

**GOLDER RANCH FIRE DISTRICT  
GOVERNING BOARD MEETING  
PUBLIC NOTICE AND AGENDA  
Tuesday, March 17, 2026, 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, March 17, 2026**. 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 OF PERSONNEL**

- **PROMOTIONS**
  - VICTOR CAMPOS-CERNA, PARAMEDIC
  - WESTIN CLAUSEN, PARAMEDIC
  - JONATHAN HIGGINS, PARAMEDIC
  - JOHN SAVAGE, PARAMEDIC
- **NEW HIRES**
  - MARTHA FARRELL, FINANCE SPECIALIST II
  - JAMES LOFTIS, SYSTEMS SPECIALISTLoyalty and behavioral oaths will be administered.

**B. GOLDER RANCH FIRE DISTRICT 2025 RESULTS PRESENTATION GIVEN TO THE ORO VALLEY TOWN COUNCIL ON FEBRUARY 18, 2026**



## **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- FEBRUARY 17, 2026, REGULAR SESSION
- B. APPROVE AND ADOPT RESOLUTION 2026-0003 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 POLICIES: 712-DISTRICT USE OF SOCIAL MEDIA, 1000-RECRUITMENT AND SELECTION, 1001-PERFORMANCE EVALUATIONS, 1011-DISCRIMINATION/HARASSMENT, 1012-CONDUCT AND BEHAVIOR, 1040-MILITARY LEAVE, AND 1046-RETIREMENT PLANS
- B. 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 – April 21, 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**

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Sandra Outlaw, Clerk of the Board  
Golder Ranch Fire District

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

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

Posted by: Shannon Ortiz 03/11/2026 by 11:00 a.m.





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: March 17, 2026

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: March 17, 2026

SUBJECT: Call to the Public

ITEM #: 4

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

This is the time for the public to comment. Members of the Board may not discuss items that are not on the agenda. The Board is not permitted to discuss or take action on any item raised in the Call to the Public, which are not on the agenda due to restrictions of the Open Meeting Law; however, individual members of the Board are permitted to respond to criticism directed to them. Otherwise, the Board may direct staff to review the matter or that the matter be placed on a future agenda.

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: March 17, 2026

SUBJECT: PRESENTATION OF PERSONNEL

ITEM #: 5A

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.

- PROMOTIONS
  - Victor Campos Cerna, Paramedic
  - Wes Clausen, Paramedic
  - Jonathan Higgines, Paramedic
  - John Savage, Paramedic
  
- NEW EMPLOYEES
  - Martha Farrell, Finance Specialist II
  - James Loftis, Systems Specialist

Loyalty and behavioral oaths will be administered.

### RECOMMENDED MOTION

No motion required for this agenda item.

# **EMPLOYEE RECOGNITION**

Employee Name: **Victor Campos**

Date of Hire: **August 2022**

Current Position: **Paramedic**

Reason for Recognition: **Promotion to Paramedic**

**Prepared by:**

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

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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.*

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- **GRFD/CAREER HISTORY:**

- Began career with GRFD 08/08/22, came into the field 01/06/23.
- Joined Wildland Team 04/03/24

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

- Former Corrections Officer with Pima County Sheriff Department
- Class of 2022-22
- Completed Paramedic school 2/19/26

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

- Enjoys spending time with family
- Camping and fishing



# **EMPLOYEE RECOGNITION**

Employee Name: **Wes Clausen**

Date of Hire: **February 2023**

Current Position: **Paramedic**

Reason for Recognition: **Promotion to Paramedic**

**Prepared by:**

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

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

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- **GRFD/CAREER HISTORY:**

- Wes began his professional career in 2014 when he enlisted in the U.S. Navy as a Tactical Helicopter Aircrewman and Rescue Swimmer. He served six years on active duty, deploying to the 5th and 6th Fleets in support of Operation Inherent Resolve. He was honorably discharged from the Navy in 2020 at the rank of Petty Officer Second Class.
- In 2020, he enlisted in the Arizona Air National Guard as a firefighter. In 2024, he deployed to the Middle East in support of Operation Inherent Resolve. He currently serves in the Arizona Air National Guard at the rank of Staff Sergeant.
- Wes began his civilian fire service career with Rural Metro Fire in 2022. In 2023, he lateraled to Golder Ranch Fire District (GRFD) at the rank of Firefighter/EMT.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

- Meritorious Unit Award – Air Force
- Inherent Resolve Campaign Medal – Air Force / Navy
- Global War on Terrorism Expeditionary Medal – Navy
- Rescue Swimmer enlisted training officer
- Air Force Airport Rescue & Firefighting driver operator – Air Force
- Engine Driver & Operator – Air Force
- Station Captain – Air Force

- PERSONAL OR SPECIAL NOTES OF INTEREST:

- Wes's father, Dana, served in the Air Force before transitioning into the fire service, where he later retired as a firefighter with Tucson Airport. Following in his father's footsteps, Wes also pursued careers in both the military and the fire service. His father's example had a significant influence on Wes as he progressed through his professional career.
- Wes is married to his wife, Laura, whom he has been with since high school. They celebrated their 10th wedding anniversary this past year. Together they share their home with their three-year-old daughter, Maya, and enjoy spending their time as a family going to the park and being outdoors.
- Throughout his career and training, Wes credits much of his success to the support of his wife, Laura. Having been together since high school, she has been a constant source of encouragement and stability through deployments, training, and the demands of public service. Wes often states that he would not be where he is today without her unwavering support.

# **EMPLOYEE RECOGNITION**

Employee Name: **Jonathan Higgins**

Date of Hire: **February 2023**

Current Position: **Paramedic**

Reason for Recognition: **Promotion to Paramedic**

**Prepared by:**

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

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

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- **GRFD/CAREER HISTORY:**  
Jonathan Higgins started his career with the fire service at Golder Ranch Fire District in August of 2022.
  
- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**  
Passed national registry for Paramedic on the first try.
  
- **PERSONAL OR SPECIAL NOTES OF INTEREST:**  
He recently purchased his first home and is excited to start working on projects for the house.



# **EMPLOYEE RECOGNITION**

Employee Name: **John Savage**

Date of Hire: **February 2023**

Current Position: **Paramedic**

Reason for Recognition: **Promotion to Paramedic**

**Prepared by:**

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

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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.*

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- **GRFD/CAREER HISTORY:**

UMSC Flight Equipment Technician, E-5/Sergeant 2007-2012

Oracle Fire District 2016-2023; Started as a Reserve Firefighter, hired as full time firefighter and promoted through the ranks as an Engineer and then Captain.

GRFD 2023 Transitional Academy - Current

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

GRFD Wildland Team Member FFT1, Active member working on qualifications towards Engine Boss.

GRFD Wildland Leadership Team, Logistics Position.

Associates of Applied Science in Fire Science and Paramedic.

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

Enjoys 48/96 Schedule.

# **EMPLOYEE RECOGNITION**

Employee Name: Martha Farrell

Date of Hire: 3/2/26

**Current Position:** Fiance Specialist II

Reason for Recognition: New Employee

**Prepared by:**

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

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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 25<sup>th</sup> of the month, prior to the Board Meeting.***

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

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- **GRFD CAREER HISTORY:**

Martha has a strong background in Accounting, specializing in Individual and Business Taxes. She also has a strong background in payroll, accounts payable and accounts receivable.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Greatest accomplishment is forming a beautiful family alongside her husband with two amazing boys. The love for her family is what pushes her to continually strive for growth and knowledge in all aspects of life, especially at work.

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

Martha will be married 15 years this coming April. She has two amazing boys ages 12 & 13. When she is not working she loves to spend time with her family and traveling with them. She also loves to dance folklorico and flamenco and has a strong passion for ballet.



# **EMPLOYEE RECOGNITION**

Employee Name: James Loftis

Date of Hire: 2/23/26

**Current Position:** Systems Specialist

Reason for Recognition: New Employee

**Prepared by:** Danny Martinez

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



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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 25<sup>th</sup> of the month, prior to the Board Meeting.***

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

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- **GRFD CAREER HISTORY:**

N/A

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

James brings to the team a lot of experience having previously worked at Marana Aerospace and with Pima County. As a resident of Oro Valley, he is excited at the opportunity to both work within and serve his local community.

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

James has previously shown his desire to help others. He has developed and led workshops for senior citizens, to help them identify and avoid becoming the victim of scams. He also helps instruct them on basic computer skills. He enjoys being able to help others stay safe while on-line and building up their confidence with technology.



# GOLDER RANCH FIRE DISTRICT

## BEHAVIORAL OATH

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will be alert in my duties at all times.

I will strive to be mindful of the welfare and rights of others.

I will be impartial in my treatment of all persons coming under my jurisdiction.

I will be courteous and helpful to all and my feelings shall not influence my decisions.

I will refrain from being vulgar or profane in my speech or actions while on duty.

I will cooperate fully with my supervisors to provide greater protection to the public and the Fire District I serve.

I will strive to become more proficient in my duties as an employee of Golder Ranch Fire District through diligent study and training.

I will regard my employment with Golder Ranch Fire District as a symbol of trust from my State, my Fire District, and the community in which I serve, and act accordingly.

I will constantly strive to obtain these objectives as I serve as an employee of Golder Ranch Fire District.

\_\_\_\_\_  
Employee Name - Printed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administering Official - Printed

\_\_\_\_\_  
Administering Official Signature

\_\_\_\_\_  
Date



# GOLDER RANCH FIRE DISTRICT

## LOYALTY OATH OF OFFICE

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of \_\_\_\_\_ according to the best of my ability, so help me God (or so I do affirm).

