EMT. The wide range and volume of calls increased Daniel's interest in becoming a Paramedic.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Daniel tested for Paramedic Class in 2024. He completed the rigorous curriculum through Pima Community College including a full-time class schedule, ride along's and clinicals at hospitals in a tough 6-month time frame. Daniel then promoted to Paramedic in 2025. Daniel will now be the Paramedic at Station 379. His Hard Work, Dedication, and Servant attitude will be nothing but a benefit the community he serves.

- **PERSONAL OR SPECIAL NOTES OF INTEREST:**

Daniel is an Oro Valley Native, Attending Wilson Elementary and Ironwood High School. He is an avid Dodgers fan even though they try to buy Championships. Daniel had his first son in February of 2024, Noah. Daniel will be getting married to his fiancé Jocelyn at the end of this month.

EMPLOYEE RECOGNITION

Employee Name: Brandon McPherson

Date of Hire: August 2022

Current Position: Firefighter/EMT

Reason for Recognition: Promotion

Prepared by:

Date of Board Meeting: *The third Tuesday of each month.*

The employee named above will be recognized for Years of Service milestone, Job Promotion, New Employee, or Academy Graduate. This information will be used when the employee is recognized at the next GRFD Board Meeting.

Questions regarding the completion of this form can be addressed to Human Resources.



- **GRFD/CAREER HISTORY:**

- Started in the Fire Service in 2016 Volunteering with Benson Fire Department.
- 2017, Became a Full-Time Firefighter with Picture Rocks Fire & Medical District.
- Graduated from the 22-02 Golder Ranch Fire Academy.
- Was selected by Professional development to participate in the capacity of Cadre Member for the 24-01 Golder Ranch Fire Academy.
- Successful completion of the Swift Water and Ropes Technician classes.
- Successfully completed the 2024 Golder Ranch Driver Operator Training Program.
- Participated in the 2025 Golder Ranch Engineer Promotional Process.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

- **PERSONAL OR SPECIAL NOTES OF INTEREST:**

- My wife and I have a three-year-old little girl with baby sister number 2 on the way in January 2026.
- I participated in the Golder Ranch Fire Explorer Program when I was in high school.

EMPLOYEE RECOGNITION

Employee Name: Brendan Peeler

Date of Hire: 02/08/2021

Current Position: FF/Paramedic

Reason for Recognition: Promotion

Prepared by: Felipe Torres

Date of Board Meeting: *The third Tuesday of each month.*

The employee named above will be recognized for Years of Service milestone, Job Promotion, New Employee, or Academy Graduate. This information will be used when the employee is recognized at the next GRFD Board Meeting.

Questions regarding the completion of this form can be addressed to Human Resources.



- **GRFD/CAREER HISTORY:**

Brendan began his career in the fire service at Benson Fire Department where he spent 1.5 years as a reserve. From Benson he continued his career at Picture Rocks Fire District for an additional 3.5 years. He eventually landed his dream job at Golder Ranch Fire District where he has spent the last 4 years.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Going through paramedic class successfully is a huge achievement and Brendan finished it successfully. Not only did he complete this goal he also maintained his skills as a firefighter, a father and a husband.

- **PERSONAL OR SPECIAL NOTES OF INTEREST:**

Brendan extends his deepest thanks to his beautiful wife for her unwavering support throughout paramedic school. He's also grateful to his 3-year-old daughter for being patient with a sometimes grumpy dad. During this demanding and stressful time, the Peeler family also joyfully welcomed their second child — an incredible milestone amid a hectic journey. Brendan is proud of this accomplishment and grateful for the love and strength of his growing family.

EMPLOYEE RECOGNITION

Employee Name: TJ Steele

Date of Hire: 2/8/2021

Current Position: Engineer

Reason for Recognition: Promotion to Engineer

Prepared by: DC Mark Wilson

Date of Board Meeting: *The third Tuesday of each month.*

The employee named above will be recognized for Years of Service milestone, Job Promotion, New Employee, or Academy Graduate. This information will be used when the employee is recognized at the next GRFD Board Meeting.

Questions regarding the completion of this form can be addressed to Human Resources.

- **GRFD/CAREER HISTORY:**

TJ joined GRFD in February of 2021 after spending 8 years on the dark side with OVPD

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

TJ received the Firefighter of the year award in 2024 for demonstration of true professionalism, excellent work ethic and a positive attitude each and every day.

- **PERSONAL OR SPECIAL NOTES OF INTEREST:**

TJ has been married to his lovely wife rose for 7 years. They have a 2-year-old named Zoey who has dad wrapped around his finger. They spend much of their spare time traveling the world.



EMPLOYEE RECOGNITION

Employee Name: White, Steve

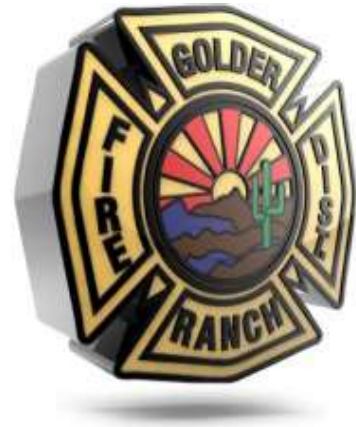
Date of Hire: 07/01/2017

Current Position: Health and Safety Captain

Reason for Recognition: Promotion

Prepared by: Chris Charnoki

Date of Board Meeting: *The third Tuesday of each month.*



The employee named above will be recognized for Years of Service milestone, Job Promotion, New Employee, or Academy Graduate. This information will be used when the employee is recognized at the next GRFD Board Meeting.

Questions regarding the completion of this form can be addressed to Human Resources.

- **GRFD/CAREER HISTORY:**

During Steve's freshman year of high school, he joined the RMFD Explorer Program, where he quickly discovered his passion for the fire service. That early experience set the foundation for a dedicated career in the fire service, which began at RMFD Pima County, where he served from 2000 to 2014. He continued his career at Mountain Vista Fire District from 2014 to 2017, and has been proudly serving with Golder Ranch Fire District since 2017. Throughout his journey, he has had the privilege of working alongside incredible colleagues and mentors, and has gained valuable experience across a range of roles within the fire service.

Firefighter 1999-2006
Engineer 2006-2015
Fire Captain 2015-2025
Fire Investigation at RMFD and MVFD
Acting Battalion Chief
Health and Safety Captain

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Bachelor of Science in Public Safety & Emergency Management at Grand Canyon University
Fire Officer Designation through Center for Public Safety Excellence
Fire Instructor 1 & 2 ; Fire Inspector 1 & 2
Fire Investigation 1-4 through AZIAAI
Live Fire Instructor; Pump Operator Instructor
Vehicle Extrication Instructor; Blue Card Command Instructor
Strategy and Tactics Instructor at AZ State Fire School

- **PERSONAL OR SPECIAL NOTES OF INTEREST:**

Steve considers his greatest accomplishment to be being a father to his daughter, Bailey, and his son, Branson. They are his daily motivation and a constant source of pride. He is deeply grateful for the strong support system in his life, including his parents, family, friends, coworkers, and mentors. Their unwavering love and encouragement have played a vital role in shaping who he is today. In his free time, he enjoys fishing in northern Arizona and cycling on The Loop. A passionate Miami Dolphins fan, he rides the emotional highs and lows of every season, often bracing for another nerve-wracking Sunday and hoping quarterback Tua can avoid another concussion.

EMPLOYEE RECOGNITION

Employee Name: Autumn Zoechbauer

Date of Hire: May 2014

Current Position: Permit Technician

Reason for Recognition: Job Promotion

Prepared by:

Date of Board Meeting: *The third Tuesday of each month.*

The employee named above will be recognized for Years of Service milestone, Job Promotion, New Employee, or Academy Graduate. This information will be used when the employee is recognized at the next GRFD Board Meeting.

Questions regarding the completion of this form can be addressed to Human Resources.



- **GRFD/CAREER HISTORY:**
Hired as a receptionist in May of 2014
Promoted to admin assistant in May of 2015
Promoted to permit technician in August of 2025
- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**
2015 = Fire and Life Safety Educator
2018 = Car Seat Technician
2019 = Employee of the year
2021 = GRFD Safety Committee
2024 = Fire Detection and Suppression Systems
Hazardous Materials First Responder Awareness
Fire Investigator I
2025 = Fire Investigator II
Arizona - Fire Inspector I
Fire Investigator III
- **PERSONAL OR SPECIAL NOTES OF INTEREST:**
Traveling
Books
Three for three



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: September 16, 2025

SUBJECT: APPROVE MINUTES- AUGUST 19, 2025, REGULAR SESSION

ITEM #: 6A

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. AUGUST 19, 2025, REGULAR SESSION MEETING MINUTES

RECOMMENDED MOTION

If items remains on consent agenda:

Motion to approve the September 16, 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 August 19, 2025 regular session meeting minutes.

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

**Tuesday, August 19, 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, Board Member Steve Brady, and Board Member Tom Shellenberger

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

2. SALUTE AND PLEDGE OF ALLEGIANCE

Those in attendance said the pledge of allegiance.

3. FIRE BOARD REPORTS

Board Member Shellenberger thanked Fire Marshal Akins for presenting at the SaddleBrooke Rotary Club meeting. He said several people approached him afterwards and said it was the best presentation they have ever had.

Vice Chairperson Vette stated he was at church when 911 was called to assist someone. He said the crew was very courteous and professional. He thanked them for their assistance and recognized them for their professionalism. Board Member Vette mentioned he did a ride along with Battalion Chief Hastings. They visited Station 377, the Special Operations station. He said they are a fabulous group and their level of expertise is just incredible.

Board Member Brady stated there was a fire recently in the community he lives in. He said unfortunately the structure was a total loss. However, he said the crews did a tremendous job in their response and stopping the fire from spreading. He said the one issue was none of the residents called 911, a passerby called 911 to report the fire. He asked if community education could be done to inform residents of not hesitating to call 911 for emergencies such as these.

4. CALL TO THE PUBLIC

There were no public issues presented at this time.



5. CONSENT AGENDA

- 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

Vice Chairperson Vette requested Item 5D for Policy 1010 be removed for discussion.

MOTION by Board Member Shellenberger to approve the August 19, 2025, Consent Agenda and to pull item 5D for discussion.

MOTION SECONDED by Vice Chairperson Vette

MOTION CARRIED 5/0

After clarification, the Board determined they did not need to discuss policy 1010 of item 5D.

MOTION by Vice Chairperson Vette to approve item 5D

MOTION SECONDED by Board Member Shellenberger

MOTION CARRIED 5/0

MOTION by Vice Chairperson Vette to modify exhibit B of Item 5F and list addresses as available

MOTION SECONDED by Board Member Shellenberger

MOTION CARRIED 5/0



Attorney Aversa asked for clarification from the Board if they would like the item submitted to the Chairperson for signature of if they would like the item submitted at a future board meeting for approval.

Vice Chairperson Vette verified the document could be signed by the Chairperson at the direction of the Board.

6. REPORTS AND CORRESPONDENCE

- A. FIRE CHIEF'S REPORT – Chief Brandhuber presented the Fire Chief's report to the Governing Board. He thanked Human Resources (HR) for their hard work on the transition from Blue Cross Blue Shield health insurance to Cigna. He thanked them for their efforts and for helping GRFD staff.

President Jones said he echoed Chief Brandhuber's sentiment and thanked HR for their work.

- B. COMMUNITY RISK REDUCTION DIVISION'S REPORT - Assistant Chief Perry presented Community Risk Reduction's division report to the Governing Board. Deputy Chief of Community Risk Reduction (CRR) Hilderbrand presented the CRR plan. He explained in 2023 GRFD completed its first Community Risk Assessment (CRA). The CRA is a strategic process for fire agencies to gather and analyze data in order to set organizational priorities across all divisions. After a CRA is completed, the next phase is to develop a Community Risk Reduction Plan (CRRP), per the National Fire Protection Association (NFPA). This type of plan helps to effectively target a fire agency's resources such as funding, personnel, time, and partnerships. DC Hilderbrand explained the five 'E's of CRR are: Emergency Response, Education, Engineering, Economic Incentives, and Enforcement. There have been four goals for CRR between 2024-2028: Reduce the number of fall injuries and lift assists by 2027; Reduce life safety risks through increased education and presence of working smoke alarms in single family homes; Reduce the number of hiker rescues in the District by 2027; and reduce the number of all-hazards units responding to public assist calls by 2027.

Chairperson Cox Golder asked how many Community Risk Technicians (CRTs) the District had.

Deputy Chief Hilderbrand responded the District had twelve CRTs, however, on Monday August 25th the District will on-board six more.

Chairperson Cox Golder asked what vehicles the CRTs use.

Deputy Chief Hilderbrand replied they currently use utility vehicles, however, the plan is for the CRTs to eventually use a smaller vehicle.



- C. SUPPORT SERVICES DIVISION'S REPORT – Deputy Chief Jarrold presented the Support Services' division report to the Governing Board. He stated Nancy Ramos has been working diligently, reviewing annual contracts with vendors, specifically trash services. Nancy was able to consolidate all District facilities trash services to one vendor and one contract with Waste Management, making it easier to track invoices and make payments. Ed Port completed his six-month probation period as a Fleet Maintenance Apprentice. 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.
- 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 explained suppression went to a 48/96 schedule approximately a month ago. He also recognized the three new medics who recently graduated from medic school.

Chairperson Cox Golder asked how personnel like the new schedule.

Assistant Chief Grissom deferred the question to Union President Jones.

President Jones said from his informal surveys, crews seem to really like the new schedule.

Assistant Chief Grissom added data was collected from the 3-4 schedule for 6 months and data will be collected from the 48-96 schedule for the same period. After that time, the data will be compared to determine which schedule is best for personnel, their families, and the District.

7. REGULAR BUSINESS

- A. 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. July is the first period of the new fiscal year, and costs were within budget. There were some surprises within the revenue. A total of \$225,000 was collected in residual funds from the ARPA Grant (American Rescue Plan Act). These were Covid funds that were allocated to the states for entities that were dealing with the additional labor costs during the pandemic. The initial grants were distributed, however, there was some money left over, so it was distributed to agencies that did not receive the total amount they initially requested. The initial funds the District received were allocated for the new ladder truck, the most recent funds received are unassigned at this time. The District did well with the revenue for the new fiscal year, it was 8% favorable in the costs. It only used \$3 million in the fund balance as



opposed to the \$4 million budgeted. Good news for the fiscal year 2026! In reference to cash balance, the District has \$4,663 in its general fund at the Pinal County Treasurer's Office and it has \$13,461,192 at the Pima County Treasurer's Office. The District has a total cash balance of \$22 million. It has about \$5.5 million left in bond funds out of the initial \$26 million received. Director Christian was excited to announce some changes to the ambulance billing reporting. Not significant changes, but more in-depth reporting and look at receivables. There were a total of 591 transports in the month of July, \$436,475 was collected and there were \$90,000 in adjustments. Adjustments could be refunds, write-offs, or accounts sent to collections. Director Christian explained a chart titled, "Twelve Month Accounts Receivable Runout" that shows how the amount collected was an amalgamation of approximately a year time frame. For wildland, the District has responded to, and billed for, fourteen in-state fires and fourteen federal fires. To-date the District has billed for approximately \$438,000 and collected \$403,000.

