

**GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
PUBLIC NOTICE AND AGENDA**

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

B. PRESENTATION OF PERSONNEL

- YEARS OF SERVICE
 - STEPHEN LEDOUX, FIREFIGHTER/EMT- 15 YEARS
 - PETER PADDOCK, CAPTAIN- 15 YEARS
- PROMOTIONS
 - MATTHEW BONILLA, CAPTAIN
 - RANDY CRAMBLIT, CAPTAIN
 - DAVID DEADMAN, CAPTAIN
 - RAJIV MORALES-GERMAN, CAPTAIN
 - DAVID SELBY, ENGINEER



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- NOVEMBER 18, 2025, REGULAR SESSION
- B. APPROVE AND ADOPT THE GOLDER RANCH FIRE DISTRICT'S REGULAR GOVERNING BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2026
- C. APPROVE AND ADOPT RESOLUTION 2025-0011 TO DECLARE ITEMS AS SURPLUS AND DIRECTION TO STAFF TO SELL OR PROVIDE ITEMS TO NEIGHBORING FIRE DISTRICTS OR EDUCATIONAL INSTITUTIONS

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 NOMINATIONS FOR THE GOLDER RANCH FIRE DISTRICT GOVERNING BOARD POSITIONS OF CHAIRPERSON, VICE-CHAIRPERSON, AND CLERK FOR A ONE-YEAR TERM FOR CALENDAR YEAR 2026
- B. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF A REPRESENTATIVE FROM THE GOLDER RANCH FIRE DISTRICT'S GOVERNING BOARD TO THE GRFD PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM'S LOCAL PENSION BOARD
- C. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF TWO CITIZEN MEMBERS, ONE RESIDENT OF THE FIRE DISTRICT AND THE OTHER WITH EXPERIENCE IN PERSONNEL ADMINISTRATION TO THE GRFD PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM'S LOCAL PENSION BOARD
- D. DISCUSSION AND POSSIBLE ACTION REGARDING POLICIES: 212- PROCUREMENT, PURCHASE AUTHORIZATION, AND VENDOR PAYMENT; 232-APPRAISAL OF PROGRAMS; AND 234-STRATEGIC BUSINESS PLAN MAINTENANCE
- E. 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 – January 20, 2026

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 12/10/2025 by 5:00 p.m.





GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: December 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: December 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: Chris Grissom, Assistant Chief of EMS & Fire Response

MTG. DATE: December 16, 2025

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

ITEM #: 5A

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

The Catalina Crusaders, in conjunction with the Players Pub, graciously and generously raised money at their annual fundraiser again this year for the North Tucson Firefighter's Association - Local 3832 to use towards their annual Shop with a Firefighter event. The Shop with a Firefighter event takes place at the Oro Valley Target. The children were GRFD residents and were also from the neighboring communities of Oracle, Mammoth, and San Manuel.

RECOMMENDED MOTION

No motion required for this agenda item.



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: December 16, 2025

SUBJECT: PRESENTATION OF PERSONNEL

ITEM #: 5B

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
 - STEPHEN LEDOUX, FIREFIGHTER/EMT- 15 YEARS
 - PETER PADDOCK, CAPTAIN- 15 YEARS
- PROMOTIONS
 - MATTHEW BONILLA, CAPTAIN
 - RANDY CRAMBLIT, CAPTAIN
 - DAVID DEADMAN, CAPTAIN
 - RAJIV MORALES-GERMAN, CAPTAIN
 - DAVID SELBY, ENGINEER

RECOMMENDED MOTION

No motion required for this agenda item.

EMPLOYEE RECOGNITION

Employee Name: Stephen Ledoux

Date of Hire: 12/1/10

Current Position: FF/ EMT- Professional Development

Reason for Recognition: Years of Service

Prepared by: Jeremy Rinder - Capt. Prof. Dev.

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.

Please return to Human Resources via email by the 25th of the month, prior to the Board Meeting.

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

- **GRFD CAREER HISTORY:**

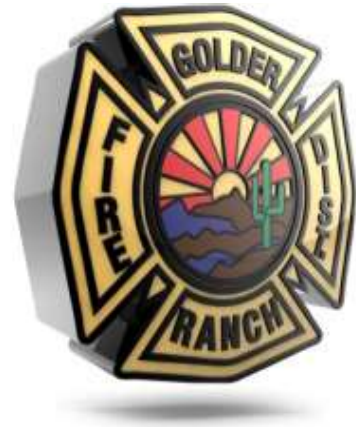
Stephen was hired in 2010 making this his 15 year milestone with the Ranch. During his tenure, Stephen has displayed an unwavering commitment to bettering himself and the people he works with. He spent the better part of a decade as a member of the Special Operations Team which included becoming a Hazardous Materials Technician and proficient Technical Rescue Operator specializing in ropes rescues and heavy extrication. Stephen transitioned to his new role in Professional Development approximately six months ago. In that time he has made a positive impact leading the charge in reconstructing the end of year Probationary FF practical skills testing. His approach to skills testing offered a more job like experience for the member and fostered teamwork from their crew. Stephen also played an integral role in the fall Engineer's promotional process. He recently caught the attention of our public safety partners due to his exceptional endurance during the Captains promotional process. He completed over 40 hose evolutions in 4 days, with each one being cleaner and better than the last. While most people's performance would degrade, his improved each time. For context, he did more in one week than what a recruit firefighter will do over 14 weeks.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

A valuable asset, Stephen consistently demonstrates dedication, a focus on tasks, and a drive for results. He fulfills every request with a positive attitude, promotes teamwork, and maintains a high level of professionalism. His professional accomplishments include: setting the standard and coaching countless probationary firefighters, Driver / Operator (should be an Engineer but that's another conversation), Certified Instructor I & II, Certified NFPA1403 Live Fire Instructor, Certified Extrication Specialist (Corona California Extrication Course, Train the Trainer) Peer Fitness Trainer, Certified Cross Fit Instructor (which will be put to use in the upcoming RTA 26-1), Priority Search and Rescue Specialist. In point, Stephen is a well sought after Firefighter for any Company Officer regardless of jurisdiction. If there was a Fantasy Firefighter League like football, he would be on the top of everyones roster and we are overjoyed to have him on ours!

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

Beyond the day to day grind of the Fire Service, Stephen balances his time by enjoying the companionship of his wife Ali for over 13 years, congratulations and cheers to many more! The two of them recently completed the daunting task of building their own home which is now under the ownership of their (2) dogs. When Stephen is not forcing Ali to pour concrete, build fences and landscaping, they enjoy traveling and taking the dogs on outdoor adventures. In addition, Stephen is an accomplished welder, a skill he acquired while apprenticing and helping his dad who owns and operates Premier Metals a local custom fabrication shop. In summary, our organization is fortunate to count Stephen among its members. His impactful, selfless acts reflect his endless contributions and perfectly align with our values of PRIDE and putting the Community First.



EMPLOYEE RECOGNITION

Employee Name: Peter Paddock

Date of Hire: 7/1/10

Current Position: Fire Captain

Reason for Recognition: Years of Service 15

Date of Board Meeting: December 16, 2025

Prepared by: BC Price



The employee named above will be recognized for Years of Service milestone, Job Promotion, New Employee, or Academy Graduate.

Complete: Current Position, Prepared by, GRFD CAREER HISTORY, the PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS, and PERSONAL OR SPECIAL NOTES. This information will be used when the employee is recognized at the next GRFD Board Meeting.

- **GRFD CAREER HISTORY:**

Pete began his 15-year career with Academy 2010-2; He has worked his way through the ranks as a Wildland FF and Paramedic. Pete was promoted to Fire Captain in 2021.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

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

Married to his wife Maggie and their three children, Owen, Ellie and Lucy. Pete enjoys going camping with family and friends.

EMPLOYEE RECOGNITION

Employee Name: Matthew Bonilla

Date of Hire: March 2018

Current Position: Paramedic

Reason for Recognition: Captain Promotion

Prepared by: Captain Pete Kintner

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:**

EMT 2010

Ironwood Hotshots 2011 & 2012

Tucson Fire Department 2012-2018

Paramedic 2015

Golder Ranch Fire District 2018- Forever

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Valedictorian of Paramedic class of 15-4

Associate's degree in Paramedicine

Associate's degree in Fire Science

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

I met my beautiful wife Breanna 19 years ago when I worked at Dairy Queen as a Shift Leader. We have our wonderful daughter Ember who will soon be celebrating her 7th birthday.

EMPLOYEE RECOGNITION

Employee Name: Randy Cramblit

Date of Hire: February 29th, 2016

Current Position: Engineer

Reason for Recognition: Promotion to Captain

Prepared by: Rene Sanchez

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.

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- **GRFD/CAREER HISTORY:**

2006 - Hired Smyrna, TN Firefighter

2009 - Promoted to Engineer

2012 - Earned EMT/IV license

2014 - Tennessee Smoke Diver

2016 - Hired GRFD Firefighter

2018 - Joined Special OPs Team

2021 - Promoted to Engineer

And on December 8th of 2025, promoted to Fire Captain and assigned to 381 A-Shift

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

2009 - 2015 Co-coordinator of Nashville 9-11 Memorial Stair Climb from

2010 - Tennessee Ultimate Firefighter Team Champion

2011 - Started and ran Angel Tree Christmas program at Smyrna FD

2018 - Joined Special OPs Team

2023- Assigned to Station 377 B-Shift POV (Pride of Oro Valley)

2024 – Associate's degree in Fire Science

2025- Earned his Instructor II Certification



- PERSONAL OR SPECIAL NOTES OF INTEREST:

Randy Cramblit is a family man with a heart as big as his dedication. He and his amazing wife, Crissy, share a beautiful life centered around their four boys, Jayce, Nathan, Noah, and Caleb. Four boys who look up to a father who never stops showing up for them. Whether he's coaching football on the weekends, cheering from the sidelines, or driving from one sporting event to the next, Randy pours his whole heart into being the kind of dad every kid deserves. And through every season (good or bad), Randy stays loyal to his Cowboys, because loyalty is simply who he is.

Brother, congratulations on your promotion to Captain. I'm proud of you beyond words, grateful for everything you've given to this department, and honored to have stood beside you. Wherever this next chapter takes you, know that we'll always be cheering you on, just like you've always done for all of us.

EMPLOYEE RECOGNITION

Employee Name: David Deadman

Date of Hire: 03/05/2018

Current Position: Paramedic

Reason for Recognition: Captain Promotion

Prepared by: Captain Cramblit

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:**

David started his career in the medical field as a medical tech at Banner hospital in Phoenix. When he started the academy with Golder Ranch, he was also attending Paramedic class simultaneously. He has worked on all three shifts throughout his career, spending a majority of his career at LD375 B shift but for the last two years has been stationed at 380 C shift. In his time at 380 he has completed his Qualified Acting Captain and stepped into the role of a Captain to his crew and floating to multiple stations around the District. He prides himself in the reputation he has built throughout his time with Golder Ranch Fire. David enjoys Paramedicine and has been a preceptor mentoring junior Paramedics for the past 6 years. David is excited to become the pride of Saddle Brooke

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

David attended

Paramedic in 2018

GRFD academy class of 18-01

David finished #1 in his Captains promotion process

David has spent most of his career on LD375 and takes pride in teaching ladder skills and operations

David takes pride in teaching and allowing others to learn from his experiences and classes he has been able to take locally and around the Nation.

David is always finding some kind of training to help advance his knowledge in all aspects of the Fire and Medical field. Attending FDIC twice, AZ State fire school

David is a driving force at the station level, helping always improve others around him and holding a high standard

- PERSONAL OR SPECIAL NOTES OF INTEREST:

David has been married to his wife Jessie since April, 2021 (who bakes amazing bread, cards on the back table) and they have their daughter Emily, who is 2 and was born on April 18, 2023.

David recently purchased a house in District and is excited to grow his family within the boundaries of the community he serves

David played semi pro hockey before becoming a firefighter, he identified as a Goon during this time

Anyone who has been around David knows he has many nicknames, most which revolve around his bubbly personality, generic memory and the gout

David is also from the Detroit area and has finally been able to celebrate the success of his beloved Detroit Lions and Tigers.

EMPLOYEE RECOGNITION

Employee Name: Rajiv Morales-German

Date of Hire: 7/1/15

Current Position: Paramedic

Reason for Recognition: Job Promotion



Prepared by: Steve Drury

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.

Please return to Human Resources via email by the 25th of the month, prior to the Board Meeting.

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

- **GRFD CAREER HISTORY:**

Hired 2015

Paramedic 2018

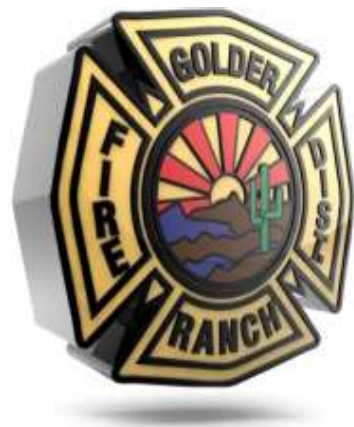
Administrative Paramedic 2023-2025

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Became Paramedic in 2018, Tactical Paramedic with Pima Regional SWAT Team 2022- current, Administrative Paramedic 2023-2025

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

- Married to Elizabeth for 13 years
- Three dogs (Barrett, Mya and Raeli)
- Travel (15 countries and counting)
- FC Barcelona fan
- Soccer referee for 4 years (Youth, High School, College and Semi-Pro matches officiated)
- Other interests in geography, languages and flags



EMPLOYEE RECOGNITION

Employee Name: David Selby

Date of Hire: 3/5/18

Current Position: FF/EMT

Reason for Recognition: Job Promotion



Prepared by: Steve Drury

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.

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

- **GRFD CAREER HISTORY:**

David was a member of GRFD Academy 2018-01
-this is where he met David Deadman and they have been inseparable ever since

David has been apart of GRFD for almost 8 years, priding himself on being a mentor and the "go to guy" on the crew for junior firefighters.

David spent most of his career on LD375 B shift where he grew a passion for Ladder Operations and is often looked to for guidance from co-workers wanting to gain knowledge in the subject.

He has spent the last two years at Station 380 C shift, working towards his goal of becoming an Engineer which he accomplished in his first attempt in a promotional process.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

David began his career in the fire service with the Oracle Fire District in August of 2015 prior to making the transition to GRFD. He routinely attends trainings and classes outside of the district to further his knowledge.

-He has attended FDIC, AZ State fire school and regional trainings

-NFA leadership series certification
-Fire instructor 1
-Incident Safety Officer
-Ladder company Ops and Vehicle Extrication

-Received his Driver/Operator Certification in 2024

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

David completed his first 6 months of FF probation at station 374 B shift and has come full circle being assigned to 374 B for Engineer promotion.

Even with Geno Smith at the helm, David has remained a die hard member of the Raiders Nation and it is rumored he helped sign Pete Carroll as the head coach.

David is also an NFL Fantasy Football League Commissioner where he does a great job every year changing the scoring and adding teams which may make it impossible to draft more than one decent player or even win a game, but, with his leadership, he has convinced all the team owners it is for the greater good of the league. He is very humble about his position, and even tries to get someone else to take over each year. It's not only that no one wants to, but we see how valuable his leadership is and I know it will extend from the fantasy field to his new position as Engineer.



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: December 16, 2025

SUBJECT: APPROVE MINUTES- NOVEMBER 18, 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. NOVEMBER 18, 2025, REGULAR SESSION MEETING MINUTES

RECOMMENDED MOTION

If items remains on consent agenda:

Motion to approve the December 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 November 18, 2025 regular session meeting minutes.

GOLDER RANCH FIRE DISTRICT GOVERNING BOARD MEETING MEETING MINUTES

**Tuesday, November 18, 2025, 9:00 a.m.
1600 East Hanley Boulevard, Oro Valley, Arizona 85737**

1. CALL TO ORDER/ROLL CALL

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

Members Absent: Chairperson Cox Golder (excused absence)

Staff Present: Fire Chief Tom Brandhuber, Assistant Chief Grissom, Assistant Chief Perry, Assistant Chief Cesarek, Deputy Chief Hilderbrand, Deputy Chief Jarrold, Fire Marshal Akins, Deputy Chief Wilson, Finance Director Christian, Acting Technology Director Martinez, HR Director Delong, Division Chief Leslie, Division Chief Charnoki, Division Chief North, Battalion Chief Hastings, Project Manager Holland, Board Services Supervisor Ortiz, Fleet Maintenance Supervisor Raney, and HR Supervisor Noland

2. SALUTE AND PLEDGE OF ALLEGIANCE

Those in attendance said the pledge of allegiance.

3. FIRE BOARD REPORTS

Board Member Brady said he attended the grand opening for Station 378. He commented on what a great event it was and how well attended it was.

Board Member Shellenberger seconded Board Member Brady's comments on the Station 378 grand opening. He also mentioned he was able to do a ride-along with Ben Jones and visited Fleet Maintenance to see what was going to be done at that facility.

Board Clerk Outlaw thanked Assistant Chief Cesarek and his team for their work with Station 378. She remarked on how amazing the facility is. Board Clerk Outlaw also commented on how impressed she was with the size of the crowd and said how phenomenal the turnout was. She also mentioned Rockin' 4 Heroes was a wonderful event. She expressed how great it was they honored vets and first responders and also noted they recognized Oro Valley Police Chief Kara Riley. She was proud to be partnered with the Oro Valley Police Department.



4. CALL TO THE PUBLIC

There were no public issues presented.

5. PRESENTATIONS

A. PRESENTATION OF A CERTIFICATE OF COMMENDATION TO PATRIK VLADYKA FOR HIS LIFE SAVING ACTIONS

Fire Chief Tom Brandhuber introduced Division Chief of EMS, Jason Taylor.

Division Chief Jason Taylor presented community member Patrik Vladyka. He explained the District received a call for cardiac arrest. When the crew arrived Patrik was providing high quality chest compressions. When the crew was dispatched, Pulsepoint sent out a notification CPR was needed and specified the area. Patrik received the notification and responded to the call. DV Taylor presented Patrik with a certificate of recognition. He also mentioned when crews are recognized for a code save they are given a code save coin. DV Taylor awarded Patrik with a code save coin. He noted it had a picture of a five point star representing the five points of a code save. Patrik was the second point of the save with high quality chest compressions.

Chief Brandhuber thanked Patrik for his actions and presented him with a Fire Chief's coin of recognition.

B. PRESENTATION OF PERSONNEL

- YEARS OF SERVICE
 - GRANT CESAREK, ASSISTANT CHIEF OF SUPPORT SERVICES- 10 YEARS
- PROMOTION
 - DANIEL FILENER, FIRE INSPECTOR II
- NEW HIRE
 - MICHELLE CHAVEZ, ADMINISTRATIVE ASSISTANT
Loyalty and behavioral oaths will be administered.

Fire Chief Brandhuber presented Assistant Chief Ceseark to the Governing Board and recognized him for his ten years of service.

Deputy Fire Marshal Druke presented Daniel Filener to the Governing Board for his promotion to Fire Inspector II.

Board Services Supervisor Ortiz presented new employee Michelle Chavez as the new Administrative Assistant for Fire Headquarters' front desk.



Vice Chairperson Vette administered the loyalty and behavioral oaths to Administrative Assistant Chavez.

The Governing Board took a brief recess at 9:25 a.m.

The Governing Board reconvened at 9:30 a.m.

6. CONSENT AGENDA

A. APPROVE MINUTES- OCTOBER 21, 2025, REGULAR SESSION

MOTION by Board Member Shellenberger to approve the November 18, 2025, Consent Agenda

MOTION SECONDED by Board Member Brady

MOTION CARRIED 4/0

7. REPORTS AND CORRESPONDENCE

- A. FIRE CHIEF'S REPORT – Chief Brandhuber presented the Fire Chief's report to the Governing Board. He thanked everyone that helped with the grand opening for Station 378. Chief Brandhuber commended Assistant Chief Cesarek and his team for their work on station 378 and facilitating the construction of the incredible building. He also thanked the Governing Board for their support of building the new facility. He commented it was funded by bond funds and thanked the district residents who supported the bond.

Vice-Chairperson Vette asked what Station 370 331 lock-in and Station 375 331 lock-out was.

Assistant Chief Grissom replied he was not sure but would research it and let Vice-Chairperson Vette know.

Union President Ben Jones wished the Governing Board a happy Thanksgiving. He mentioned the Union was preparing for the Players Pub fundraising event on December 6th. He explained the event raises money to fund the Shop With A Firefighter event which will be held December 11th. The Union usually sponsor 50-100 kids for Christmas.

Vice-Chairperson Vette asked HR Director Delong why the employee retention goal rate was 80%.

HR Director Delong replied this is the first year departments are reporting certain metrics. She said there was some historical data. HR used 80% as an initial metric and they can increase the number if it is too low.



- B. COMMUNITY RISK REDUCTION DIVISION'S REPORT - Assistant Chief Perry presented Community Risk Reduction's division report to the Governing Board.

Vice Chairperson Vette asked what other agencies the tax-rate reduction in 2027 impacts, aside from fire.