\_\_\_\_\_  
Employee Name - Printed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administering Official - Printed

\_\_\_\_\_  
Administering Official Signature

\_\_\_\_\_  
Date



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Fire Chief Tom Brandhuber

MTG. DATE: March 17, 2026

SUBJECT: Golder Ranch Fire District 2025 results presentation that was given to the Oro Valley Town Council on February 18, 2026

ITEM #: 5B

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

### BACKGROUND

Vice-Chairperson Vette requested the recorded February 18, 2026, Oro Valley Town Council presentation be played so Board members and personnel who were not present would get the opportunity to see it.

### RECOMMENDED MOTION

No motion required for this agenda item, presentation only.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: March 17, 2026

SUBJECT: APPROVE MINUTES- FEBRUARY 17, 2026, 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. FEBRUARY 17, 2026, REGULAR SESSION MEETING MINUTES

### RECOMMENDED MOTION

*If items remains on consent agenda:*

Motion to approve the March 17, 2026, 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 February 17, 2026, regular session meeting minutes.

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

**Tuesday, February 17, 2026, 9:00 a.m.**

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

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

Vice-Chairperson Vette called the meeting to order on Tuesday, February 17, 2026, at 9 a.m.

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

Member Absent: Chairperson Vicki Cox Golder (Excused)

Staff Present: Fire Chief Tom Brandhuber, Assistant Chief Perry, Assistant Chief Grissom, Assistant Chief Cesarek, Deputy Fire Marshal Akins, Deputy Chief Rutherford, Deputy Chief Jarrold, Deputy Chief Wilson, Finance Director Christian, HR Director Delong, Acting Technology Director Martinez, and Board Services Supervisor Ortiz

**2. SALUTE AND PLEDGE OF ALLEGIANCE**

Those in attendance said the Pledge of Allegiance.

**3. FIRE BOARD REPORTS**

Board Member Shellenberger mentioned the SaddleBrooke Rotary Club held a meeting in San Manuel. Community Education Supervisor Dan Habinek held an informational booth and presented on behalf of the District. Board Member Shellenberger commented on what a wonderful job Supervisor Habinek did. The District received a lot of positive feedback on his participation.

Vice-Chairperson Vette said he and Board Member Shellenberger visited the academy. He said the recruits are working hard and learning a lot.

Board Member Brady added, he too, visits the academy. He said the training cadre is doing a great job.

**4. CALL TO THE PUBLIC**

There were no public issues presented.



## 5. PRESENTATIONS

### A. PRESENTATION OF PERSONNEL

- RETIREMENT
  - HERMAN RASCON, TECHNOLOGY DIRECTOR
  
- YEARS OF SERVICE
  - JAMES CISSELL, PARAMEDIC- 10 YEARS
  - JOHN COLBY JR., PARAMEDIC- 10 YEARS
  - DENNY HAWKINS, ENGINEER- 10 YEARS
  
  - RYAN COOLEY, FIREFIGHTER- 5 YEARS
  - ROBERT METZ, FIREFIGHTER- 5 YEARS
  - BRENDAN PEELER, PARAMEDIC- 5 YEARS

Assistant Chief Cesarek recognized former Technology Director Herman Rascon for his retirement from Golder Ranch Fire District (GRFD). AC Cesarek recognized Mr. Rascon's wife, Lisa, for her support of Herman's 15-year career at GRFD and presented her with a bouquet of flowers.

Chief Brandhuber presented Director Rascon with a plaque from the GRFD Governing Board, the Arizona State flag and the US flag as well as the certificates certifying the flags were flown over Station 370.

Local 3832 President Jones presented Director Rascon with a plaque and thanked Rascon for his contributions here and congratulated him for his retirement.

Captain R. Cramblit presented Paramedic Cissell with a pin and recognized him for his 10 years of service with the District.

Captain Strieter presented Paramedic John Colby Jr. with a pin and recognized him for his 10 years of service with the District.

Captain B. Daily presented Engineer Hawkins with a pin and recognized him for his 10 years of service with the District.

Paramedic Kukahiko presented Firefighter Cooley with a pin and recognized him for his 5 years of service with the District.

Captain Hoffman presented Firefighter Metz with a pin and recognized him for his 5 years of service with the District.

The Governing Board took a brief recess at 9:32 a.m.



The Governing Board reconvened at 9:36 a.m.

## 6. CONSENT AGENDA

- A. APPROVE MINUTES- JANUARY 20, 2026, REGULAR SESSION
- B. APPROVE AND ADOPT RESOLUTION 2026-0002 TO DECLARE ITEMS AS SURPLUS AND DIRECTION TO STAFF TO SELL OR PROVIDE ITEMS TO NEIGHBORING FIRE DISTRICTS OR EDUCATIONAL INSTITUTIONS

**MOTION** by Board Member Shellenberger to approve the February 17, 2026,  
Consent Agenda

**MOTION SECONDED** by Board Clerk Outlaw

**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 Deputy Chief Jarrold for his support of Chairperson Cox Golder. He also thanked Battalion Chief Hastings for his support of the District Chaplain. Fire Chief Brandhuber also thanked the Governing Board for allowing staff to recognize personnel for their milestones.

President Jones invited the Governing Board to attend the Union BBQ & Archery Shoot on March 7<sup>th</sup>. The judges include Oro Valley Police Department (OVPD) Police Chief Kara Riley as well as Rockin' 4 Heroes CEO Steve Rokowski. On March 8<sup>th</sup>, the Union will be sending personnel to Washington DC for a conference as well as to meet with legislators.

- B. COMMUNITY RISK REDUCTION DIVISION'S REPORT – Assistant Chief Perry presented the Community Risk Reduction (CRR) report to the Governing Board. He noted CRR is using an app that it will release to the public in hopes of reducing slips, trips, and falls.

Board Member Brady asked where the app will be released.

AC Perry replied it would be rolled out to the senior population within the District. The division would most likely release it to the Splendido community first.

Board Member Shellenberger stated he spoke to Deputy Chief Wilson about the app. He asked if AC Perry could explain it in a little more detail for the audience.

Chief Perry happily explained the app. He stated it is downloaded on the user's phone and teaches/shows the person how to maintain balance. In turn, the increased balance assists with reducing falls.



Board Clerk Outlaw asked if the app could be rolled out by the Community Resource Technician (CRT) program.

AC Perry replied that was an option. He said his division is still evaluating ways to release it.

Board Clerk Outlaw said she would like to see a presentation on the app. Vice-Chairperson Vette thanked Community Relations Supervisor Camarillo for her work on the website along with everyone else that worked on it. He said it looked great.

- C. SUPPORT SERVICES DIVISION'S REPORT – Assistant Chief Cesarek presented Support Services' report to the Governing Board. AC noted the former Station 378 has been successfully turned over to the Robson community. AC Cesarek reported the drawings for the Fleet building has been submitted to Pima County for approval.

Vice-Chairperson Vette asked who was eligible for the Episeek screening.

AC Cesarek said the screening is available to all personnel, suppression and administration, who are 40 years of age or older.

Vice-Chairperson Vette asked who would be financially responsible for the new road in SaddleBrooke.

AC Cesarek responded SaddleBrooke will need to have some financial involvement. The District would pay for some, however, SaddleBrooke would need to foot the bill for the rest.

Board Clerk Outlaw inquired about the drone program mentioned in the Support Services' report.

AC Cesarek stated the program would be funded by a grant through the Department of Health Services (DHS). The District would partner with Oro Valley Police Department and it is called 'Drones For First Responders'. There are two fire stations that meet the requirements and would be perfect locations.

Chief Brandhuber added staff are working on the contract and it will be presented to the Board for approval.

- D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION'S REPORT – Assistant Chief Grissom said the academy is still going strong with twenty-four recruits. He also mentioned he is proud of the Professional Development staff for all their hard work. AC Grissom thanked Operations Support Supervisor Bravo, Deputy Fire Marshal White, and Applications Specialist Bela for their work on the transition from the National Fire Incident Reporting System (NFIRS) to the National Emergency Response Information System (NERIS) reporting system.



Chief Brandhuber thanked Fire Marshal Akins for all her work on the Canyon Del Oro (CDO) softball clubhouse.

## 8. REGULAR BUSINESS

- A. EXECUTIVE SESSION: THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(1) FOR THE PURPOSE OF DISCUSSION AND CONSIDERATION OF FIRE CHIEF BRANDHUBER'S EMPLOYMENT INCLUDING ANNUAL PERFORMANCE REVIEW

NOTE: THE CHAIRPERSON WILL CONFIRM CHIEF BRANDHUBER RECEIVED NOT LESS THAN 24 HOURS WRITTEN NOTICE OF THE EXECUTIVE SESSION

**MOTION** by Board Member Brady to enter executive session.

**SECONDED** by Board Clerk Outlaw

**MOTION CARRIED 4/0**

The Governing Board entered Executive Session at 9:49 a.m. for Items 8A and 8B.

Those who entered Executive Session included the Governing Board, Fire Chief Tom Brandhuber, HR Director Delong, District Attorney Aversa, and Board Services Supervisor Ortiz.

(Fire Chief Tom Brandhuber received the 24-hour notice of Executive Session.)

- B. EXECUTIVE SESSION: THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(3) FOR DISCUSSION OR CONSULTATION WITH THE ATTORNEY FOR THE DISTRICT REGARDING THE MEMORANDUM OF UNDERSTANDING (MOU) WITH NORTH TUCSON FIREFIGHTERS' ASSOCIATION LOCAL 3832

The Governing Board reconvened into regular session at 10:30 a.m.

*Vice-Chairperson Vette reminded those in attendance, Executive Sessions are confidential [pursuant to ARS §38-431.03(C)].*

- C. DISCUSSION OF THE GOLDER RANCH FIRE DISTRICT PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) FUNDING LEVEL

Chief Brandhuber stated Finance Director Christian prepared a presentation for the Board upon the request of Vice-Chairperson Vette.

Vice-Chairperson Vette said he asked for the presentation, with no expectation of immediate action, but rather for the Board's awareness of the District's current status of the Public Safety Personnel Retirement System (PSPRS) contributions.