Chairperson Cox Golder asked when an ambulance is sent to a fire, if that was requested.

Director Christian confirmed that ambulances are sent when they are requested, with a paramedic and an EMT.

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 Shellenberger

MOTION CARRIED 5/0

8. FUTURE AGENDA ITEMS

The next regularly scheduled meeting will be September 16, 2025.

Chief Brandhuber mentioned that on September 11th, GRFD has been invited to attend an event at the Veteran's memorial, at Oro Valley's Naranja Park, for an event hosted by the Town of Oro Valley. The Mayor, Oro Valley Police Chief, as well as Chief Brandhuber will be speaking at the event. GRFD's pipes and drums and honor guard have been invited to participate in the event. Chief Brandhuber invited the board members to attend.

9. CALL TO THE PUBLIC

There were no public issues presented at this time.

10. ADJOURNMENT

MOTION by Board Clerk Outlaw to adjourn the meeting at 9:46 a.m.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 5/0



Sandra Outlaw, Clerk of the Board
Golder Ranch Fire District

DRAFT





GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: September 16, 2025

SUBJECT: FIRE CHIEF'S REPORT

ITEM #: 7A

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

August 2025

Fire Chief's Activities



- Attended monthly District Governing Board meeting
- Attended Town of Oro Valley Town Council meeting
- Attended and chaired the annual Arizona Ambulance Association conference
- Attended the Southern Arizona Trauma Conference as the Vice Chair of SAEMS (Southeastern Arizona EMS Council)
- Attended Southern Arizona Make-A-Wish Council meeting
- Attended Pima Fire Chiefs Association meeting
- 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
- Various meetings with personnel
- Participated in a special SAEMS (Southeastern Arizona EMS Council)
- Participated in multiple Statewide Stakeholders meetings to address future CON statutory changes extreme heat and its effect on responders
- Leadership meeting with Local 3832

- Meetings with President Jones Local 3832
- Met with NWFD (Northwest Fire District) to tweak response guidelines for the auto aid agreement
- Met with Lydia Hunte with Beach-Fleischman (Accounting Firm) for District annual Audit interview
- Spoke with AZDHS-BEMS (Arizona Department Health Service Bureau of EMS and Trauma Services) to approve and submit a rate change for ambulance billing rates

Thank You Correspondence/Commendations

- A family thanked Engineer Joe Capuano and Firefighter Jeremy Spencer for doing a station tour for their two sons. Great job!
- A family thanked a crew for doing a wonderful, thorough job checking the family home for a possible gas leak.

Board Services

Board Services Supervisor- Shannon Ortiz

Results:

100 % of records requests fulfilled within a statutory time frame (34/34)

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

Outputs:

1 Governing Board meeting supported for the month of August

1 GRFD PSPRS meeting supported for the month of August

Administrative Assistant Jordan Manuel completed 290 fingerprint appointments.

34 records requests responded to in the month of August

The breakdown is as follows:

Environmental Reports	2
Outstanding Code Violations/Inspection Report	1
Fire Reports	5
Incident Reports	2
Medical Records	21
Other	3

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.

On Tuesday, August 5th, 2025, Records Specialist (RS) Wong attended the monthly Fire Chief's Status Meeting to transcribe minutes.

There was a Public Safety Personnel Retirement System (PSPRS) Local Pension Board meeting held on Thursday, August 14th, 2025.

A Leadership meeting was held on Wednesday, August 27th, 2025, in the board room. RS Wong attended to transcribe minutes.

Throughout the month of August, RS Wong reviewed boxes of records for destruction. Six boxes were reviewed, and certificates of destructions were created pursuant to A.R.S. § 41-151.19.

"A report of records destruction that includes a list of all records disposed of shall be filed at least annually with the state library on a form prescribed by the state library."

The Records division has scheduled a records shred for November 19th, 2025.

Board Services worked with the auditors to provide documents such as board packets, meeting minutes and contracts for the financial audit.

Board Services Supervisor Ortiz attended an Arizona Municipal Clerks Association (AMCA) region leaders and mentoring meeting on Wednesday, September 27th.

Administrative Assistant Manuel was promoted to the administrative assistant for Professional Development. The week of August 25th through the 28th, Administrative Assistant Manuel made preparations for the transition including updating the phone list, ordering extra stock of office supplies, and training a light duty firefighter to cover the front desk until the position is filled.

We wish Jordan the best and know she will do well in her new position!

Thank you to Engineer Burriss for covering the front desk during this transitional period.

Board Services Supervisor Ortiz met with HR Generalist Glenn to review the timeline to fill the Administrative Assistant position and review criteria for the job.

Human Resources

Allison Delong, HR Director

Recruitments:

- Recruit Firefighter – in process, received over 400 applications!
- Community Resource Technicians – 6 candidates started on August 25th.
- Systems Specialist – candidate has accepted job offer. First day is September 8th!
- Media Specialist – in process, final interviews set for September 9th

- Administrative Assistant – in processed, incumbent will be at the front desk at Hanley. Congrats to Jordan Manuel on her transition to Professional Development!
- Captain Promotion Process – in process, collecting applications

HR Program Metrics for Strategic Plan and Budget: 1/1/2025 – 8/31/2025

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 = 96.9%**
 - Suppression = 7
 - Administration = 3
- **# of light duty assignments coordinated = 12**
- **# 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 = 39**
- **# employee internal and external recruitments conducted = 11**
- **# of candidate applications reviewed = 977**
- **% 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 = 35**
- **# of Personnel Action Forms processed = 371**
- **# of qualifying events administered = 59**

DEMANDS

- **# medical leave cases expected to be requested**
 - 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:

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, procedure being drafted
 - General Accounting Principles – drafted by Finance Director, under review by Policy Coordinator
 - Noncriminal Justice Agency Policy – Specific departmental policy for Fingerprinting backgrounds
 - Electric Vehicle/Hybrid Vehicle Fires (policy 919) – drafted by DV Rutherford, under ELT review

Employee Recognitions:

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

Employee Name	Hire Date	Years of Service
THOMAS, MICHAEL	09/01/1995	30
CAPUANO, JOSEPH PATRICK	09/20/1996	29
BUTLER, THOMAS GEORGE	09/19/2011	14
DRAKE, KYLE STEPHEN	09/30/2013	12
GARCIA, ANDREW PAEZ	09/30/2013	12
HOUSER, BRETT BARNETT EMIL	09/30/2013	12
JOHNSON, TOBIN NEIL	09/30/2013	12
MARQUEZ, ANTHONY ROBERT	09/30/2013	12
RHEIN, KARL GEORGE	09/30/2013	12
SZACH, RYAN ANDY	09/30/2013	12
CRAMBLIT, DANIEL CHARLES	09/15/2014	11
FRAZIER-RADEMACHER, JACLYN R	09/15/2014	11
HOFFMAN, RYAN	09/15/2014	11
LABAS, BRANDY	09/15/2014	11
ORTIZ, ALBERT LOGAN	09/15/2014	11
SPANARELLA, JOHN PHILIP	09/15/2014	11
STRIETER, KURT EDWARD	09/15/2014	11
TENNEY, MARK EBEN	09/15/2014	11
WALLACE, DANIEL WILLIAM	09/15/2014	11
WARD, RYAN JAMES	09/15/2014	11
WOOD, JOSHUA	09/15/2014	11
ORTIZ, SHANNON	09/28/2015	10
OLIVER, JEAN MARIE	09/06/2016	9
SANTIAGO, JESSICA MICHELLE	09/12/2022	3
KING, DARLA MICHELLE	09/18/2023	2
VOETBERG, BRIAN ADDISON	09/25/2023	2

Please describe the services you received from us.

Engineer Joe and Fireman Jeremy were exceptionally professional and courteous when they hosted our family at their fire station on Friday, 1 August 2025 for a courtesy tour. Our two young grandsons were gobsmacked with the sight of the fire engines and the emergency lights demo. The adults also learned a lot about operations of the Golder Ranch fire district! So thank everyone again for the exemplary tour.

Please let us know how we can improve our services.

You all are top notch. Thanks to Engineer Joe and Fireman Jeremy.

Would you like us to contact you about your feedback?

No

Sent from [Golder Ranch Fire District](#)

From: [Administrative Assistant](#)
To: [Ortiz, Shannon](#)
Subject: FW: Thank you so very much!!!
Date: Wednesday, August 13, 2025 7:06:30 AM

From: GolderRanchFireDistrict <noreply@grfdaz.gov>
Sent: Tuesday, August 12, 2025 8:52 PM
To: PIO <PIO@grfdaz.gov>
Subject: Thank you so very much!!!

Golder Ranch Fire District



Name

[REDACTED]

Phone

[REDACTED]

E-mail

[REDACTED]

Message Subject

Thank you so very much!!!

Message

Friday, August 8, 2025, officers and firefighters responded to the smell of gas in our garage and laundry area. The dispatcher followed outstanding protocol asking us to leave the home and assistance would arrive shortly. It was maybe 10 minutes upon arrival to our home. An awesome officer and equally awesome firefighters (captain, engineer and two yellow hats) arrived promptly to do a thorough assessment which was OUTSTANDING. Our visiting guests- great nephew and niece got the opportunity to see professionalism and care at its best. A wonderful encounter was had by the staff. I would not be a good citizen of Oro Valley if I did not indicate how amazing the staff was and the total follow through with SW Gas knocking at our door about 30 minutes after their departure to ensure our home was safe.

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
STATION #: Station 370		
	0	0.00%
111 - Building fire	1	0.06%
140 - Natural vegetation fire, other	1	0.06%
311 - Medical assist, assist EMS crew	2	0.12%
320 - Emergency medical service, other	1	0.06%
321 - EMS call, excluding vehicle accident with injury	84	4.85%
322 - Motor vehicle accident with injuries	2	0.12%
331 - Lock-in (if lock out , use 511)	1	0.06%
500 - Service call, other	1	0.06%
511 - Lock-out	1	0.06%
541 - Animal problem	42	2.42%
541S - Snake Call	8	0.46%
542 - Animal rescue	1	0.06%
550 - Public service assistance, other	7	0.40%
551 - Assist police or other governmental agency	1	0.06%
553SI - Smoke Detector Install	3	0.17%
553SM - smoke detector maint	9	0.52%
611 - Dispatched and cancelled en route	5	0.29%
611C - Dispatched and cancelled on scene	1	0.06%
622 - No incident found on arrival at dispatch address	7	0.40%
650 - Steam, other gas mistaken for smoke, other	1	0.06%
700 - False alarm or false call, other	2	0.12%
745 - Alarm system activation, no fire - unintentional	2	0.12%
	Total: 183	Total: 10.57%
STATION #: Station 372		
321 - EMS call, excluding vehicle accident with injury	13	0.75%
500 - Service call, other	1	0.06%
511 - Lock-out	1	0.06%
541 - Animal problem	6	0.35%
541S - Snake Call	3	0.17%
553SI - Smoke Detector Install	2	0.12%
553SM - smoke detector maint	8	0.46%
745 - Alarm system activation, no fire - unintentional	1	0.06%
	Total: 35	Total: 2.02%
STATION #: Station 373		
	0	0.00%
320 - Emergency medical service, other	2	0.12%
321 - EMS call, excluding vehicle accident with injury	128	7.39%
424 - Carbon monoxide incident	1	0.06%
445 - Arcing, shorted electrical equipment	2	0.12%
500 - Service call, other	1	0.06%
511 - Lock-out	2	0.12%
541 - Animal problem	29	1.67%
541S - Snake Call	12	0.69%
550 - Public service assistance, other	5	0.29%
551 - Assist police or other governmental agency	2	0.12%
553SI - Smoke Detector Install	10	0.58%
553SM - smoke detector maint	48	2.77%
611 - Dispatched and cancelled en route	5	0.29%
622 - No incident found on arrival at dispatch address	5	0.29%
650 - Steam, other gas mistaken for smoke, other	1	0.06%
700 - False alarm or false call, other	2	0.12%
736 - CO detector activation due to malfunction	3	0.17%

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
	Total: 258	Total: 14.90%
STATION #: Station 374		
321 - EMS call, excluding vehicle accident with injury	85	4.91%
324 - Motor vehicle accident with no injuries.	2	0.12%
331 - Lock-in (if lock out , use 511)	1	0.06%
500 - Service call, other	1	0.06%
510 - Person in distress, other	3	0.17%
531 - Smoke or odor removal	1	0.06%
541 - Animal problem	33	1.91%
541S - Snake Call	15	0.87%
550 - Public service assistance, other	3	0.17%
553SI - Smoke Detector Install	8	0.46%
553SM - smoke detector maint	13	0.75%
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	5	0.29%
700 - False alarm or false call, other	2	0.12%
735 - Alarm system sounded due to malfunction	2	0.12%
736 - CO detector activation due to malfunction	2	0.12%
745 - Alarm system activation, no fire - unintentional	1	0.06%
	Total: 185	Total: 10.68%
STATION #: Station 375		
	0	0.00%
321 - EMS call, excluding vehicle accident with injury	106	6.12%
322 - Motor vehicle accident with injuries	1	0.06%
412 - Gas leak (natural gas or LPG)	1	0.06%
500 - Service call, other	3	0.17%
531 - Smoke or odor removal	1	0.06%
541 - Animal problem	39	2.25%
541S - Snake Call	26	1.50%
550 - Public service assistance, other	8	0.46%
553SI - Smoke Detector Install	3	0.17%
553SM - smoke detector maint	26	1.50%
611 - Dispatched and cancelled en route	8	0.46%
611C - Dispatched and cancelled on scene	2	0.12%
611E - EMS: Dispatched and cancelled en route	1	0.06%
622 - No incident found on arrival at dispatch address	8	0.46%
671 - HazMat release investigation w/no HazMat	1	0.06%
700 - False alarm or false call, other	2	0.12%
733 - Smoke detector activation due to malfunction	2	0.12%
	Total: 238	Total: 13.74%
STATION #: Station 376		
	0	0.00%
321 - EMS call, excluding vehicle accident with injury	69	3.98%
424 - Carbon monoxide incident	1	0.06%
541 - Animal problem	41	2.37%
541S - Snake Call	8	0.46%
550 - Public service assistance, other	1	0.06%
553SM - smoke detector maint	7	0.40%
611 - Dispatched and cancelled en route	1	0.06%
622 - No incident found on arrival at dispatch address	4	0.23%
700 - False alarm or false call, other	1	0.06%
746 - Carbon monoxide detector activation, no CO	1	0.06%
	Total: 134	Total: 7.74%
STATION #: Station 377		