Finance Director Christian clarified if he was referring to the personal property that is being reduced out of the tax base.

Vice Chairperson Vette verified he was.

Finance Director Christian explained personal property within the tax base that had the tax levied against it, is going to receive that credit. The credit will be applicable at the assessed value. So any entity that taxes personal property will experience the reduction in the levy.

Board Member Brady asked if the commercial properties would be reduced by ½%.

Finance Director Christian replied yes. He clarified what will happen is there will be one more year of reductions in the assessed values, assessed ratio for business property. Their goal is to bring it down from 18% down to 15%. For the past few years the tax has been reduced by ½%. The last year it will be reduced will be in 2027.

Board Member Brady asked if the impact to Golder Ranch Fire District (GRFD) would be over a million dollars.

Finance Director Christian confirmed that was correct. It was a loss over time, it was not a single year impact. It was a five year impact. It was a 3% reduction. What it meant was that the tax burden was shifted to residential property and less on business property. The District still had to levy and maintain its operations. It had to change who was paying for the service, the ratios affected where the burden was.

Vice Chairperson Vette asked what the District's plan was to correct the 29% of businesses who were out of compliance with inspections.

Fire Marshal Akins thanked Vice Chairperson Vette for the question. She clarified even though it stated it was 29%, this was a very good number. That meant 71% were in compliance. There were about 2,500 businesses in the fire district. Approximately 208 inspections are conducted each month and the re-inspections are conducted the following month. At any given moment, Fire Prevention is working on inspections for about 516 businesses at any given time. This ends up being around 17-18% of the businesses. So, if there were 71% in compliance and Fire Prevention was working on getting 18% in compliance, this makes the number closer to 90% in compliance. So this was a good number.



- C. SUPPORT SERVICES DIVISION'S REPORT - Assistant Chief Cesarek presented the Support Services' division report to the Governing Board. He thanked everyone for their help with the Station 378 grand opening. Assistant Chief Cesarek also highlighted Captain Marquez who was recently selected to serve as the Health and Safety Captain. He commented Captain Marquez has distributed some great messages on health and safety for personnel.

Board Member Shellenberger stated he saw that Chief Brandhuber and Assistant Chief Cesarek met with Robson on an access road from Station 372 down to the community. He asked if there was any progress made on this.

Assistant Chief Cesarek replied what was presented to Robson was a route that is currently a golf cart access road that would connect the communities pretty well. It would reduce response time in some specific areas. It had been proposed to the HOA because they technically own the access way. Robson no longer has control over it anymore. Now staff are having discussions with the HOA. They are also discussing changing the tower at Station 373 with the HOA. Staff will continue these conversations with them.

- D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION'S REPORT – Assistant Chief Grissom presented the EMS & Fire Response division report to the Governing Board. He announced five personnel were promoted to the rank of captain and one was promoted to engineer. Additionally, four personnel were placed on the waiting list for captain. These personnel will be recognized at the next board meeting. Assistant Chief Grissom referred to the question that Vice Chairperson Vette inquired about earlier regarding lock-in and lock-out codes, he explained those are the two codes for people that are locked out of or locked in their vehicle.

8. REGULAR BUSINESS

- A. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING THE AUDIT RESULTS PRESENTED BY BEACH FLEISCHMAN AND THE DRAFT ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FOR FISCAL YEAR ENDING JUNE 30, 2025

Chief Brandhuber stated he would let Finance Director Christian and Lydia Hunter from Beach Fleischman present. He commented it was always a pleasure to work with Beach Fleischman.

Finance Director Christian introduced Lydia Hunter who was promoted to an audit partner with Beach Fleischman. She had been overseeing the District's audits for a number of years now. He pointed out Beach Fleischman also does Northwest Fire District's audit. One of the responsibilities of the auditor was to make a presentation directly to the Board. This was a prescribed report.

Lydia reiterated the auditor was required by state statute to present directly to the Board. She said she appreciated their time. Lydia explained she would review



required communications, give a summary of financial information, and go over internal controls as well as review the annual financial report. The firm issued an unmodified opinion, this was the highest level of opinion they could provide, so for the Finance team, this was a clean opinion.

Lydia stated management was responsible for the selection and use of the accounting policies. There was a new accounting standard implemented, GASB 101, this related to compensated absences. This increased the District's liability by over a million dollars but this was out of the District's hands. There were two significant estimates in the financial statements: one was the collectability of the ambulance accounts receivables, the other was the pension liability. The auditor determined the estimates were neutral, consistent, and clear. There were no sensitive disclosures that needed to be reported. There were no significant disagreements with management (this is the required language, there were no disagreements with management). The auditors found the District was in compliance with ARS 48-805.02 subsection G. Lydia explained the audit adjustments in the report referencing the pre-audit balance and audited balances. There were a lot of adjustments because the District's internal financial statements were predominantly on a cash basis and the auditors were required to report on two methods of accounting: the modified accrual method, which was the current financial resources method, which was more than just a cash basis, they record all current assets and liabilities; and they also reported on the full accrual, which was a modified resource method. So that was why there were so many adjustments because the method of accounting was prescribed to report on according to the GASB. Lydia explained the Statements of Financial Position which was a report based on the economic resources method. It listed the assets and liabilities of the District. It had a longer term focus than just the current budget approach. She explained the current assets and deferred outflows were pretty comparable to prior years. There was an increase of about \$7.3 million of new capital assets but it was offset by reductions in the restricted cash which was used to purchase these assets. She was pleased to announce the OPEB pension liability went down from the prior year. It was a complete estimate, the District had no control over what this was going to be. But the auditors were pleased to see this remained consistent with prior years. The District had positive net position and unrestricted net position, the auditors wanted to see this trend in that direction. She commented next year there will be another pronouncement: In the current report there was a Management Discussion and Analysis (MDA), more analysis will be required on specific items. Next year the District will also be required to explain any significant changes from budget to actual, which it was required to do in the past. Lydia emphasized internal controls were very important to the District. Sometimes segregation of duties may not be possible due to the limited size of the organization. She wanted to make sure the Board was aware their role of oversight and fiduciary role were very important. Lydia highlighted the Annual Comprehensive Financial Report (ACFR). She explained her firm only audits the financial section of the report, they do not audit the numbers in the introductory section. She applauded the District, because the only portion that was required was the financial section. Completing the entire report was going above and beyond and increased the



transparency for the District. Lydia thanked the District. She said everyone was great to work with. When her staff visit the office, GRFD staff made them a priority and they appreciated it.

MOTION by Board Member Shellenberger to accept the Beach Fleishman audit report and draft FY2025 Annual Comprehensive Financial Report as presented.

MOTION SECONDED by Board Clerk Outlaw

MOTION CARRIED 4/0

B. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF BOTH THE MASTER AGREEMENT AND SERVICES AGREEMENT FOR THE STANDARD FAMILY AND MEDICAL LEAVE ACT (FMLA) ABSENCE MANAGEMENT SERVICE

HR Director Delong explained she provided the memo to explain what it was. She was happy to answer any questions the Board had. She explained FMLA (Family and Medical Leave Act) was a federal law, and offered to all employees that potentially qualify for it. But because it was a federal law, it came with a lot of regulations and a lot of deadlines that have to be met to honor the rights of employees. HR needed help administering it. The Standard created a master services agreement to offer the ability to use their services of administrative support to administer FMLA to employees. They also offered a dashboard for every employee to see their own case. It also offered 24/7 customer service. So, when HR is not available to offer immediate services, they will have the Standard to offer immediate care to employees. So allowing the District to enter into the Master Services agreement and have this backup support for the HR department ensures employees are given every right they have under FMLA.

MOTION by Board Clerk Outlaw to approve both the Standard Absence Management Master Agreement and Services Agreement as presented.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 4/0

C. DISCUSSION AND POSSIBLE ACTION REGARDING THE 2025 PROGRAM APPRAISAL SUMMARY FINDINGS

Chief Brandhuber explained each director/supervisor would explain their appraisals to the Board. He commented the Board may notice program owners highlighting a potential future need for FTE's (full time employees). These are initial proposals that will be reviewed further by staff. He thought it was important for the manager to explain what they felt their need was.

Assistant Chief Perry mentioned this was part of the strategic business plan and the associated performance measure budgeting cycle. This was geared to update the Board on the division's performance for the past fiscal year. They would explain items the divisions were working on for the current budget year and possible requests for next fiscal year.



Supervisor Ortiz explained Board Services had three distinct areas: Governing Board support, Records, and the fire headquarters front desk. The division ensured the Governing Board remained in full compliance with Arizona Revised Statutes, Open Meeting Law, while also providing essential administrative and public-facing services. During fiscal year 24/25, the Records Specialist Unit, aka Records Specialist Jenny Wong, fulfilled 255 records requests and continued to streamline processes to maintain rapid response times. To put this into perspective, when the position was created ten years ago, the District received 49 records requests. In May, Board Services hosted a regional training for administrative assistants in Pima and Pinal Counties after a recognized need for it. Unlike the suppression side of the fire service, there is very limited training for administrative professionals in the fire service. Out of this identified need, GRFD hosted a training that included sessions regarding; Open Meeting Law & Public Records Requests, Medical Records Requests, First Amendment Auditors, Communications Center, American with Disabilities, Governing Board Elections, and the Public Safety Personnel Retirement System (PSPRS). Key actions moving forward include transitioning records sorting responsibilities to individual divisions to help balance the workload for Records Specialist Wong, continuing regional training initiatives, and maintaining the timely production of board packets.

Vice Chairperson Vette commented she had done a great job.

Board Member Shellenberger thanked her for getting the board packets out in enough time for the Board to review them.

Deputy Chief Wilson presented the appraisal for Community Education. The highlights included the division attending 92 educational events reaching 5,786 residents. This consisted of pre-k through 12th grade curriculum with lesson plans. This past year the division added a Community Educator position. The key action items included aligning programs with monthly prevention themes, such as car seat safety, pool safety, etc; refining scheduling; and expanding partnerships with agencies such as Splendido. The current staffing level for the division is adequate and no additional resources were requested.

Deputy Chief Wilson presented Community Engagement's appraisal. The highlights included creating a dedicated program to improve event intake and coordinated Community Engagement with Community Relations to reduce duplication. There were no needs requested.

Deputy Chief Wilson presented the appraisal for the Community Resource Technicians (CRTs). This program was launched in February of 2025, with 18 part time members. The CRTs responded to 876 calls in the first four months. A second truck was added in the south battalion area. As of November 17th, 2025, 2,500 public assist calls were received and responded to. The division's goal was to collect long-term data, establish a chain-of-command for the CRTs, and explore fuel efficient



vehicles. Deputy Chief Wilson expressed his hope to continue funding for the program. He also noted there may be a need for future vehicle acquisition.

Board Member Brady asked what the status of the 3-1-1 program in Pinal County was.

Assistant Chief Perry said he spoke to Supervisor Jeff McClure, who shared that because of budgeting issues, the program will not be available in Pinal County. Assistant Chief Perry explained residents in Pinal County can call the District's direct line, press 7 and it will go to 3-1-1 in Pima County to be dispatched. There were a lot of factors to take into consideration such as cell phone providers, landline providers, and hours of operation. It is a long-term issue the County will need to review.

Division Chief Taylor presented the appraisal for EMS response. He highlighted the perfect score the division received on the Commission on Accreditation of Ambulance Services (CAAS). Aspirin administration has improved from 40% to 77%, the ImageTrend platform was launched, and a stretcher agreement was secured to bring all ambulances to the latest generation with power loaders. Last, but not least, the District continues to maintain the premier EMS agency status with the State of Arizona. Key action items included developing clear methodologies for performance measures, implement a patient survey, and refine ImageTrend supply tracking. There were no additional resource needs.

Division Chief North presented the appraisal for Facilities. Highlights for the past fiscal year included: the Station 370 remodel; Station 376 garage door replacement; and cabinet upgrades, two stations had their cabinets refinished; purchased OPIQ facilities module; preventative maintenance tracking in progress including documenting the assets at each station. The key action items for facilities included inputting all assets into OPIQ; manage capital projects; and implement replacement and maintenance plan. Facilities has one facilities maintenance person, they were in the process of backfilling the other opening. In the future, Division Chief North would like to see additional maintenance staff for the fourteen properties and eighteen major buildings. It is a big task. He would also like a facilities manager to oversee the facilities program. Lastly, he would like to see long-term asset replacement funding. Facilities is slowing getting to the point where it can track assets and keep track of replacement dates with the data entered in OPIQ.

Vice Chairperson Vette commented it was exciting to see the progress in this area.

Division Chief North agreed it was exciting. He was excited for the future.

Division Chief North presented the appraisals for Procurement, another aspect of the Logistics division. Highlights included: managing consumables and Personal Protective Equipment (PPE); the division implemented OPIQ and 8-year PPE replacement plan; and they added a procurement position to the division. Key actions for Procurement included: fully implementing OPIQ; developing PPE



education and inspection process; and the new Quasar building will be the new supply warehouse, which will help in organizing and tracking supplies. Potential resources will be funding for the build-out of the new Quasar building and ongoing education/training resources for staff. He said it was a slow process, but he thought the future was bright and he was excited for it.

Finance Director Christian presented the appraisal for Finance. He explained the finance division is divided into two main components: the billing team, lead by Supervisor Massie and the accounting team led by Supervisor Sargent. For fiscal year 24/25 the billing team processed 10,201 invoices, of which 7,372 were for GRFD. Five million three hundred thousand was collected. He said the net cost to the District was only \$11 per transport. He commented these were all very good metrics which beat or exceeded industry standards, not only for cost per transport but also number of invoices processed per biller. For the accounting team, the District received an unqualified opinion from the auditor. This is one of the most important things for accounting is to receive a clean audit. Finance Director Christian continued to explain improved cash management was another highlight for the accounting team. He added Supervisor Sargent has led substantive changes on how the District pays the vendors through ACH payments as opposed to checks for everything. Supervisor Sargent has also been incorporating the OPIQ system into the accounting system. Director Christian mentioned some key actions including: filling a Budget Analyst position, which has already been approved by the Board; sustaining the one-time vendor payments, getting all vendor payments out in two weeks; and getting payroll out with little corrections or retro pays. Director Christian stated Finance is very transactionally driven. The metrics used to determine the resource need is determined based on the volume. The number of invoices processed per biller, the number of invoices paid, and the number of district employees determine the size and number of transactions in the payroll system. Software is used to address this to an extent, which is one of Finance's key action items, to improve efficiency in vendor payments. However, there are some things that require people. When these thresholds are met, the Division will approach the Board for more staff in order to maintain the same level of performance.

Deputy Chief Jarrold presented the appraisal for Fire Response and Wildland. He began his presentation with Fire Response. He reiterated what Deputy Chief Wilson had mentioned earlier, the CRTs have proved invaluable in keeping suppression personnel available for emergency response. Some calls are now routed to Telehealth and do not have to be routed to the first responders, so callers receive the proper care they need rather than going to the hospital. Electric vehicle protocols have also been implemented and this recently came in handy to respond to a significant vehicle collision on Oracle Road. For potential needs, Fire Response is researching a dedicated 40-hour Fire Response Planning position.

Vice Chairperson Vette mentioned some towing companies refuse to take electric vehicles he asked if the District was experiencing this.



Deputy Chief Jarrold said there may be companies that do not transport electric vehicles, however, GRFD has a great relationship with Catalina Towing and they do transport electric vehicles. The District works closely with them and has held traffic incident management courses with them. The District has established great protocols with the owner and his team. The District also works with Eddie's Tow Company and Mammoth Towing company and they also take electric vehicles.

Battalion Chief Spanarella was attending training, so Deputy Chief Jarrold presented the Wildland appraisal for him. He said the highlights included how busy the wildland team was the past year, he commented how it seems they get busier every year. Teams are dispatched to fires on Type 3s, Type 6s, and single resources are also sent. The District is maintaining staffing levels. The District is also working with the Department of Fire and Forestry Management to complete the shaded fuel break burn plan named Spirit Dog. New members are being added to the wildland team. Some people will be rotating out of their team positions, such as Colin Port who has done an amazing job as the incident commander for the team. His replacement will be selected within the next month. The District will also be collaborating with the City of Tucson for the Sweetwater burn project as well as any project with Northwest Fire District. Potential resource needs would be vehicles, specifically for single resources. They would also research making these vehicles available to the fleet and not just dedicating them to wildland.

Fire Marshal Akins presented Fire Prevention's appraisal. In fiscal year 24/25 the division conducted 4,361 inspections and completed 766 plan reviews. Prevention inspections increased by 13%. With the implementation of ImageTrend, Deputy Fire Marshal Brad White has been able to create dozens of reports. One of the reports tracks exposures not only for fire investigators but also firefighters and residents involved in a fire incident. For key action items, one was the fire risk assessment. The plan is to transition the wildfire risk assessments to the wildland program. This was in progress, the division also includes the wildland firefighters in the assessments that are done. The division would also like to prioritize the violation clearances, so the re-inspections are getting prioritized so the violations get cleared. This may make the 71% (of businesses in compliance) increase to 73% or 74%. Fire Prevention also launched a satisfaction survey and added a survey to measure the satisfaction of the contractors and residents. For potential needs there are some minor signage and workspace improvements needed at the 380 administrative building. From the strategic plan the division's name was changed from Fire and Life Safety to Fire Prevention, so there is some signage that needs to be updated. At this time, the division is good, however, next year, she will be submitting a proposal for another position in Fire Prevention.

Supervisor Raney presented the appraisal for Fleet Services. Last year the team maintained 110 vehicles and closed 1,894 work orders. This was approximately a 40% increase from the year before. They are working on improving the work order system in OPIQ. Fleet increased the vehicle availability from 80% to 88%. The goal was 90%. For key actions items the division would like to improve technician



efficiency reporting and ensure the annual NFPA reporting was at 100%. At the time, staff was at 100%, which was typical. Fleet would like to recommend salary grade adjustments to align with the liability the technicians are placed under for working on certain pieces of equipment. Potential resources align with the need. The adjustments would pertain to technicians on staff and would help future recruitments as well.

Division Chief Charnoki presented the appraisal for Health and Safety. Highlights for fiscal year 24/25 included annual physicals completed at 99%. The goal was 100%. His division is working closely with the battalion chiefs to make this happen. The coronary calcium testing began in July. He thanked the Board for the support of the project. A lot of positive feedback has been received on it. Key action items include collecting more data on mental health. His division is considering getting clinical oversight for the peer support team. This would be medical direction for the team. They would provide education for the members. DV Charnoki explained candidate physical ability tests were recently conducted for aspiring firefighters. It is a physically demanding test. This was not budgeted in Health and Safety, so it will need to be budgeted next year.

Supervisor Noland presented the appraisal for Human Resources. She reported there were twenty-two recruitment efforts, which included new budgeted positions, backfills, and internal promotion processes. The electronic performance evaluations in Paycom allowed the District to move away from paper into a more efficient and seamless process. The District also changed from Blue Cross Blue Shield to Cigna this past year for medical insurance. They provide the same great service and care with associated cost savings. A new policy coordinator was hired, Michele, who has made significant progress in ensuring policies are compliant and up-to-date. Key action items include two software implementations: Document Locator and FMLA software were almost complete. Job descriptions will be reviewed annually and will be reformatted. HR was working to refine its metrics so that any future requests are directly tied to improving efficiencies and match the current demand of the department.

Division Chief Leslie presented the appraisal for Professional Development. He said he became the Division Chief of Professional Development at the end of 2024. He commented Division Chief Hastings did a great job with the academy where 23 people graduated from the academy, those individuals are off probation and are in the field. Professional Development completed the fire officer academy, where 14 people participated. The division also conducted the driver-operator program and roughly 30 people went through this program. Professional Development was also part of the Swiftwater Rope Rescue Technician courses. The Special Operations team does this training as part of the recruit academy. The division also conducted an active shooter training with Oro Valley Police Department (OVPD). They also provided high rise training with Tucson Fire Department (TPD). Professional Development is considering proposing a joint academy with our mutual aid partners. Division Chief Leslie mentioned when academies are conducted staff are not



available to do regular training. He foresaw a need for staffing while the Professional Development team was doing an academy to allow for continuous training for suppression personnel.

Project Manager Holland presented the appraisal for Project Management. For the past year, the focus was on how to manage projects and standardize them across the District. He has also been managing the grant writing and grant management program. There were two grants he began managing. Key action items include addressing unfinished projects and strengthening stakeholder engagement. Supervisor Holland highlighted he completed the report for the CFAI accreditation. No potential resources were identified.

Battalion Chief Hastings presented the appraisal for Special Operations. He highlighted the individuals at Station 377. He said there are 21 members on the Special Operations team for optimal staffing. Minimal staffing is 18 members. The team oversees seven different competencies above fire and EMS and other rescue services. They do a fantastic job. They have done a great job of maintaining four special operations technicians a day, every day, for the past year. The team was able to put in place a special operations trailer used predominantly for trench and emergency rescue shoring. A decentralized leadership work chart was implemented to empower more members of the team. Key action items included the addition of an engineer position to squad 377s minimum staffing. Squad 377 responds to hazardous material calls. They would like to increase the engineer on the squad to be included in minimum staffing, this will be a request in the future. The team is formalizing recruitment and rotation for the unit. They would like to improve off-duty training attendance. The team was also working on developing equipment accountability and storage. Potential resources included funding for squad 377 staffing, apparatus bay expansion, and long-term squad truck replacement plan.