Finance Director Christian explained the Arizona Public Safety Personnel Retirement System (PSPRS) Actuarial report is available to anyone on the PSPRS website. The most recent report he would be referencing, states on its cover page, "As of June 30, 2025, Contributions Applicable to the Plan/Fiscal Year Ending June 30, 2027". What this essentially means is that there is a two-year lag between when the actuarial is received and when the District sets its budget for the contribution rate. This disconnect is important because anything the District does, with respect to contribution rates for the District, will be applicable for the 2027 actuarial report.

Director Christian clarified that Tier 1 and Tier 2 employees are the only tiers the District has an unfunded liability. Tier 3 is fully funded for both the medical and pension. When referring to the unfunded obligation, it is essentially Tier 1 and Tier 2 employees collectively. The actuarial dated June 30, 2025, identified the District was 90% funded. The way it was derived was not by looking at the present value of the obligation, but by looking at the actuarial value of the obligation, the liabilities and assets, actuarially determined as opposed to the net present value of the obligation. If the present value (of benefits) (PVB) was shown, it would have been 73% funded. The total actuarial present value of benefits was \$152 million. The actuarial value of assets was shown to be \$112 million.

What was used to determine the contribution rate was the actuarial value. Director Christian declared the actuarial value was a bit of a mystery. He said, as an accountant, he dealt with present values and net present values by discounting values over time. Actuaries use a very different formula. The formula includes assumptions about life expectancy of beneficiaries, payroll, and all the factors that are involved in determining what the obligations look like. The metric the District used was the 90% funding status. He noted that it did drop from 93% the previous year. The 3% degradation in the District's funding status was broken down by the reconciliation provided in the report. Asset gains and losses were smoothed over seven years for Tiers 1 and 2. The return on market value of assets for the year ending June 30, 2025, was 11% for Tiers 1 and 2. On a smoothed, actuarial value of assets basis, the average return was 7.9% for Tiers 1 and 2. When the report referred to the liability experience, it referred to the payroll base and the liability experience itself. Director Christian reviewed a historical summary of rates and noted in 2022 the District sold bonds for \$22 million to pay towards its unfunded liability. The unfunded amortization changed from 12.94% to .29%. In 2021, the total pension contribution rate was 25.95%. In 2022, it was 13.87%. Since 2022, the unfunded contribution began to grow as the unfunded status began to grow. The 2025 contribution rate was 19.7%.

Director Christian explained a table that showed how each million dollars that would be contributed to the fund would affect the District's funding status. In September of 2025, under the direction of Chief Brandhuber, Director Christian transferred \$4.5 million to PSPRS. The \$4 million was residual money set aside from the sale of the Certificates of Participation (COP) bonds. He estimated that the \$4 million will



change the District's contribution rate from 19.7% to approximately 18%. This will change the District's funding status rate to approximately 92 to 93%.

**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 to the Governing Board. He stated, although the District finished the month 3% unfavorably, it was still within the 5% target. There is still one grant, the Staffing for Adequate Fire and Emergency Response (SAFER) grant, that needs to get closed. In terms of reports from the Treasurer's Office, the District has \$238,000 in Pinal County and \$28 million in Pima County for a total of \$29 million. For ambulance billing, suppression averages 22 transports per day. In January, there were a total of 688 transports. To-date there are no wildland fires to report.

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

**MOTION SECONDED** by Board Member Outlaw

**MOTION CARRIED 4/0**

**9. FUTURE AGENDA ITEMS**

The next regularly scheduled meeting will be March 17, 2026.

**10. CALL TO THE PUBLIC**

There were no public issues presented at this time.

**11. ADJOURNMENT**

**MOTION** by Board Member Shellenberger to adjourn the meeting at 10:51 a.m.

**MOTION SECONDED** by Board Clerk Outlaw

**MOTION CARRIED 4/0**

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Sandra Outlaw, Clerk of the Board  
Golder Ranch Fire District





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Jeremy North, Division Chief of Logistics

MTG. DATE: March 17, 2026

SUBJECT: APPROVE AND ADOPT RESOLUTION #2026-0003 TO DECLARE ITEMS AS SURPLUS AND DIRECTION TO STAFF TO SELL OR PROVIDE ITEMS TO NEIGHBORING FIRE DISTRICT OR EDUCATIONAL INSTITUTIONS

ITEM #: 6B

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, need, or have exceeded service life. The attached document(s) provides details of item(s) the district is seeking to surplus through public auction or sale of to a neighboring or local fire department or district. This agenda item(s) purpose is to request approval to classify the item(s) as surplus and to place them on a public surplus auction site and or approve direct sale. If unable to sell, the items may be disposed of properly. Approved motion will be facilitated at the direction of Division Chief .

### RECOMMENDED MOTION

If items remain on consent agenda:  
Motion to approve March 17, 2026, Consent Agenda.

If item is removed from consent agenda:  
Motion to adopt Resolution 2026-0003 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. 2026-0003

### **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 17th day of March 2026 at a duly noticed public meeting of the Golder Ranch Fire District Governing Board.

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Wally Vette  
Vice-Chairperson of the Governing Board  
of the Golder Ranch Fire District

ATTEST:

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

**Exhibit A**

Damaged computer screens, printer, and obsolete power supply items



Additional photo includes broken desk top phones for destruction





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: March 17, 2026

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

February 2026

## Fire Chief's Activities



- Attended Oro Valley Town Council meetings
- Presented the GRFD annual 2025 report to the Town of Oro Valley Council
- Attended Executive Leadership meeting with Town of Oro Valley
- Attended Town of Oro Valley Courthouse dedication
- Attended GRFD monthly Governing Board meeting
- Held weekly executive leadership team meetings (deputy chiefs, assistant chiefs, directors)
- Held several meetings to help the Canyon Del Oro girls' softball clubhouse get opened
  - Special thanks to Deputy Chief Akins for all her work on the project
- Held monthly Fire Chief Status update meeting
- Held monthly Arizona Ambulance Association meeting
- Held quarterly Pima EMS Council (PEMS) meeting
- Held several preliminary budget meetings
- Participated in two-day MOU discussions with Local 3832
- Participated in the recognition of a civilian CPR on a code save

- Attended recognition of crew, station 375 B-Shift for stroke care by Oro Valley Hospital
- Attended a Securis board meeting, the district's workmen's compensation carrier, as a member of the board of directors
- Attended Chief Executive Officer Program (CEOP) in Phoenix to participate in a panel discussion
- Attended the final day of a Struggle Well session to recognize those who completed the course
- Attended the Kuwait Liberation Day Anniversary at the Oro Valley Heroes Memorial with Ladder 375 and BC 380
- Participated in the Oro Valley Cup, a golf tournament to support Project Graduation for Amphitheater Schools. Actually, I was carried by AC Grissom, HR Supervisor Noland, and Captain Morales
- Various meetings with personnel
- Various policy discussion meetings

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## Thank You Correspondence/Commendations

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- A email was received thanking the following personnel: Captain Rene Sanchez, Engineer Anthony Rios, Paramedic John Baron, and Paramedic Joel Antista

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## Board Services

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Board Services Supervisor- Shannon Ortiz

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### **Results:**

100 % of records requests fulfilled within a statutory time frame (24/24)

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 February.

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 24 records requests for the month of February.

The breakdown is as follows:

Environmental Reports	-
Outstanding Code Violations/Inspection Report	1
Fire Reports	5
Incident Reports	1
Medical Records	16
Other	1

One-hundred and ninety fingerprint appointments were conducted in the month of February.

**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 2026.

Board Services anticipated 30 boxes of records would be destroyed in 2026.

Board Services held three team meetings planning for the Second Annual Administrative Professionals' Training for Fire Agencies in Pima and Pinal Counties during the month of February. GRFD received 100% positive feedback from the attendees throughout the counties last year. Board Services is thankful for the Fire Chief's and Governing Board's support for the ability to host another one this year. It is scheduled for Wednesday, April 29<sup>th</sup>, 2026.

On Wednesday, February 11<sup>th</sup>, 2026, RS Wong attended the Arizona Municipal Clerk's Records Management Training for a presentation by the Arizona State Library, Archives, and Public Records. The State informed agencies of their updates.

Records Specialist Wong would like to express her gratitude to all the departments/divisions that have scheduled their Annual Records Retention meeting. During this meeting, RS Wong will review each department's/division's records with the most updated Records Retention Schedule set forth by the Arizona Secretary of State Library, Archives, and Public Records Division so that GRFD personnel are aware of the statutory requirements for retaining records.

# Human Resources

Allison Delong, HR Director

## **HR Program Metrics for Strategic Plan and Budget: 7/1/2025 – 3/1/2026**

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

<b><u>CATEGORY</u></b>	<b><u>METRIC DESCRIPTION</u></b>	<b><u>FISCAL YTD</u></b>	<b><u>GOAL/REFERENCE</u></b>
<b>RESULTS</b>	Retention Rate	96%	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%
<b>OUTPUTS</b>	# of medical leave cases handled	39	35
	# employee internal and external recruitments conducted	17	10
	# of candidate applications reviewed	967	750
	# of light duty assignments coordinated	12	TBD
	# of workers comp cases in process/processed	33	TBD
	# of Personnel Action Forms processed	339	TBD
	# of qualifying events administered	28	TBD
	# of new hires oriented	38	14
	# of spark hire video interviews reviewed	400	TBD
	# employee benefits plans administered	29	29
	# of policies reviewed and/or updated	92	TBD
	# of job descriptions reviewed and/or updated	35	TBD
	# of pre-employment steps coordinated	390	TBD
	# of hours HRG spends conducting in-person interviews	64.5	TBD
<b>DEMANDS</b>	# 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 due annual review	4	TBD
	# of hours anticipated to be spent in interviews	60	TBD
<b>EFFICIENCIES</b>	\$ program expenditures per GRFD employee	TBD	TBD

### **Recruitments:**

- Systems Specialist – new hire James Loftis started 2/23
- Facilities Maintenance Technician – in process, receiving applications
- IT Services Director – in process, receiving applications

### **Document Locator:**

- This project is still in process.
  - We are currently identifying the various document types that will be housed in Document Locator and assigning records retention rules that coincide with personnel records. All HR team members will receive training on how to properly navigate the system to ensure consistency.