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
320 - Emergency medical service, other	1	0.06%
321 - EMS call, excluding vehicle accident with injury	114	6.58%
324 - Motor vehicle accident with no injuries.	1	0.06%
341 - Search for person on land	1	0.06%
400 - Hazardous condition, other	1	0.06%
441 - Heat from short circuit (wiring), defective/worn	1	0.06%
541 - Animal problem	31	1.79%
541S - Snake Call	12	0.69%
553SI - Smoke Detector Install	3	0.17%
553SM - smoke detector maint	11	0.64%
600 - Good intent call, other	1	0.06%
611 - Dispatched and cancelled en route	2	0.12%
611C - Dispatched and cancelled on scene	1	0.06%
622 - No incident found on arrival at dispatch address	6	0.35%
651 - Smoke scare, odor of smoke	1	0.06%
661 - EMS call, party transported by non-fire agency	1	0.06%
671 - HazMat release investigation w/no HazMat	1	0.06%
700 - False alarm or false call, other	1	0.06%
735 - Alarm system sounded due to malfunction	1	0.06%
736 - CO detector activation due to malfunction	1	0.06%
	Total: 192	Total: 11.09%
STATION #: Station 378		
	0	0.00%
132 - Road freight or transport vehicle fire	1	0.06%
321 - EMS call, excluding vehicle accident with injury	30	1.73%
322 - Motor vehicle accident with injuries	1	0.06%
541 - Animal problem	11	0.64%
541S - Snake Call	3	0.17%
553SI - Smoke Detector Install	1	0.06%
553SM - smoke detector maint	6	0.35%
611 - Dispatched and cancelled en route	3	0.17%
622 - No incident found on arrival at dispatch address	2	0.12%
736 - CO detector activation due to malfunction	1	0.06%
	Total: 59	Total: 3.41%
STATION #: Station 379		
	0	0.00%
111 - Building fire	1	0.06%
131 - Passenger vehicle fire	1	0.06%
300 - Rescue, EMS incident, other	2	0.12%
320 - Emergency medical service, other	1	0.06%
321 - EMS call, excluding vehicle accident with injury	127	7.33%
400 - Hazardous condition, other	1	0.06%
500 - Service call, other	1	0.06%
520 - Water problem, other	1	0.06%
531 - Smoke or odor removal	1	0.06%
541 - Animal problem	21	1.21%
541S - Snake Call	12	0.69%
550 - Public service assistance, other	2	0.12%
553SI - Smoke Detector Install	2	0.12%
553SM - smoke detector maint	9	0.52%
561 - Unauthorized burning	2	0.12%
600 - Good intent call, other	1	0.06%
611 - Dispatched and cancelled en route	9	0.52%
611C - Dispatched and cancelled on scene	1	0.06%
611E - EMS: Dispatched and cancelled en route	1	0.06%

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
622 - No incident found on arrival at dispatch address	5	0.29%
671 - HazMat release investigation w/no HazMat	1	0.06%
700 - False alarm or false call, other	1	0.06%
911 - Citizen complaint	1	0.06%
	Total: 204	Total: 11.78%
STATION #: Station 380		
	0	0.00%
118 - Trash or rubbish fire, contained	1	0.06%
320 - Emergency medical service, other	1	0.06%
321 - EMS call, excluding vehicle accident with injury	146	8.43%
322 - Motor vehicle accident with injuries	2	0.12%
324 - Motor vehicle accident with no injuries.	2	0.12%
331 - Lock-in (if lock out , use 511)	2	0.12%
500 - Service call, other	1	0.06%
510 - Person in distress, other	2	0.12%
541 - Animal problem	44	2.54%
541S - Snake Call	14	0.81%
553SI - Smoke Detector Install	1	0.06%
553SM - smoke detector maint	3	0.17%
611 - Dispatched and cancelled en route	6	0.35%
611C - Dispatched and cancelled on scene	3	0.17%
622 - No incident found on arrival at dispatch address	7	0.40%
631 - Authorized controlled burning	1	0.06%
700 - False alarm or false call, other	4	0.23%
735 - Alarm system sounded due to malfunction	2	0.12%
736 - CO detector activation due to malfunction	2	0.12%
	Total: 244	Total: 14.09%
	Total: 1,732	Total: 100.00%



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Eric Perry, Assistant Chief of Community Risk Reduction

MTG. DATE: September 16, 2025

SUBJECT: COMMUNITY RISK REDUCTION ASSISTANT CHIEF'S REPORT

ITEM #: 7B

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

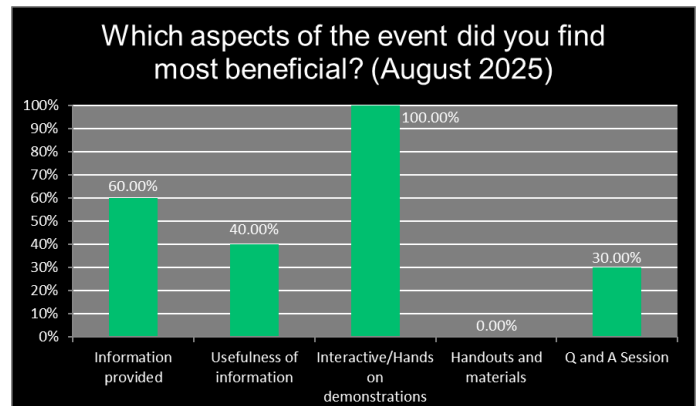
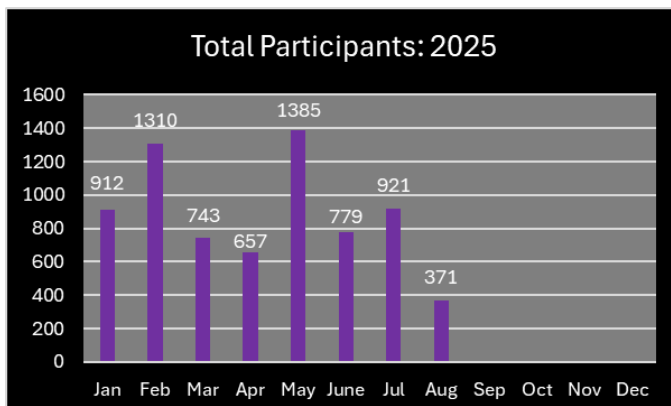
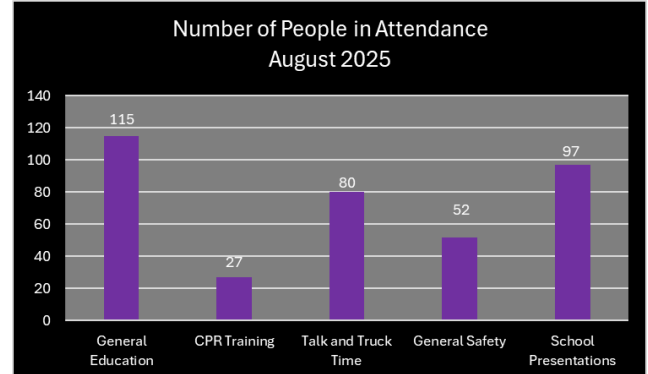
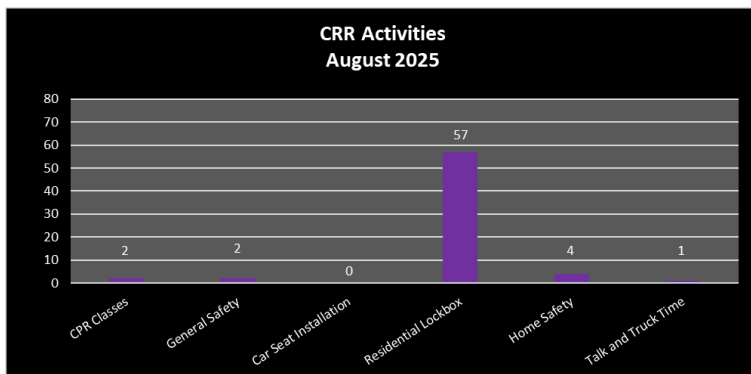
August 2025

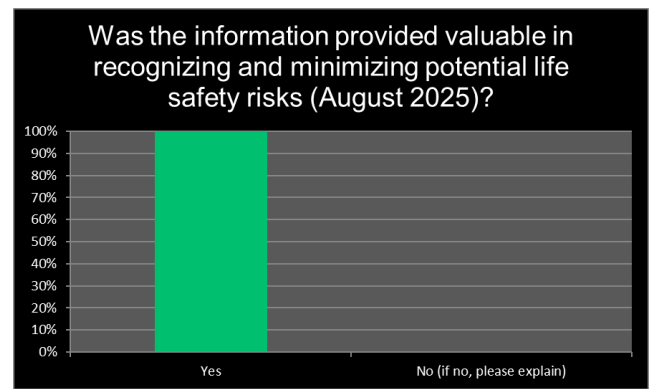
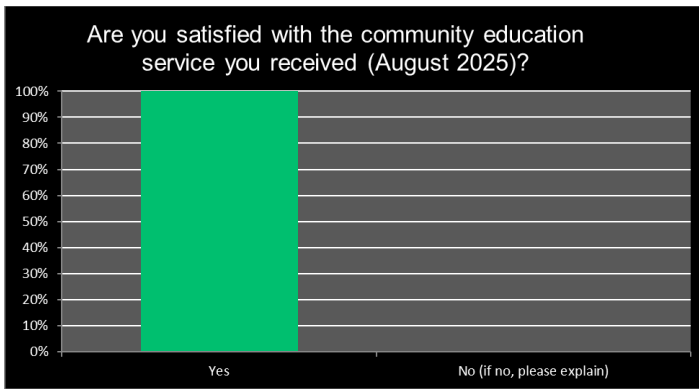
Assistant Chief's Activities

- We have been working to finalize program appraisals for each budgeted program in the district. I anticipate that these program appraisals will be provided to the board in the next board meeting packet.
- Multiple meetings to discuss refining family of measures for various CRR programs as well as to ensure we have a plan for moving the strategic results from the strategic plan forward.
- Multiple meetings to ensure that we are using the most up to date regular rate calculation for our personnel that have on-call duties such as fleet, FLS, and IT.
- Multiple meetings to discuss and decide on Deputy Chief rotations in October.

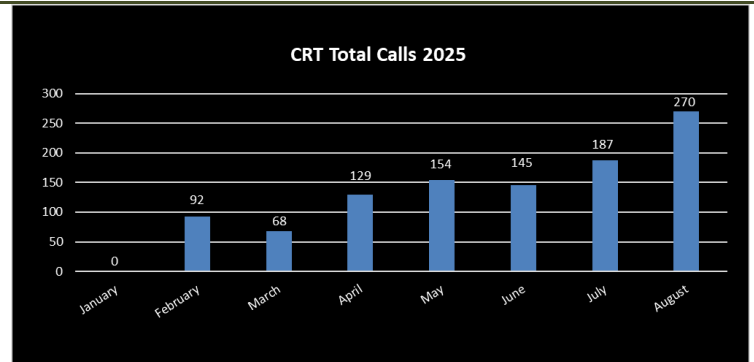
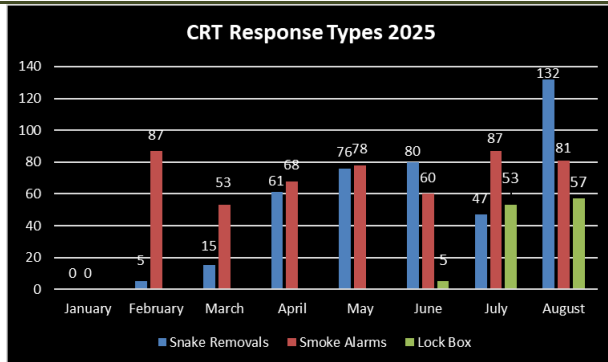
Community Education, Engagement & Risk Reduction

Deputy Chief of Community Risk Reduction – Jeremy Hilderbrand





- Number of surveys returned: 10



- Community Risk Reduction and Human Resources completed onboarding for 6 new Community Resource Technicians. They will start their mentorship process in the middle of September.
- Five current Community Resource Technicians completed their mentorship at the end of August. They are now running calls in both the north and south battalions.
- Community Education members completed lesson plans and curriculum for grades 2-7. This is an important step for the division and will allow us to provide age-appropriate education to a wider range of students.

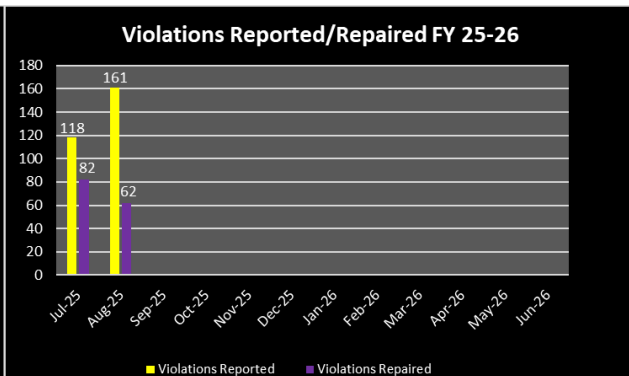
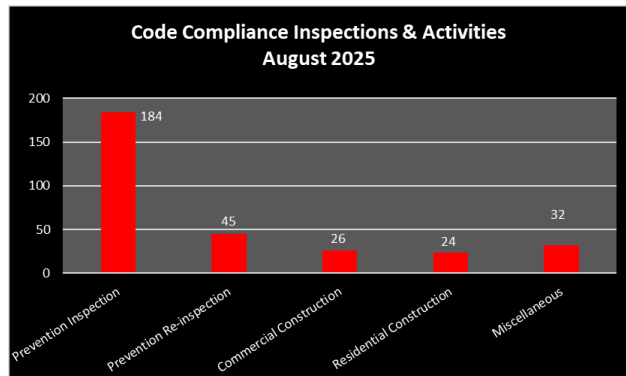
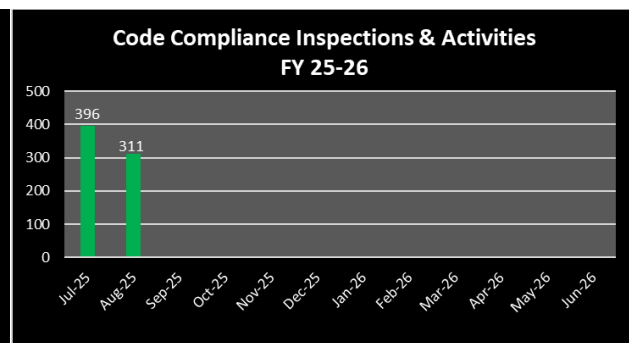
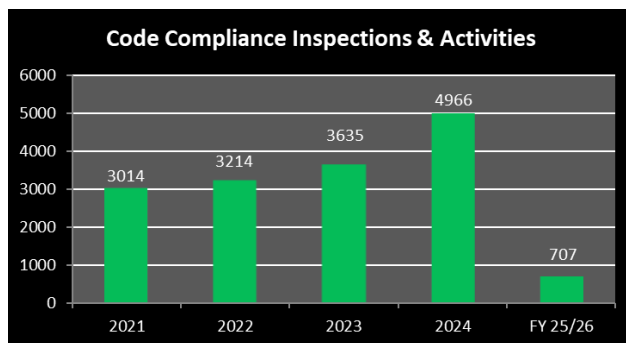
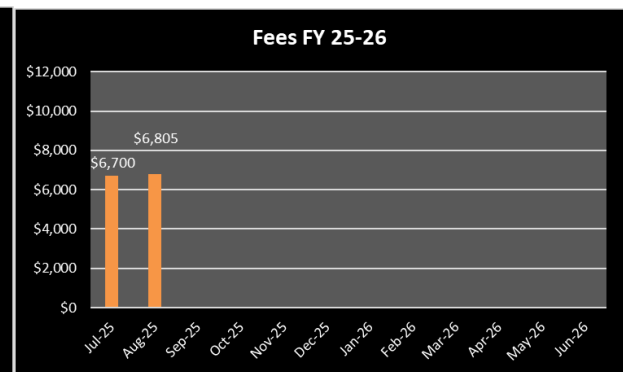
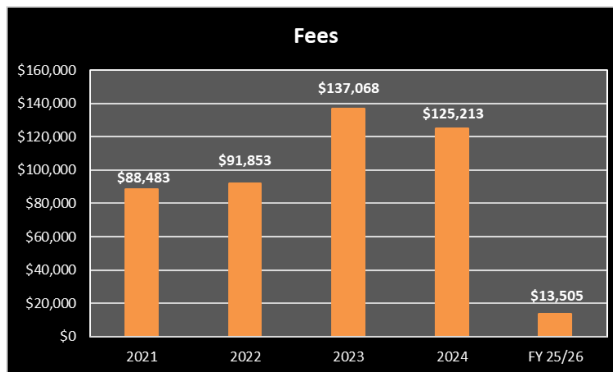
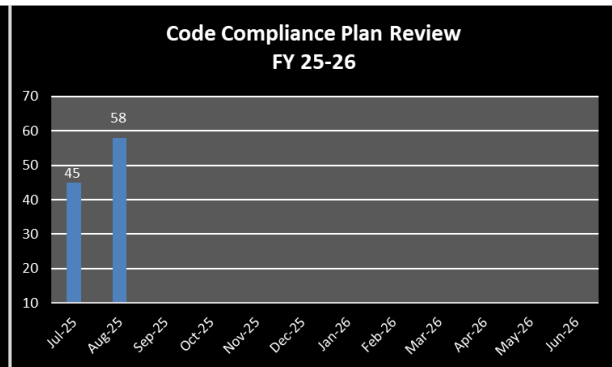
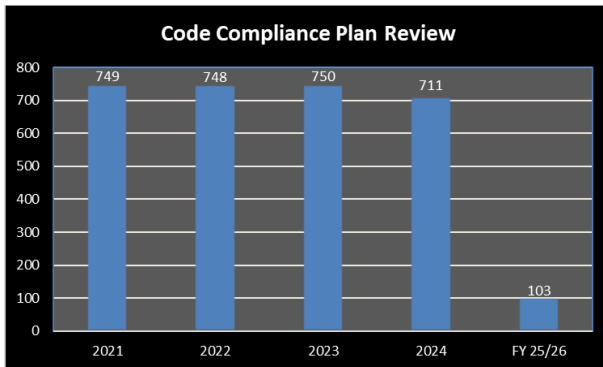
	DEMANDS (FULL YEAR)	
	50	#Of WL Billings expected to be required
	1,500	#Of EMS Memberships expected
	5,000	#Of transports processed/biller
	8,060	#Of Payroll Payments expected
	10,200	#Of Vendor Payments Expected