Board Member Brady asked how many squad members Battalion Chief Hastings estimated he would need in the future.

Battalion Chief Hastings answered the minimum staffing was four technicians. For the District it was a rope rescue technician, swift water rescue technician, hazardous materials technician, and confined space technician. He did not see any changes to that. They also rely on regional response. The mutual aid partners come together when there is a greater need. Four technicians is not enough to mitigate an emergency however, when the agencies come together they can respond properly.

Strategic Communications was presented by Assistant Chief Cesarek. He commented how Supervisor Camarillo has done an excellent job having an impact and changing the way the District's platforms look. The Media Specialist position was added this past year. The goal was to strengthen the District's media relations and to allow this person to focus on strategic communications to make sure the message and branding was consistent. One of the action items for the division is to distribute a survey to see if people are receiving messages from GRFD and determine the best



methods to communicate with the public. Supervisor Camarillo is working on internal and external branding. There were no requests for the division. Something that helped the division was splitting the workload and re-assigning some of it to Community Relations.

Supervisor Martinez presented the appraisal for Technology. He explained the Technology department was responsible for managing the technology within the District, evaluating new technologies, and safeguarding the District's data. One of the highlights for the department was the deployment of Cisco Duo, a security application that provides a prompt to make sure it is actually the employee that is logging in to help prevent account takeovers. The division also rolled out the Office 365 application that helps with collaboration within the District using Microsoft Teams and One Drive to allow for real-time collaboration on documents. The ImageTrend deployment was already mentioned. It is one of the district's critical applications. The GIS data collection has been improved and the division is working with other agencies. They are improving the data they are obtaining and using for dashboards and GIS. The division has also enhanced data recovery by doing things such as making sure there are immutable backups, so they take their backups, and they are placed aside and left in a state where it is no longer changeable or deleteable for a certain amount of time, which prevents it from being affected by things like Ransomware. One key action item was to address staffing constraints. The division is always researching and evaluating new technologies and making sure they are doing the best they can for the District. There is always the imminent threat of cybersecurity. The division is always looking to manage the data, making sure they are doing it the most effective way possible. In light of these facts, new things like Stormwinds training is presented to staff to provide continuing education to ensure they are up-to-date on emerging technology. Some of the resource needs were to backfill the open position and other future positions. They will need to hire a systems administrator, which has been approved by the Board for impact on the second half of the year. They were looking to hire the position starting January. Future needs would be a network position. This would be a position that would fill the need for what the District currently relies on vendors for, so the skill set would be available in-house. They are constantly working with vendors to see if it is a full-time employee they need or if they should have vendors do it.

Chief Brandhuber thanked everyone that presented. This was a new approach for staff in efforts of transparency, sticking to metrics, and the strategic business plan. He thanked the Board for their time to hear the presentations and thanked staff for all of their hard work. He explained no action was requested, it was solely intended to present to the Board.

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

Finance Director Christian presented the GRFD reconciliation and monthly financial report. He explained in October the District begins to receive property taxes. It was



difficult to budget for. For the month, the budget estimate was short approximately \$1.5 million or 13%, however this will be made up by December. Director Christian commented the District will not see the interest revenue that it has seen in the past due to Pima County's over distribution they are in the process of recovering. Although, the District did well with wildland revenues. For the month, the District was down about \$1.4 million from what was anticipated. However, the District did meet the mark for its expenditures. Workers compensation is a quarterly payment however, the bill was not received in October as expected so it will be mitigated in November. The District has added \$6 million dollars to its account. All-in-all the District was doing well on its revenues. Despite the \$1 million variance in property taxes, the District was still doing well in terms of money received. Year-to-date the District added \$2.8 million. In the Pinal County Treasurer's account the District had \$1.3 million in Pima County it had \$15.9 million. Total cash balance was \$28 million. There was \$4.4 million in bond proceeds and \$185,000 at Chase Bank for a total of approximately \$4.6 million. This was the remaining bond money. Director Christian described the status of ambulance billing. There was over a million dollars outstanding. There were a total of 610 transports in the month of October and \$18,000 was collected. In reference to wildland, for the most part the District has collected on almost all of the fires, \$700,000 of \$800,000 of invoices had been collected for 36 fires. The government shutdown did affect the District. The State of Arizona stopped paying on some of the federal fires because they were not getting reimbursed in a timely manner by the Federal government.

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

MOTION SECONDED by Board Member Brady

MOTION CARRIED 4/0

9. FUTURE AGENDA ITEMS

The next regularly scheduled meeting will be December 16, 2025

10. CALL TO THE PUBLIC

There were no public issues presented at this time.

11. ADJOURNMENT

MOTION by Board Member Brady to adjourn the meeting at 10:57 a.m.

MOTION SECONDED by Board Member Shellenberger

MOTION CARRIED 4/0

Sandra Outlaw, Clerk of the Board
Golder Ranch Fire District





GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: December 16, 2025

SUBJECT: APPROVAL AND ADOPTION OF THE GOLDER RANCH FIRE DISTRICT'S REGULAR GOVERNING BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2026

ITEM #: 6B- CONSENT AGENDA

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Presented to the Golder Ranch Fire District's Governing Board is a proposed schedule for the regularly scheduled Governing Board Meetings for calendar year 2026. Meetings may be cancelled, and special meetings may be scheduled throughout the year as needed. This document will also serve as the Disclosure Statement of where all meeting notices of the Golder Ranch Fire District Governing Board will be posted, pursuant to A.R.S. §38-431.02(A)(3).

RECOMMENDED MOTION

If item remains on consent agenda:

Motion to approve the December 16, 2025, Consent Agenda.

If item is removed from Consent Agenda:

Motion to approve the Golder Ranch Fire District's regular Governing Board meeting schedule for calendar year 2026.

GOLDER RANCH FIRE DISTRICT GOVERNING BOARD MEETING REGULAR SESSION SCHEDULE JANUARY – DECEMBER 2026

**January 20, 2026
February 17, 2026
March 17, 2026
April 21, 2026**

**May 19 2026
June 16, 2026
July 21, 2026
August 18, 2026**

**September 15, 2026
October 20, 2026
November 17, 2026
December 15, 2026**

Meetings will generally be held at 9:00 a.m. at the Golder Ranch Fire District Headquarters, 1600 E. Hanley Boulevard, Oro Valley, AZ 85737. The schedule is subject to change. Meetings may be cancelled, and special meetings may be scheduled, as needed.

Disclosure Statement of Where All Meeting Notices of the Golder Ranch Fire District Governing Board Will Be Posted

Pursuant to A.R.S. §38-431.02 (A)(3), the Golder Ranch Fire District hereby states that all notices of the meetings of the Golder Ranch Fire District Governing Board and the Local Pension Board will be posted at the following locations:

- GRFD Headquarters – 1600 E. Hanley Boulevard, Oro Valley, AZ 85737
- Administration North- 3885 E. Golder Ranch Dr. Catalina, AZ 85739
- Station 373 – 63725 E. SaddleBrooke Boulevard, SaddleBrooke, AZ 85739
- Station 380 – 1175 W. Magee Road, Tucson, AZ 85704
- Golder Ranch Fire District Website: www.grfdaz.gov

The meeting notice is posted on a bulletin board near the entry area. Entry areas are open 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays. Meeting notices will indicate the date, time, and place of the meeting and will include an agenda or information concerning the manner in which the public may obtain an agenda for the meeting.

Pursuant to A.R.S. 38-431.02(A)(3)(B), a technological problem or failure that either prevents the posting of public notices on the website, or that temporarily or permanently prevents the use of all or part of the website, does not preclude the holding of the meeting for which the notice was intended.

Meeting notices and/or agendas will be posted at least 24 hours before the meetings take place.

The undersigned Clerk of the Golder Ranch Fire District Governing Board hereby certifies and attests that the foregoing was duly adopted by the Golder Ranch Fire District Governing Board as set forth above.

Sandra Outlaw, Clerk of the Board
Golder Ranch Fire District



GOLDER RANCH FIRE DISTRICT **BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Jeremy North, Division Chief of Logistics

DATE: December 16, 2025

SUBJECT: ADOPT RESOLUTION 2025-0011 TO DECLARE ITEMS AS SURPLUS AND
DIRECTION TO STAFF TO SELL OR DONATE ITEMS TO NEIGHBORING FIRE
DISTRICTS OR OTHER ENTITIES

ITEM #: 6C

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☒ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

The Golder Ranch Fire District has accumulated items that we no longer use or need. The attached documents provide details of items the district is seeking to surplus through public auction or sale of to a neighboring or local fire department or district. This agenda's purpose is to request approval to classify the items as surplus and to place them on a public surplus auction site and or approve direct sale. Approved motion will be facilitated in the direction of Division Chief Jeremy North.

RECOMMENDED MOTION

If items remain on consent agenda:

Motion to approve December 16, 2025, Consent Agenda.

If item is removed from consent agenda:

Motion to approve Resolution 2025-0011 to declare items as surplus and direction to staff to sell or provide items to neighboring fire districts or educational institutions.



GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

RESOLUTION NO. 2025-0011

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

The Golder Ranch Fire District Governing Board hereby adopts and sets forth the following Resolution:

WHEREAS, the Golder Ranch Fire District is a fire district and political subdivision of the State of Arizona, and is duly organized and existing pursuant to the constitution and laws of the State; and

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

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

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

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



GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

ADOPTED AND APPROVED on this 16th day of December 2025 at a duly noticed public meeting of the Golder Ranch Fire District Governing Board.

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

ATTEST:

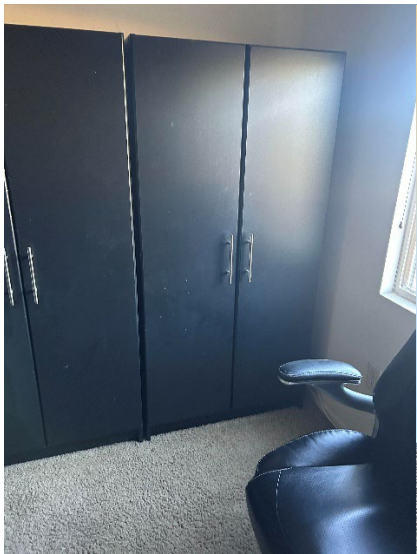
Sandra Outlaw
Clerk of the Governing Board
of the Golder Ranch Fire District

Exhibit A

Requested items to be declared surplus and to be placed on a public surplus auction site:

Residual Furniture from old Station 378 Building: (Please see below for pictures)

- Multiple wardrobe cabinets
- Dressers
- Desks
- Wall décor (multiple styles)
- Office chairs
- End tables
- Coffee trays









GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: December 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

November 2025

Fire Chief's Activities



- Attended monthly District Governing Board meeting
- Attended Oro Valley Town Council meeting
- Attended Southern Arizona Make-A-Wish Council meeting
- Attended Mixer for Southern Arizona Wish Makers Council recruitment for new council members
- Attended Rockin'4 Heroes Concert event in Oro Valley at James D. Krieg Park
- Attended Station 378 grand opening
- Attended Fire Safety Town Hall meeting hosted by Pima County Supervisor Rex Scott, Wildland and Fire Prevention. Chief Perry did a great job presenting.
- Worked at the DM-50 golf event for the Airmen at Davis Monthan, setting up and registering participants
- Participated in 5 days of interviews with Chief Perry and Chief Cesarek for recruit fire fighters hiring
- Participated with HR Director Delong in meetings with Segall to discuss compensation study
- Participated in Culture Club meeting to select annual award winners
- Held weekly executive leadership team meetings (Deputy Chiefs-Assistant Chiefs-Directors)

- Held monthly Fire Chief Status update meeting
- Various meetings with personnel
- Various policy discussion meetings
- Met in Phoenix with multiple statewide stakeholders to address future CON legislation
- Met with Chief Officers from Santa Rita Fire District
- Met with district paramedic students enrolled in the Pima Community College program
- Meetings with President Jones
- Delivered pies to all stations on Thanksgiving

Thank You Correspondence/Commendations

- When an employee goes above and beyond their regular duties, the person can be recognized with a Record of Exceptional Performance. The District refers to these as green sheets. The following employees were recently recognized with green sheets: Paramedic Candace Foster, Engineer Gary Schobel, Paramedic Cody Ayon, and Firefighter Keaton Roth. The sheets are included in the board packet.
- Students from Wilson K-8 created thank you cards, thanking staff for the mini-muster program.
- The Richard Meyer family sent the District a card wishing the District a happy Thanksgiving.
- A patient submitted a response to a satisfaction survey thanking the crew that responded to her call. The crew included: Captain Dean Stevens, Engineer Rob Morse, Paramedic Cade Powell, and Firefighter Armando Fernandez.

Board Services

Board Services Supervisor- Shannon Ortiz

Results:

100 % of records requests fulfilled within a statutory time frame (18/18)

The average number of records requests received and responded to in a month is twenty-two. State statute requires agencies to respond in 'a timely manner'. GRFD responds to records requests faster than most agencies.

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

Public meeting law requires a meeting agenda be published at least twenty-four hours before the meeting. GRFD's practice is to publish the agenda at least a week prior to the meeting as a general courtesy. The board packet is sent to the Governing Board a week prior to the meeting to allow the Board enough time to review the packet and ask staff any questions, prior to the meeting. Staff members are always available to the Board if you have any questions.

Outputs:

1 Governing Board meeting supported for the month of November.

The Golder Ranch Fire District meets regularly once a month. However, special sessions are held for

budget study sessions, strategic planning sessions, etc.

Records responded to 18 records requests for the month of November.
The breakdown is as follows:

Environmental Reports	-
Outstanding Code Violations/Inspection Report	1
Fire Reports	1
Incident Reports	2
Medical Records	12
Other	2

Two-hundred and thirty-one fingerprint appointments were conducted in the month of November.

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 anticipated 30 boxes of records would be destroyed in 2025. The division met this demand for the year.

Board Services Supervisor Ortiz and Records Specialist Wong attended the Grand Opening of Station 378 on November 15th, which was also GRFD's 48th Birthday! It was a very successful event attended by many community members.

On November 19th, Beacon Secure picked up 30 boxes of records and 127 plans for destruction. Beacon Secure of the Beacon Group is the largest employer of people with disabilities. Each document in the boxes was reviewed by Records Specialist Wong to ensure compliance with the Arizona's Secretary of State's Arizona State Library, Archives and Public Records Retention Schedules.

Indicated on the Certificate of Destruction and in Arizona Revised Statute (ARS) §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. Failure to comply with these procedures is a violation of ARS §41-151.19."

Once records have become eligible for destruction and shredded, copies of the Certificates of Destruction are submitted to the State and GRFD keeps a copy for reference in the event that any records request are received requesting records that were eligible to be destroyed.

Recruitments:

- Recruit Firefighter – offers have been accepted, pre-employment tasks and activities have begun
- Wildland IC Process – completed, new incumbent takes over spot soon
- Upcoming external processes (dates TBD): Finance Specialist, Facilities Maintenance Tech & IT Specialist

HR Program Metrics for Strategic Plan and Budget: 1/1/2025 – 11/30/2025

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

<u>CATEGORY</u>	<u>METRIC DESCRIPTION</u>	<u>YTD</u>	<u>GOAL/ REFERENCE</u>
RESULTS	Retention Rate	94%	87%
	% of employees compensated at 101% of the comparable market	100%	100%
	% of surveyed respondents are satisfied with the service received from Human Resources	TBD	85%
	% of surveyed respondents that report they are satisfied with the benefits package	TBD	85%
OUTPUTS	# of medical leave cases handled	50	35
	# employee internal and external recruitments conducted	21	10
	# of candidate applications reviewed	1,005	750
	# of light duty assignments coordinated	18	TBD
	# of workers comp cases in process/processed	38	TBD
	# of Personnel Action Forms processed	494	TBD
	# of qualifying events administered	72	TBD
	# of new hires oriented	27	14
	# of spark hire video interviews reviewed	494	TBD
	# employee benefits plans administered	29	29
	# of policies reviewed	27	TBD
	# of job descriptions reviewed and updated	24	TBD

DEMANDS	# medical leave cases expected to be requested	40	TBD
	# employee recruitments expected to be requested	13	TBD
	# of workers comp cases expected to be requested	50	TBD
	# of Personnel Action Forms expected to be required	480	TBD
	# of policies expected to be reviewed	24	TBD
EFFICIENCIES	\$ program expenditures per GRFD employee	TBD	TBD

Updates to Metrics:

- At the November board meeting, Chairperson Vette requested clarity regarding the Retention Rate Goal. HR has researched and updated it from 85% to 87%. This is based on the US average voluntary turnover rate from 2024 to 2025, which was 13%. [\[Mercer\]](#) In relation to our strategic plan and corresponding metrics, this affirms that our retention rate is trending above average. *“Mercer is the global leader for trusted HR and related financial advice...”* [\[Mercer\]](#)

IMPLEMENTATION PROJECTS:

Document Locator:

- This project is still in process. We have access to the program and have begun building out workflows, retention rules, and organization needed to fit the needs of the District.

FMLA Vendor:

- Implementation has been completed. HR Supervisor working through communication plan and new workflows to provide the employees, via Intranet and memo.

Policies:

Policies/Procedures under review by Executive Leadership Team/Leadership:

- SOPs related to apparatus and vehicle driving, incidents, and requirements were combined into one procedure, 400 Apparatus Driving. Currently being reviewed by Executive Leadership Team.
- Social Media (policy 712) – drafted in coordination with CMR Supervisor Camarillo
- Military Leave (policy 1040) - policy under review for necessary updates.
- Procurement (policy 212) – policy approved by Executive Leadership Team.
- Electric Vehicle/Hybrid Vehicle Fires (policy 919) – drafted by DV Rutherford, under ELT and Labor review.
- Apparatus/Vehicle Backing (policy 906) – draft revised to include maneuvering by policy coordinator, under review by labor.
- Donations Policy – under review by SME
- Program Appraisals (Policy 232) – approved by Executive Leadership Team.
- Strategic Business Plan Maintenance (Policy 234) – Approved by Executive Leadership Team.

- Recruitment and Selection (Policy 1000) – need Fire Chief approval
- Performance Evaluations (Policy 1001) – drafted and under review with FC and ACs
- Probationary Period (Policy 1122) – under review
- Part-Time Employee Paid Sick Time (Policy 1056) – Minor updates approved by Executive Leadership and reissued.
- Procedures approved and issued – 807 Procurement; 808 Purchase Authorizations; 809 Credit Card Use and Reconciliation.

Employee Recognitions:

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

Employee Name	Hire Date	Years of Service
PERU, MATT	12/19/1998	27
GASTELUM, ABEL JESUS	12/05/2007	18
DAILY, BRANDON MICHAEL	12/13/2010	15
LEDOUX, STEPHEN ALAN	12/13/2010	15
MANUEL, CHAD BROOKS	12/13/2010	15
PADDOCK, PETER DENIS	12/13/2010	15
RHEIN, KYLE TRAVIS	12/13/2010	15
BRANDHUBER, TOM	12/09/2013	12
DELONG, ALLISON LIANE	12/27/2016	9
CAMARILLO, LYDIA ESTHER	12/26/2022	3



GOLDER RANCH FIRE DISTRICT

RECORD OF EXCEPTIONAL PERFORMANCE

Employee Name Candace Foster

Date Prepared 13 November 2025

Division or Section Operations

Classification Paramedic

Initiator of Commendation Paramedic Colby (Acting Captain, 373-A)

Description and Date of Exceptional Performance

On 9 October 2025, EN373 was dispatched for smoke detector maintenance/battery changes. Upon our arrival at scene, the crew was met by the resident, and his dog, Emma. As we were changing the batteries, the resident told the crew about a blog that he writes, (as though the dog), called emmathewhitedog.com. The crew was very thoughtful as they asked about the blog, the dog, and the gentleman's experience with writing the blog and providing input to the Saddlebag Notes, the monthly Saddlebrooke community publication. All the batteries were changed and the detectors tested, the homeowner was appreciative of the crew alerting him to the noise during testing so he could hold Emma. Upon completion of the task, the gentleman asked if he could take a picture of the crew with Emma, as he was considering writing a small piece about the "adventure" of the firefighters coming to his home. Attached is the article, his words were kind, and they showed the commitment to "Community First" that was demonstrated by 373-A shift. Our crews commonly go out of their way to provide great customer service, but to have an article written about what started as a small gesture/routine call deserves recognition.