### **Standard Operating Procedures:**

- This project is still in process.
  - HR has been working on creating SOPs for all our procedures. These SOPs cover all functions that we oversee including but not limited to recruitments, benefits administration, policy management, and employee relations. This project helps ensure consistency throughout our processes and is available to all team members should someone be out of office.

### **Policies:**

- Policies/Procedures ready for approval by GRFD Governing Board:
  - District Use of Social Media (policy 712)
  - Retirement Plans (Policy 1046)
  - Discriminatory Harassment (Policy 1011)
  - Military Leave (policy 1040)
  - Performance Evaluations (Policy 1001)
  - Recruitment and Selection (1000)
  - Conduct and Behavior (Policy 1012)
- Policies/Procedures ready for approval by Executive Leadership Team/Leadership:
  - Public Alerts (708)
  - News Media and Community Relations (320)

**Employee Recognitions:**

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

<b>Employee Name</b>	<b>Hire Date</b>	<b>Years of Service</b>
BROWN, JOE	03/10/2008	18
BURRISS, DAVID FRANCES	03/10/2008	18
CHAVEZ, ANTHONY F	03/10/2008	18
CREVISTON, KASON LEE	03/10/2008	18
ELLIS, SCOTT ELSTON	03/10/2008	18
KROGER, ADAM JAMES	03/10/2008	18
NEWBURN, DARRELL	03/10/2008	18
SANCHEZ, RENE R	03/10/2008	18
SCAFEDE, BRYAN NICHOLAS	03/10/2008	18
BISHOP, JAKE AUSTIN	03/05/2018	8
BONILLA, MATTHEW DAVID	03/05/2018	8
BOYD, GEORGE ARNOLD	03/05/2018	8
CAMPBELL, KYLE RAY	03/05/2018	8
DEADMAN, DAVID AARON	03/05/2018	8
DRURY, TYLER STEVEN	03/05/2018	8
FERNANDEZ, ARMANDO RODRIGUEZ	03/05/2018	8
GRETТА, JAMES ADAM	03/05/2018	8
LOPEZ, JACOB THOMAS	03/05/2018	8
RIOS, ANTHONY RAYMOND	03/05/2018	8
ROEMER, PATRICK WILLIAM	03/05/2018	8
SELBY, DAVID J.	03/05/2018	8
BELA, ARTAN	03/09/2020	6
ROSS, MICHAEL J	03/28/2022	4
HOLLAND, KEITH ERIC	03/27/2023	3
WONG, JENNY ZHEN	03/29/2023	3

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**From:** [Delong, Allison](#)  
**To:** [HR Team](#)  
**Subject:** FW: Thank You  
**Date:** Tuesday, March 3, 2026 8:20:17 AM  
**Attachments:** [image001.png](#)  
[grfd\\_59e4075e-52f5-4de4-8a52-778cf505d9a0.png](#)  
[facebook\\_32x32\\_85c11dc1-b676-4fe5-97ac-67c17eec357e.png](#)  
[instagram\\_32x32\\_2a7e1e5c-94c7-4538-abe3-1df1b681874e.png](#)  
[x\\_32x32\\_4ebbdda7-18d2-4d79-9e5a-d9592863cd3b.png](#)

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Please place in each employee's file – and in board report folder. Thanks

**Allison Delong**  
*Director of Human Resources*



**Golder Ranch Fire District**  
**Office:** 520.825.9001 **Cell:** 520.345.2786  
1600 E. Hanley Blvd., Oro Valley, AZ 85737  
[adelong@grfdaz.gov](mailto:adelong@grfdaz.gov)  
**CAI and CAAS ACCREDITED AGENCY**  
[www.grfdaz.gov](http://www.grfdaz.gov)

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**From:** [REDACTED]  
**Sent:** Tuesday, March 3, 2026 8:01 AM  
**To:** Brandhuber, Thomas <[tbrandhuber@grfdaz.gov](mailto:tbrandhuber@grfdaz.gov)>; [kpeterson@orovalleyaz.gov](mailto:kpeterson@orovalleyaz.gov)  
**Cc:** Justin Gorospe <[Justin.Gorospe@peoriaaz.gov](mailto:Justin.Gorospe@peoriaaz.gov)>; [REDACTED]  
**Subject:** Thank You

Good morning,

[REDACTED] I am writing to express our sincere gratitude for the police officer and fire-medical crew who assisted [REDACTED] on the [REDACTED] [REDACTED]

[REDACTED] fell while crossing [REDACTED] [REDACTED] A nearby officer immediately secured the scene by blocking traffic, ensuring her safety before helping her off the road. Recognizing she may have been injured, the officer promptly requested EMS.

The responding fire-medical crew was exceptional. [REDACTED] that they were professional, kind, and thorough in their assessment. Though she declined transport, she greatly appreciated their offer to contact family and their overall supportive demeanor.

[REDACTED], she is doing well. [REDACTED] [REDACTED] are incredibly grateful for their quick action and compassion. Please ensure this commendation is shared with the individuals involved and whomever else you see fit.

Below I have included the names of the PD officer and fire-medical crew.

**PD Officer Dave Pacino**  
**Captain Rene Sanchez**  
**Engineer Anthony Rios**  
**Paramedic John Baron**  
**Paramedic Joel Antista**





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Eric Perry, Assistant Chief of Community Risk Reduction

MTG. DATE: March 17, 2026

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

*February 2026*

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## Assistant Chief's Activities

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- Chief Wilson will provide a demonstration of the Nymbbl Fall Prevention application that we are rolling out.
- Much of this month has been spent on budgeting. Due to the delay with the salary survey numbers, we have had to modify our original budgeting schedule a bit. In addition, we have met several times to work on decisions to fine tune our budget to better support more detailed reporting to support budget managers.
- Early in the month, I was able to attend a course titled FLSA for Fire Departments in Houston, Texas. This is a great course with excellent information of some of the nuance associated with the FLSA requirement for paying firefighters.

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## Community Education, Engagement & Risk Reduction

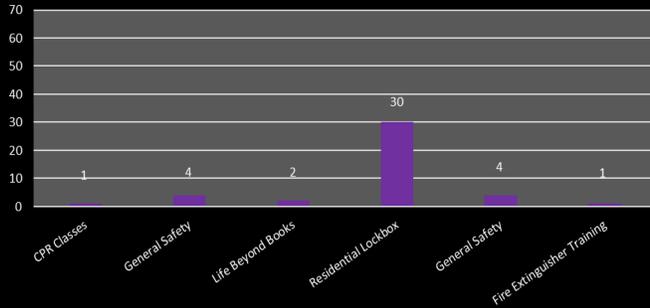
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Deputy Chief of Community Risk Reduction – Mark Wilson

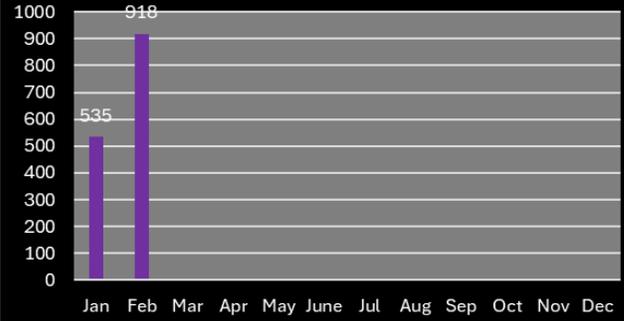
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- Community Risk Reduction attended several events in February, including: Life Beyond Books events that targeted CPR, AED familiarization, tourniquet application, and fire extinguisher use, to name a few.
- GFD's Special Operations station attended an event with the SaddleBrooke Hiking Club and did a great job explaining a variety of safety tips when going on hikes.
- Community Resource Technicians stayed busy in February and are starting to see an increase in snake calls due to the warm weather.

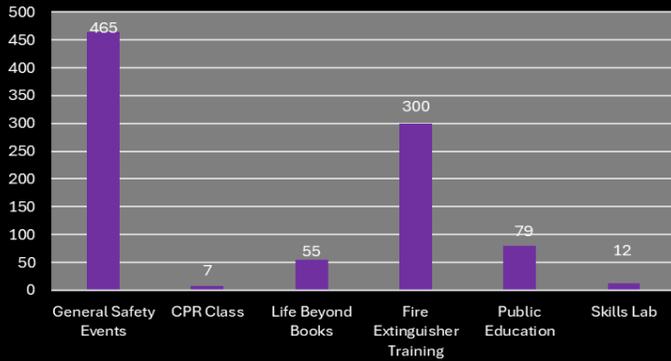
### CRR Activities February 2026



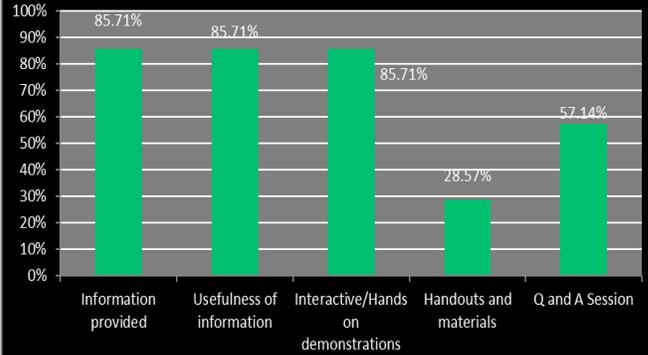
### Total Participants: 2026



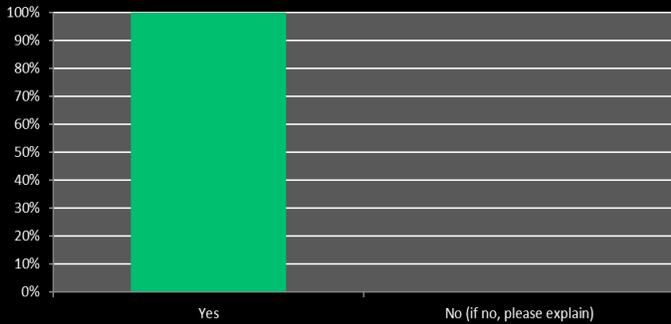
### Number of People in Attendance February 2026