OUTPUTS (MO)	OUTPUTS (YTD)	
6	12	Wildland Billings
42	1339	EMS Memberships provided
412	771	#Of transports processed/biller
871	1686	Vendor Payments Provided
33	65	Employee Payments Provided

RESULTS (MO)	RESULTS (YTD)	
0.00%	0.08%	% of retro payments out of total payroll payments
100%	95%	% Vendor Payments accurately paid within 30 days of invoice date
99%	99%	% Transports billed within 14 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”

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

Performance Measures:



- % fire prevention inspections completed FY 25-26 = 16.92%
- % businesses compliant with the International Fire Code = 62.56%
- % plan review completed by scheduled due date FY 25-26 = 100%
- # of fire investigations completed FY 25-26 = 7
- # of training hours completed year to date for ISO = 714
- 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
GRFD Professional Development 3845 E Golder Ranch Rd	Roche Pima Building T.I. 1910 E Innovation	La Posada Access Gate 11050 N Avenida Posada De Oro	St. Mark's Chapel/Preschool 2727 W Tangerine	Extra Space Storage 8750 N Oracle
BMO Bank T.I. 1171 E Rancho Vistoso	Roche Rincon Building T.I. 1910 E Innovation	QT T.I. 11045 N Oracle	Heritage Plaza 2952-2972 W Ina	Shell Building T.I. 7493 N Oracle
Sun City Activity Center 1119 E Rancho Vistoso	Shell Buiding F.A. 12470 N Rancho Vistoso	Surf Thru Car Wash Solar 11595 N Oracle	Landlord Improvement 7350 N La Cholla	Autozone F.A. 7892 N Oracle
Shell Building T.I. 16054 N Oracle Rd Ste 110	Shell Shell Building F.A. 12152 N Rancho Vistoso	Happy Joes T.I. 11695 N Oracle Rd	FitCultr T.I. 3710 W Overton Ste 110	Tucson Cosmetics 1230 W Ina
C Store T.I. 16455 N Oracle	Sigma Technologies F.A. 10960 N Stallard	Catalina Eye Care T.I. 10281 N Oracle	Fyzical Therapy T.I. 3710 W Overton Ste 120	Taylor MD Spa T.I. 8387 N Oracle
Wildflower Reserve Pump House 3551 E Golder Ranch Rd	Richmond America Constr.Trailer 300 E Jaspar	Ironwood Dermatology T.I. 10281 N Oracle	St. Elizabeth Ann Seaton F.A. 8650 N Shannon	Shell Building T.I. 7435 N Oracle
The Motive WellIness 2530 E Vistoso Commerce	AZ Heroes Memorial Battery Storage 810 W Naranja	Surf Thru Car Wash 11595 N Oracle	Tucson Cosmetics 1230 W Ina	
Urban WellIness T.I. 12985 N Oracle Ste 165	Dunkin T.I (Walmart) 2150 E Tangerine	Bloom Tea T.I. 12115 N Oracle	Beautiful Savior F.A. 7570 N Thornydale	
Received Final Inspection	OV Assisted Living Main 12380 N Vistoso Park	Oracle Family Dental T.I. 10195 N Oracle Ste 121	Oasis Golf Club T.I. 9290 N Thornydale Ste 108	
GRFD Fire Station 378 32384 E SaddleBrooke Ranch	Stone Canyon Clubhouse F.A. 14250 N Hohokum Village	Encantada at OV Apts. 1730 E Tangerine	Circle K T.I. 3712 W Cortaro	
Sun City Aquatic - Solar Canopies 1495 E Rancho Vistoso	Desert Drifter 10335 N La Canada	OV Big Wash Water Treatment 12151 N Oracle	Fry's F.A. 3770 W Ina	
Bashas Center Fire Pump 15318 N Oracle	Gateway @ Vistoso Apartments 945/955 W Vistoso Highlands	Action Behavior Centers T.I. 11835 N Oracle Ste 117		
Desert Dance T.I. 10831 N Mavinee	Shell Building 1440 W Naranja Bldgs 1,2,3	Vacant Building F.A. 11695 N Oracle		
G.I. Solutions T.I. 7458 N La Cholla	Shell Building F.A. 11133 N La Canada	Vacant Building F.A. 11855 N Oracle		
Sunny Paws T.I. 8310 N Thornydale Ste 100	Oro Valley Courts T.I. 11000 N La Canada	TOV Pusch Ridge Golf T.I. 10000 N Oracle		
Cortaro Plaza T.I. 3605 W Cortaro Rd Ste 157	Splendido Kitchen TI 13500 N Rancho Vistoso	Shell Building 10281 N Oracle		
Trader Joe's T.I. 7912 N Oracle	OV Assisted Living Casitas 12380 N Vistoso Park	Landlord Improvement 7350 N La Cholla		
Sun Professional Center T.I. 7445 N Oracle Ste 255		Pain Institute of AZ Surgery 365 E Linda Vista Ste A		
		Pain Institute of AZ Clinic 365 E Linda Vista Ste B		
		Hilton Epazote T.I. 10000 N Oracle		
		Holiday Inn - Cell Dialer 11075 W Oracle Rd		
		Workout Anytime T.I. 11975 N Oracle		
		CDO High School F.A. & Dialer 25 W Calle Concordia		
		The Picklr Oro Valley T.I. 11855 N Oracle		
		Complete Canine T.I. 10140 N Oracle		
		Life Storage - Solar Panels 11061 N Oracle		

Fire Marshal Akins

- Attended meeting with a Canyon del Oro high school student to review fire code and building code requirements for their school project
- Attended the Oro Valley Chamber 2025 SPARK Business Summit
- 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

- Inspector Filener attended the Plan Review for Fire & Life Safety class at the National Fire Academy
- DFM Drake attended a meeting with a Canyon del Oro high school student to review fire code and building code requirements for their school project
- DFMs and Inspectors attended a Fire Investigation meeting with NWFD/OVPD/MPD/PCSD/ PCAO
- DFM White attended online training for Fire Alarm System Commissioning
- Inspectors attended a meeting with NWFD Community Assistance Program (CAP) members

GRFD Fire Investigations

Estimated Property Loss	Estimated Property Save	FY 25-26	Estimated Content Loss	Estimated Content Save
\$237,434	\$9,901,047		\$145,117	\$4,931,153



- On August 3, 2025, a structure fire was reported in the Northwest Fire District
 - GRFD assisted with the origin and cause investigation
- On August 3, 2025, a second structure fire was reported in the Northwest Fire District
 - GRFD assisted with the origin and cause investigation
- On August 6, 2025, a structure fire was reported in the Golder Ranch Fire District
 - The origin of the fire was at the northeast exterior portion of the structure
 - The fire classification is unintentional
- On August 20, 2025, a structure fire was reported in the Northwest Fire District
 - GRFD assisted with the origin and cause investigation
- On August 22, 2025, a structure fire was reported in the Golder Ranch Fire District
 - The origin of the fire was at the exterior breezeway
 - The fire classification is unintentional



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Grant Cesarek, Assistant Chief of Support Services

MTG. DATE: September 16, 2025

SUBJECT: SUPPORT SERVICES ASSISTANT CHIEF'S REPORT

ITEM #: 7C

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

August 2025

Assistant Chief's Activities

- The support services team was busy this month, from hiring a new IT specialist, posting for our open media specialist position, closing out the construction at station 378, to assisting with physical testing for the upcoming academy. Great month for our team!
- Majority of the month has been focused on the completion of fire station 378. The team has done very well getting the site ready to operate as a fire station. Testing is complete on the alerting system and ready to move in.
- The architects continue working with engineering on the training renovations and fleet expansions. Permits are approved for training, however, pricing for the initial design has not been received.
- The fleet drawings are in the beginning phase with the engineers researching our best options to expand without affecting the utility feeds to the site.
- Our team is doing a great job developing the Operative IQ system in preparation of the warehouse coming online in the future.
- Utilities switched to our name for the Quasar building and access to the site confirmed, we had a hurdle with getting the power turned on and the network switches turning back on to activate the card readers at the doors.
- Great job to our Health and Safety team who worked with professional development and human resources on the CPAT (Candidate Physical Ability Test) for the upcoming academy. This is a big lift; they did well to bring that test into our process.
- Assisted the IT team with finalizing the interview process for their new position, which resulted in a new employee starting on September 8.
- Completed a presentation to the Republican Club at SaddleBrooke Ranch, station construction update and good questions about our service were the topics. It is always good to speak with our residents.

Employee Recognition

- Congratulations to Steve White for his promotion to Battalion Chief. Steve has done an excellent job in the Health and Safety Captain role and will continue the strong work in his new role

Facilities Maintenance Activities

- Dump trailer for Facilities purchased and on site.
- Roof recoat project at HQ completed.

- Continuation of sourcing materials and supplies for 378, complete with the exception of tools and workshop area. All interior furniture built and installed with the exception of TVs.
- Continued 2024/25 budget analysis for future expenditures/ contracts effective.
- Capital project plan and scheduling
- Integration of OplQ platform to standardize district facilities in the repair/ replacement program.

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: **470 YTD** (54 in August)
- Number of monthly station inspections completed: **10**

Demands

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

Fleet Maintenance Activities

- New Tender is being outfitted and will be housed at St. 376.
- Tower ladder shop 040 is nearing completion.
- Ladder 380 shop 1142 is complete and awaiting third party inspection later this month!
- New WEX fuel cards have been distributed.
- Working with FuelMaster to install terminals on our fuel tanks.
- Phil will be attending AZ Fire School in September.
- Fleet outputs:
 - Closed work orders YTD: **299**
 - Billed labor TDY: **712**
 - % of NFPA inspections completed: **16%**

Procurement and Fire Supply

- Development and usage of OPIQ tracking system, recategorization and organization of inventory for improved asset and consumable management.
- Update of PPE tracking and deployment (suppression and supply), surplus turnouts inventoried and arrangements being made for donation.

- Supply request process is changing with the implementation of procurement process, system and distribution of requested consumables.

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: 269 YTD** (29 in August with addition of procurement process and ticket requirement, still not 100% accurate due to OplQ request set-up, being developed but not released)

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**

Health and Safety

RESULTS

- % employees who do not experience documented injuries – 97% (4 claimed injuries documented with HR, 5 injuries documented in Supervisor Report of Injury (SRI) with no further medical attention needed for a total of 9 injuries reported from July 1, 2025 – August 31, 2025).
- % employees who engage with mental health consultation services – 8.3% from January 1, 2024 - December 31, 2024. Determining a way to measure this in a monthly or quarterly metric.
- % district members who complete their annual physical – 99% of Quarter 1 members (January, February, March). 94% of Quarter 2 members (April, May, June).
- # of reported near-miss incidents – 0
- # of motor vehicle collisions per 100,000 miles driven – 0

OUTPUTS

- # peer fitness training sessions conducted – 1 for the Month of August.
- # peer support sessions conducted – 65 – Total sessions reported from July 1, 2024 – June 30, 2025. Health and Safety is looking into a way to track this data in a monthly metric.
- # safety education sessions provide – 0 for the Month of August.

HEALTH AND SAFETY TEAM

- Health and Safety worked closely throughout the month with our regional partners from NWFD to host GRFD's first-ever Candidate Physical Ability Test (CPAT) Orientation on August 27–28 at NWFDs Training Center. This event supports the upcoming physical testing process for prospective recruit firefighters.

Information Technology

Information Technology Director – Herman Rascon

Availability(last month)	Lowest performing Node	Percent	Next performing node	Percent
Critical Server	GRSQL2012	99.99%	GRFS2	100.00%
Core Network	Sta378-ASA5505	99.76%	Sta372-2911	100%

Telestaff 100.00%

Imagetrend 100.00%

OperativeIQ 100.00%

Ticket Priority Level	SLA Compliance Percentage	Number of tickets
P4 - Low	90%	126
P3 - Medium	100%	2
P2 - High	100%	4
P1 - Critical	0%	0

Ticket response by tech group	Number of Responses
Level 1	0
Level 2	61
Level 3	69
Other	6
Total	136

GIS projects completed	12
GIS Projects Expected	19

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

Total

1167

IT Applications Activities/Projects

Dedicated Testing Environment for Promotions

The Applications team successfully established a dedicated ImageTrend testing environment to support the engineering promotional process. This stable, controlled platform allowed all necessary testing to be completed without impacting live operations. By preparing this environment in advance, the team ensured the process could run smoothly, minimizing risk of delays or disruptions.