First Level Supervisor's Comments

Second Level Supervisor's Comments

Supervisor Signature

Employee Signature

Colby
Candace Foster



GOLDER RANCH FIRE DISTRICT

RECORD OF EXCEPTIONAL PERFORMANCE

Employee Name

Date Prepared

Division or Section

Classification

Initiator of Commendation

Description and Date of Exceptional Performance

First Level Supervisor's Comments

Second Level Supervisor's Comments

Supervisor Signature

JK Colby

Employee Signature

Life with Emma in the Desert- Fire Fighters Big Bertha and Autumn

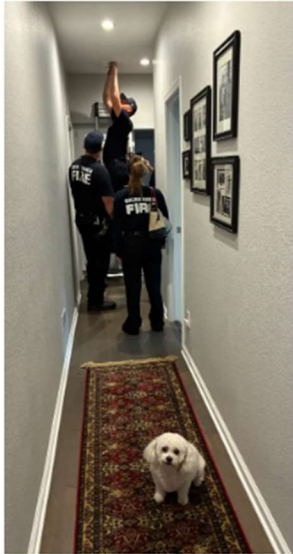
Firefighters, Big Bertha, and Fall in the Desert

Hi friends — Emma here! 🐾

I'd love to share some of my latest adventures with you. One of them began in the middle of the night with a mysterious "chirp... chirp..." sound. Dad said, "Oops, a smoke detector battery must be low." Luckily, it was one he could reach, so the chirping didn't last long.

But that sound was our reminder — when one smoke detector needs a new battery, they all probably do. Most of ours are way up on the ceiling, far too high for Dad to reach safely. And between us, I really don't think he should be climbing ladders anyway!

That's where our wonderful Golder Ranch Fire Department came to the rescue. Did you know they'll come to your house and change out smoke detector batteries if you supply the batteries? They sent a whole team of friendly firefighters, and I watched every move they made to be sure the job was done right.



They were so kind and professional, and it made me feel proud and safe. We're lucky to have such dedicated people in our community who don't just put out fires — they help keep homes like ours protected. Batteries should be replaced once each year, maybe on a schedule so you do not forget, like every New Years Day or even on your birthday, what better present is there than safety/protection.

A big thank you to all firefighters for your hard work, courage, and the many ways you help keep our neighborhoods safe. 🚒 ❤️ 🐾





GOLDER RANCH FIRE DISTRICT

RECORD OF EXCEPTIONAL PERFORMANCE

Employee Name Cody Ayon
Keaton Roth

Date Prepared 11/26/2025

Division or Section Operations ST 373 "A"

Classification

Initiator of Commendation Daniel Huber

Description and Date of Exceptional Performance

EN373 responded to a report of a fall injury from a neighbor conducting a welfare check. Neighbor checks on patient once a week and provides food and company. Upon EN373's arrival, personnel were confronted with an elderly female resident who was unable to ambulate or care for herself. Patient was lying on the floor next to her bed as she reported trying to walk to the bathroom and didn't have the strength. Unfortunately the district resident was unable to hold her bowels until help could arrive. Firefighter Keaton Roth and Paramedic Cody Ayon discreetly and carefully got the patient onto a shower chair and carried her into a walk-in shower. Without hesitation, and with compassionate service, Roth and Ayon proceeded to assist cleaning our district resident of the fecal matter that had covered our patient from the waist down. To ensure protection of the patient's dignity, Roth and Ayon spoke calmly and positively as if she was their own family member. After the shower, the patient was dressed in fresh clothing and proper treatment to include a transport to the hospital by ambulance was conducted.

First Level Supervisor's Comments

I am proud and grateful to work with such caring and compassionate individuals. This specific call was difficult, but through teamwork and caring service, Roth and Ayon truly made a difference in this district resident's experience with Golder Ranch Fire. To treat a stranger as one of your family members is not a skill that one can teach, but one that is developed from within. These are the reasons for writing this record of exceptional performance. Great job, and keep up the compassionate service.

Second Level Supervisor's Comments

Supervisor Signature _____

Employee Signature _____

From: [Massie, Tiffany](#)
To: [Habinek, Dan](#); [Wilson, Mark](#); [Perry, Eric](#)
Cc: [Camarillo, Lydia](#); [Samuel Henson](#); [Ortiz, Shannon](#)
Subject: Mini Muster Thank You Cards
Date: Thursday, November 13, 2025 12:48:58 PM
Attachments: [image001.png](#)
[facebook_32x32_85c11dc1-b676-4fe5-97ac-67c17ec357e.png](#)
[instagram_32x32_2a7e1e5c-94c7-4538-abe3-1df1b681879e.png](#)
[x_32x32_4ebbda7-18d2-4d79-9e5a-d9592863cd3b.png](#)

Hello everyone,

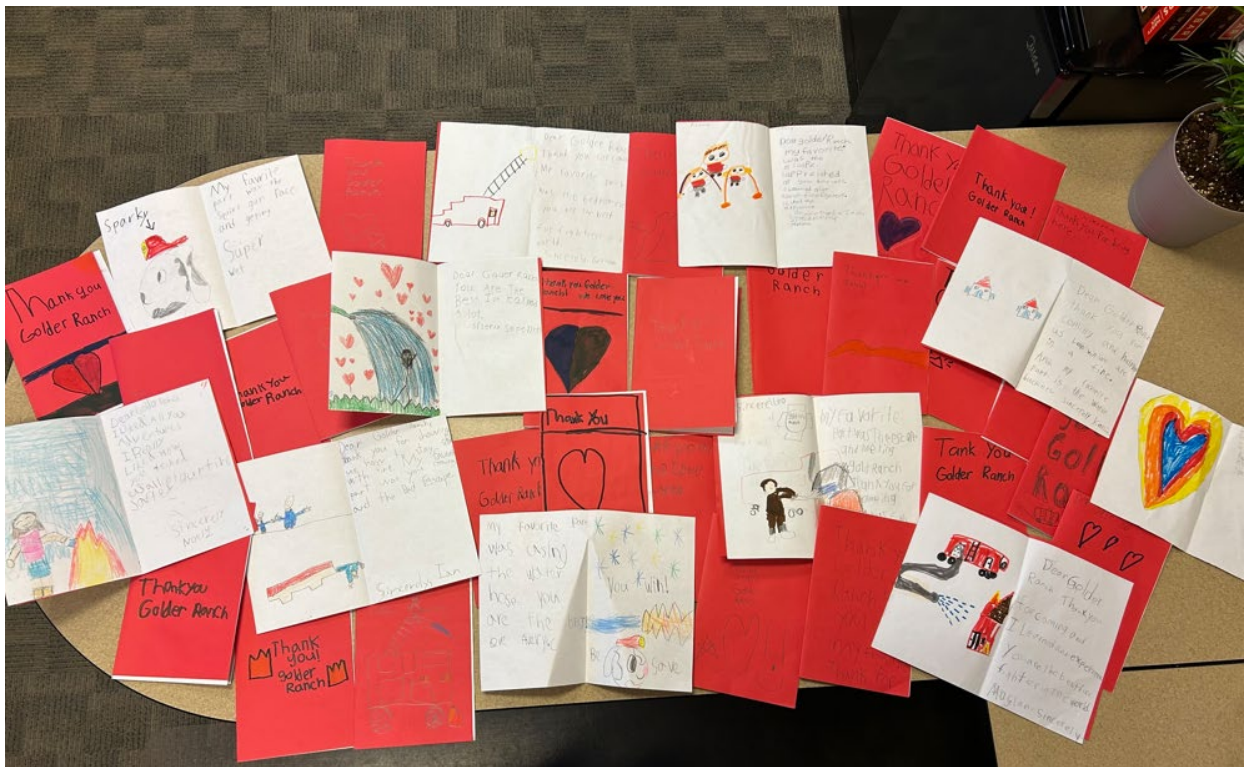
Today, we received several thoughtful thank you cards from students at Wilson K-8, expressing their appreciation for the Mini Muster program and sharing some of the lessons they learned.

I've distributed these cards throughout the southern portion of our district, including Stations 370, 374, 375, 376, 377, 379, 380, and Headquarters, in hopes that they will reach staff members who helped make our Mini Muster programs a success.

If you have a moment, please take some time to enjoy these kind and heartfelt messages from the students.

Warm regards,

Tiffany

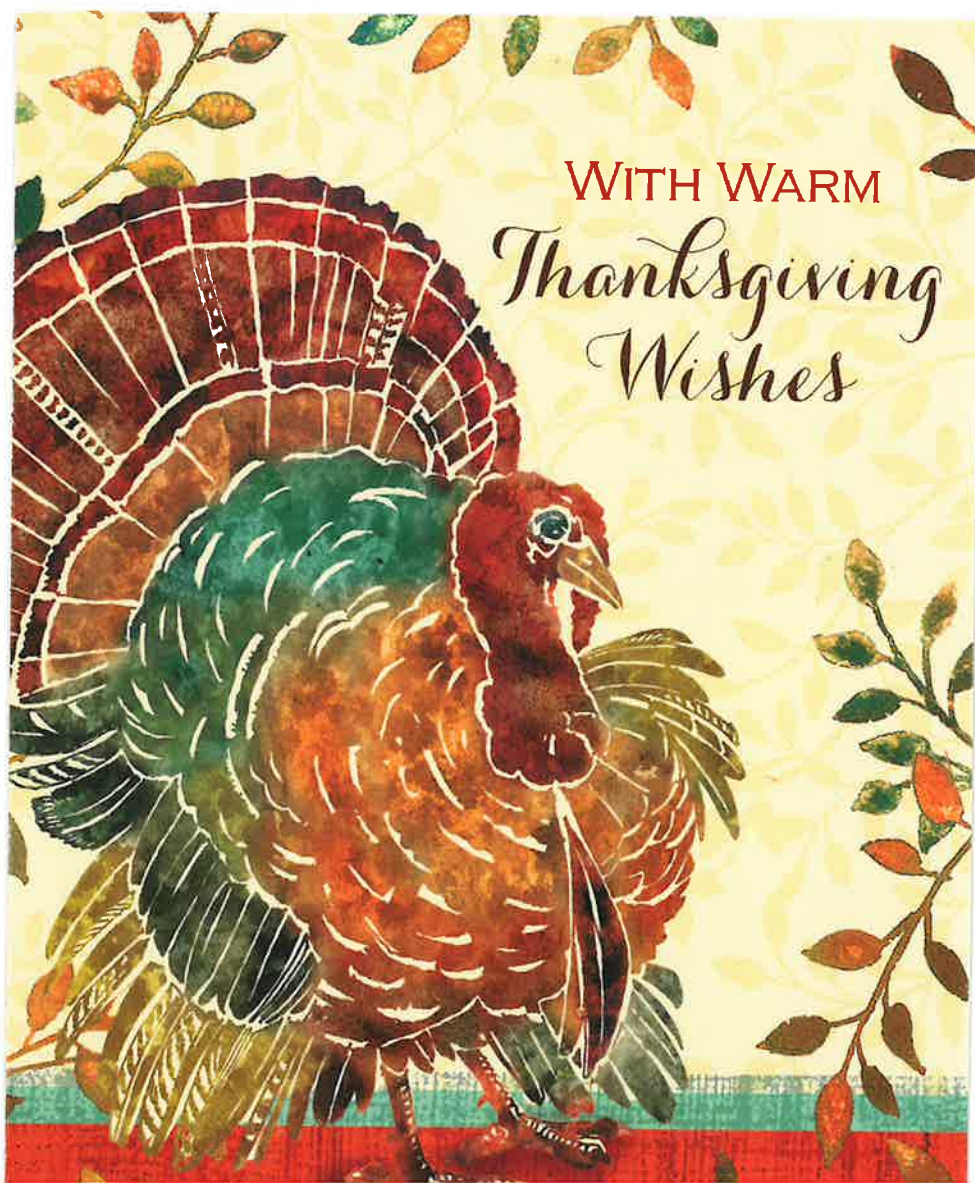


Tiffany Massie
Community Educator



Golden Ranch Fire District
Office: 520-825-9001 **Cell:** 520-954-5352
1600 E. Hanley Blvd., Oro Valley, AZ 85737
tmassie@grfdaz.gov
CFAI and CAAS ACCREDITED AGENCY
www.grfdaz.gov





WITH WARM
*Thanksgiving
Wishes*

HOPE THE BLESSINGS
OF THANKSGIVING
WARM YOUR HEART
ALL SEASON LONG.

*'Tis the season to extend
a thanks for your good work.*

The Richard Meyer Family



25739-979785

BY:



Have you recently received services from Golder Ranch Fire District?

Yes

Were you pleased with the outcome of our services?

Yes

Please describe the services you received from us.

I was in the most frightening situation of my life and had to call 911 from my car. While I have had chronic medical issues, and this was not my first ride in an ambulance, this was indeed the most scariest for me. [REDACTED]

[REDACTED] I was relieved to see 381 on the ladder truck as they arrived, as this station holds a really special place in my heart. Not just the conversations I have had in their station that has pulled me from some hard times, but also for all that they have done for me, my daughter, her school, the community, and our town's favorite celebrity who is now no longer with us, Mr. George. I was struggling to catch my breath, and to me it felt like hours. They talked to me every step of the way, asked permission to access my ID from my wallet, ensured that my fairly new vehicle was locked and

secured, and letting me know where they were being placed. The level of empathy and understanding, I cant put into words. For so long, I often hear how young I am to have certain health conditions, and I assumed that they would have just down played it and called it anxiety. For example, dispatch asked if I wanted to be transferred to the crisis line for anxiety. I was not having a mental crisis, my body was going through something different.

[REDACTED]

To say that they saved my life is an understatement. I do not have family in the area, and I have raised my daughter alone for most of her 10 years. [REDACTED] I can't tell you the last time that someone was by my side during those extremely hard moments. I would like to especially recognize the last gentlemen to leave my hospital room. There were several times that I heard someone to my right telling me to try to breathe and when I opened my eyes, it was your medic. When my body went completely stiff, and could not move, it was him talking me through. Reassuring me that once I was able to catch my breath that everything was going to be okay.. He was so extremely patient, remained calm and didn't talk to me with frustration. Every time I opened my eyes, he was there. I truly cannot express how grateful I am for all 4 crew members who were there to help me [REDACTED]

[REDACTED] The names of these crew members are, Captain Dean Stevens, Engineer Rob Morse, Paramedic Cade Powell, and Firefighter Armando Fernandez. Please recognize them to the highest degree for their outstanding service in the community, prompt response, and trusted care they provided to me. Thank you.

Please let us know how we can improve our services.

N/A

Would you like us to contact you about your feedback?

Yes

Name

[REDACTED]

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
STATION #: Station 370		
	0	0.00%
122 - Fire in motor home, camper, recreational vehicle	1	0.06%
131 - Passenger vehicle fire	1	0.06%
161 - Outside storage fire	1	0.06%
300 - Rescue, EMS incident, other	4	0.24%
321 - EMS call, excluding vehicle accident with injury	81	4.78%
322 - Motor vehicle accident with injuries	3	0.18%
324 - Motor vehicle accident with no injuries.	2	0.12%
341 - Search for person on land	1	0.06%
511 - Lock-out	1	0.06%
541 - Animal problem	5	0.29%
541S - Snake Call	15	0.88%
550 - Public service assistance, other	1	0.06%
553SI - Smoke Detector Install	8	0.47%
553SM - smoke detector maint	14	0.83%
611 - Dispatched and cancelled en route	8	0.47%
611C - Dispatched and cancelled on scene	1	0.06%
611T - Dispatch test call	2	0.12%
622 - No incident found on arrival at dispatch address	4	0.24%
631 - Authorized controlled burning	1	0.06%
651 - Smoke scare, odor of smoke	2	0.12%
700 - False alarm or false call, other	5	0.29%
736 - CO detector activation due to malfunction	1	0.06%
745 - Alarm system activation, no fire - unintentional	1	0.06%
746 - Carbon monoxide detector activation, no CO	1	0.06%
	Total: 164	Total: 9.68%
STATION #: Station 372		
300 - Rescue, EMS incident, other	1	0.06%
321 - EMS call, excluding vehicle accident with injury	10	0.59%
511 - Lock-out	1	0.06%
541S - Snake Call	4	0.24%
550 - Public service assistance, other	1	0.06%
553SI - Smoke Detector Install	1	0.06%
553SM - smoke detector maint	8	0.47%
611T - Dispatch test call	1	0.06%
	Total: 27	Total: 1.59%
STATION #: Station 373		
100 - Fire, other	1	0.06%
300 - Rescue, EMS incident, other	1	0.06%
321 - EMS call, excluding vehicle accident with injury	159	9.38%
500 - Service call, other	1	0.06%
531 - Smoke or odor removal	2	0.12%
541 - Animal problem	11	0.65%
541S - Snake Call	9	0.53%
550 - Public service assistance, other	4	0.24%
551 - Assist police or other governmental agency	1	0.06%
553SI - Smoke Detector Install	7	0.41%
553SM - smoke detector maint	65	3.83%
611 - Dispatched and cancelled en route	4	0.24%
611T - Dispatch test call	1	0.06%
622 - No incident found on arrival at dispatch address	5	0.29%
736 - CO detector activation due to malfunction	1	0.06%
	Total: 272	Total: 16.05%

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
STATION #: Station 374		
151 - Outside rubbish, trash or waste fire	1	0.06%
300 - Rescue, EMS incident, other	1	0.06%
321 - EMS call, excluding vehicle accident with injury	87	5.13%
400 - Hazardous condition, other	1	0.06%
412 - Gas leak (natural gas or LPG)	1	0.06%
541 - Animal problem	16	0.94%
541S - Snake Call	19	1.12%
551 - Assist police or other governmental agency	1	0.06%
553SI - Smoke Detector Install	4	0.24%
553SM - smoke detector maint	20	1.18%
611 - Dispatched and cancelled en route	3	0.18%
622 - No incident found on arrival at dispatch address	6	0.35%
736 - CO detector activation due to malfunction	2	0.12%
Total: 162		Total: 9.56%
STATION #: Station 375		
321 - EMS call, excluding vehicle accident with injury	118	6.96%
322 - Motor vehicle accident with injuries	1	0.06%
324 - Motor vehicle accident with no injuries.	2	0.12%
341 - Search for person on land	1	0.06%
463 - Vehicle accident, general cleanup	1	0.06%
541 - Animal problem	27	1.59%
541S - Snake Call	53	3.13%
550 - Public service assistance, other	1	0.06%
553SI - Smoke Detector Install	7	0.41%
553SM - smoke detector maint	33	1.95%
600 - Good intent call, other	2	0.12%
611 - Dispatched and cancelled en route	5	0.29%
622 - No incident found on arrival at dispatch address	6	0.35%
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	2	0.12%
745 - Alarm system activation, no fire - unintentional	1	0.06%
Total: 262		Total: 15.46%
STATION #: Station 376		
111 - Building fire	1	0.06%
113 - Cooking fire, confined to container	1	0.06%
320 - Emergency medical service, other	1	0.06%
321 - EMS call, excluding vehicle accident with injury	69	4.07%
322 - Motor vehicle accident with injuries	2	0.12%
480 - Attempted burning, illegal action, other	1	0.06%
531 - Smoke or odor removal	1	0.06%
541 - Animal problem	25	1.47%
541S - Snake Call	22	1.30%
550 - Public service assistance, other	1	0.06%
553SM - smoke detector maint	9	0.53%
611 - Dispatched and cancelled en route	2	0.12%
622 - No incident found on arrival at dispatch address	3	0.18%
631 - Authorized controlled burning	1	0.06%
700 - False alarm or false call, other	1	0.06%
UUU - Undetermined	1	0.06%
Total: 141		Total: 8.32%
STATION #: Station 377		
	0	0.00%
321 - EMS call, excluding vehicle accident with injury	93	5.49%

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
322 - Motor vehicle accident with injuries	2	0.12%
324 - Motor vehicle accident with no injuries.	3	0.18%
353 - Removal of victim(s) from stalled elevator	1	0.06%
500 - Service call, other	3	0.18%
541 - Animal problem	13	0.77%
541S - Snake Call	9	0.53%
551 - Assist police or other governmental agency	1	0.06%
553SI - Smoke Detector Install	1	0.06%
553SM - smoke detector maint	13	0.77%
600 - Good intent call, other	1	0.06%
611 - Dispatched and cancelled en route	6	0.35%
611C - Dispatched and cancelled on scene	1	0.06%
622 - No incident found on arrival at dispatch address	8	0.47%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.06%
700 - False alarm or false call, other	3	0.18%
730 - System malfunction, other	1	0.06%
735 - Alarm system sounded due to malfunction	2	0.12%
743 - Smoke detector activation, no fire - unintentional	1	0.06%
744 - Detector activation, no fire - unintentional	1	0.06%
Total: 164		Total: 9.68%
STATION #: Station 378		
321 - EMS call, excluding vehicle accident with injury	40	2.36%
322 - Motor vehicle accident with injuries	2	0.12%
440 - Electrical wiring/equipment problem, other	1	0.06%
541 - Animal problem	10	0.59%
541S - Snake Call	11	0.65%
550 - Public service assistance, other	1	0.06%
553SI - Smoke Detector Install	1	0.06%
553SM - smoke detector maint	18	1.06%
611 - Dispatched and cancelled en route	1	0.06%
622 - No incident found on arrival at dispatch address	1	0.06%
736 - CO detector activation due to malfunction	1	0.06%
Total: 87		Total: 5.13%
STATION #: Station 379		
111 - Building fire	1	0.06%
320 - Emergency medical service, other	2	0.12%
321 - EMS call, excluding vehicle accident with injury	135	7.96%
322 - Motor vehicle accident with injuries	1	0.06%
400 - Hazardous condition, other	1	0.06%
411 - Gasoline or other flammable liquid spill	1	0.06%
412 - Gas leak (natural gas or LPG)	1	0.06%
500 - Service call, other	1	0.06%
511 - Lock-out	1	0.06%
541 - Animal problem	27	1.59%
541S - Snake Call	16	0.94%
550 - Public service assistance, other	3	0.18%
552 - Police matter	1	0.06%
553SM - smoke detector maint	9	0.53%
600 - Good intent call, other	1	0.06%
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	8	0.47%
700 - False alarm or false call, other	2	0.12%
733 - Smoke detector activation due to malfunction	1	0.06%
740 - Unintentional transmission of alarm, other	1	0.06%