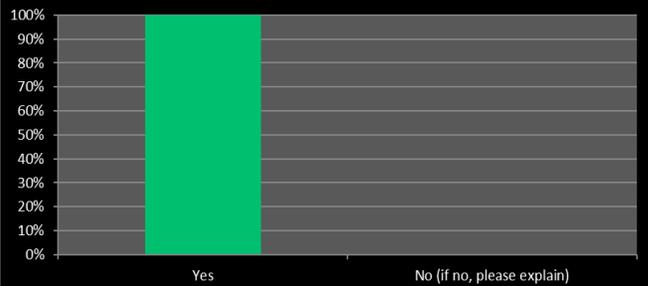
### Which aspects of the event did you find most beneficial? (February 2026)



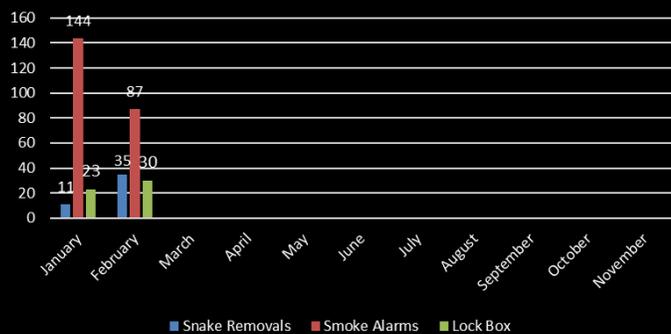
### Are you satisfied with the community education service you received (February 2026)



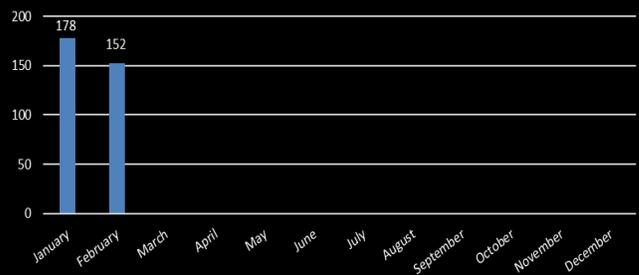
### Was the information provided valuable in recognizing and minimizing potential life safety risks (February 2026)?



### CRT Response Types 2026

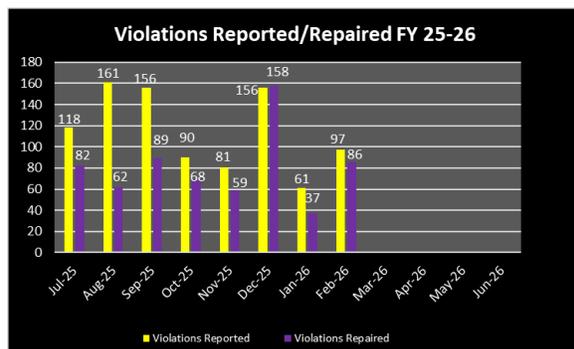
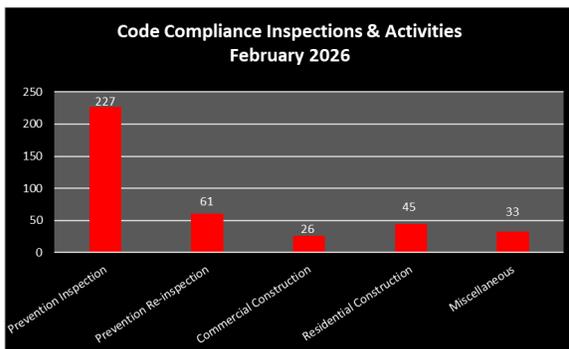
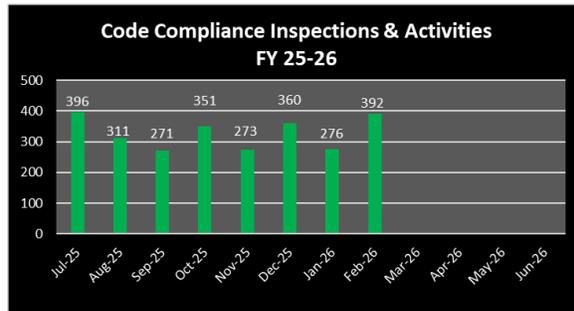
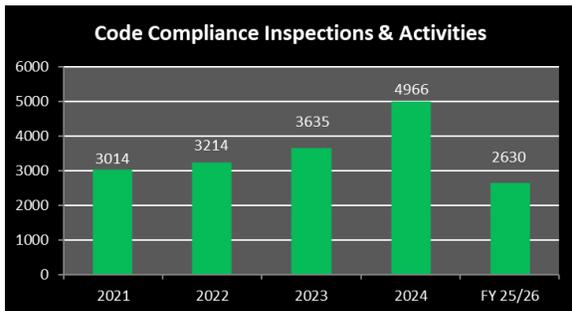
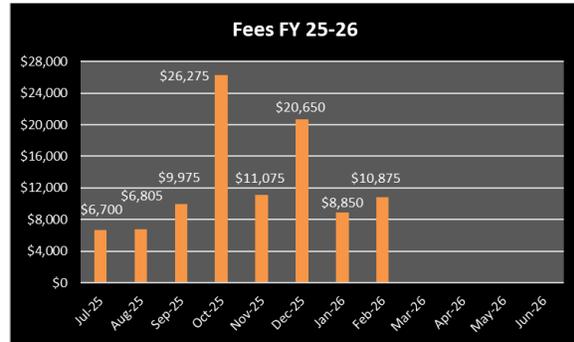
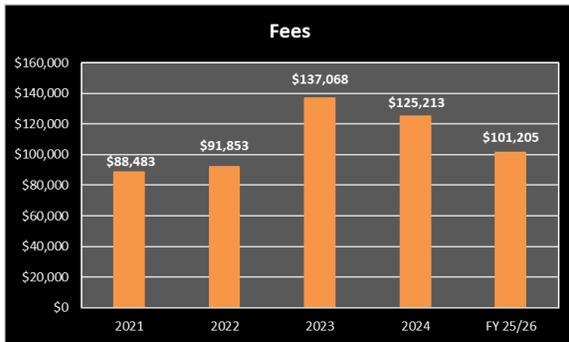
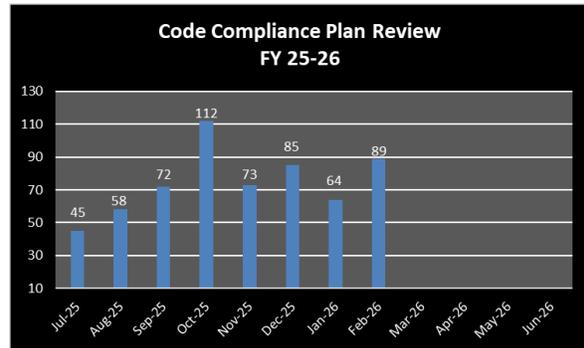


### CRT Calls 2026



		<b>DEMANDS (FULL YEAR)</b>	
		50	#Of WL billings expected to be required
		1,500	#Of EMS memberships expected
		5,000	#Of transports processed/biller
		8,060	#Of payroll payments expected
		10,200	#Of vendor payments expected
<b>Base Line</b>	<b>OUTPUTS (MO)</b>	<b>OUTPUTS (YTD)</b>	
50	-	22	Wildland billings provided
1,500	20	1,495	EMS memberships provided
1,667	420	3,424	#Of transports processed/biller
3,400	312	3,647	Vendor payments provided
500	14	206	Employee payments provided
<b>Base Line</b>	<b>RESULTS (MO)</b>	<b>RESULTS (YTD)</b>	
1%	0.16%	0.20%	% of retro payments out of total payroll payments
100%	90%	95%	% Vendor Payments accurately paid within 30 days of invoice date
75%	36%	36%	% Transports billed within 14 days of date of service.
YES	YES	100%	% Months that actual to budget reports are delivered by the second Tuesday of the following month.
100%	NA	100%	% Outside auditor opinion that results in an “unqualified opinion”.
<b>Base Line</b>		<b>Efficiencies (FULL YEAR)</b>	
2.00%		1.49%	Net finance department expenditures as a ratio of district budget
\$ 20.00		\$ 10.66	Net cost per ambulance transport billed

Performance Measures:



- % fire prevention inspections completed FY 25-26 = 58%
- % 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 = 31
- # of training hours completed year to date for ISO = 82 (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
Mt. Shadows Pres. Church Cell Dialer 3201 E Mountaineire	Safeway T.I. 12122 Ranch Vistoso	Boot Barn T.I. 10805 N Oracle	Havn Plunge Restore T.I. 3605 W Cortaro Farms Ste 145	Hand and Stone T.I. 7918 N Oracle
Dr. Kiyon RAD T.I. 15883 N Oracle Ste 101-105	Shell Building T.I. 12490 N Rancho Vistoso	Walmart T.I. 2150 E Tangerine	Goodwill T.I. 2990 W Ina Rd	Sierra Pacific Windows T.I. 7330 N Oracle
Stone Canyon Blasting Phase 7 & 8	Anytime Fitness T.I. 10540 N La Canada	Tee Box T.I. 11835 N Oracle Ste 117	Persian Room Storage T.I. 9290 N Thornydale	Tucson Federal Credit T.I. 7216 N Oracle
Vistoso Dental T.I. 2512 E Vistoso Commerce Loop	La Hacienda T.I. 11931 N 1st Ste 104	Public Storage 11274 N Oracle	St. Mark's Chapel/Preschool 2727 W Tangerine	OOROO Automotive T.I. 210 W Magee
Shell Building 16229 N Oracle	The Art of Nails T.I. 11931 N 1st Ste 102	Quick Trip Hood System 11045 N. Oracle	Landlord Improvement 7350 N La Cholla	Saffron Bistro Patio T.I. 7607 N Oracle
OV Police Department T.I. 13101 N Oracle	Harn Legacy PLLC T.I. 1806 E Innovation Park	Chili's F.A. 11065 N Oracle	St. Elizabeth Ann Seaton F.A. 8650 N Shannon	Cottonwood Plaza Restaurant T.I. 7252 N Oracle
GRFD Professional Development 3845 E Golder Ranch Rd	Shell Buiding F.A. 12470 N Rancho Vistoso	Bath and Body Works T.I. 10565 N Oracle	Beautiful Savior F.A. 7570 N Thornydale	Oleta Care Home 7235 N La Oesta
<b>Received Final Inspection</b>	Shell Building F.A. 12152 N Rancho Vistoso	Jimmy Johns T.I. 9660 N Oracle	Circle K T.I. 3712 W Cortaro	Petcare LLC T.I. 7861 N Oracle
OV Hospital F.A. 1551 E Tangerine	OV Assisted Living Main 12380 N Vistoso Park	Mountainside Fitness T.I. 11935 N Oracle	Fry's F.A. 3770 W Ina	St. Odelia F.A. 7570 N Paseo Del Norte
BMO Bank T.I. 1171 E Rancho Vistoso	Stone Canyon Clubhouse F.A. 14250 N Hohokum Village	Surf Thru Car Wash and Solar 11595 N Oracle		CDO High School F.A. & Dialer 25 W Calle Concordia
	Desert Drifter 10335 N La Canada	Happy Joes T.I. 11695 N Oracle Rd		Extra Space Storage 8750 N Oracle
	Gateway @ Vistoso Apts. 945/955 W Vistoso Highlands	Catalina Eye Care T.I. 10281 N Oracle		
	Naranja Prof. Park Bldgs 1,2,3 1440 W Naranja	Ironwood Dermatology T.I. 10281 N Oracle		
	OV Assisted Living Casitas 12380 N Vistoso Park	Holiday Inn Express T.I. 11075 W Oracle Rd		
		Encantada at OV Apts. 1730 E Tangerine		
		Shell Building 10281 N Oracle		
		Pain Institute of AZ Surgery 365 E Linda Vista Ste A		
		Pain Institute of AZ Clinic 365 E Linda Vista Ste B		
		Workout Anytime T.I. 11975 N Oracle		
		Complete Canine T.I. 10140 N Oracle		
		Life Storage - Solar Panels 11061 N Oracle		
		Sigma Technologies F.A. 10960 N Stallard		

## Fire Marshal Akins

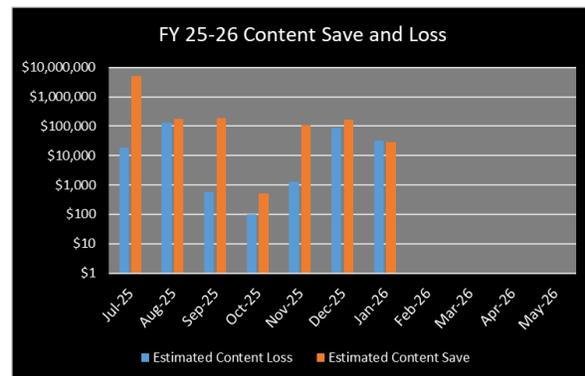
- Attended the Arizona Fire Marshal Association Legislative Working Group meeting
- Attended the AFCA/AFDA Wildfire Insurance Sub-committee meeting
- Attended re-occurring meetings to include Arizona Fire District Association, Oro Valley Pre-construction, Development Review Committee, Traffic Safety, Town Council, Joint Fire Investigations, Fire Chief Status, Executive Leadership, Southern Arizona Fire Marshal Association, Arizona Fire Marshal Association, and Fire Prevention Staff

## Education/Committees/Training Activities

- DFM White attended the ICC Educode conference
- DFMs and Inspectors attended the Joint Fire Investigation meeting with NWFD, OVPD, MPD, PCSD, and PCAO
- Inspector Helvig attended a Wildland/Vehicle Fire Investigation course

## GRFD Fire Investigations

Estimated Property Loss	Estimated Property Save	FY 25-26	Estimated Content Loss	Estimated Content Save
\$682,650	\$12,079,667		\$269,950	\$5,590,882



\*No property or content loss in February

- On February 3, 2026, 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: March 17, 2026

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

*February 2026*

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## Assistant Chief's Activities

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- Continuation of projects was the highlight of the month; bid process for a contractor at the Quasar project, site walks and designing to the fleet and training projects.
- Budget work consisted mainly of planning for capital improvement projects
- Conceptual plan on capital improvement to forecast apparatus replacements and sinking funds to spread out budget impact
- Logistics work to set up a location for the labor leadership retreat and MOU discussions, excellent time spent with everyone
- Review of the 373 site completed for a new flag pole location to support the request from Crown Castle. This is to allow for upgrades to the cellular tower
- New Ford Explorers in service after our fleet team completed the installation of light and siren packages. These new vehicles allowed for a rotation of vehicles to support other missions within the district such as the CRT program
- Working with direct reports regarding family of measures and adjustments needed to report more functional measures
- Assisted with hiring processes for IT and Finance, excellent people added to the respective teams
- Attended Town of Oro Valley meeting to support our district services presentation, great job to everyone who worked on that project

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## Facilities Maintenance Activities

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### **Facilities Maintenance Team:**

- Capital requests and additional facilities technician proposed for approval.
- Facilities module active for 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 construction evaluation and discussion on needs. Contractor selected in addition to working with Seaver Franks for architectural design needed to obtain permitting for the facility remodel.
- Request for bids from contractors on Station 373 extractor improvement plan.
- Capital project plan and scheduling. HVAC replacement with all units at Station 372 installed and operational.
- Submitting Capital project requests for replacement of (1) HVAC unit at 3885 Admin, also requests for roof recoat at Station 370 and 3885 Admin.

- Continued discussions and quotes from Hiller Systems for proposal of fire alarm system improvements and monitoring. Currently providing repairs to systems from 2025 inspections.
- Continued work on surplus processing. PD Classroom 2, Oracle Junction storage and HR room at 3885 in the system. Working on processing items to surplus site.
- Continued progress on implementing full capacity of OplQ for tracking, recording and forecasting all maintenance and repair on all GRFD assets.

*All information adjusted this month for the fiscal year, had been tracking calendar.*

### **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: **525 YTD (48 in January)** Expected: **400 YTD**
- number of monthly station inspections completed: **10**

### **Demands**

- Number of service tickets expected to be requested (monthly): **65** (525/8 average per month YTD)

Expected tickets per month: **50**

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## Fleet Maintenance Activities

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### **Fleet Maintenance Team:**

- Jesus attended Cummins engine overhaul training in Avondale.
- New FORD Ranger was assigned to Supply/Logistics
- Ladder truck annual testing and non-destructive testing is complete.
- 3 of the 6 Explorer's are in service. Great job Johnathan on radio and light package installation!
  - Fleet outputs:
    - Closed work orders YTD: **1196** Expected: **1760**
    - Billed Labor YTD: **3323** Expected: **3280**
    - % of NFPA annual inspections: **62%** Expected: **70%**

### **Procurement and Fire Supply Team:**

- FireCatt annual hose and ladder testing complete, surplus hose being distributed throughout district
- SCBA bottle and pack inventory, tracking and recording in progress
- Progressive development and usage of OPIQ tracking system, recategorization and organization of inventory for improved asset and consumable management.
- Continual work with Facilities for the implementation of the Facilities module in OpIQ. All stations and assets being uploaded and recorded for budget management. Will be a continued progression assignment.
- Update of PPE tracking and deployment (suppression and supply), utilizing barcodes and scanner enhancement to expedite the process. Master recording sheet being released to operations to update and manage all assigned assets.
- Continued work on supply request process is changing with the implementation of procurement process, system and distribution of requested consumables. Working with OpIQ on capability to input photos for reference. (Will be a continuous process with education and timely deployment). Weekly request memo sent and is fully functional and still operating efficiently.
- Continued work on change in cleaning solutions and mapping new SDS (Safety Data Sheets) with Fleet Maintenance and the Health and Safety Division. All products digitally resourced and provided through digital format.

*All information adjusted this month for the fiscal year, had been tracking calendar.*

### **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: 295 YTD** (36 in February with addition of procurement process and ticket requirement)

### **NEW ENTRY**

**\*\* Station supply requests are included on this report. Ability to track request created (see below)\*\***

**YTD: 218 total request, these are individual tickets each consisting of multiple items and quantities**

## **Demands**

- Number of service tickets expected to be requested: **37** (average per month YTD)-more to be projected with implementation of procurement process. (Projected: 50)
- Number of innovative new product evaluations expected to be requested: **2-4**

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## **Health and Safety**

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### **Health and Safety Team:**

- DV Charnoki, BC Goodrich, and Captain Davidson completed the Struggle Well course during the week of February 16. Captain Marquez served as one of the guides for the class and did an excellent job presenting the material. He effectively encouraged participants to engage and lean into one another
- Receiving bids on an air quality study at each of our fire stations and fleet center to review the amount of diesel particulates potentially contaminating the air

### **RESULTS**

- % employees who do not experience documented injuries – **91%** (15 claimed injuries documented with HR, **14** injuries documented in Supervisor Report of Injury (SRI) with no further medical attention needed for a combined total of **29** injuries reported from July 1, 2025 – February 28, 2026).
- % employees who engage with mental health consultation services – **6.1%** from January 1, 2025 - December 31, 2025.
- % district members who complete their annual physical for FY 25/26 – Quarter 1 members (January, February, March) currently completing. Quarter 2 members (April, May, June). **97%** of Quarter 3 members (July, August, September). **91%** of Quarter 4 members (October/November/December)
- # 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 February.
- # peer support sessions conducted – **14** – Total sessions reported from July 1, 2025 – December 31, 2025.
- # safety education sessions provide – **0** for the Month of February.