CAP Team Access in ImageTrend

The NWFD CAP team was recently granted access to our ImageTrend agency, enabling them to conduct patient lookups more quickly and accurately. This improvement not only enhances workflow efficiency but also strengthens the reliability of patient information during critical operations. With this capability in place, the CAP team can better support patient care while reducing administrative burden. Looking ahead, we remain committed to collaborating with our partners to provide the right tools and systems that enhance operational readiness and effectiveness.

CAD Alerting Enhancements

Work continues to improve our alerting system related to the City's CAD. The Applications team is developing a new alert that will notify staff of any connection issues between the City and ImageTrend. This enhancement will allow both our team and fire captains to quickly identify and address problems, ensuring faster resolution and improved system reliability.

Document Locator HR Module

The Applications Team is partnering with HR to implement a new electronic filing module within Document Locator. This Electronic Document Management System (EDMS) will streamline the management of employee records by:

-
- Digitizing paper documents
 - Automatically creating consistent folder structures for new hires
 - Integrating with HRIS and payroll systems
 - Enabling advanced search, audit logging, and retention management
 - Automating workflows for HR files
-

This enhancement will strengthen recordkeeping, improve efficiency, and ensure secure, organized handling of all HR documentation.

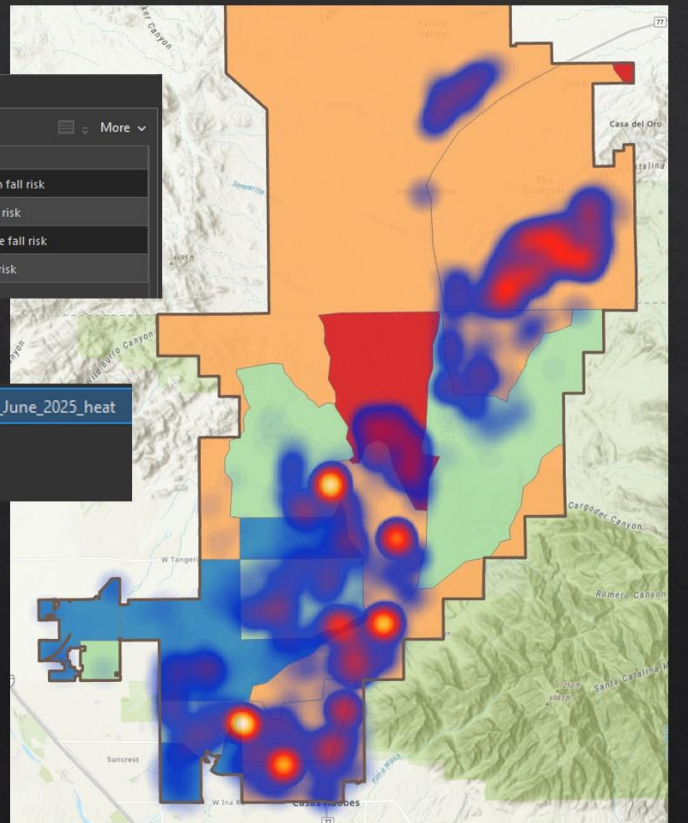
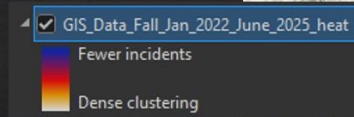
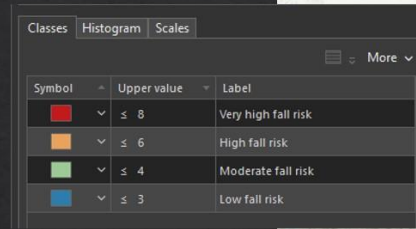
IT GIS Activities/Projects

- **ImageTrend / Elite** – Collaborated weekly with our Continuum representative to enhance dashboards and improve data extraction in Report Writer and Continuum Dashboards. Also participated in the new multi-agency users group.
Status: Ongoing
- **August Map Rollout** – Successfully tested and deployed the updated map, which now includes a new driveways layer for rural areas and several new Energy Storage Systems (ESSs) for both Pima County and the Town of Oro Valley.
- **Fire Data Measures** – Produced monthly measures for Deputy Chief Rutherford, broken down by NFIRS codes and property codes.
Status: Ongoing monthly

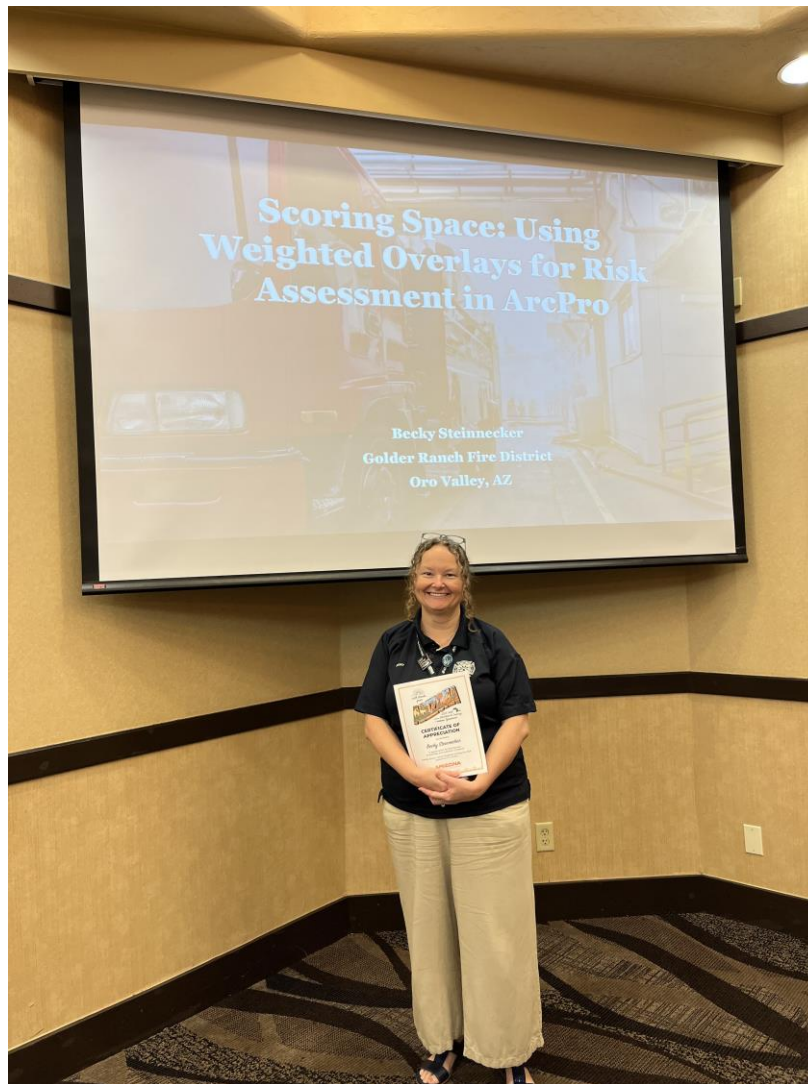
- **Oro Valley Monthly Report** – Completed and submitted the July incidents report.
Report attached
- **ERF Times Script** – Partnered with Systems Specialist Barry Johnston to develop a script that calculates Emergency Response Force (ERF) times for ImageTrend data.
- **CRA_SOC Quarterly Report** – Produced the Standards of Cover (SOC) quarterly response time report for Deputy Chief Rutherford.
Sample attached
- **Public Interactive Map Project** – Began development of a new public-facing interactive map to replace the current system, which will no longer be supported after January 1, 2026. The new version will provide enhanced features and allow both staff and public users to look up addresses more effectively.
Status: Ongoing
- **Fall Injury Risk Analysis** – Created and analyzed fall risk hot spot maps for AC Perry and presented findings at the Arizona Geographic Information Council's (AGIC) annual conference.
Map attached
- **Pima Pistol Club Project** – Collaborated with BC Mike Price to update the emergency response plan map and access directions for the Pima Pistol Club in Catalina.
- **Regional Data Sharing** – Continued collaboration with Tucson Fire, Public Safety, City of Tucson IT, and Northwest Fire GIS teams to finalize the process of pulling data from dispatch and providing it as a service for live data dashboards.
Status: Ongoing project
- **AGIC Symposium Participation** – Attended the Arizona Geographic Information Council (AGIC) Education and Training Symposium in Prescott, AZ. Presented on weighted overlay analysis for fall risk within our district and participated in technical sessions on online GIS apps and the use of AI in spatial software.

An overlay of the overlay

- Clusters of incidents are concentrated in areas our model identified as high risk
- The model is capturing the real-world pattern of falls!



Data is outcome based but outlier policy not applied. Included to identify possible problem areas.			January - March 2025		Benchmarks	January - March 2025		Benchmarks	April - June 2025		Benchmarks	April - June 2025		Benchmarks
Planning Zone	Response Class	Risk Category	Number of dispatched incidents	90th percentile of 1st unit Total Response Time (m)	Benchmark Total Response Time	90th percentile of ERF Total Response (m)	Benchmark ERF Total Response Time	Number of dispatched incidents	90th percentile of 1st unit Total Response Time (m)	Benchmark Total Response Time	90th percentile of ERF Total Response (m)	Number of dispatched incidents	90th percentile of 1st unit Total Response Time (m)	Benchmark Total Response Time
Canyon del Oro Rural	EMS	LOW	3	04:59	12:00	na	na	4	6:46	12:00	na	na	na	na
Canyon del Oro Rural	EMS	MODERATE	3	3:20	12:00	8:04	21:15	3	6:19	12:00	14:14	21:15	21:15	21:15
Canyon del Oro Rural	EMS	HIGH	na	na	12:00	na	23:00	1	4:31	12:00	6:11	23:00	23:00	23:00
Casas Adobes Suburban	EMS	LOW	61	6:26	9:15	na	na	72	7:09	9:15	na	na	na	na
Casas Adobes Suburban	EMS	MODERATE	139	5:54	9:15	10:35	19:00	147	5:52	9:15	9:18	19:00	19:00	19:00
Casas Adobes Suburban	EMS	HIGH	na	na	9:15	na	21:30	2	5:02	9:15	5:26	21:30	21:30	21:30
Casas Adobes Suburban	FIRE	LOW	13	9:49	9:35	na	na	na	na	9:35	na	na	na	na
Casas Adobes Suburban	FIRE	HIGH	1	8:51	9:35	9:15	34:00	na	na	9:35	na	34:00	34:00	34:00
Casas Adobes Suburban	HAZMAT	LOW	1	5:14	9:35	na	na	1	14:09	9:35	na	na	na	na
Catalina Rural	EMS	LOW	16	11:22	12:00	na	na	14	17:52	12:00	na	na	na	na
Catalina Rural	EMS	MODERATE	24	10:32	12:00	14:17	21:15	17	10:16	12:00	14:43	21:15	21:15	21:15
Catalina Rural	EMS	HIGH	2	6:27	12:00	3:46	23:00	na	na	12:00	na	23:00	23:00	23:00
Catalina Rural	FIRE	LOW	3	8:40	12:20	na	na	2	9:31	12:20	na	na	na	na
Catalina Rural	FIRE	MODERATE	na	na	12:20	na	25:30	1	6:59	12:20	15:45	25:30	25:30	25:30
Catalina Rural	HAZMAT	LOW	1	6:26	12:20	na	na	na	na	12:20	na	na	na	na
Catalina Rural	TRT	LOW	1	5:09	12:00	na	na	na	na	12:00	na	na	na	na
Catalina State Park Wilderness	EMS	MODERATE	1	15:08	40:00	20:35	45:00	na	na	40:00	na	45:00	45:00	45:00
Catalina Suburban	EMS	LOW	70	8:22	9:15	na	na	47	8:27	9:15	na	na	na	na
Catalina Suburban	EMS	MODERATE	80	8:13	9:15	13:55	19:00	74	7:47	9:15	10:49	19:00	19:00	19:00
Catalina Suburban	EMS	HIGH	3	6:09	9:15	9:11	21:30	1	5:02	9:15	7:39	21:30	21:30	21:30
Catalina Suburban	FIRE	LOW	5	9:39	9:35	na	na	3	9:55	9:35	na	na	na	na
Catalina Suburban	HAZMAT	LOW	na	na	9:35	na	na	2	5:56	9:35	na	na	na	na
Catalina Suburban	TRT	LOW	1	6:48	9:15	6:48	na	na	na	9:15	na	na	na	na
Catalina Suburban	WUI	LOW	1	4:34	9:15	na	na	5	9:16	9:15	na	na	na	na
Del Webb Urban	EMS	LOW	62	7:27	9:00	na	na	38	9:58	9:00	na	na	na	na
Del Webb Urban	EMS	MODERATE	69	8:44	9:00	13:34	18:45	57	7:14	9:00	12:44	18:45	18:45	18:45
Del Webb Urban	EMS	HIGH	8	6:03	9:00	6:39	21:15	na	na	9:00	na	21:15	21:15	21:15
Del Webb Urban	HAZMAT	LOW	1	3:27	9:20	na	na	na	na	9:20	na	na	na	na
Innovation Rural	EMS	LOW	37	8:29	12:00	na	na	28	7:21	12:00	na	na	na	na
Innovation Rural	EMS	MODERATE	67	7:33	12:00	10:31	21:15	40	7:18	12:00	9:26	21:15	21:15	21:15
Innovation Rural	EMS	HIGH	1	5:00	12:00	7:37	23:00	na	na	12:00	na	23:00	23:00	23:00
Innovation Rural	FIRE	LOW	6	8:37	12:20	na	na	na	na	12:20	na	na	na	na
Innovation Rural	WUI	LOW	1	23:32	12:00	na	na	na	na	12:00	na	na	na	na
Ironwood CDO Rural	EMS	LOW	6	7:56	12:00	na	na	5	7:41	12:00	na	na	na	na
Ironwood CDO Rural	EMS	MODERATE	7	7:27	12:00	na	na	7	10:10	12:00	na	na	na	na



IT Systems Group Activities/Projects

- **Automated Security Certificate Renewal**
We have implemented an automated system to maintain secure connections for all internal department websites and applications. In the past, expired certificates could unexpectedly disrupt critical systems—sometimes at the most inconvenient times. With automation in place, our emergency services remain secure and accessible around the clock.
- **ERF Response Time Calculator – Completed**
The new response time calculation tool is fully integrated into the GIS team’s mapping software. Tasks that once required hours of manual data preparation can now be completed in just minutes, greatly streamlining quarterly compliance reporting.
- **Enhanced iPad Management**
We have refined our device management strategy to better support shared iPads used for training and field operations. The new flexible licensing model allows us to quickly and efficiently deploy devices wherever they are needed most.

Personnel Update

The IT Department is pleased to welcome Systems Specialist Guy Perkins to the team. His extensive experience will further strengthen our technical support and service capabilities.

Community and Media Relations

Community and Media Relations Supervisor – Lydia Camarillo

Strategic Initiatives

Community and District Presence:

- Drowning Impact Awareness Month
- Back to school safety messaging
- Weekly Fire Academy Recruitment Campaign
- Red Cross Blood Drive
- Several website design meetings to tailor needs for our residents
- New Dashboard slides on Paramedic Medel's baby.