INCIDENT TYPE CODE & DESCRIPTION	TOTALS	PERCENT
743 - Smoke detector activation, no fire - unintentional	1	0.06%
	Total: 220	Total: 12.98%
STATION #: Station 380		
150 - Outside rubbish fire, other	1	0.06%
321 - EMS call, excluding vehicle accident with injury	130	7.67%
322 - Motor vehicle accident with injuries	3	0.18%
324 - Motor vehicle accident with no injuries.	3	0.18%
420 - Toxic condition, other	1	0.06%
500 - Service call, other	1	0.06%
541 - Animal problem	15	0.88%
541S - Snake Call	13	0.77%
542 - Animal rescue	1	0.06%
550 - Public service assistance, other	1	0.06%
552 - Police matter	1	0.06%
553 - Public service	2	0.12%
553SM - smoke detector maint	4	0.24%
600 - Good intent call, other	1	0.06%
611 - Dispatched and cancelled en route	12	0.71%
622 - No incident found on arrival at dispatch address	5	0.29%
735 - Alarm system sounded due to malfunction	1	0.06%
745 - Alarm system activation, no fire - unintentional	1	0.06%
	Total: 196	Total: 11.56%
	Total: 1,695	Total: 100.00%



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Eric Perry, Assistant Chief of Community Risk Reduction

MTG. DATE: December 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

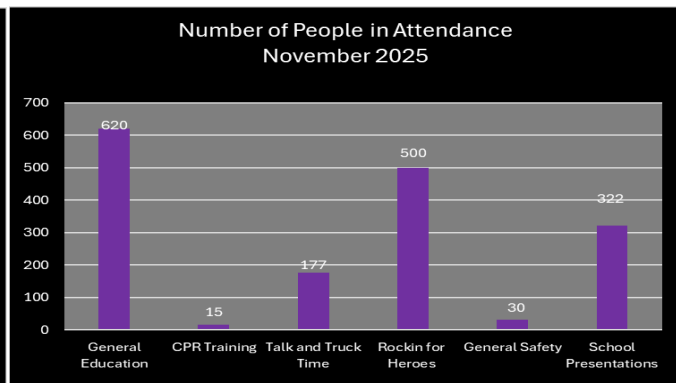
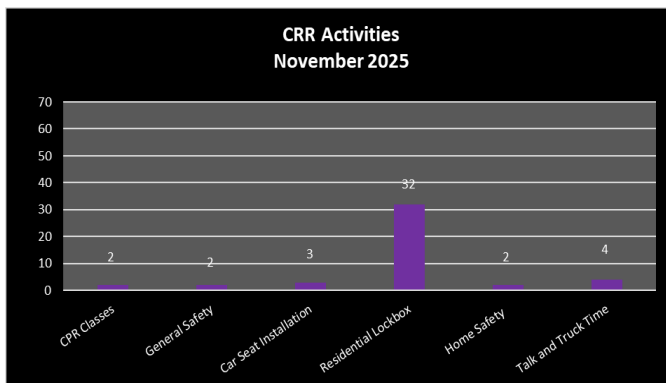
November 2025

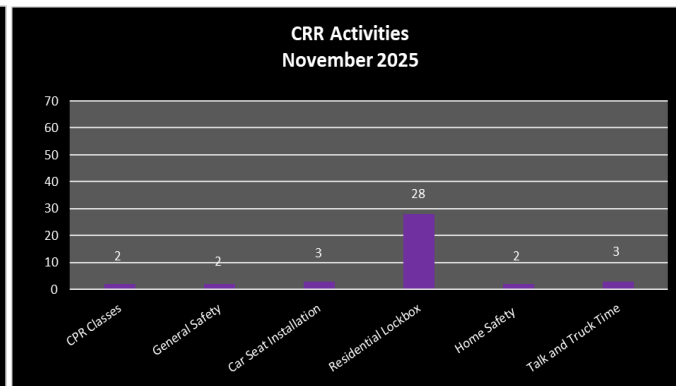
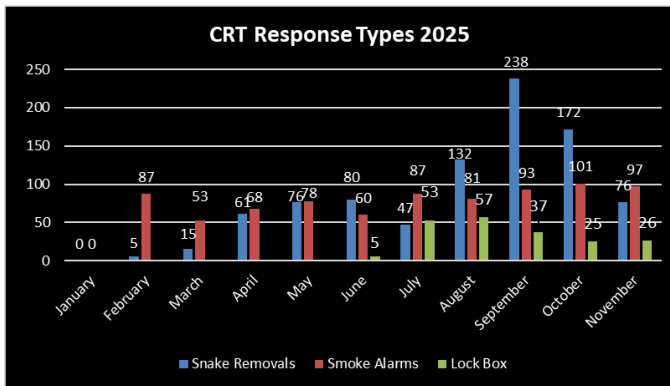
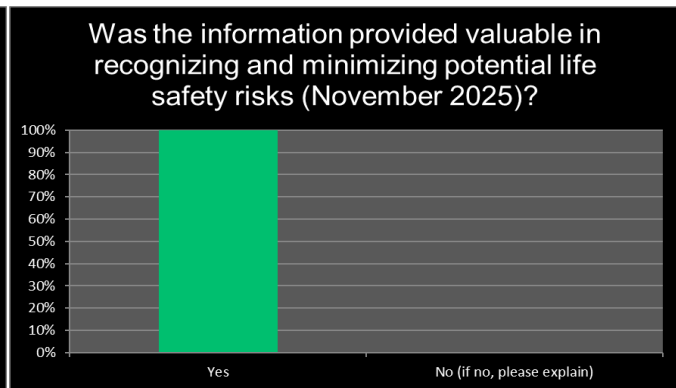
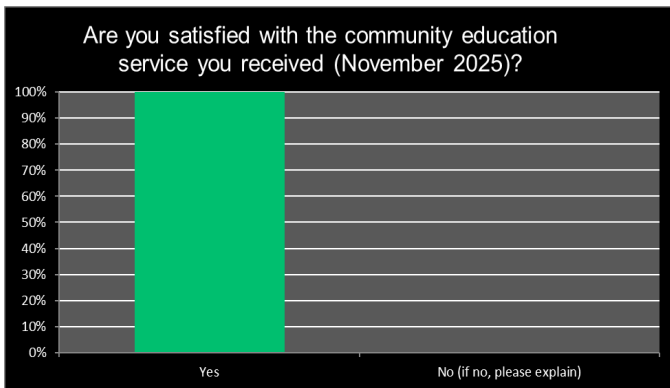
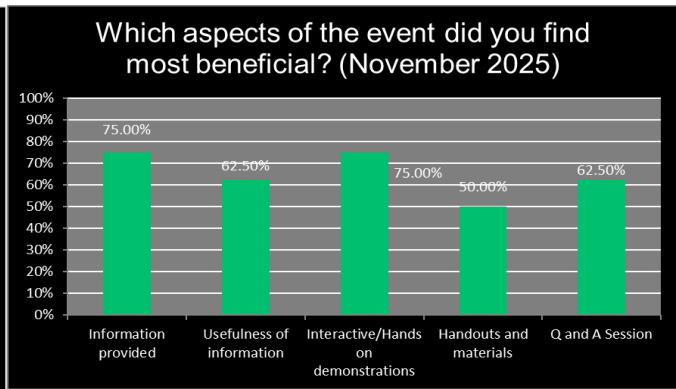
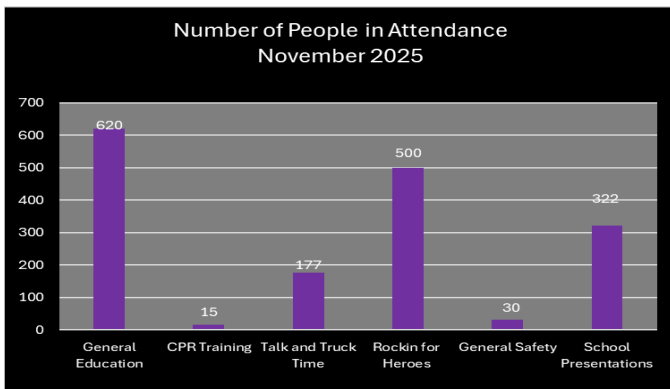
Assistant Chief's Activities

- Finance is continuing to work on documentation and formalization of internal procedures to increase consistency in execution, as well as increasing financial accountability across the organization. This detailed work is being done all while maintaining day-to-day operations. I appreciate the dedicated team!
- We had the opportunity to participate in a Fire Safety Town Hall held by Supervisor Rex Scott on 11/13/25. It was a good chance to interact with our community members and discuss their concerns such as wildland fire safety, Fire Wise recommendations, homeowners' insurance problems and the like.
- On 11/6/25, Chief Wilson and I met with Splendido staff to discuss utilizing their site as a pilot project for a fall reduction application that has seen great success in other areas of the nation. They were very amenable to working with us.

Community Education, Engagement & Risk Reduction

Deputy Chief of Community Risk Reduction – Mark Wilson





- Community Education's biggest emphasis was introducing 8th-grade students to the Golder Ranch Fire District Kitchen and Cooking Safety Guide as part of our *Life Beyond Books* program. Students gained practical, real-world safety skills designed to prepare them for greater independence at home.
- We have begun planning a Golder Ranch Fire District Smoke Alarm Walk for 2026, in collaboration with the Arizona Burn Foundation. This initiative will help expand community safety, awareness, and access to life-saving smoke alarms. More to come.

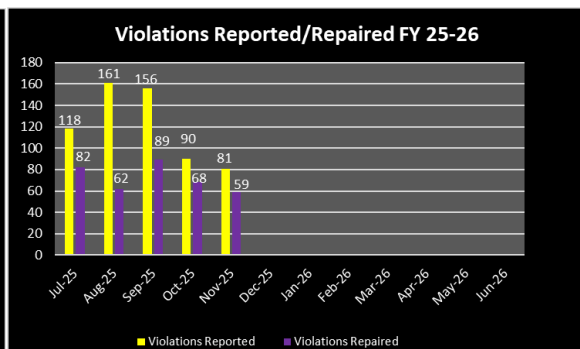
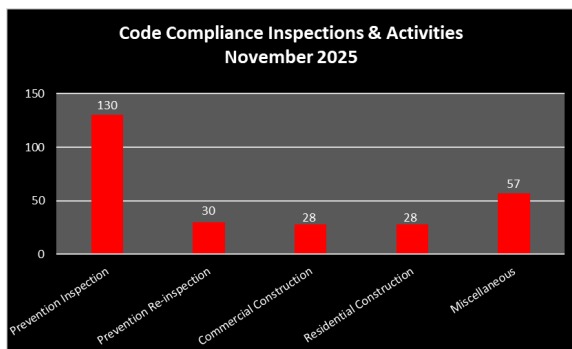
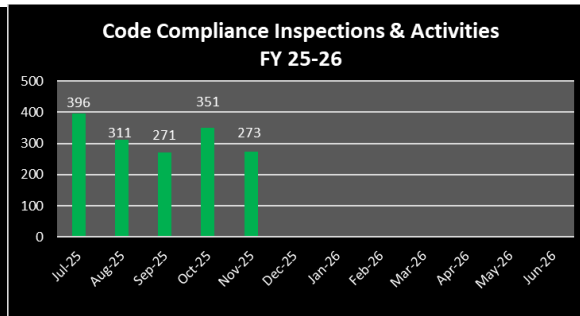
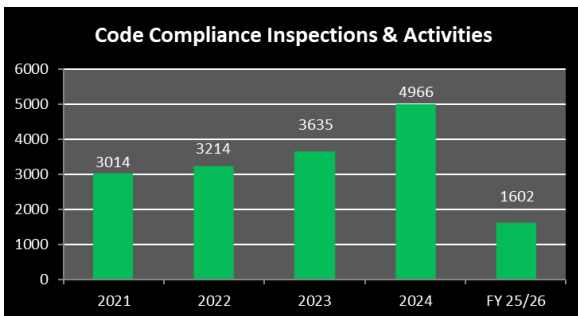
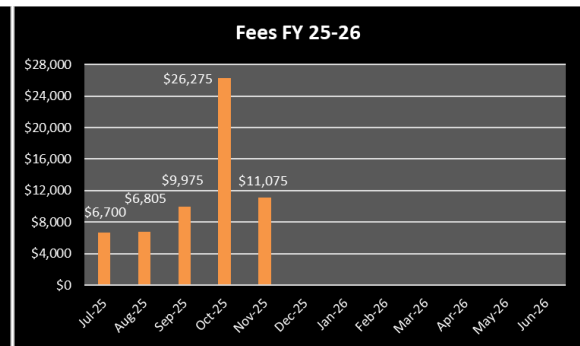
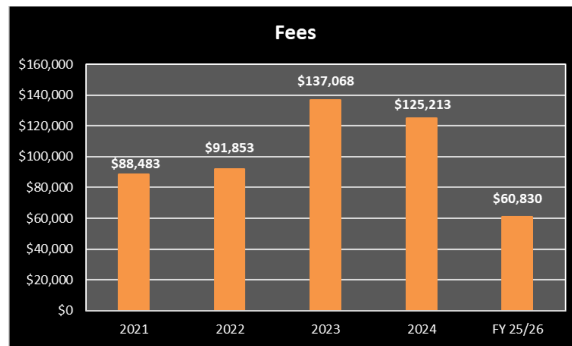
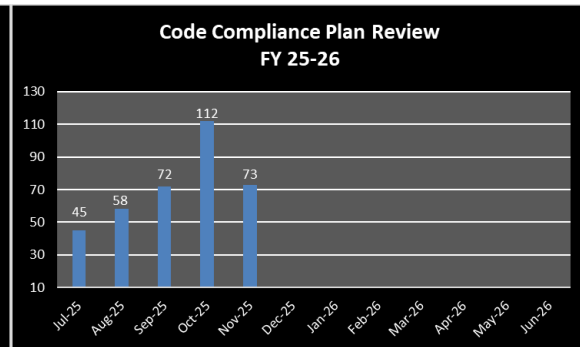
DEMANDS (FULL YEAR)		Assigned
50	#Of WL billings expected to be required	Dave
1,500	#Of EMS memberships expected	Dave
5,000	#Of transports processed/biller	Dave
8,060	#Of payroll payments expected	Dave
10,200	#Of vendor payments expected	Dave

Base Line	OUTPUTS (MO)	OUTPUTS (YTD)		Assigned
50	2	22	Wildland billings provided	Jeff
1,500	30	1,416	EMS memberships provided	Shelby
1,667	420	2,076	#Of transports processed/biller	Shelby
3,400	360	3,023	Vendor payments provided	Jeff
500	22	178	Employee payments provided	Jeff

Base Line	RESULTS (MO)	RESULTS (YTD)		Assigned
1%	0.00%	0.26%	% of retro payments out of total payroll payments	Jeff
100%	100%	95%	% Vendor Payments accurately paid within 30 days of invoice date	Jeff
75%	0%	0%	% Transports billed within 14 days of date of service.	Shelby
YES	YES	100%	% Months that actual to budget reports are delivered by the second Tuesday of the following month.	Dave
100%	NA	100%	% Outside auditor opinion that results in an "unqualified opinion".	Dave

Base Line		Efficiencies (FULL YEAR)		Assigned
2.00%		1.49%	Net finance department expenditures as a ratio of district budget	Dave
\$ 20.00		\$ 10.66	Net cost per ambulance transport billed	Dave

Performance Measures:



- % fire prevention inspections completed FY 25-26 = 36%
 - On target for fiscal year
- % businesses compliant with the International Fire Code = 70%
 - <64% needs improvement, 64%-68% good, 69%-73% great, >73% outstanding
 - Fire inspectors are actively working on approximately 17% of businesses
- % plan review completed by scheduled due date FY 25-26 = 100%
- # of fire investigations completed FY 25-26 = 16
- # of training hours completed year to date for ISO = 1222 (for nine people)
- Emergency incidents with 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
Vistoso Dental T.I. 2512 E Vistoso Commerce Loop	La Hacienda T.I. 11931 N 1st Ste 104	Bath and Body Works T.I. 10565 N Oracle	Persian Room Storage T.I. 9290 N Thornydale	Saffron Bistro Patio T.I. 7607 N Oracle
Shell Building 16229 N Oracle	The Art of Nails T.I. 11931 N 1st Ste 102	Jimmy Johns T.I. 9660 N Oracle	Ironwood Elementary Mod Bldg 3300 W Freer Dr.	Cottonwood Plaza Restaurant T.I. 7252 N Oracle
OV Police Department T.I. 13101 N Oracle	Harn Legacy PLLC T.I. 1806 E Innovation Park	QT T.I. 11045 N Oracle	Daimyo Academy T.I. 9290 N Thornydale Ste 104	Oleta Care Home 7235 N La Oesta
GRFD Professional Development 3845 E Golder Ranch Rd	My DrNow T.I. 10420 N La Canada Ste 120	Surf Thru Car Wash Solar 11595 N Oracle	St. Mark's Chapel/Preschool 2727 W Tangerine	Petcare LLC T.I. 7861 N Oracle
BMO Bank T.I. 1171 E Rancho Vistoso	Roche Rincon Building T.I. 1910 E Innovation	Happy Joes T.I. 11695 N Oracle Rd	Landlord Improvement 7350 N La Cholla	St. Odelia F.A. 7570 N Paseo Del Norte
Wildflower Reserve Pump House 3551 E Golder Ranch Rd	Shell Buidng F.A. 12470 N Rancho Vistoso	Catalina Eye Care T.I. 10281 N Oracle	St. Elizabeth Ann Seaton F.A. 8650 N Shannon	CDO High School F.A. & Dialer 25 W Calle Concordia
Received Final Inspection	Shell Building F.A. 12152 N Rancho Vistoso	Ironwood Dermatology T.I. 10281 N Oracle	Beautiful Savior F.A. 7570 N Thornydale	Extra Space Storage 8750 N Oracle
Holiday Inn Express F.A. 11075 W Oracle Rd	Construction Trailer 300 E Jasper	Surf Thru Car Wash 11595 N Oracle	Oasis Golf Club T.I. 9290 N Thornydale Ste 108	Shell Building T.I. 7493 N Oracle
Autozone F.A. 7892 N Oracle	OV Assisted Living Main 12380 N Vistoso Park	Bloom Tea T.I. 12115 N Oracle	Circle K T.I. 3712 W Cortaro	Shell Building T.I. 7435 N Oracle
Scaritt Group T.I. 7630 N Oracle	Stone Canyon Clubhouse F.A. 14250 N Hohokum Village	Holiday Inn Express T.I. 11075 W Oracle Rd	Fry's F.A. 3770 W Ina	
Cubsmart Storage - F.A. 2925 Overton	Desert Drifter 10335 N La Canada	Encantada at OV Apts. 1730 E Tangerine		
Innovation F.A. 827 W Desert Fairways	Gateway @ Vistoso Apts. 945/955 W Vistoso Highlands	Action Behavior Centers T.I. 11835 N Oracle Ste 117		
Oracle Family Dental T.I. 10195 N Oracle Ste 121	Naranja Prof. Park Bldgs 1,2,3 1440 W Naranja	Shell Building 10281 N Oracle		
Roche LNST Lab Chemical Storage 1910 E. Innovation	OV Assisted Living Casitas 12380 N Vistoso Park	Pain Institute of AZ Surgery 365 E Linda Vista Ste A		
AZ Heroes Memorial Battery Storage 810 W Naranja		Pain Institute of AZ Clinic 365 E Linda Vista Ste B		
Oro Valley Courts T.I. 11000 N La Canada		Workout Anytime T.I. 11975 N Oracle		
Splendido Kitchen TI 13500 N Rancho Vistoso		Complete Canine T.I. 10140 N Oracle		
FitCultr T.I. 3710 W Overton Ste 110		Life Storage - Solar Panels 11061 N Oracle		
		Dunkin T.I. (Walmart) 2150 E Tangerine		
		Sigma Technologies F.A. 10960 N Stallard		

Fire Marshal Akins

- GRFD hosted the National Fire Academy Residential Sprinkler Plan Review class. Firefighters, captains, fire marshals, fire inspectors, plans examiners, senior inspectors, division chiefs, fire chiefs, assistant fire marshals, and permit technicians attended this class from 17 agencies throughout Arizona and the country, Alaska and Maine too!! Thank you to DFM Druke for all the planning and coordination to make this class happen.