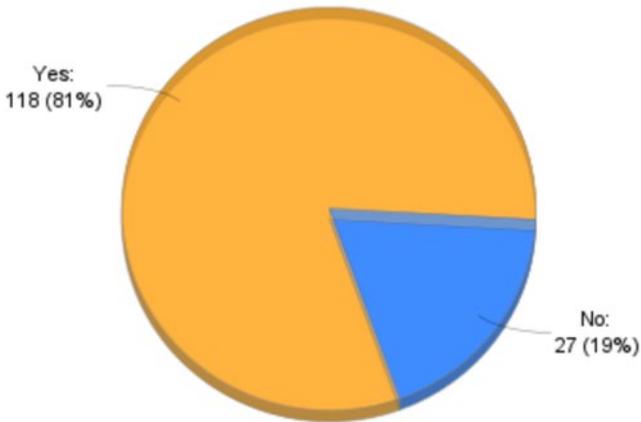
Technology team strategic budget metrics highlights

February ticket volume: 163



Number of tickets closed within the service level agreement (SLA) guidelines. (Target is 85% compliance)

P4 - Low Tickets by Adherence to SLA



Number of GIS Projects completed this month = 18

Network and server availability for the month = 99.97% (Target is 99%)

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## IT Applications Activities/Projects

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- The applications group has been reviewing and evaluating new software options that will train and assist users to identify and report malicious or fraudulent email attacks. (also known as phishing campaigns)
- After much hard work, the project to update and refresh the look of the Golder Wellness website is nearing completion. The website is currently pending final review and approval.
- The applications group has assisted with a request for providing the Abila software to select Human Resources users.
- Assisted Board Services to ensure compliance with new ADA legislation requiring the district to provide closed captioning on board meeting video on demand, ahead of the April 26<sup>th</sup> 2026 deadline.

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## IT GIS Activities/Projects

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- Map requests and data information for the Town of Oro Valley slide presentation by Fire Chief Brandhuber, Assistant Chief Cesarek, and Community Relations Supervisor Camarillo to show 2025 incidents, GRFD stations, boundaries, and statistics.
- Collaborated with our Environmental Systems Research Institute (ESRI, aka our geographical information systems (GIS) software) team to help us grow and improve our GIS through data integration with ImageTrend and DataMart.
- Worked on routing issues reported by crews and building number visibility issues to show up on the Mobile Data Terminal (MDT) as well as testing the February map changes for the successful map roll out on February 17
- Hydrant inspection season kick-off; collaboration with Deputy Fire Marshal White, NWFD Sr Analyst Johanna Krauss, and all Golder fields crews to inspect all 4,718 fire hydrants within our fire district; currently 25% completion.

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## IT Systems Group Activities/Projects

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- The systems group would like to welcome our new System Specialist James Loftis.
- Responded and mitigated an issue that affected the MDTs (mobile data terminal) in the field. An update from the dispatch system was pushed out that caused issues with GPS (global positioning system). The team responded quickly to identifying the issue, developing a solution and pushing that out to all district vehicles restoring GPS functionality. After action investigation was carried out with City of Tucson staff to help prevent future occurrences.



### Strategic Initiatives

#### District Visibility & Community Presence

- Launched Community Survey through digital platforms, newsletters, and ad placements in Explorer.
- Promoted Safety First Saturday and Local 3832 Archery event on digital platforms.
- Participated in professional and community partner meetings, including:
  - Oro Valley Town Council GRFD 2025 Year in Review presentation
  - Tucson Local Media
  - Optimist Club meeting regarding Drug Awareness Day
  - Oro Valley Chamber Women in Leadership Committee
  - Oro Valley Chamber Board meeting
  - La Posada Oro Valley Chamber event
  - Arizona Information Officer Association mentorship program
- Supported internal communications through updated Dashboard messaging including hydrant inspections information and upcoming district/community events.

## Public Relations

### News Coverage

- Managed media response and public information for incidents including:
  - Kold News request 2650 W Ina Rd. Automatic aid response in Northwest Fire District's jurisdiction.
  - Kgun 9 News possible house fire not in our jurisdiction. Directed media to Rural Metro.
- District social media content was referenced or showcased across multiple digital news platforms.



## Social Media Strategy

### Featured Content

- Hiker rescue on Sutherland Trail at Catalina State Park
- Paramedic graduation
- Ladder 375 A Shift assisting stranded motorist having car troubles
- Firefighter of the Year recognition by Oro Valley VFW Post 12222
- Facilities Maintenance Technician recruitment
- Happy Valentine's Day from the District
- February Governing Board meeting highlights
- Bystander CPR recognition
- Retirement of Firefighter Michael Muirhead

## Ongoing Communications

- Published digital public safety announcements on heat safety, Super Bowl grilling safety, responsible celebration, and CPR training.
- District achievements, including employee spotlights, years of service recognitions, promotions, Code Saves, and emergency responses.

## **Social Media by the Numbers**

### Facebook

- Views: 248,300
- Posts: 32

Top Post: Retirement post for Firefighter Michael Muirhead

### Instagram

- Views: 93,000
- Posts: 28

Top Post: Happy Valentine's Day showcasing branded cards

### X

- Posts: 16
- Impressions 6,000 (Times post was seen on X)

Top Post: Ladder 375, A-Shift stopped to assist a stranded motorist having car troubles.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

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

MTG. DATE: March 17, 2026

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

*February 2026*

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## Assistant Chief's Activities

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- Recognized outstanding EMS performance by LD375 and PM377 crews after Oro Valley Hospital acknowledged their stroke response that achieved a 30-minute door-to-TNK time, surpassing the hospital goal of 45 minutes. Community members who initiated CPR during a September cardiac arrest were also recognized with Code Save coins.
- Attended and supported the Pima Community College paramedic graduation, recognizing four GRFD members who successfully completed the program and achieved National Registry certification.
- Provided oversight of EMS operations and system improvement efforts, including collaboration with billing on patient care report QA, participation in regional EMS coordination meetings, and supporting the district receiving the AZDHS Treat and Refer designation.
- Continued oversight of training and professional development, including preparations for the Academy 26-1 EMT class, updates to the Paramedic Task Book, and monitoring recruit academy and district training progress.
- I am extremely proud of GRFD crews for their response to multiple recent fire incidents, demonstrating exceptional professionalism, teamwork, and dedication to protecting our community while maintaining safe operations.
- Attended the 2026 Safety Day and Jose Samaniego Memorial BBQ, both of which were excellent events. CRR staff and Local 3832 did an outstanding job organizing and supporting these community and memorial activities.

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## EMS

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### Recognition

- Crews from LD375 and PM377 B shift were recognized by Oro Valley Hospital for their treatment and alerting while responding to a patient suffering a stroke on January 26th. Their efforts resulted in a door to TNK administration of 30 minutes. Oro Valley Hospital's goal door to TNK is 45 minutes. Great work Captain Randy Cramblit, Engineer Pettit, Paramedics Camden Garcia and Kyle Campbell, and Firefighters Bruland and Flood.



- Congratulations to Golder Ranch Fire District's newest paramedics! Victor Campos-Cerna, Westin Clausen, Jonathan Higgins, and John Savage completed a rigorous six-month program at Pima Community College. Graduation was held on February 19<sup>th</sup> and all four were successful at their national Registry exams.



- We were able to catch up with some of our community members who witnessed a cardiac arrest in September 2025. They began CPR and called 911. GRFD crews quickly achieved ROSC thanks to their actions. It was great to catch up and present them with our Code Save coins.



### **EMS Training**

- Staff attended paramedic graduation.
- Staff participated in the regional integration class for our new paramedics.
- Staff continued preparations for the Academy 26-1 EMT class.
- Paramedic Muscarella completed revisions to the Paramedic Task Book and submitted them to medical direction for review.

### **EMS Team**

- EMS staff met with billing to collaborate on improving initial PCR QA.
- Staff participated in the following regular meetings:
  - GRFD EMS and CQI
  - GRFD leadership meetings.
  - SAEMS meetings.
  - EMS ROC
- DV Taylor attended CEOP week one, hosted by Scottsdale Fire.

- AZDHS awarded GRFD with Treat and Refer designation.



## 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.

### Results

% EMS calls for service where the turnout time is 1:15 or less. **81%**

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 = 11.2; Rural = 16.