Public Relations

News Coverage:

- KGUN 9, KOLD and KVOA mobile home fire at Oracle Rd. and Thistle St.
- KVOA news story on Red Cross Blood Drive
- Several digital posts were showcased on news media sites

Communications & Social Media Strategy

Featured content:

- o Mobile home fire at Oracle Rd. and Thistle St.
- o Code Save 379 C Shift
- o Battalion Chief Will Seeley retirement
- o Congratulations to GRFD's newest paramedics
- o Oro Valley Aquatic Center lifeguard training
- o Weekly Fire Academy Recruitment photos, videos and graphics
- o Welcome back to school safety messaging
- o St. Mark's Early Childhood Education thank you treats and notes
- o Life Beyond the Books statistics
- o Recruit Firefighter Timeline
- o 2016 academy throwback Thursday photo
- o CPR classes promotion
- o Congratulations to Paramedic Medel on his baby boy
- o Labor Day recognition graphic
- o Now Hiring Media Specialist and Administrative Assistant graphic as well as promotion on all digital platforms

Ongoing promotions

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

Social Media by the Numbers

Almost a million views! Facebook and Instagram reached 707,000 views.

Facebook

- Views: 446,000 (almost half a million!)
- Posts: 41
- User Reach: 157,200

Instagram

- Views: 261,000
- Posts: 41
- Profile Visits: 2,200

X

- Engagements 569
 - (The number of times your content was engaged with)
- Posts: 15
- Impressions 10,000
 - (Times post was seen on X)

District Communications

Emergency Alerts & Updates: 3

Press Releases: 1

Public Service Announcements: 6

Employee Spotlights: 14

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: September 16, 2025

SUBJECT: EMS & FIRE RESPONSE ASSISTANT CHIEF'S REPORT

ITEM #: 7D

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

August 2025

Assistant Chief's Activities

- Recognized 379 C-Shift members for a successful code save on July 26th, highlighting the teamwork of Paramedics Kukahiko and Manuel, Engineer Gerl, and Firefighter Cooley.
- Celebrated the graduation and National Registry certification of three new GRFD paramedics: Daniel De La Puente, Brendan Peeler, and David Sargenti.
- Oversaw EMS Division staff participation in regional paramedic integration training and led Jumpstart training for GRFD's new paramedics, connecting them with agency operations and leadership.
- Helped with the management of the Arizona Department of Health Services (AZDHS) ambulance rate adjustment process, securing a base rate increase and positive recognition for GRFD's EMS operations management.
- Attended the Struggle Well class, supporting member wellness and resiliency efforts.
- Assisted with Engineer promotional interviews and began preparation for the upcoming Captain's promotional testing process.

EMS

EMS Division Board Report

August 2025

Provider Recognition

- 379 C Shift members were recognized for a code save they achieved on July 26th. Great job Paramedics Kukahiko and Manuel, Engineer Gerl, and Firefighter Cooley!



EMS Training

- Congratulations to GRFDs newly graduated paramedics! Daniel De La Puente, Brendan Peeler, and David Sargenti graduated from their program on August 6th and passed their National Registry exams.



- Division staff participated in the new paramedic integration class the week of August 11th. In this class, the new paramedics from GRFD, Northwest, and Tucson learned local and regional protocols, equipment, and other training and tools to set them up for success.
- Division staff held Jumpstart for our three new paramedics in the week of August 18th. In this class they received agency specific training and had opportunities to visit with executive leadership, the billing team, and the communications captain.
- DV Taylor, Captains D. Sanchez, Seegmiller, and Shultz, and Paramedics Muscarella and Roemer attended the 2025 Arizona Ambulance Association conference. Great sessions on managing EMS and ambulance operations including annual compliance, privacy updates.

EMS Team

- The Division received Arizona Department of Health Services (AZDHS) response to our adjustment of public rates application. We have submitted our acceptance of their recommended rate changes, which include an increase in our base rate from \$1,690.78 to \$1,800.32 and a notation that we will no longer bill for supplies. The State must grant final approval and post this rate change request for 90 days prior to it taking effect. The Bureau was complimentary of our interactions through process and how we manage our EMS operation.

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. **84%**

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 = **10.6**; Rural = **14**

Maintain wall times (arrival at hospital to transfer of care) at the 90th percentile to 45 minutes or less. **23:13**

The number of instances where non-reserve ambulance availability is 0. There were 2 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. **90%**

% 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 **83%**, on track for approved budget.

Outputs:

The number of EMS responses provided. 955

The number of ambulance transports provided. **582**

Demands:

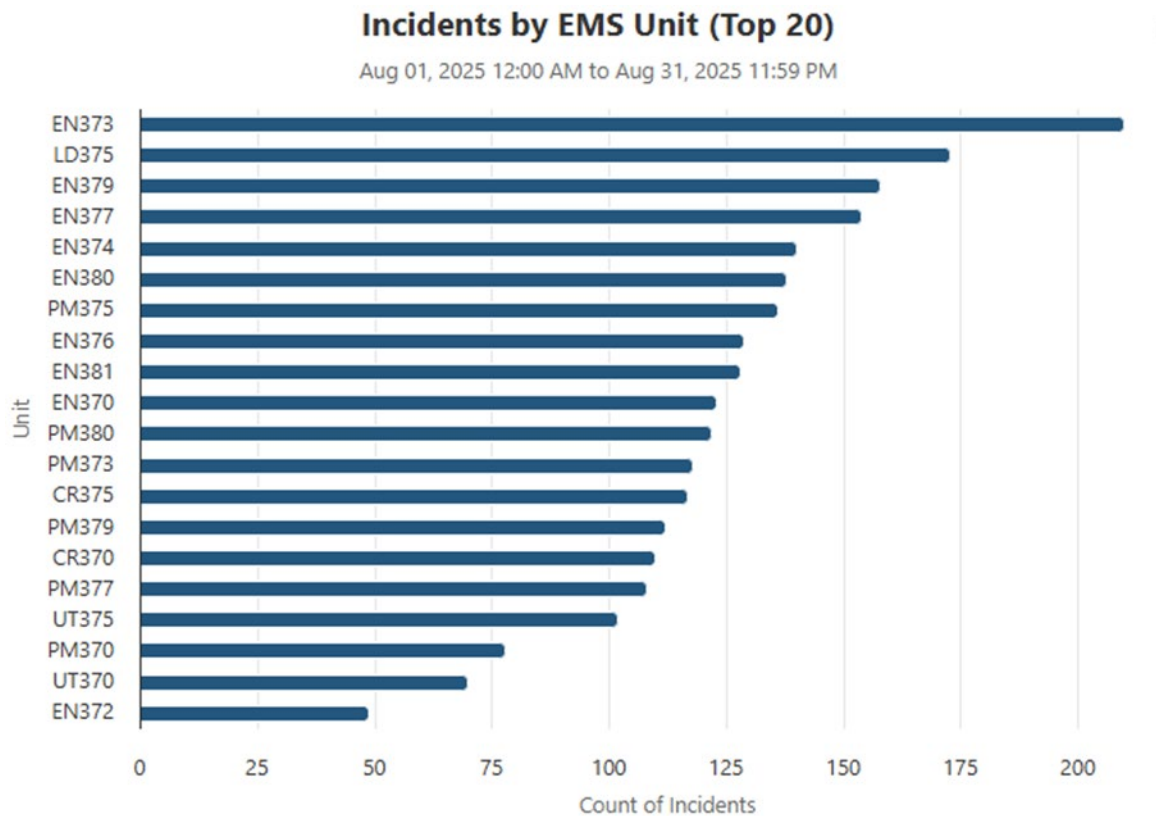
The number of EMS responses expected to be requested. 982

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.**



Fire Response

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.

August 2025 Family of Measures - Results

85% 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).

100% 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).

100% 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).

100% 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).

50% 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)

August 2025 Family of Measures - Outputs:

OPS Division - Family of Measures (Outputs)		
Fire Alarm Responses (NFIRS 700s)		
Incident Type And Description		Total
700 - False alarm or false call, other		15
733 - Smoke detector activation due to malfunction		2
735 - Alarm system sounded due to malfunction		5
736 - CO detector activation due to malfunction		10
745 - Alarm system activation, no fire - unintentional		4
746 - Carbon monoxide detector activation, no CO		1
		Total: 37
Vehicle Fire Responses (NFIRS 130s)		
Incident Type And Description		Total
131 - Passenger vehicle fire		1
132 - Road freight or transport vehicle fire		1
		Total: 2
Rubbish Fire Response (NFIRS 150s)		
Report Results		
There are no results. Please redefine your search criteria.		
Residential Fire Responses (NFIRS 111, Prop. Type 419, 429)		
Incident Type And Description		Property Use And Description
111 - Building fire		419 - 1 or 2 family dwelling
		Total: 2
Commercial Fire Responses (NFIRS 111, Prop. Type not 419, 429)		
Report Results		
There are no results. Please redefine your search criteria.		

Honor Guard and Pipes & Drums

Pipes and Drums did not have any expenses or events for the month of August.

- An individual that is not part of the team asked to join a practice session to see if playing the drums would be a good fit for him. The practice went well, and the team agrees that he would be a good fit. Team openings in the near future.

Professional Development



Courses/Training

- o Preparing new and updated VFIS training for 2025
- o Class 24-01 Probationary Year testing completed:
- o 100% passing rate of both written and practical skills
 - o Instructor I
- o Fire and Emergency Instructor 1 Course ran July 7-17, 2025
- o 10 successfully passed the Az State exam
 - o Instructor II
- o Fire and Emergency Instructor 2 Course ran July 21-31, 2025
- o 9 students enrolled and took the state exam, waiting for results from Az State
 - o Division Chief Leslie continued meeting with Fire Officer Academy participants for a 360-degree course survey in the coming weeks



Miscellaneous

- o Engineer promotional process completed
- o Written test took place on August 11, 2025
- o Assessment center ran the week of August 25, 2025
- o Chief's Interviews were conducted current the week of September 1, 2025
- o Captain promotional process:
- o Many certified training letters have been disrupted to GRFD personnel who will be participating in the upcoming Captain Promotional Process.
- o Preparing for the upcoming Captain promotional process
 - o Driver Operator Competency Evaluation
- o Evaluations were held August 12-13, 2025, with one individual receiving their Engineer Mod I task and four individuals being retested on practical skills.
- o Additional retest scheduled for September 18, 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: **Completed**
- 192 hours of Fire Officer I and II training will be delivered every two years: **Completed**
- 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. **Completed, with 7 candidates successfully completing the process.**

Special Operations

Results

- 11% 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
- 1.3% budget variance

Outputs

- 2 technical rescue responses
- 16 hazardous material responses
- 19 individuals served

Monthly Response Highlights

August presented with another busy month of TRT responses. The Special Operations Team performed two complex rescue scenarios, one local and one regional.

- The Team worked on the Linda Vista Trailhead in the middle of an extreme heat warning day. The Station 377 personnel rescued one critical individual and coordinated with PCSO to have them air lifted to Banner UMC. The other patient was unfortunately found deceased.
- The Team worked with regional auto aid partners in NWFD's area to complete a high-angle rescue. The incident unfortunately involved NWFD, GRFD, and TFD personnel recovering a deceased individual, who was trimming an approximate 25' foot palm tree at the time of the incident. This call proved to be very challenging with extreme temperatures and tight work areas, taxing everyone on scene. The recovery was completed safely without any injuries to our personnel.

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 home residence. This was a multi-company response in GRFD's area that consisted of Ladder 375, Engine 377, and Battalion 380. The incident involved air monitoring to ensure residents were safe.

Monthly Training

Regional Hazardous Materials Continuing Education:

- The Special Operations Team participated in the Regional Hazardous Material practical drill at the Public Safety Training Academy. The drill reviewed detection and monitoring with real live hazardous materials. Crews also reviewed Electric Vehicle fire response best practices.

Regional Technical Rescue Continuing Education:

- The Special Operations Team received a didactic assignment via Vector Solutions on Emergency Building Shoring (EBS). This video assignment highlighted different shoring techniques for diverse rescue scenarios in regard to structural collapse.

Regional Initial Training:

- The Special Operations Team training staff is preparing to deliver a regional EBS class. This was solidified for the end of December to be held at NWFD's training facility hosted by GRFD personnel.
- The Team will potentially be sending members to an Elevator Rescue class with NWFD and TFD.
- The Team is looking into initial Cave Rescue training.
- Paramedic Baron was asked by regional partners and will be teaching at the November Trench Rescue regional CE to share the wisdom he gained at the Trench Rescue Symposium in Michigan earlier this year.
- Captain Tobin Johnson went to Phoenix with regional partners to teach the AZ Fire Mechanics Association HAZMAT Awareness level class.
- Captain Sam Garcia updated Station 377's Confined Space Rescue (CSR) entry permits to mirror regional partner's entry permits. This will make CSR responses more seamless.

In-District Continuing Education:

- The Special Operations Team continued the 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.
- The Special Operations Team completed annual in-depth air monitor maintenance at Station 377. Captain Ryan Miller assisted multiple members on A-Shift with going through each advanced air monitor at Station 377 to replace internal filters, recalibrate each monitor, and ensure there were no internal deficiencies.
- 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 three hours of didactic training along with three hours of practical training. All immediate members stationed at 377 have been certified. Satellite member certification is underway.
- A total of three After Action Review documents were delivered to suppression personnel via Vector Solutions. The AARs were as follows: Trench Rescue, Air Monitoring, and HAZMAT response in regard to the mixture of Chlorine/ Muriatic Acid. These AARs were released to benefit Operations Level personnel, outlining safety considerations and general tactics for these call types.

In-District Initial Training:

- The Team developed an online education in-service training for the new Broco Rescue Torch, which is predominately used during heavy machinery and building collapse situations. This was distributed to all Special Operations Team members via Vector Solutions.
- The Special Operations Team training staff developed a Trench Rescue practical drill to practice operating out of the new trailer. This will take place the end of September at the PSA.
- The Special Operations Team recruitment continued. This included Special Operations Team Members visiting stations to answer any questions about the upcoming recruitment process. The official memo for Special Operations recruitment was released with an application close date of September 4, 2025, with the testing process being solidified for the week of September 15, 2025.
- The Special Operations Team is developing the district annual HAZMAT refresher. This will consist of a didactic assignment followed by a practical in-person training for each crew in district. This will be held in October.
- The Special Operations Team has been completing “Special Ops Review” calls on our Image Trend system. This allows Special Operations members to review district responses that pertain to Special Operations call types. This is a valuable tool that ensures calls are being ran safely and efficiently while also allowing for positive feedback from Station 377 to district Operations Level suppression personnel.