- 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

- DFM White attended the Automatic Fire Alarm Association Elevator and Fire Alarm System Interface class
- DFM Druke attended the Arizona Fire Training Committee meeting
- Inspectors and Permit Tech attended the Residential Sprinkler Plan Review class
- DFMs, Inspectors, and Permit Tech attended the Southern Arizona Fire Marshals Association meeting
- DFMs, Inspectors, and Permit Tech attended the Joint Fire Investigation meeting with NWFD, OVPD, MPD, PCSD, and PCAO

GRFD Fire Investigations

Estimated Property Loss	Estimated Property Save	FY 25-26	Estimated Content Loss	Estimated Content Save
\$369,909	\$11,527,944		\$152,730	\$5,412,395



- On November 4, 2025, a structure fire was reported in the Golder Ranch Fire District
 - The origin of the fire was at the shed on the property
 - The fire classification is undetermined
- On November 12, 2025, a structure fire was reported in the Golder Ranch Fire District
 - The origin of the fire was in a spare bedroom due to a reptile terrarium heat lamp that had fallen on the carpeted floor
 - The fire classification is unintentional
- On November 21, 2025, a structure fire was reported in the Northwest Fire District
 - GRFD assisted with the origin and cause investigation



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Grant Cesarek, Assistant Chief of Support Services

MTG. DATE: December 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

November 2025

Assistant Chief's Activities

- Focus at the start of the month was on the grand opening celebration at station 378, which was a great success.
- The facilities team worked through a hiring process for a technician to backfill a vacancy, however the search was unsuccessful and will be revisited.
- Planning continues with the architect and construction company on the fleet center renovations. The team is trying to submit the drawings to the county before the first of the year.
- Significant amount of time spent in interviews this month, was excited about being part of the selection team for the upcoming academy, we have some great people starting with us soon.
- Working with the Foothills Business Park, HOA at Headquarters, as we have a new account manager, should have no effects on our property.
- Policy revision work, the HR staff is doing a great job with updating policies and allowing our review and input during production.
- The entire team is working to develop updated meeting schedules with Deputy Chief Rutherford now having a bit of time to see all of the functions within the division.
- Provided support to Supervisor Martinez in IT as we reviewed a request from Picture Rocks FD for IT services. We are reviewing our cost for services and the amount of hours PRFD would need assigned to their needs, decision is forthcoming.

Employee Recognition

- Huge thanks to all the Support Services Team for ensuring a successful Grand Opening of Station 378. A lot of additional work went into this event, and I appreciate everyone's help.

Facilities Maintenance Activities

- Annual professional tile cleaning completed for Stations 372, 373 and 376.
- Facilities module activated to all GRFD employees for development of work orders, invoice management and asset repair/ replacement tracking. Still working through communications and training for all employees.
- Quasar building evaluation on roof condition and any needed maintenance. Quotes received and vendor selected. Project to proceed with approval and selection of available dates.
- Asphalt recoat/ reseal approved for Stations 373, 375, 376, 379 and 380. Contractor selected and approved, work to begin the week of December 8th, 2025.
- Station 380 bed/ mattress replacement complete. Will be documented in December report.

- Preparing for budget analysis for future expenditures/ contracts for Facilities.
- Capital project plan and scheduling. Asphalt, garage door safety sensors and systems replacement, roof recoating completed, HVAC replacement with availability of units.
- Facilities module activation for development of work orders, invoice management and asset repair/ replacement tracking.
- Discussions with Hiller Systems for proposal of fire alarm system improvements and monitoring.
- Staff attended Pima County Wastewater permitting class on November 20th

Results:

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

Outputs:

- Number of service ticket responses provided: **691 YTD** (86 in November) expected: 550 YTD
- Number of monthly station inspections completed: **10**

Demands:

- Number of service tickets expected to be requested (monthly): **62** (average per month YTD)
- Expected tickets per month: 50

Fleet Maintenance Activities

- 6 new Ford Explorers have been received and are currently being outfitted estimated to be release mid to late January.
- Welcome back Johnathan for maternity leave. Congratulations - newborn baby girl!
- Shout out to Jacob and Johnathan for completing Fleet's annual parts inventory.
- Ed Port is set to complete his Commercial driver's license training and return to work on 12-8-25.

Fleet Outputs:

- Closed Work orders YTD: **712** Expected: **785**
- Billed labor YTD: **1929** Expected: **1960**
- % of NFPA inspection completed YTD: **32%** Expected: **40%**

Procurement and Fire Supply

- Continued development and usage of OPIQ tracking system, recategorization and organization of inventory for improved asset and consumable management.
- Working with Facilities for the implementation of the Facilities module in OplQ. All stations and assets being uploaded and recorded for budget management.
- Update of PPE tracking and deployment (suppression and supply)
- Continued work on supply request process is changing with the implementation of procurement process, system and distribution of requested consumables. Working with OplQ on capability to input photos for reference. (Will be a continuous process with education and timely deployment)

- Purchase of battery operated chainsaws with education developed by Professional Development, training sent and facilitated through Target Solutions.
- Working on possible change in cleaning solutions and mapping new SDS (Safety Data Sheets) with Health and Safety Division.

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: 368 YTD** (32 in November with addition of procurement process and ticket requirement, still not 100% accurate due to OpIQ request set-up, service requests for station supplies being developed and easier to track.

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 – 95% (8 claimed injuries documented with HR, 8 injuries documented in Supervisor Report of Injury (SRI) with no further medical attention needed for a total of 16 injuries reported from July 1, 2025 – November 30, 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). 98% of Quarter 2 members (April, May, June). 94% of Quarter 3 members (July, August, September).
- # of reported near-miss incidents – 0
- # of motor vehicle collisions per 100,000 miles driven – 0

Outputs:

- # peer fitness training sessions conducted – 0 for the Month of November.
- # 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 – 1 for the Month of November.

Health and Safety Team:

- The Health and Safety Division sent two Peer Support members to Acute Stress Adaptive Protocol Training this week. This training helps members in recognizing stress and trauma, crisis stabilization techniques and resilience building.
- Captain Marquez continues to work on strategies for wellness and increasing attendance in our Struggle Well courses.

Information Technology

Information Technology Director – Herman Rascon

Ticket Priority Level, SLA Compliance Percentage, Number of tickets

P4 - Low, 64%, 118

P3 - Medium, 50%, 2

P2 - High, 100%, 1

P1 - Critical, 0%, 0

Ticket response by tech group, Number of Responses,

Level 1, 0,

Level 2, 69,

Level 3, 49,

Other, 6,

Total, 124,

GIS projects completed, 14,

GIS Projects Expected, 24,

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, (Station Alerting Systems)

Printers, 47,

TV's / Projectors, 19,

Apple TV, 8,

Switches / Routers, 47,

iPads (Training / FLS Non-Cellular), 17,

Radio Microwaves, 24,

Monitors, 304,

UPS (Station), 11,

Total, 1167,

IT Applications Activities/Projects

- IT recently completed an update of all cost center codes in the Verizon Business portal to align with the district's newly restructured budget codes. This important cleanup will support more accurate tracking, streamlined billing, and smoother financial reconciliation across departments.
- Anthony Marquez and Artan Bella are also collaborating on a plan to refresh the Golder Wellness website. The site serves as a key resource for firefighters, offering wellness program information, contacts, tools, and important links. The upcoming redesign will modernize the look and feel, improve navigation, and make it even easier for personnel to access essential wellness support materials.

IT GIS Activities/Projects

- **ImageTrend / Elite** – Continued weekly collaboration with our Continuum representative to enhance dashboards and streamline data extraction in Report Writer and Continuum Dashboards. Also participated in the new multi-agency users' group.
Ongoing weekly
- **November Map Roll-Out Testing** – Successfully completed testing for the November map updates.
Ongoing monthly
- **Fire Data Measures** – Prepared monthly fire data measures for Deputy Chief Jarrold, including breakdowns by NFIRS and property codes. Also completed the FY24/25 fire measures report.
Ongoing monthly
- **Oro Valley Incidents Report** – Completed the October incidents report for Oro Valley.
Ongoing monthly
- **Wildland Maps** – Produced several detailed maps for the prescribed burn at Sweetwater Wetlands, including large-format burn area maps and smaller handout versions.
- **25th Annual Pima County GIS Fair** – Participated alongside GIS teams from the city, county, state, and public sector. Presented a regional fire district map for visitors to identify their district and shared safety materials and swag.
Photo attached (with Sr. GIS Analyst Johanna Kraus, NWFD)
- **Public Interactive Map Project** – Began development of a new public interactive map to replace the current tool, which will lose support on January 1, 2026. The new version will maintain address lookup capabilities while adding expanded features and functionality for both internal staff and the public.
Ongoing
- **CRT Incident Mapping** – Created a map for Deputy Chief Jarrold showing Community Resource Technician (CRT) incident totals by station from Jan. 1 to Nov. 17, 2025, to support planning efforts.
Map attached
- **Hydrant Collaboration** – Worked with Tucson Water, Deputy Fire Marshal Brad White, and NWFD Sr. GIS Analyst Johanna Kraus to review hydrant inspections and repair workflows with Tucson Water staff.
- **Data Integration Project** – Continued collaboration with Tucson Fire, Public Safety, City of Tucson IT, and NWFD GIS teams to finalize the process of pulling data from dispatch and delivering it as a service for use in live dashboards.
Ongoing project

- **Additional Requests** – Completed several smaller tasks, including creating parking signs for the Station 378 grand opening and resolving routing issues.



IT Systems Group Activities/Projects

- The Systems group has been hard at work deploying new inspector computers. The upgraded Panasonic FZ-G2 Toughbook brings a fully rugged design built to withstand drops, extreme weather, and demanding field conditions. Its modular expansion packs allow customizable ports and features, and the bright, daylight-readable touchscreen ensures visibility in any environment. With long battery life, optional hot-swappable batteries, and advanced wireless connectivity, the FZ-G2 is an excellent fit for mobile professionals in public safety and field operations.
- The team is also preparing updated laptops for the upcoming fire academy, ensuring that new recruits have all the technology and tools they need from day one.
- We continued making strong progress on the district-wide Windows 11 migration and have now begun rolling out upgrades to our partner agencies in planned phases. At the same time, we're implementing a best-practice computer provisioning process designed to streamline onboarding, speed up refresh cycles, and ensure consistent, reliable deployments across all supported organizations.

Community and Media Relations

Community and Media Relations Supervisor – Lydia Camarillo



Strategic Initiatives

Community and District Presence:

- Rockin' 4 Heroes community event
- Public Information Officer in person class through the University of Tennessee
- Oro Valley Chamber Board of Directors Strategic Planning
- Station 378 Grand Opening
- Catalina Tractor Supply \$500 donation to Golder Ranch Fire District
- Thanksgiving/Holiday safety
- Working on wording and pictures for the new website. Goal is to complete by the beginning of 2026.
- New Dashboard messaging includes thank you's to employees, Local 3832/Employee Christmas party, Breakfast with Santa invitation and RSVP

Public Relations

News Coverage:

- Wildfire Town Hall with GRFD personnel hosted by Rex Scott covered by KOLD
- Emergency incident posted below and safety message of hiking in dropping temperatures was covered by KGUN 9, KVOA and KOLD.
 - Several other digital (social media) posts were showcased on news sites

Communications & Social Media Strategy

Featured content:

- Hiker rescue at Catalina State Park where one patient experienced symptoms of hypothermia
- Turn Around, Don't Drive safety messaging ahead of rain
- Station 378 Grand Opening and GRFD 48th birthday
- Community Education Talk and Truck time highlight
- No Shave November campaign to raise awareness of global movement that promotes men's health and well-being
- Thanksgiving safety campaign
- Happy Thanksgiving messaging
- Rockin' 4 Heroes community event
- Thank you to our veterans on Veteran's Day
- 380 crew training on various drills
 - Condolences on the passing of community member George DeGregori (recently turned 100 years old)
- Community Education Life Beyond the Books program highlight
- Tucson Fire Department, Northwest Fire District and Golder Ranch Fire District video on telehealth options when calling 911
- Community member Patrik Vladyka recognition for bystander CPR
- Aviva Children's Services toy drive promotion
- GIS Analyst Becky Steinnecker highlight
- National Fire Academy Residential Sprinkler Plan Review Class hosted by Fire Prevention
- La Cholla Air Park community event
- Thank you cards from students on Mini Muster program

Ongoing content

- Public Safety Announcements (PSAs) including Thanksgiving safety
- District achievements (Employee Spotlights, new employees, years of service, promotions, Code Saves, emergency responses)

Social Media by the Numbers

Facebook

- Views: 240,000 (Great numbers)
- Posts: 35
- User Reach: 3,200

Instagram

- Views: 143,000 (Great numbers)
- Posts: 35
- Profile Visits: 1,089

X

- Engagements 845
 - (The number of times your content was engaged with)
- Posts: 26
- Impressions 13,100
 - (Times post was seen on X)

District Communications

- Emergency Alerts & Updates: 6
- Press Releases: 2

- Public Service Announcements: 6
- Employee Spotlights: 42
- Executive Communications Reviews: 3



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

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

MTG. DATE: December 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

November 2025

Assistant Chief's Activities

- Supported district representation at the Players Pub Annual Toy Drive, which had strong GRFD representation.
- Worked with the EMS team on operational updates, including AZDHS rate adjustments, monitoring of key performance measures, and coordination of Medical QA reviews.
- Collaborated with EMS training staff on cardiac arrest drills, skills verifications, and ongoing support for our paramedic students and regular EMS committee meetings.
- Proud of the Professional Development staff for their effort to track ISO/OSHA compliance, promotional processes, and dissemination of district training opportunities and memos.
- Worked with Special Operations and Wildland leadership to support major technical rescue and hazmat responses, regional training preparations, and interview processes for new team members.
- Strong work by suppression leadership to review monthly Fire Response measures and monitor significant incidents affecting district operations.
- Continued teamwork with district leadership on overtime analysis, the Druid scheduling study, and coordination efforts with the Town of Oro Valley on keeping our community safe.

EMS

Recognition

- At November's board meeting we were privileged to recognize a community member for their role in a code save. On August 30th, Patrik Vladyka was notified on his PulsePoint app that CPR was needed near his location. Patrik responded and began high quality CPR. EN374 arrived on scene and took over resuscitation and achieved Return of Spontaneous Circulation (ROSC). The patient was subsequently discharged home.



EMS Training

- Captain Michael Seegmiller, A Shift EC completed cardiac arrest drills with all the A Shift crews in November.
- Division staff conducted skills verifications for personnel that missed October skills labs and are approaching recertification.

EMS Team

- The district successfully completed the process to increase our general rates with AZDHS. This rate can be applied to bills on and after November 19th, 2025.
- The district then received the 2025 automatic rate increase of 2.2%. This rate applies to bills on and after November 26th, 2025
- DV Taylor and Dr. Rice met with two facilities within the district in November to maintain positive relationships. These meetings were held with Sierra Tucson and Mountain View Care Center.
- Staff participated in the following regular meetings:
 - GRFD EMS and CQI
 - EMS ROC
 - Oro valley Hospital Quarterly Stroke Committee
 - Carondelet Health Network quarterly meeting
 - Bi-weekly meetings with our four paramedic students
- All district Zoll monitors received their annual preventative maintenance.

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.

September 2025 Results:

- % EMS calls for service where the turnout time is 1:15 or less. 79%
- 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 = 10.5; Rural = 12.9.
- Maintain wall times (arrival at hospital to transfer of care) at the 90th percentile to 45 minutes or less. 22:21
- The number of instances where non-reserve ambulance availability is 0. There were 0 instances.
- % cardiac arrest responses where nationally recognized EMS performance measure benchmarks are met: ETCO2 documented with advanced airway (goal 90%) = 100% Appropriate termination documentation (Goal 95%) = 97.5%
- % survival rate for cardiac arrest (Utstein Formula of Survival) 21%
- % STEMI responses where nationally recognized EMS performance benchmarks are met.
Administrative medical direction is building this report.
- % stroke responses where nationally recognized EMS performance benchmarks are met. 97%
- % 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 -10%, on track for approved budget.

Outputs:

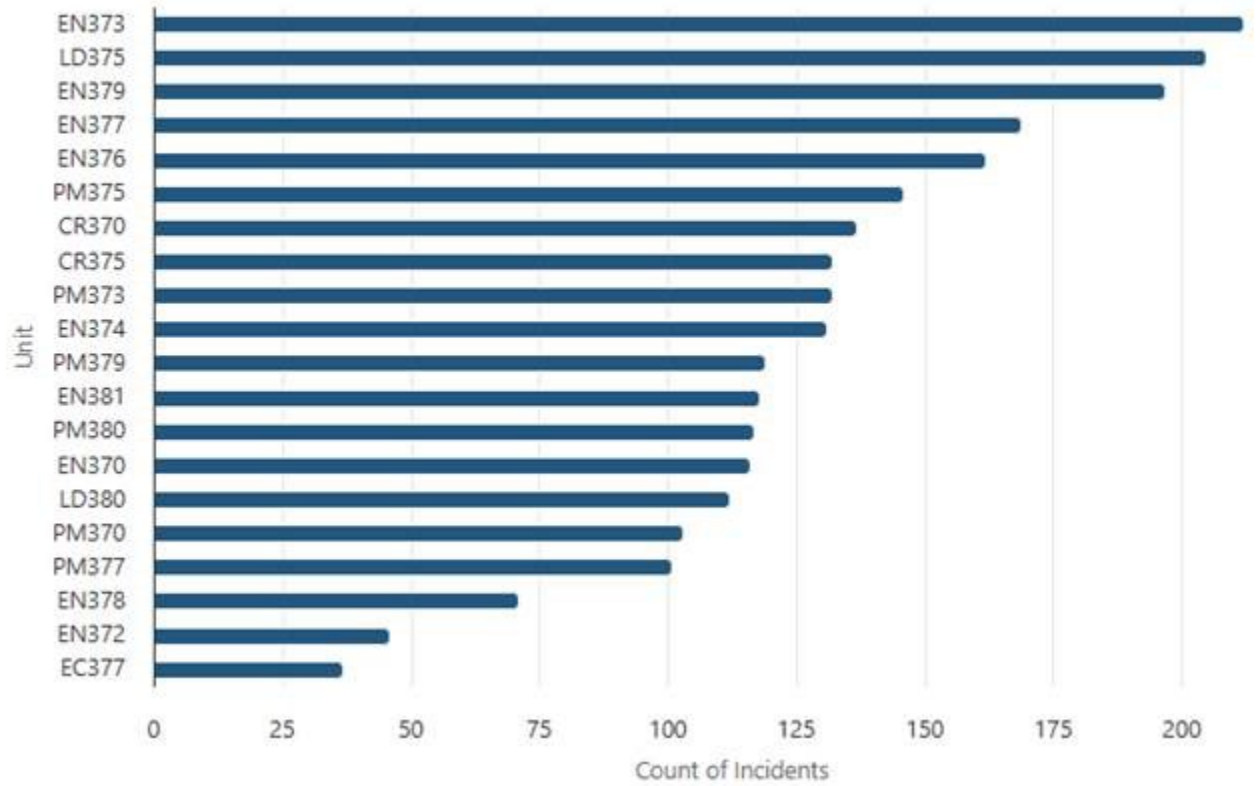
- The number of EMS responses provided. 982
- The number of ambulance transports provided. 600

Demands:

- The number of EMS responses expected to be requested. 1050
- The number of ambulance transports to be requested. 601
- **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.

Incidents by EMS Unit (Top 20)

Nov 01, 2025 12:00 AM to Nov 30, 2025 11:59 PM



Professional Development



Courses/Training:

- 2025 Professional Development Captain Transition
 - Reference Memo 25-138
- FDIC International 2026 Conference Announcement
 - Reference Memo 25-139
- 2025 Fall CRD
 - Reference Memo 25-140
- Completion of 2025 Captain Promotional Process
 - Reference Memo 25-141





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.