Wildland

Wildland Assignments for August:

Springerville, AZ / DRAW Fire

First Operational Period: 07/26/2025 (Back on shift 08/11)

Shop #: Type 6- 2239

Crew: J. Labas, Strieter, Sparkman, Metz

Billy Fire / Medical / Arizona

First Operational Period: 07/18/2025 (Back on shift 08/07)

Shop #: Support Truck 2238 w/ UTV (1931)

Crew: Kyle Rhein, Hains

2025 Kenai Kodiak Prepo

First Operational Period: 07/08/2025 (Back on shift 08/03)

Shop #: Rental

Crew: Waldorf

Dragon Bravo - Grand Canyon, AZ

First Operational Period: 07/13/2025 (Back on shift 08/14)

Shop #: Support Truck 2036

Crew: Kroger

Laguna Fire - NM

First operational period: 07/14/2025 (Back on shift 08/02)

Shop #: Rental

Crew: Spanarella

Dragon Bravo - Grand Canyon, AZ

First Operational Period: 07/31/2025 (Back on shift 08/23)

Shop #: Ambulance-1601

Crew: Davidson, Campbell

Drip Fire - Winkleman, AZ

First Operational Period: 08/3/2025 (Back 08/06)

Shop #: Type 6 - 1935

Crew: Petersen, Huber, Trowbridge, Mace

Indian Creek Fire – White River, AZ

First Operational Period: 08/9/2025 (Back on shift 08/31)

Shop #: Support Truck -2036

Crew: Kroger

Billy Fire - Young, AZ

First Operational Period: 08/14/2025 (Back on shift 08/31)

Shop #: Rental

Crew: Petersen

Washington Fire - Payson, AZ

First Operational Period: 08/15/2025 (Back on shift 09/01)

Shop #: Rental

Crew: Spanarella



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Mark Wilson, Deputy Chief of EMS and Professional Development

MTG. DATE: September 16, 2025

SUBJECT: DISCUSSION AND/OR POSSIBLE ACTION OF THE BACKUP AMBULANCE COVERAGE INTERGOVERNMENTAL AGREEMENT BETWEEN TUCSON FIRE DEPARTMENT AND GOLDER RANCH FIRE DISTRICT

ITEM #: 8A

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

BACKGROUND

Golder Ranch Fire District has entered into an Intergovernmental Agreement (IGA) with Tucson Fire Department (TFD) to provide mutual backup support for ambulance transportation services. Both agencies hold active Certificates of Necessity from the Arizona Department of Health Services and will support one another during periods of high call volume or resource depletion, as long as doing so does not compromise their own service capabilities. The IGA outlines request procedures, operational authority, indemnification, and termination clauses, and will take effect on October 1, 2025, with automatic annual renewal unless terminated.

This is a renewal of an existing intergovernmental agreement.

RECOMMENDED MOTION

Motion to approve and adopt the Backup Ambulance Coverage Intergovernmental Agreement Between Tucson Fire Department and Golder Ranch Fire District.

INTERGOVERNMENTAL BACKUP AMBULANCE TRANSPORTATION AGREEMENT BETWEEN GOLDER RANCH FIRE DISTRICT AND CITY OF TUCSON

1. Background and Parties.

- 1.1. This Intergovernmental Agreement (this “**Agreement**”) is made and entered into by and between the GOLDER RANCH FIRE DISTRICT, an Arizona Fire District (“GRFD”), and the CITY OF TUCSON, an Arizona charter city (“**City**”).
- 1.2. GRFD is an internationally accredited emergency medical, fire and rescue entity and an Arizona Fire District organized under and existing pursuant to Title 48, Arizona Revised Statutes.
- 1.3. City operates a fire department, the Tucson Fire Department (“**TFD**”).
- 1.4. Under existing agreements between them, GRFD and TFD cooperate in various activities with the intent of enhancing service and value for their respective communities.
- 1.5. GRFD and TFD are geographically close to one another and wish to cooperate and provide high-quality ambulance transportation and emergency medical services to their residents and the visiting public.
- 1.6. GRFD is the holder of a current Certificate of Necessity, No. 56, issued by the Arizona Department of Health Services (“**AZDHS**”), which authorizes GRFD to provide emergency ambulance transportation services within an area that includes its territorial jurisdiction.
- 1.7. TFD is the holder of a current Certificate of Necessity, No. 108, issued by AZDHS, which authorizes TFD to provide emergency ambulance transportation services within an area that includes the jurisdiction limits of the City.
- 1.8. GRFD and City are authorized to enter into agreements with one another for joint and cooperative action under A.R.S. § 11-952 and A.R.S. § 48-805 (8)(17).
- 1.9. GRFD and City wish to enter into an agreement under which each party agrees to provide backup ALS ambulance transportation services within the other Party's service area as contemplated by A.A.C. R9-25-907 (2) and R9- 25-901(5).

2. **Term.** This Agreement will be deemed to be effective as of October 1, 2025, regardless of the date it is executed by the parties and supersedes any prior or existing ambulance backup

agreements between GRFD and TFD. This Agreement will automatically renew each year, unless terminated as provided in Section 6.

3. **Budget.** Each Party represents that it has within its respective budget sufficient funds to discharge the obligations and duties assumed under this Agreement for its current fiscal year.
4. **Cooperation.** Each Party will provide backup ALS ambulance transportation services to the other, throughout the Requesting Party's territorial jurisdiction, upon request, as provided below.
 - 4.1. Any ambulance transport or ambulance treatment services will be billed under applicable statutes and regulations as enforced by the Arizona Department of Health Services. Neither Party is liable for payment to the other for ambulance response.
 - 4.2. Each party (as the "**Responding Party**") may respond to calls for help received from the Fire Chief or other authorized persons in command of, or responsible for, fire protection and emergency medical service for the other Party (the "**Requesting Party**") provided, however, that response is to be given only when the requested services can be spared by the Responding Party with a margin of safety that the Responding Party deems necessary to protect the residents and property in the Responding Party's service area; and provided further that neither Party will call for such help unless the need for emergency medical services is of such proportion that it cannot be handled by its equipment or in the event its resources are engaged providing services simultaneously.
 - 4.3. The Fire Chief or other authorized command officer of the Responding Party will be the sole judge of how much assistance, if any, will be furnished in response to request from the other Party, and neither Party is in any way liable to the other or to any other person or entity for failure to give the assistance sought.
 - 4.4. The medical units of the Responding Party will work under the direction of the Fire Chief or other authorized persons directing the emergency medical service for the Requesting Party.
 - 4.5. Neither Party may request backup under this Agreement in the following circumstances:
 - 4.5.1. When the need for help arises due to the Requesting Party providing services outside of its jurisdictional limits pursuant to a contracted wild-land fire or similar agreement.
 - 4.5.2. Under any other circumstances where the Requesting Party has committed its resources outside of its service area to the point that it cannot provide basic services within its service area.
5. **Response to Request for Backup.** Upon receiving a request for backup, a Party will immediately evaluate whether it is able to respond to such request and will immediately notify the Requesting Party as to whether it will be responding. Whether to respond and to what degree is a determination within the Responding Party's sole discretion based on its own evaluation of the resources available at a given time.

6. **Termination.** This Agreement may be terminated by either Party providing 30 days prior written notice of termination. This Agreement may also be terminated for the following reasons:
 - 6.1. Upon either Party's loss or suspension of its Certificate of Necessity to provide ambulance transportation services.
 - 6.2. Pursuant to the provisions of A.R.S. § 38-511 (A)-(G) as it may be amended from time to time.
 - 6.3. If the Party's governing body does not appropriate and budget sufficient funding for that Party to meet its obligations under this Agreement.
7. **Notices.** Notices (other than requests for assistance) are deemed to be received (a) 48 hours after they are placed in the U.S. Post, Certified Mail, prepaid, addressed to the Office of the Fire Chief, at the address provided below; or (b) immediately, if provided by hand delivery to the Office of the Fire Chief.

Golder Ranch Fire District
Attn: Fire Chief
1600 E Hanley Blvd
Tucson, AZ 85737

Tucson Fire Department
Attn: Fire Chief
300 S Fire Central Pl
Tucson, AZ 85701

8. **Indemnification.** Each Party to this Agreement agrees to indemnify, defend, and hold harmless the other, its officials, officers, employees and agents, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorney's fees or actions of any kind resulting from all personal injury, including bodily injury and death, and property damage to the extent caused by the negligent or wrongful acts of the indemnifying party's officers, employees, agents, and volunteers. This section will survive any cancellation or termination of this Agreement.
9. **Insurance.** Each Party will maintain for the duration of this Agreement, policies of public liability insurance covering all of its obligations undertaken in the implementation of this Agreement, providing bodily injury limits of not less than \$1,000,000.00 for any one person, of not less than \$2,000,000.00 for any one occurrence, and property damage liability to a limit of not less than \$1,000,000.00. The insurance limits set forth above do not limit the scope of indemnification set forth above.
10. **Compliance with Legal Authorities.**
 - 10.1. Each Party will comply with all requirements of any federal, state, county or local ordinances, statutes, charters, codes, rules, regulations, or any other governmental requirements, including, but not limited to, the rules and regulations of the AZDHS.

- 10.2. The provisions of A.R.S. § 41-1463 and Executive Orders 99-4 and 2009-09 issued by the Governor of the State of Arizona are incorporated by this reference as a part of this Agreement.
- 10.3. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.
11. **Workers' Compensation Coverage.** An employee of either Party will be deemed to be an "employee" of both public agencies, while performing pursuant to this Agreement, only for purposes of A.R.S. § 23-1022 and the Arizona Workers' Compensation laws. The primary employer will be solely liable for any workers' compensation benefits that may accrue. Each Party will comply with the employee notice provisions of A.R.S. §§ 23- 906(D) and 23-1022(E).
12. **Binding Effect.** This Agreement is binding upon and enforceable by the Parties and their successors, successors in interest, and assignees.
13. **Amendments.** This Agreement may be amended or supplemented only by an instrument in writing, signed by the Parties against whom enforcement thereof may be sought.
14. **Entire Agreement.** The Parties acknowledge and agree that no representations, warranties, or covenants have been made to, or relied upon by them, or by any person acting for or on their behalf, which are not fully and completely set forth in this Agreement. This Agreement supersedes any terms, conditions, covenants or other documents or agreements between the Parties regarding the same subject matter.
15. **Governing Law.** This Agreement and the rights and obligations of the Parties are governed by the laws of the State of Arizona. All Parties consent to personal jurisdiction in Arizona, and any action to enforce this Agreement must be brought in a court of competent jurisdiction in Pima County, Arizona
16. **Attorney's Fees and Costs.** The prevailing party in any lawsuit brought to enforce this Agreement will be entitled to an award of its reasonable attorney fees and other costs.

GOLDER RANCH FIRE DISTRICT

CITY OF TUCSON

By: _____
Vicki Cox-Golder, Chair of the Board

ATTEST:

Sandra Outlaw, Clerk of the Board

By: _____
Regina Romero, Mayor

ATTEST:

Suzanne Mesich, City Clerk

Intergovernmental Agreement Determination

The foregoing Intergovernmental Agreement between the City of Tucson and the Golder Ranch Fire District has been reviewed by the undersigned, each of whom has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the party he or she represents.

Golder Ranch Fire District

City of Tucson:

Donna Aversa

Mike Rankin, City Attorney



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Allison Delong, HR Director

MTG. DATE: September 16, 2025

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE NONCRIMINAL JUSTICE
AGENCY (NCJA) POLICY

ITEM #: 8B

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, this policy has been published.
This policy was adopted directly from the template policy provided by the NCJA.

This policy only applies to authorized persons as identified by the District and confirmed with Arizona Department of Public Safety (AZDPS) and the Noncriminal Justice Agency (NCJA). Authorized persons are those required/authorized to handle, process, and review fingerprinting and criminal history records from the Criminal Justice Information System (CJIS). For the District, the authorized people are: Fire Chief Thomas Brandhuber, HR Director Allison Delong, HR Supervisor Emily Noland, and HR Generalist Sarah Glenn.

Arizona Revised Statute (A.R.S.) § 41-1750 delineates the responsibilities of the CJIS Systems Agency (CSA), the central state repository, and the authorized receiving organizations. The Arizona Department of Public Safety (AZDPS) is the CSA for Arizona and operates the central state repository, which collects, maintains, and disseminates criminal history in Arizona. A.R.S. § 41-1750 also provides state authorizations for the dissemination of criminal justice information and criminal history record information for noncriminal justice purposes.

Both state and federal criminal justice and criminal history record information are subject to laws, rules, and regulations governing its access, use, handling, and dissemination.

As part of privacy and security, agencies must implement policies and procedures that provide for the security and proper handling of the criminal justice information/criminal history record information (CJI/CHRI).

RECOMMENDED MOTION

Motion to approve and adopt the Noncriminal Justice Agency (NCJA) policy.

Noncriminal Justice Agency Policy

Noncriminal Justice Agency Policy and Procedure

SECTION 1 PURPOSE AND SCOPE

Golder Ranch Fire District may use the Criminal Justice Information (CJI) or Criminal History Record Information (CHRI) obtained from the Arizona Department of Public Safety (DPS) for the specific purpose of evaluating the fitness of employees and volunteers.

SECTION 2 AUTHORITY

The District has the authorization to submit fingerprints to the DPS for fee-based state and/or federal criminal history checks pursuant A.R.S. §48-805 and 41-1750.

SECTION 3 AGENCY SECURITY CONTACT

The District's Agency Security Contact (ASC) is the point of contact with DPS through which all communication goes through. The ASC will maintain an Authorized Personnel List (APL) of individuals authorized to access, destroy, disseminate, discuss, file, handle, log, or use CJI/CHRI. These documents are supplied as a result of submitting fingerprints for a background check. The ASC will maintain a training record of all authorized personnel on the Training Documentation Form (or similar document). This will record the dates on which CJIS Online training and testing were completed, along with reading the agency's policies and procedures regarding the NCJ program.

For a more complete list of duties, the ASC should review the Agency Security Contact Basic Responsibilities which can be found in the NCJ Agency Guide Appendix M.

SECTION 4 AUTHORIZED PERSONNEL

District staff may encounter CJI/CHRI. Authorized personnel will be able to access, destroy, disseminate, discuss, file, handle, log, or use CJI/CHRI after completing the following:

- CJIS Online training and successfully passing a test
- Review our agency-specific policies and procedures
- Signing an *Acknowledgment Statement* regarding the penalties for misuse of CJI/CHRI

Everyone on the APL should be aware of everyone else so that all involved are clear about who can and cannot have access to CJI/CHRI.

The District is required to maintain a minimum of two (2) personnel on this list. Email addresses for all authorized personnel must be provided.

The District must notify DPS whenever an authorized person is removed from the list and provide their email address to ensure their removal from DPS systems. Terminated or reassigned personnel are prohibited from accessing CJI/CHRI.

The Federal Bureau of Investigation (FBI) prohibits individuals with felony convictions or certain misdemeanors from having access to CJI/CHRI.

The District's legal authority permits authorized personnel to be fingerprinted through the Noncriminal Justice Compliance Program.

Noncriminal Justice Agency Policy

SECTION 5 FINGERPRINT PROCESSING

The District requires that all applicants must provide a valid, unexpired form of government-issued photo identification during the application process and prior to fingerprinting to verify their identity. Accepted forms of primary and secondary identification have been approved through the National Crime Prevention and Privacy Compact Council Identity Verification Program Guide. This guide is included in the NCJ Agency Guide Appendix J.

As part of the process, all fingerprint applicants must be advised by written notice of their privacy rights, and that they have the ability to review and challenge their Arizona and FBI criminal history prior to being fingerprinted. The DPS has provided a document that contains the required information disclosures, titled FBI Notification of Applicant Privacy Rights and Record Challenge Information. This can be found in the NCJ Agency Guide Appendix B. **This document MUST be provided in its original form to meet the conditions of participation in the Noncriminal Justice Compliance Program and to comply with FBI policy.**

The District uses a Fieldprint kiosk located at Headquarters. This method involves electronic fingerprinting, which is immediately sent to the DPS.

SECTION 6 HANDLING, STORAGE, AND RETENTION OF CJI/CHRI

The District receives CJI/CHRI from the DPS electronically through the Public Services Portal (PSP).

Electronic storage includes the storage of CJI/CHRI results electronically, or CJI/CHRI derived from the results provided by the DPS Public Services Portal (PSP). This includes spreadsheets, emails, or word-processing documents that indicate whether an applicant has a criminal history record or the absence of one.

The District does not store CJI/CHRI electronically.

For any agency under the purview of the Arizona State Library, Archives, and Public Records, per GS-1004 Rev.1, the following requirements are established:

Authorized Personnel List, Acknowledgment Statement, Agency Information/Information Change Form, and User Agreement - After one of these documents has been superseded or made obsolete, it should be destroyed.

CJI/CHRI - After suitability determination has been made, or after any appeals process has been completed, and/or any other regulatory guidelines have been satisfied, this information should be destroyed.

Fingerprint Card/Inventory Sheet - Please note that the Applicant Processing Team currently stores processed fingerprint cards for the required 6-month retention period and no longer returns them to agencies, effective 2024. Inventory sheets must be retained for the previous year.

Secondary Dissemination Logs – The retention period is 5 years. DPS only requires the previous year to be retained for audit purposes.

Training Documentation Form - After the individual has been removed from the APL and after the calendar year in which DPS audits the agency, however, the FBI requires retention of training records for three (3) years.

Noncriminal Justice Agency Policy

SECTION 7 COMMUNICATION

Authorized personnel may discuss the contents of the CJI/CHRI with the applicant in a private, secure place, and extreme care should be taken to prevent overhearing, eavesdropping, or interception of communication. The applicant may not be given a copy of the record or allowed to take a picture of it with an electronic device.

CJI/CHRI shall not be copied, emailed, faxed, or disseminated to secondary parties. Any unauthorized release of information is strictly prohibited (i.e., social media, discussions with friends or family members). CJI/CHRI shall only be discussed (written or verbally) between the authorized personnel as necessary to carry out the specific purpose for which the information was requested.

Authorized personnel will not confirm the existence or non-existence of an individual's criminal history record to the public or any unauthorized individual. Authorized personnel must not use any coded words like "hit," "no hit," "red light," or "green light," etc. to circumvent this restriction.

As mentioned previously in Section 5, the FBI Notification of Applicant Privacy Rights and Record Challenge Information is a disclosure statement provided to an applicant before fingerprinting, informing them of how their fingerprints will be used and their right to review and challenge their Arizona and FBI criminal history.

In the event of deliberate, reckless, or unintentional misuse of CJI/CHRI, the authorized personnel will face discipline according to the signed Acknowledgment Statement and the District's policy, which may include suspension or termination. Misusing CJI/CHRI is classified as a class 6 felony in Arizona under Arizona Revised Statute (A.R.S. § 41-1756). That statute is listed below to avoid any misunderstanding about what constitutes misuse.

A.R.S. § 41-1756. Unauthorized access to criminal history; classification; definitions

- A. *Except as provided by section 41-1750, a person commits unauthorized access to criminal history if the person intentionally, knowingly, or recklessly does any of the following:*
 - 1. *Permits unauthorized access to the Arizona criminal justice information system or to criminal history record information.*
 - 2. *Uses the Arizona criminal justice information system or criminal history record information for a purpose other than as provided by section 41-1750.*
 - 3. *Releases or procures the release of criminal history information.*
- B. *A person who violates this section is guilty of a class 6 felony.*
- C. *For the purposes of this section:*
 - 1. *"Arizona criminal justice information system" has the same meaning prescribed in section 41-1750.*
 - 2. *"Criminal history record information" has the same meaning prescribed in section 41-1750.*

The ASC will report any instances of misuse of CJI/CHRI to the DPS immediately.

Noncriminal Justice Agency Policy

SECTION 8 DISPOSAL OF CJI/CHRI

In the event that CJI/CHRI was retained and has met the destruction date in accordance with **the** record retention policy, authorized personnel will destroy the CJI/CHRI using cross-cut shredding.

If **the District** employs a third-party contractor that destroys the CJI/CHRI, authorized personnel will accompany the contractor to oversee the shredding and handling of the CJI/CHRI. Authorized personnel will observe the contractor from the time the CJI/CHRI is picked up through to the completion of destruction.

SECTION 9 TRAINING

- A. Authorized personnel must visit the following website, <http://www.CJISOnline.com>, to complete Security and Privacy training and pass a test before accessing CJI/CHRI. This training must be renewed annually. The DPS creates the account for the ASC, who will then, in turn, create accounts for those who work for the District.
- B. Authorized personnel must also be trained in the District's policies and procedures regarding this program prior to accessing CJI/CHRI. This training must be renewed annually.
- C. Authorized personnel will sign a one-time Acknowledgment Statement confirming receipt of notification regarding the penalties for misuse of CJI/CHRI. It is a class 6 felony in Arizona for a person to misuse CJI/CHRI, as per the Arizona Revised Statute (A.R.S. § 41-1756).

All training and the date of signing Acknowledgement Statements will be recorded on the Training Documentation Form provided by the DPS in the NCJ Agency Guide Appendix G. This log is reviewed during audits by the DPS.

SECTION 10 AUDIT

Pursuant to the terms of the user agreement, the DPS and the FBI may conduct an audit of the agency to ensure compliance with the Noncriminal Justice Compliance Program. Audits are typically conducted on a three-year auditing cycle; however, should an incident of impropriety occur, the DPS can conduct an audit at that time.

The following are examined at an audit:

- User Agreement (ensuring the authorization and purposes are still valid and the signature is current)
- Authorized Personnel List
- Policies and Procedures
- Training Documentation Form (recording dates of CJIS Online testing and policy and procedure review)
- Acknowledgment Statements from all personnel on the APL
- Inspection of area storing any CJI/CHRI (whether in paper or electronic form)
- Fingerprint chart (including proof of why someone was run - job application, permit application, etc.)
- Review of Inventory Sheets from the previous year.



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: September 16, 2025

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING EDITED POLICY 1026 DRUG
AND ALCOHOL FREE WORKPLACE

ITEM #: 8C

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

BACKGROUND

Policy 1026 was approved last year with intent to allow medical marijuana in certain controlled situations. I was not comfortable enacting the medical marijuana portion until a few more items were solidified. Those items have been addressed and are reflected in the changes within the policy.

RECOMMENDED MOTION

Motion to approve and adopt Policy 1026 Drug-And Alcohol -Free Workplace

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 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 and/or performing District- related business elsewhere (41 USC § 8103).

1026.2 POLICY

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

Related Procedure: 1008 Drug and Alcohol Testing

1026.3 GENERAL GUIDELINES

Members shall not be impaired while at work or engaged in District business.

Impairment is defined to include, but not be limited to:

- (a) Change in speech, physical dexterity, agility, coordination, and/or demeanor.
- (b) Irrational or unusual behavior, meaning behavior that deviates from the societal norm.
- (c) Negligence or carelessness in providing service and/or in operating equipment or machinery.
- (d) Displaying a disregard for the safety of an employee or others.
- (e) Involvement in an accident that results in damage to any equipment or property.
- (f) Disruption of services provided.
- (g) Carelessness that results in any injury to the employee or others.

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

Members shall not report for duty if they have consumed any amount of alcohol, illegal drugs, taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities. 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. Any member found to be adversely affected while on duty shall be immediately relieved from duty pending drug and alcohol testing and a determination of fitness for duty. 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

The possession of, or being impaired by any form of marijuana (including, but not limited to, flower, edibles, and every other form of marijuana and marijuana products), by any member, while under the influence of medical cannabis-at work or engaged in district business is strictly prohibited and shall result in disciplinary action.

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

Any member required to possess a Department of Transportation license (CDL), or a Federal Aviation Administration (FAA) Certified Commercial Drone Operator, or pass the Department of Transportation (CDL) drug exam may not use marijuana in any form and at any time, even if they possess a Medical Marijuana Card.

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

1026.4 MEMBER RESPONSIBILITIES

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

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

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

1026.5 EMPLOYEE ASSISTANCE PROGRAM

A voluntary Employee Assistance Program (EAP) will be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103), as well as other behavioral health concerns. Insurance coverage that provides treatment for drug and alcohol abuse also may be 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 safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

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

1026.7. REQUESTING SCREENING TESTS

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

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

- Per the Department of Transportation Drug/Alcohol Testing Policy FAA operators are subject to unannounced random drug testing. Employers are required to do drug test a minimum of 25% of their FAA operators 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.
- (g) The member being placed on a Last Chance Agreement.
- (h) 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
1. 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.
 2. The District will perform a random drug test quarterly. The participant will be selected using a random choice generator.
 3. 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.
 4. Once chosen, the participant must immediately be escorted by a Division Chief or above to the collection site.
 5. 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.
- (i) 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. The District 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):

- (a) 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.
- (b) Suspension of the member, with or without pay, for a designated period.
- (c) Termination of employment.
- (d) In the case of drug testing, refusal to hire a prospective member.
- (e) Other adverse employment actions.

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 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 the District at the member's expense. (41 USC § 8104).

1026.9 CONFIDENTIALITY

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

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

Attachments



GRFD Medication Notification Form updated.pdf



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

Prescription Medication Notification Form Employee Disclosure

Date:

Patient's Name:

DOB:

Name of Doctor prescribing medication:

Name of medication:

Dosage of medication:

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

Patient's Signature:

Date:

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

FOR OCCUPATIONAL HEALTH STAFF ONLY

☐ Cleared for work while on this medication, per current NFPA standards, exception of State of Arizona Medical Marijuana card holder .

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

Provider Signature:

Date:

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

Drug- and Alcohol-Free Workplace

1026.1 PURPOSE AND SCOPE

The Golder Ranch Fire District prohibits the use of drugs and alcohol in the workplace 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 and/or performing District- related business elsewhere (41 USC § 8103).

1026.2 POLICY

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

Related Procedure: 1008 Drug and Alcohol Testing

1026.3 GENERAL GUIDELINES

Members shall not be impaired while at work or engaged in District business.

Impairment is defined to include, but not be limited to:

- (a) Change in speech, physical dexterity, agility, coordination, and/or demeanor.
- (b) Irrational or unusual behavior, meaning behavior that deviates from the societal norm.
- (c) Negligence or carelessness in providing service and/or in operating equipment or machinery.
- (d) Displaying a disregard for the safety of an employee or others.
- (e) Involvement in an accident that results in damage to any equipment or property.
- (f) Disruption of services provided.
- (g) Carelessness that results in any injury to the employee or others.

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

Members shall not report for duty if they have consumed any amount of alcohol, illegal drugs, taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities. 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. Any member found to be adversely affected while on duty shall be immediately relieved from duty pending drug and alcohol testing and a determination of fitness for duty. 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

The possession of, or being impaired by any form of marijuana (including, but not limited to, flower, edibles, and every other form of marijuana and marijuana products), by any member, while under the influence of medical cannabis-at work or engaged in district business is strictly prohibited and shall result in disciplinary action.

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

Any member required to possess a Department of Transportation license (CDL), or a Federal Aviation Administration (FAA) Certified Commercial Drone Operator, or pass the Department of Transportation (CDL) drug exam may not use marijuana in any form and at any time, even if they possess a Medical Marijuana Card.

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

1026.4 MEMBER RESPONSIBILITIES

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

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

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

1026.5 EMPLOYEE ASSISTANCE PROGRAM

A voluntary Employee Assistance Program (EAP) will be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103), as well as other behavioral health concerns. Insurance coverage that provides treatment for drug and alcohol abuse also may be 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 safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

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

1026.7. REQUESTING SCREENING TESTS

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

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

- Per the Department of Transportation Drug/Alcohol Testing Policy FAA operators are subject to unannounced random drug testing. Employers are required to do drug test a minimum of 25% of their FAA operators 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.
- (g) The member being placed on a Last Chance Agreement.
- (h) 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
1. 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.
 2. The District will perform a random drug test quarterly. The participant will be selected using a random choice generator.
 3. 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.
 4. Once chosen, the participant must immediately be escorted by a Division Chief or above to the collection site.
 5. 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.
- (i) 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. The District 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):

- (a) 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.
- (b) Suspension of the member, with or without pay, for a designated period.
- (c) Termination of employment.
- (d) In the case of drug testing, refusal to hire a prospective member.
- (e) Other adverse employment actions.

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 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 the District at the member's expense. (41 USC § 8104).

1026.9 CONFIDENTIALITY

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

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

Attachments



GRFD Medication Notification Form updated.pdf



GOLDER RANCH FIREDISTRICT

www.grfdaz.gov

Prescription Medication Notification Form Employee Disclosure

Date:

Patient's Name:

DOB:

Name of Doctor prescribing medication:

Name of medication:

Dosage of medication:

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

Patient's Signature:

Date:

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

FOR OCCUPATIONAL HEALTH STAFF ONLY

☐ Cleared for work while on this medication, per current NFPA standards, exception of State of Arizona Medical Marijuana card holder .

☐ 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.

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GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Dave Christian, Finance Director

MTG. DATE: September 16, 2025

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

ITEM #: 8D

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 8/1/2025 Through 8/31/2025

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	2,592,364.84	2,919,712.41	327,347.57	6,181,516.86	6,392,189.82	210,672.96
6000	Supplies/Consumables	21,695.34	44,516.67	22,821.33	104,787.09	154,131.34	49,344.25
6500	Vehicle / Equipment Expense	1,983.72	34,555.99	32,572.27	29,319.35	350,261.98	320,942.63
6750	Utilities / Communications	43,242.50	44,698.33	1,455.83	99,940.71	91,796.33	(8,144.38)
7000	Professional Services	14,797.29	280,869.32	266,072.03	80,214.74	424,793.64	344,578.90
7500	Dues/Subscriptions/Maint. Fees	968.83	69,672.97	68,704.14	61,445.00	230,589.27	169,144.27
7750	Insurance	0.00	0.00	0.00	11,955.00	73,800.00	61,845.00
8000	Repairs / Maintenance	8,987.89	63,741.00	54,753.11	22,853.98	135,007.00	112,153.02
9000	Debt Service	385,372.13	42,960.00	(342,412.13)	444,124.17	100,968.00	(343,156.17)
9500	Capital Outlay	75,858.05	260,166.34	184,308.29	392,032.86	402,686.68	10,653.82
Report Difference		(3,145,270.59)	(3,760,893.03)	615,622.44	(7,428,189.76)	(8,356,224.06)	928,034.30



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: September 16, 2025

SUBJECT: FUTURE AGENDA ITEMS

ITEM #: 9

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: September 16, 2025

SUBJECT: Call to the Public

ITEM #: 10

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.