November 2025 Results

- 85% completion rate on Firefighter ISO training.
- 85% completion rate on Engineer ISO training.
- 85% 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.
- 93% 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. **Completed**
- Promotional success rate.
 - **Captain Promotional: 40%**
 - **Engineer Promotional: 58%**
- % of members on promotional eligibility lists than the positions in each class up to Battalion Chiefs. **List has been depleted**
- % 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. **Completed, with 8 candidates successfully completing the process.**
- One Engineer promotional process will be provided every two years. **Completed, with 7 candidates successfully completing the process.**

Honor Guard and Pipes & Drums

Honor Guard had 4 events for the month of November:

- 11/8 OVCN Veterans' breakfast: Wood, Steele, Labas, Thomas
- 11/9 Rockin 4 Hero's: Unger, Thomas, Wood, Labas
- 11/15 378 grand opening: Colby, Labas, Hoffman
- 11/17 Monthly HG meeting

Special Operations

Results

- 23% Special Operations responses involved injuries or loss of life
- 0% Special Operations responses resulted in injuries or loss of life to GRFD personnel
- 100% 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
- 11% budget variance

Outputs

- 3 technical rescue response
- 10 hazardous material responses
- 40 individuals served

Monthly Response Highlights

- The Station 377 units responded with other units to a Major Medical traffic accident at the intersection of Oracle Road and Water Harvest. Engine 377 and Ladder 375 were presented with a difficult extrication due to heavy damage. Personnel on scene worked as a team to extricate two individuals from the vehicle. The patients were transported to a local hospital with life threatening injuries.
- The Special Operations Team was dispatched to investigate an odor at a local restaurant on Ina Road. Due to the occupants reporting a smell of gas inside various occupancies within the strip mall, all three occupancies within the strip mall were evacuated. Hazardous Materials Technicians investigated each occupancy. Jointly, between GRFD, NWFD, and Southwest Gas, the gas leak was found and some occupancies were allowed to safely return to work, while one restaurant remained closed.
- The Special Operations Team utilized TRT377 and UTV377 to respond to an ATV rollover near Rail X. A father and his daughter were rescued by Engine 370, Paramedic 370 and UTV377 crews.
- The Special Operations Team responded to a hiker rescue call within Catalina State Park. A group of three friends went hiking early in the morning to the top of Buster Mountain Peak. While on top of the peak, one of the hikers suffered a hypothermic emergency. The Special Operations Team sent four members on the trail to form a rescue group. The rescue group endured wind, fog and low temperatures during a difficult hike. A rescue helicopter was able to pick-off the patient from the peak and transport him to a landing zone within Catalina State Park. Once in the landing zone, the patient was transferred to a LifeNet helicopter, who then transported the patient to a local hospital. The Rescue Group on the mountain was able to lead the remaining two individuals hiking with the patient back to the parking lot to safety. Special thanks to PCSO SAR along with NWFD Special Operations. All crews on scene worked seamlessly for a positive result.
- The Special Operations Team responded to a flammable liquid spill within a residential neighborhood. A resident dumped a fuel tank into the roadway hoping it would evaporate or wash away. Instead, the fuel collected in a neighborhood drainage basin, creating a flammability risk to the community. The Hazmat Team was started and the crews on scene used foam to suppress the vapors and break down the fuel into an inert substance. The spill was reported to law enforcement and the Arizona Department of Environmental Quality (ADEQ).

Monthly Training

Regional Technical Rescue Continuing Education:

- The Special Operations Team participated in a regional Trench Rescue drill. Crews participated in an eight-hour training consisting of a PowerPoint presentation and shoring of live trenches to simulate a patient rescue. Paramedic Baron was a lead instructor of this training, which hosted over 40 individuals from various agencies each day. He did a great job and was able to share knowledge gained at his Trench Rescue Symposium he attended in Michigan earlier this year.

Regional Initial Training:

- The Special Operations Team training staff is preparing to deliver a regional Emergency Building Shoring (EBS) class during December of 2025, which will be held at NWFD's training facility. Nine GRFD personnel will be attending this course along with students from TFD and NWFD. The instructor staff is comprised of GRFD Special Operations personnel.
- The Team has registered three members to attend an initial Cave Rescue class, which is being coordinated by Pima County Sheriff's Office Southern Arizona Rescue (PCSO SAR) Deputies. This training will take place in January of 2026, with Captain Garcia, Captain Jones, and Engineer Gordon attending. This will train one member on each shift to spread knowledge to their respective crew members.

In-District Continuing Education:

- The Team continued the monthly air monitor calibration program.

In-District Initial Training:

- Six Special Operations Team Members were selected to attend Hazardous Materials Technician classes in early 2026. There will be two separate five-week classes. The first class is January 5 - February 6, and the second class will be February 9 - March 13.
- The Team is developing an in-service training for the new RKI GX-Force 4 gas monitors that will be outfitted on all suppression apparatus. These monitors are all pump-driven which gives a faster response time for air monitoring. They are also much easier and cost effective to maintain, making them a good upgrade from our current QRAE3 monitors. Once an in-service training is developed, these monitors will slowly start being distributed to suppression apparatus.
- The Team is working on a district in service training for F-Paper which is fluoride detection paper. This F-Paper was awarded by a grant to GRFD and will be distributed to all suppression apparatus. The point of the F-Paper is to detect fluorine presence during lithium-ion battery fires. This will give our personnel another tool to keep them safe.
- The Special Operations Team has been in contact with Metro Water for a future confined space rescue drill.
- The Special Operations Team is currently looking into additional training opportunities to include a rope rescue drill at the Biosphere, a confined space rescue training at Roche, and a crane rescue training at the Uptown construction site.

Wildland Assignments:

Recent Assignments-

No assignments for November

Currently Assigned-None

Events:

11/01-Registration for the March 2026 Arizona Wildfire and Incident Management Academy (AWIMA) completed.

11/4-11/5 -Interviews for new Wildland Team Members conducted- new members to be announced.

11/6- Sweet Water RX Burn-Special thanks to the following members of the Wildland Team that assisted with this controlled burn-Strieter, Petersen, Newburn, Trowbridge, Mace, Campbell, Hains, Sparkman, Metz, and Kyle Rhein.

11/27- Interviews for new Wildland Team IC. **Congratulations to Captain Ryan Hoffman on being selected as the new Wildland Team Incident Commander!**

We also extend our sincere appreciation to Captains Karl Rhein and Kurt Strieter for their time, professionalism, and valuable participation in the interview process. Their contributions were greatly appreciated.

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.

November 2025 Family of Measures – Results:

79% fire calls for service where the turnout time is 1:30 or less

88% 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).

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

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

100% of fires contained to the room of content.

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

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

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

November 2025 Family of Measures – Outputs:

Fire Alarm Responses (NFIRS 700s)

Incident Type And Description	Total
700 - False alarm or false call, other	12
730 - System malfunction, other	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	4
736 - CO detector activation due to malfunction	7
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	2
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	3
746 - Carbon monoxide detector activation, no CO	1
Total: 33	

Vehicle Fire Responses (NFIRS 130s)

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

Rubbish Fire Response (NFIRS 150s)

Incident Type And Description	Total
150 - Outside rubbish fire, other	1
151 - Outside rubbish, trash or waste fire	1
Total: 2	

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

Incident Type And Description	Property Use And Description	Total
111 - Building fire	419 - 1 or 2 family dwelling	1
113 - Cooking fire, confined to container	419 - 1 or 2 family dwelling	1
		Total: 2

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

Report Results	
There are no results. Please redefine your search criteria.	



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: December 16, 2025

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATIONS FOR THE GOLDER RANCH FIRE DISTRICT GOVERNING BOARD POSITIONS OF CHAIRPERSON, VICE-CHAIRPERSON AND CLERK FOR A ONE-YEAR TERM FOR CALENDAR YEAR 2026

ITEM #: 8A

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

In accordance with the Golder Ranch Fire District Bylaws, Article III, the Board of Directors will elect officer positions for the upcoming 2026 calendar year. The current Bylaws state:

1. The Golder Ranch Fire District shall be administered by a Chairperson, Vice-Chairperson and Clerk.
2. Qualifications - Must be a member of the Golder Ranch Fire District Board.
3. Election - All Officers must be nominated by at least one Board Member and must be elected by a majority vote of the Board.
4. Term - All Officers shall serve for a term of one year and may be re-elected. The term of office shall be calculated from the first board meeting in January of each year.

A.R.S. §48-803(E) provides the statutory requirements for elected officer positions and indicates the Governing Board shall elect from its members a chairperson and a clerk. The Board may also elect a vice-chairperson and/or treasurer if they include a statement to that effect in the district Bylaws.

RECOMMENDED MOTION

Motion to nominate _____ as Chairperson of the Golder Ranch Fire District Governing Board.

Motion to nominate _____ as Vice-Chairperson of the Golder Ranch Fire District Governing Board.

Motion to nominate _____ as Clerk of the Golder Ranch Fire District Governing Board.



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: December 16, 2025

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

ITEM #: 8B

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

The statutory requirements for the Local Public Safety Personnel Pension Board as found in A.R.S. §38-847(A)(3) states that the local pension board shall be constituted as follows: for fire districts, *the chairperson of the fire district governing board or the chairperson's designee*, two members elected by secret ballot by members employed by the fire district and two citizens appointed by the chairperson of the fire district governing board, one of whom is a resident of the fire district and one of whom has experience in personnel administration but who is not required to be a resident of the fire district.

RECOMMENDED MOTION

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



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Wally Vette, GRFD Governing Board Vice-Chairperson/GRFD PSPRS Local Pension Board Chairperson

MTG. DATE: December 16, 2025

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

ITEM #: 8C

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

The statutory requirements for the Local Public Safety Personnel Pension Board as found in A.R.S. §38-847(A)(3) states that the local pension board shall be constituted as follows: for fire districts, the chairperson of the fire district governing board or the chairperson's designee, two members elected by secret ballot by members employed by the fire district and two citizens appointed by the chairperson of the fire district governing board, one of whom is a resident of the fire district and one of whom has experience in personnel administration but who is not required to be a resident of the fire district.

RECOMMENDED MOTION

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



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Michele Smith, HR Generalist

MTG. DATE: December 16, 2025

SUBJECT: DISCUSSION & POSSIBLE ACTION REGARDING POLICIES 212 PROCUREMENT, PURCHASE AUTHORIZATION, AND VENDOR PAYMENT; 232 APPRAISAL OF PROGRAMS; 234 STRATEGIC BUSINESS PLAN MAINTENANCE

ITEM #: 8D

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Policy 212 - Procurement, Purchasing, and Vendor Payment

The Human Resources, Executive Leadership, and the Finance Team leaders saw a need to update policy 212 Procurement, Purchasing, and Vendor Payment (PPVP), as the information was outdated and did not match current practices.

The policy previously mentioned purchase orders, had procedural language, and required multiple updates, including the modification of information surrounding credit cards and the addition of purchase authorizations. The title of the policy was also changed to Procurement, Purchase Authorization, and Vendor Payment (PPAVP).

Policy 232 - Appraisal of Programs

This policy was due for a periodic review and update. The Executive Leadership Team and the Project Manager conducted the review and completed and made the necessary revisions.

The updates improve clarity and consistency by removing outdated or unnecessary language, adding definitions, and clarifying responsibilities. Important dates have also been updated to better align with the District's fiscal year.

Policy 234 - Strategic Business Plan Maintenance

This is a new policy and was created to ensure that the District's Strategic Business Plan (SBP) remains current, actionable, and aligned with the District's Mission, Vision, and Strategic Results. This policy establishes standards for maintaining, updating, and reviewing the SBP to ensure accountability, transparency, and continuous improvement.

RECOMMENDED MOTION

Motion to approve policies 212 Procurement, Purchase Authorization, and Vendor Payment; 232 Appraisal of Programs; 234 Strategic Business Plan Maintenance, as presented.

212 Procurement, Purchase Authorization, and Vendor Payment (PPAVP)

212.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services subsequent to the completion of the district's procurement procedure, while providing effective controls over the disbursement of the District's limited financial resources.

This policy applies to all Golder Ranch Fire District members.

212.2 POLICY

The intent of the Golder Ranch Fire District (the District) Procurement, Purchasing Authorization, and Vendor Payment Policy (PPAVP Policy) is to ensure efficient payment to vendors and service providers while providing effective controls over the disbursement of the District's limited financial resources. This policy provides a definitive guide for determining who is authorized to purchase goods and services on behalf of the District, and it establishes the approved methods for processing payment of those purchases.

Members must conduct all District financial activities with integrity and in the best interest of the District. Personal interests or relationships shall not influence purchasing decisions, vendor selection, or the use of District funds. Members are expected to exercise sound judgment, avoid conflicts of interest, and remain fully accountable for the responsible management of District resources.

212.3 DEFINITIONS

Purchase Authorization (PA) - The formal approval required before the purchase of goods or services that verifies the purchase is necessary, within budget, and has the appropriate approval.

Recurring Administrative Expenses - a cost that is incurred regularly and predictably for ongoing operations. These expenses are typically fixed and include but are not limited to Salaries, wages, benefits, rent, and insurance.

Single Purchase Limit - the maximum spending (dollar) limit per purchase an individual is authorized to charge in a single transaction.

Split Purchase - intentionally breaking down a known requirement into multiple purchases to stay within purchaser's single purchase limit.

Utilities - basic monthly necessity to continue operations of the district's buildings including but not limited to water/sewer, power, telephone and internet services.

212.4 PROCUREMENT

To honor the district fiduciary responsibilities all district employees are required to follow the

published procurement procedure.

212.5 NEW VENDOR APPROVAL

If pursuant to the use of the published procedure it is determined a new vendor must be authorized by the district. The new vendor form must be signed by an approver at least one level higher than the person requesting the new vendor approval.

212.6 BUDGET/GL ACCOUNT NUMBERS

Pursuant to ASRS 48-805.02 the GRFD Governing Board annually adopts the official budget for the upcoming fiscal year. The District is statutorily required to spend in total no more than what the Board approved budget has allocated for. Purchases will be allocated to GL accounts that have an approved budgetary spending limit. However, if a purchase must be made that is not specifically budgeted for, then it is imperative that the purchase is coded into the account that most accurately reflects the description of the purchase. Expenses must be coded appropriately so that the financial reports reflect accurately when the Finance Program Director presents to management, the Board of Directors, and external customers.

If an unbudgeted purchase must be made, this will create a negative balance to the budget for that GL account. It will be the program supervisor's responsibility to offset this cost, by spending less in another budget account to allocate for the overage in the GL account containing the negative balance. If this is not possible, then the Fire Chief must approve the use of contingency funds to pay for the unbudgeted purchase prior to execution of the purchase.

212.7 APPROVAL REQUIREMENTS

The Board approved operating budget is the highest level of approval, but other approvals are required for the purchase(s) to be made. Routine expenses for utilities are the only purchases that require the annual Board approved budget for payment authorization. All other expenditures, including payroll, require some level of approval by management for payment to be authorized. The larger the expenditure, the higher the level of management approval required. In addition to management's approval, proper coding is also required for payment to be processed. Only employees with specific budgetary spending authority are authorized to approve a purchase from the program to which they report. This authority does not extend to programs that allocate expenses.

212.8 APPROVAL LIMITS

The authorized single purchases limits are outlined below.

Authorized District Credit Card Holder-- \$2,500

Captain -- \$2,500

Fire Supply & Procurement -- \$10,000

Supervisors -- \$15,000

Battalion Chief -- \$20,000

Division Chief -- \$20,000

Deputy Chief -- \$30,000

Director -- \$30,000

Assistant Chief -- \$50,000

Fire Chief -- \$100,000

Fire Board -- all expenditures from "Contingency" greater than \$100,000

The Fire Chief is authorized to execute the budget as approved by the Fire Board. This may include approval of purchases above his approval limit.

212.9 CREDIT CARDS

Credit Cards are useful tools to assist in conducting the districts mission and will be issued to individuals based on operational needs as determined by the Fire Chief or their designee. All credit card purchases are required to be compliant with the district's procurement procedure.

Monthly credit card limits will be aligned with the cardholder's single purchase limit authority.

Temporary or permanent adjustments to a cardholder's credit limit for operational needs must be approved in writing by the Fire Chief or their designee.

212.10 PURCHASE AUTHORIZATION

A complete and approved purchase authorization is the District's trigger to pay vendors. Utilities are the only expenses that do not require purchase authorization.

Purchase Authorizations can be annual, quarterly, or for a single purchase. A single purchase authorization can be used for authorizing payment in full or for authorizing a down payment on an item.

Annual Purchase Authorizations are intended to be used for recurring administrative expenses.

Purchase Authorizations must follow the published PA procedure.

212.11 VENDOR PAYMENT

Payments to vendors will always be made by check, cash, ACH debit, wire transfer, or District issued credit card

212.12 PROCUREMENT COMPLIANCE WITH 2 CFR PART 200

When utilizing Federally sourced revenues (grants, loans, or other awards), the District shall comply in all respects to the procurement requirements identified under the 2 CFR part 200.

Procurement, Purchase **Authorization**, and Vendor Payment (PPAVP)

212.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services subsequent to the completion of the district's procurement procedure, while providing effective controls over the disbursement of the District's limited financial resources.

This policy applies to all Golder Ranch Fire District members.

212.2 POLICY

The intent of the Golder Ranch Fire District (GRFD or the District) Procurement, Purchasing Authorization, and Vendor Payment Policy (PPAVP Policy) is to ensure efficient payment to our vendors and service providers while providing effective controls over the disbursement of the District's limited financial resources. This policy provides a definitive guide for determining who is authorized to purchase goods and services on behalf of the District, and it establishes the approved methods for processing payment of those purchases.

Members must conduct all District financial activities with integrity and in the best interest of the District. Personal interests or relationships shall not influence purchasing decisions, vendor selection, or the use of District funds. Members are expected to exercise sound judgment, avoid conflicts of interest, and remain fully accountable for the responsible management of District resources.

212.3 DEFINITIONS

Purchase Authorization (PA) - The formal approval required before the purchase of goods or services that verifies the purchase is necessary, within budget, and has the appropriate approval.

Recurring Administrative Expenses - a cost that is incurred regularly and predictably for ongoing operations. These expenses are typically fixed and include but are not limited to Salaries, wages, benefits, rent, and insurance.

Single Purchase Limit - the maximum spending (dollar) limit per purchase an individual is authorized to charge in a single transaction.

Split Purchase - intentionally breaking down a known requirement into multiple purchases to stay within purchaser's single purchase limit.

Utilities - basic monthly necessity to continue operations of the district's buildings including but not limited to water/sewer, power, telephone and internet services.

212.3 PURCHASING GUIDELINES

Pursuant to ASRS 48-805.02 the District Governing Board annually adopts the official budget for the upcoming fiscal year. It is management's responsibility to ensure that the District does not

~~exceed, without due process, the limits of that budget. The Board approved operating budget is the~~

~~highest level of approval, but other approvals are required for the purchase(s) to be made.~~

~~Routine~~

~~expenses for utilities are the only purchases that require the annual Board approved budget for payment authorization. All other expenditures, including payroll, require some level of approval by management for payment to be authorized. The larger the expenditure, the higher the level of management approval required. In addition to management's approval, proper coding is also required for payment to be processed. Only employees with specific budgetary spending authority~~

~~are authorized to approve a purchase from the department they report to. For example, only the Human Resources Director or higher can authorize purchases from the Human Resources budget.~~

212.4 PROCUREMENT

To honor the district fiduciary responsibilities all district employees are required to follow the published procurement procedure.

212.4 REVIEW

~~The Finance Director annually reviews purchasing and procurement activities to determine compliance with any applicable Federal, state, and local laws, rules, and requirements.~~

212.5 NEW VENDOR APPROVAL

If pursuant to the use of the published procedure it is determined a new vendor must be authorized by the district. The new vendor form must be signed by an approver at least one level higher than the person requesting the new vendor approval.

212.5 PURCHASE ORDERS

~~Purchase Orders (PO's) are one of the primary PPVP control documents used by District. PO's are created and stored electronically in the Districts inventory management software, Operative IQ (Op IQ). All PO's completed electronically shall include an invoice uploaded as an attachment with the vendors name, address, proper coding, and total invoice dollar amount approved. All PO's shall be electronically approved and submitted via email, through the inventory management software, to accounts payable for payment processing.~~

212.6 BUDGET/GL ACCOUNT NUMBERS

Pursuant to ASRS 48-805.02 the GRFD Governing Board annually adopts the official budget for the upcoming fiscal year. The District is statutorily required to spend in total no more than what the Board approved budget has allocated for. Purchases will be allocated to GL accounts that have an approved budgetary spending limit. However, if a purchase must be made that is not specifically budgeted for, then it is imperative that the purchase is coded into the account that most accurately reflects the description of the purchase. Expenses must be coded appropriately so that the financial reports reflect accurately when the Finance Program Director presents to management, the Board of Directors, and external customers.

If an unbudgeted purchase must be made, this will create a negative balance to the budget for that GL account. It will be the program supervisor's responsibility to offset this cost, by spending less in another budget account to allocate for the overage in the GL account

containing the negative balance. If this is not possible, then the Fire Chief must approve the use of contingency funds to pay for the unbudgeted purchase prior to execution of the purchase.

212.7 APPROVAL REQUIREMENTS

The Board approved operating budget is the highest level of approval, but other approvals are required for the purchase(s) to be made. Routine expenses for utilities are the only purchases that require the annual Board approved budget for payment authorization. All other expenditures, including payroll, require some level of approval by management for payment to be authorized. The larger the expenditure, the higher the level of management approval required. In addition to management's approval, proper coding is also required for payment to be processed. Only employees with specific budgetary spending authority are authorized to approve a purchase from the program to which they report. This authority does not extend to programs that allocate expenses.

212.7 CREDIT CARD PURCHASES

The District will assign credit cards to employees with normal job functions requiring the purchase of services or goods. Credit cards shall only be issued upon Fire Chief or designee approval. All charges made on your district credit card are to be done ethically and solely for business purposes. These expenditures are reviewed by the District Board, the Chief Officers, Finance department, and are accessible to the public. Reconciliation of credit card purchases shall be completed via the online platform provided by the credit card company. Receipts for credit card purchases shall be uploaded to the system and the correct budget and GL account numbers documented in the system. A PO is only required for a credit card purchase if the purchase amount exceeds the authorized approval limit of the cardholder, the receipt is missing, or unable to be uploaded to the online platform. The reporting cycle for the credit card charges is from the 26th of the current month through the 27th of the following month. The coding, review, and backup of each credit card charge is due by the last day of the current month.

212.8 APPROVAL LIMITS

The authorized single purchases limits are outlined below.

Authorized District Credit Card Holder-- \$2,500

Captain -- \$2,500

Fire Supply & Procurement -- \$10,000

Supervisors -- \$15,000

Battalion Chief -- \$20,000

Division Chief --\$20,000

Deputy Chief -- \$30,000

Director -- \$30,000

Assistant Chief -- \$50,000

Fire Chief -- \$100,000

Fire Board -- all expenditures from "Contingency" greater than \$100,000

The Fire Chief is authorized to execute the budget as approved by the Fire Board. This may include approval of purchases above his approval limit.

212.8 PURCHASES ON ACCOUNT

~~Purchases made to the District approved in-house purchasing accounts, such as local hardware, or automotive stores, shall require a receipt of the purchase submitted to the Logistics Division Chief responsible for reconciling such accounts. A PO shall be completed utilizing the monthly invoice and the individual payment for purchasing account invoices shall be completed via PO processing as outlined above.~~

212.9 CREDIT CARDS

Credit Cards are useful tools to assist in conducting the districts mission and will be issued to individuals based on operational needs as determined by the Fire Chief or their designee. All credit card purchases are required to be compliant with the district's procurement procedure.

Monthly credit card limits will be aligned with the cardholder's single purchase limit authority.

Temporary or permanent adjustments to a cardholder's credit limit for operational needs must be approved in writing by the Fire Chief or their designee.

212.9 APPROVAL LIMITS

~~The authorized credit card limits are outlined below.~~

~~Authorized District Credit Card Holder or Captain --\$2,500~~

~~Battalion Chief --\$5,000~~

~~Fire Supply & Procurement --\$10,000~~

~~Supervisors --\$15,000~~

~~Division Chief --\$20,000~~

~~Deputy Chief --\$30,000~~

~~Director --\$30,000~~

~~Assistant Chief --\$50,000~~

~~Fire Chief — \$100,000~~

~~Fire Board — all expenditures from "Contingency" greater than \$100,000~~

~~The Fire Chief is authorized to execute the budget as approved by the Fire Board, this may include approval of purchases above his approval limit.~~

~~The Fire Chief, Assistant Chief or Director may authorize an increase to a card holders monthly credit limit to facilitate purchases within the above single purchase limits.~~

212.10 PURCHASE AUTHORIZATION

A complete and approved purchase authorization is the District's trigger to pay our vendors. Utilities are the only expenses that do not require purchase authorization.

Purchase Authorizations can be annual, quarterly, or for a single purchase. A single purchase authorization can be used for authorizing payment in full or for authorizing a down payment on an item.

Annual Purchase Authorizations are intended to be used for recurring administrative expenses.

Purchase Authorizations must follow the published PA procedure.

212.10 REQUEST FOR PROPOSAL (RFP)

~~Before a large dollar purchase of a good or service can be made, and there is more than one vendor available to provide that good or service, a request for proposal (RFP) must be submitted to three or more qualified vendors. If the purchase is for a small but recurring amount, then an RFP process should be completed at least once every fiscal year. If the purchase is for a small, non-recurring transaction, then no RFP's would be necessary. However, it is imperative that every reasonable effort should be made to find the very best price available before purchasing goods or services. A one-time purchase of a good or service in excess of \$2,500 would be considered a "large dollar purchase" and fall within the RFP requirements. Another exception to the RFP are purchases made under the state or purchasing contracts. The District is a member of Mohave, Amazon Business, and Sourcewell agreements, since the State of Arizona has already negotiated a pre-set price for goods and services purchased under these purchasing agreements, purchases from these contracts would not require RFP's.~~

212.11 VENDOR PAYMENT

Payments to vendors will always be made by check, cash, ACH debit, wire transfer, or District issued credit card

212.12 PROCUREMENT COMPLIANCE WITH 2 CFR PART 200

When utilizing Federally sourced revenues (grants, loans, or other awards), the District shall comply in all respects to the procurement requirements identified under the 2 CFR part 200.

212.12 VALID INVOICE

Valid invoices shall include all the following:

- (a) Payee information: name and address
- (b) Invoice number or some unique transactional identification
- (c) Description of the item(s) purchased or service provided
- (d) The total amount to be paid

As a general rule, once the District Accounting Department is in receipt of these two documents, then the PO is attached to the invoice and the invoice particulars are entered into Operative IQ as an accounts payable. The invoice and PO are then filed as "entered" and will await the next regular bi-weekly check run. As soon as a properly approved PO is transmitted to the Finance department, processing the payment will begin. A properly approved PO, an attached invoice, and if the vendor is new, a current W-9 all must be present on the Operative IQ platform. Once the vendor payment has been processed in the district accounting software, then the payment along with all necessary backup (PO, invoices, and W-9) are uploaded to a secure file server for review by a Board Member. Once the Board Member has approved the invoice for payment, the Finance Director (or designee) will release the accounts payable invoice for payment from the District's banking institution.

212.13 CHECK REQUESTS

A category of vendor payments that falls outside of the general rule is a check request. This is a request for a check to be drafted before the District Accounting Department is in receipt of the necessary valid invoice or a check that is drafted outside of the usual pay cycle. These check requests are an exception and should only be used for unusual circumstances. Approval for a check request must be made by a Chief Officer or by the Finance supervisor. If a check request is approved, then a valid PO will be completed electronically, submitted to accounts payable, and a check will be drafted immediately. Proper endorsements must be obtained by the Fire Chief and a Board Member or Finance Director, and then the check can be tendered. A valid receipt for payment or an invoice must be attached to the PO electronically.

212.14 ACH DEBITS & WIRE TRANSFERS

The final category of vendor payments is the ACH debit or wire transfer. These are payments made online (via ACH debit) and the written authorization and support documentation will be reviewed and approved. Approval must be made in writing or stamped by a Chief Officer or designee, and Finance supervisor level. Vendor payments made via ACH debit, or wire transfers, should only be used if no other options are available.

Appraisal of Programs

233.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all service delivery programs are evaluated annually to align with the Golder Ranch Fire District's Strategic Business Plan, organizational goals, appropriate resource allocation, and promote continuous improvement. Program appraisals create consistency within the program from year to year or from manager to manager and allow the Executive Leadership and the Governing Board to ensure resources are allocated according to consistent strategic priorities.

The purpose of this policy is to ensure that service delivery programs are annually appraised in the pursuit of continuous improvement, as well as continued alignment with the strategic goals of the Golder Ranch Fire District. This policy applies to all personnel. This policy applies to all personnel responsible for managing budgeted programs.

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233.2 POLICY

It shall be the policy of the Golder Ranch Fire District that service delivery programs as described by the Center for Public Safety Excellence Accreditation process, are annually appraised using a standardized format and that the finalized appraisals are presented to the governing board. It is the policy of the Golder Ranch Fire District (the District) that every service delivery program undergoes an annual standardized appraisal. Findings from each program appraisal shall be reviewed through the chain of command and presented to the Governing Board.

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233.3 DEFINITIONS

Program appraisal — A structured evaluation of how well a program performs relative to its objectives, strategic goals, and allocated resources. It assesses past performance and informs future planning and decision-making. Typically, the program appraisal is a retrospective review of the program for the previous fiscal year, however, as a management tool, a program appraisal can be completed for other specified timeframes as needed. a comprehensive and intensive review of a service delivery program that includes information on the program and recommendations for the future of the program.

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Family of Measures — A comprehensive set of related performance indicators (results, outputs, demands, and efficiencies) defined in the Strategic Business Plan that collectively measure program performance and its contribution to District goals.

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Program Manager: The individual assigned to oversee and report on the performance, outcomes, and resource needs of a designated budgeted program.

Performance Indicators: Metrics or qualitative assessments used to evaluate progress toward strategic or operational goals.

233.4 RESPONSIBILITIES

Program Managers: Complete annual program appraisals using the approved District form and submit them through the chain of command by the required deadline.

Assistant Chiefs: Review and approve program appraisals, ensuring alignment with strategic and budgetary priorities.

Fire Accreditation Project Manager: Verify completion, ensure timely submission, and consolidate findings for presentation to the Governing Board.

Fire Chief: Provides final review and ensures board presentation requirements are met.

233.4233.5 PROGRAM APPRAISALS

Each manager of the listed service delivery programs shall complete a comprehensive and intensive review of their programs annually. Larger programs with multiple moving parts (EMS, for example) benefit from appraising each part separately; however, this decision will be left to the manager and their chain of command. The minimum requirement is that one program appraisal is completed and turned in for each of the following programs. These program appraisals are done in compliance with Center for Public Safety Excellence Accreditation requirements. Other program managers that feel their program would benefit from this annual appraisal process are encouraged to participate, but not required.

- Emergency Medical Service
- Fire Suppression Service
- Wildland Fire Suppression
- Hazardous Materials Response
- Technical Rescue Response
- Fire Prevention
- Fire Investigation
- Public Education
- Health and Wellness
- Training and Education
- Domestic Preparedness
- Communications System

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Appraisal of Programs

This review should lead to recommendations that a program be:

- Provided additional resources
- Continued in its present form
- Changed in structure, form, or direction
- Consolidated with other programs

Each manager of a budgeted program shall complete an annual appraisal that includes the following components:

Suspended or eliminated **Strategic Business Plan Linkage** – Identify how the program aligns with strategic goals and objectives.

Service Inventory Changes – Document additions, modifications, or retirements of services.

Family of Measures Review – Assess progress against established metrics.

Program Effectiveness Narrative – Summarize key successes, challenges, and mitigation strategies for the current budget year.

Gap Analysis – Identify unmet resource needs or operational gaps that may affect performance in the upcoming fiscal year.

Family of Measures Updates – Recommend changes to indicators based on findings.

- **Accreditation Alignment** – Update relevant Center for Public Safety Excellence (CPSE) Performance Indicator narratives and supporting documents.

All appraisals shall be completed on the approved Program Appraisal Form and approved by the chain of command. The Fire Accreditation Project Manager shall ensure completion and timely submission of finalized appraisals to the Governing Board. Program appraisals shall be completed on the approved program appraisal form, which can be found on the forms page of the GRFD intranet site. Once completed, the program appraisal will flow through the chain of command to the Fire Chief for review and approval before presentation to the governing board. The Fire Accreditation Project manager is responsible for ensuring the approved and finalized program appraisals are placed in the January board packet.

233.6 Important Dates

- November-September 30 - Program appraisals must be completed and submitted to the appropriate manager's chain of command for approval, fully approved through the chain of command and provided to the Fire Accreditation Project Manager.
- December-December 31 - Program appraisals shall be fully approved through the chain of command and submitted to the Fire Accreditation Project Manager for inclusion in the findings shall have been presented to the board

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for review during one of the scheduled board meetings prior to this date.

January board packet.

Appraisal of Programs

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Appraisal of Programs

233.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all service delivery programs are evaluated annually to align with the Golder Ranch Fire District's Strategic Business Plan, organizational goals, appropriate resource allocation, and promote continuous improvement. Program appraisals create consistency within the program from year to year or from manager to manager and allow the Executive Leadership and the Governing Board to ensure resources are allocated according to consistent strategic priorities.

~~The purpose of this policy is to ensure that service delivery programs are annually appraised in the pursuit of continuous improvement, as well as continued alignment with the strategic goals of the Golder Ranch Fire District. This policy applies to all personnel. This policy applies to all personnel responsible for managing budgeted programs.~~

233.2 POLICY

~~It shall be the policy of the Golder Ranch Fire District that service delivery programs as described by the Center for Public Safety Excellence Accreditation process, are annually appraised using a standardized format and that the finalized appraisals are presented to the governing board.~~It is the policy of the Golder Ranch Fire District (the District) that every service delivery program undergoes an annual standardized appraisal. Findings from each program appraisal shall be reviewed through the chain of command and presented to the Governing Board.

233.3 DEFINITIONS

Program appraisal ~~— A comprehensive and intensive review of a service delivery program that includes information on the program and recommendations for the future of the program.~~ — A structured evaluation of how well a program performs relative to its objectives, strategic goals, and allocated resources. It assesses past performance and informs future planning and decision-making. Typically, the program appraisal is a retrospective review of the program for the previous fiscal year, however, as a management tool, a program appraisal can be completed for other specified timeframes as needed.

Family of Measures — A comprehensive set of related performance indicators (results, outputs, demands, and efficiencies) defined in the Strategic Business Plan that collectively measure program performance and its contribution to District goals.

Program Manager: The individual assigned to oversee and report on the performance, outcomes, and resource needs of a designated budgeted program.

Performance Indicators: Metrics or qualitative assessments used to evaluate progress toward strategic or operational goals.

233.4 RESPONSIBILITIES

Program Managers: Complete annual program appraisals using the approved District form and submit them through the chain of command by the required deadline.

Assistant Chiefs: Review and approve program appraisals, ensuring alignment with strategic and budgetary priorities.

Fire Accreditation Project Manager: Verify completion, ensure timely submission, and consolidate findings for presentation to the Governing Board.

Fire Chief: Provides final review and ensures board presentation requirements are met.

233.4233.5 PROGRAM APPRAISALS

~~Each manager of the listed service delivery programs shall complete a comprehensive and intensive review of their programs annually. Larger programs with multiple moving parts (EMS, for example) benefit from appraising each part separately; however, this decision will be left to the manager and their chain of command. The minimum requirement is that one program appraisal is completed and turned in for each of the following programs. These program appraisals are done in compliance with Center for Public Safety Excellence Accreditation requirements. Other program managers that feel their program would benefit from this annual appraisal process are encouraged to participate, but not required.~~

- ~~• Emergency Medical Service~~
- ~~• Fire Suppression Service~~
- ~~• Wildland Fire Suppression~~
- ~~• Hazardous Materials Response~~
- ~~• Technical Rescue Response~~
- ~~• Fire Prevention~~
- ~~• Fire Investigation~~
- ~~• Public Education~~
- ~~• Health and Wellness~~
- ~~• Training and Education~~
- ~~• Domestic Preparedness~~
- ~~• Communications System~~

Appraisal of Programs

~~This review should lead to recommendations that a program be:~~

- ~~• Provided additional resources~~
- ~~• Continued in its present form~~
- ~~• Changed in structure, form, or direction~~
- ~~• Consolidated with other programs~~

Each manager of a budgeted program shall complete an annual appraisal that includes the following components:

~~Suspended or eliminated~~ **Strategic Business Plan Linkage** – Identify how the program aligns with strategic goals and objectives.

Service Inventory Changes – Document additions, modifications, or retirements of services.

Family of Measures Review – Assess progress against established metrics.

Program Effectiveness Narrative – Summarize key successes, challenges, and mitigation strategies for the current budget year.

Gap Analysis – Identify unmet resource needs or operational gaps that may affect performance in the upcoming fiscal year.

Family of Measures Updates – Recommend changes to indicators based on findings.

- **Accreditation Alignment** – Update relevant Center for Public Safety Excellence (CPSE) Performance Indicator narratives and supporting documents.

All appraisals shall be completed on the approved Program Appraisal Form and approved by the chain of command. The Fire Accreditation Project Manager shall ensure completion and timely submission of finalized appraisals to the Governing Board.~~Program appraisals shall be completed on the approved program appraisal form, which can be found on the forms page of the GRFD intranet site. Once completed, the program appraisal will flow through the chain of command to the Fire Chief for review and approval before presentation to the governing board. The Fire Accreditation Project manager is responsible for ensuring the approved and finalized program appraisals are placed in the January board packet.~~

233.6 Important Dates

- ~~November~~ September 30 - Program appraisals must be completed and and submitted to the appropriate manager's chain of command for approval. fully approved through the chain of command and provided to the Fire Accreditation Project Manager.
- ~~December~~ December 31 - Program appraisals shall be fully approved through the chain of command and submitted to the Fire Accreditation Project Manager for inclusion in the findings shall have been presented to the board

for review during one of the scheduled board meetings prior to this date.
January board packet.

Appraisal of Programs

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**GOLDER RANCH FIRE DISTRICT
POLICY MANUAL
POLICY 234 – STRATEGIC BUSINESS PLAN MAINTENANCE**

PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Golder Ranch Fire District's Strategic Business Plan (SBP) remains current, actionable, and aligned with the District's Mission, Vision, and Strategic Results. This policy establishes standards for maintaining, updating, and reviewing the SBP to ensure accountability, transparency, and continuous improvement.

This policy applies to all divisions and personnel responsible for developing, implementing, or reporting on elements of the Strategic Business Plan.

POLICY

It is the policy of the Golder Ranch Fire District that the Strategic Business Plan be maintained as a living document that reflects the evolving needs, priorities, and direction of the organization. The SBP shall be updated each fiscal year using data and findings derived from program appraisals, performance measures, accreditation criteria, and other strategic inputs. A comprehensive review shall occur every five years.

DEFINITIONS

Mid-Cycle Review: A structured evaluation conducted every three years to validate the continued relevance of goals, objectives, and performance measures.

Performance Measure: A quantitative or qualitative indicator used to evaluate progress toward goals or outcomes.

Program Appraisal: The annual evaluation of program effectiveness, outcomes, and alignment with strategic priorities, as outlined in the Appraisal of Programs Policy .

Strategic Business Plan (SBP): The District's guiding document that defines long-term goals, strategic objectives, and key initiatives across all Lines of Business and supporting programs.

Strategic Objective: A measurable, time-bound target that supports achievement of a strategic goal.

Strategic Result: A customer-focused outcome that demonstrates progress toward one or more strategic goals as defined in the SBP.

RESPONSIBILITIES

Fire Chief: Oversees the development, maintenance, and presentation of the SBP to the Governing Board for review and approval.

Executive Leadership Team: Reviews progress on strategic goals quarterly, identifies emerging priorities, and recommends updates or modifications.

Project Manager: Coordinates data collection, integrates findings from program appraisals, prepares the annual Performance Report, and ensures timely preparation and submission of plan updates.

Division and Program Managers: Provide annual updates to their assigned Family of Measures, narratives, and gap analyses to inform revisions to the SBP.

PLAN MAINTENANCE AND UPDATE CYCLE

1. **Annual Review (prior to December 31):**

Incorporate findings from annual program appraisals policy, Family of Measures updates, and accreditation-related adjustments. Publish the updated SBP for internal/external use following board approval.

The SBP updates shall integrate all completed program appraisals from the previous fiscal year.

2. **Full Rewrite (every 5 years):**

Conduct a comprehensive rewrite of the SBP through stakeholder engagement, internal workshops, and community and Governing Board participation.

BOARD REVIEW AND APPROVAL

The Fire Chief or their designee shall present all SBP updates and revisions to the Governing Board for review and approval at a scheduled public meeting. Approved versions shall be archived in the District's official planning repository.



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Dave Christian, Finance Director

MTG. DATE: December 16, 2025

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

ITEM #: 8E

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 11/1/2025 Through 11/30/2025

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	2,822,845.98	3,171,142.41	348,296.43	16,447,245.05	16,949,883.90	502,638.85
6000	Supplies/Consumables	12,023.51	120,038.33	108,014.82	458,474.72	687,390.65	228,915.93
6500	Vehicle / Equipment Expense	25,624.70	103,276.39	77,651.69	388,816.17	787,691.95	398,875.78
6750	Utilities / Communications	24,581.61	45,198.33	20,616.72	240,163.75	226,691.32	(13,472.43)
7000	Professional Services	77,863.76	144,934.32	67,070.56	571,280.42	900,388.60	329,108.18
7500	Dues/Subscriptions/Maint. Fees	50,208.48	62,199.97	11,991.49	358,407.26	442,460.18	84,052.92
7750	Insurance	0.00	0.00	0.00	66,431.00	132,600.00	66,169.00
8000	Repairs / Maintenance	19,652.88	56,866.00	37,213.12	119,557.28	330,255.00	210,697.72
9000	Debt Service	0.00	0.00	0.00	444,124.17	435,118.00	(9,006.17)
9500	Capital Outlay	25,303.46	377,235.07	351,931.61	613,451.90	1,702,195.35	1,088,743.45
Report Difference		(3,058,104.38)	(4,080,890.82)	1,022,786.44	(19,707,951.72)	(22,594,674.95)	2,886,723.23



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: December 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: December 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.