Maintain wall times (arrival at hospital to transfer of care) at the 90<sup>th</sup> percentile to 45 minutes or less. **30:13**

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) **48%**

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

% stroke responses where EMS performance benchmarks are met. 98%

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

% of surveyed respondents are satisfied with the service received from EMS response. **Survey recommendation submitted for approval.**

**Outputs:**

The number of EMS responses provided. 945

The number of ambulance transports provided. 579

**Demands:**

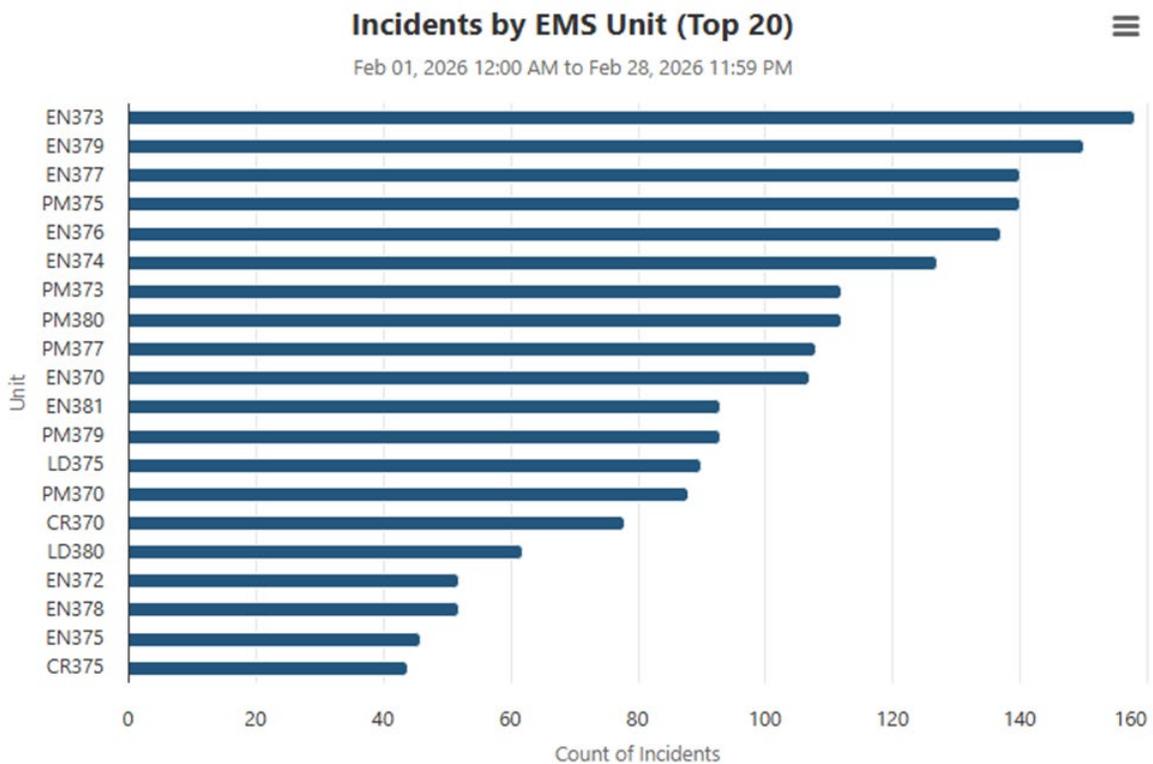
The number of EMS responses expected to be requested. 942

The number of ambulance transports to be requested. 538

**Efficiencies:**

EMS program expenditure per total number of EMS responses. \$540 FY2425

EMS program expenditure per capita. \$63 FY2425



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## Professional Development

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### Courses/Training:

- o RTA 26-01 Activities and accomplishments for the month of February:
  - o Jones and Bartlett Learning (JBL) Fire Fighting:
    - ♣ Midterm Exam: Ch. 1,3,4,5,6,7,10,11,12, 13,14,15,17,19,20
  - o Vector Solutions:
    - o OSHA assignments
- o Practical Skills and Evolutions:
  - § PPE:
    - o Turn Out: Donning and Doffing
  - § SCBA's:
    - o Inspections
    - o Donning and Doffing
    - o Practical Skills stations
  - § EMS Patient Assessments
  - § Ropes and Knots:
    - o Clove Hitch
    - o Bowline
    - o Becket Bend
    - o WaterKnot
    - o Half Hitch
    - o Figure 8:
      - o Bend and Bight
  - § Water hydrants:
    - o Water Supply
    - o Forward lay
  - § Hose Deployment
    - o Attack Packs
    - o Transverse
    - o 2.5" Hose deployment
    - o Ram XD
    - o Deck Gun
  - § Ladders:
    - o Inspections
    - o Deployment
    - o Hoisting
  - § Daily PT

- § Fire Behavior:
  - Reading Smoke Class from Captain M. Peru
  - “Doll-House” burn demonstration
- § Forcible Entry:
  - Inward/Outward facing doors
- § Search Techniques:
  - Survival Course
  - Rescue drags
  - Maydays
  - Ladder bail techniques
- § Ventilation:
  - Horizontal & Vertical Ventilation
  - Pitched Roof/ Flat-Roof operations
- § Vehicle Extrication:
  - Vehicle Stabilization
  - Proper use of Hurst Extrication Tools:
    - Spreaders
    - Cutters
    - Ram





## 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.

## February 2026 Results

- 0% completion rate on Firefighter ISO training.
- 0% completion rate on Engineer ISO training.
- 0% completion rate on Officer ISO training.
- 63% completion rate on all district-required annual Administration OSHA training
- 60% completion rate on all district-required annual Community Resource Technician OSHA training
- 67% completion rate on all district-required annual Fleet, Logistics, and IT OSHA training
- 32% completion rate on all district-required annual Suppression and FLS OSHA training
- 7% completion rate on all district-required annual Supervisor Administration OSHA training
- 0% completion rate on all district-required annual Supervisor Fleet, Logistics, and IT OSHA training
- 14% completion rate on all district-required annual Supervisor Suppression and FLS OSHA training
- 0% completion rate on all district-required annual Wildland Refresher Training
- 0% completion rate on all district-required annual Physical Agility Evaluations.
- 0% completion rate on all district-required annual VFIS Refresher training.

- 0% completion rate on all district-required annual Ropes Ops/Tech Refresher training.
- 0% completion rate on all district-required annual Swift Water Ops/Tech training.
- 0% completion rate on all district-required annual Hazmat Refresher training.
- 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**

## Output

- 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.**

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## Honor Guard and Pipes & Drums

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### **Honor Guard had 1 event for the month of February:**

- 2/13 Monthly meeting: Team

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## Special Operations

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### **Results**

- 0% of Special Operations responses resulted in injuries or loss of life to GRFD personnel.
- The Special Operations Team Members completed an average of 1.5 hours of Hazardous Materials Training per person this month.

- The Special Operations Team Members completed an average of 3.5 hours of Technical Rescue Training per person this month.
- 65% available budget

### **Monthly Response Highlights**

- GRFD crews assisted PCSO Search and Rescue at Catalina State Park when they air lifted an injured hiker out of the Catalina Mountains. GRFD crews set up a landing zone and then assumed patient care once the patient was transferred to them.
- The Special Operations Team responded to a hiker rescue at Romero Pools in the Catalina State Park. A team of three Special Operations Members hiked to and made contact with the patient, ultimately assisting them down the most rugged portion of the trail. They then utilized UTV377 to transport the patient to the parking lot where they provided further care and assessment.

### **Monthly Training**

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

- From January through March of 2026, the Special Operations Team is focusing on decontamination methods, utilizing some of the new equipment the region switched to in 2025. The practical training will take place from March 23 through 25 at the NWFD training center. The training for this month involved a regional PowerPoint that reviewed wet and dry technical decontamination methods. This was distributed via Vector Solutions to all team members.

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

- The Special Operations Team focused on steep/high-angle rescue from January through February. Last month, crews went underground at the Titan Missile Museum to practice rappelling in a missile silo. This month, the team was provided electronic training via Vector Solutions. The training focused on the required equipment needed to perform Crane Rescues, along with various rescue methods.

#### **Regional Initial Training:**

- The upcoming 200-hour Technical Rescue Course schedule was released, with the first class, Rope Rescue Operations and Technician, starting March 23. The 200-hour course is hosted by the region and consists of Rope Rescue Technician, Trench Rescue Technician, Confined Space Rescue Technician, Emergency Building Shoring, and Swift Water Rescue Technician. Golder Ranch will have personnel in all these courses, with our Team providing lead instruction for the Confined Space Rescue course.
- Three Special Operations Trainees are attending a Hazardous Materials Technician course that started February 9. This is a 5-week course, where the individuals are removed from shift and placed on a 40-hour schedule. These individuals will graduate March 13.
- In addition to the electronic Crane Rescue continuing education, two GRFD Team Members attended the course for initial training. This was a two-day course that combined didactic classroom learning with practical training. The Uptown construction site provided great practical application, where they simulated rescuing a victim from the top of the crane. This was valuable and realistic training made possible through our relationship with NWFD and partnering with local companies within our community.

- The Special Operations Team was selected to host the regional Confined Space Rescue (CSR) drill in July. The team hopes to conduct this training in the Roche Medical Facility's basement, where sump pumps are located in vaults, which are accessed by maintenance personnel. Alternate locations could be the Sweetwater Treatment Facility and the Biosphere.
- The Team is looking into certifying more members in the ROHVA UTV driver's training in the near future.

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

- The Team continued the monthly air monitor calibration program.
- The Team conducted a drill on February 11 with Metro Water at one of their vaults to review Confined Space Rescue. This drill provided Entry opportunities to our members while also educating Metro Water on how we would rescue one of their workers in need. This was a great joint drill with A-shift and B-Shift.
- A meeting was scheduled with the Biosphere on March 3 to discuss future training opportunities at their facility.
- A meeting was scheduled with the Sweetwater Treatment Facility to discuss future training opportunities.
- A meeting was scheduled with Roche Medical to discuss future training opportunities at their facility.
- Some members on the Special Operations Team completed their VFIS Emergency trailer driver's course. This requirement must be completed every two years with the didactic portion being completed annually.
- Some members on the Special Operations Team completed their annual Red Card pack test. This is an annual test the Team performs to be compliant with REMS assignments and ensure our members are fit-for-duty to perform hiker rescues.
- The Swift Water Rescue District Refresher didactic assignment was distributed to all suppression personnel, which consisted of current procedures, PowerPoint presentations, a throw bag video, and the command checklist for a swift water rescue incident. The practical training will be held in April.

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

- The RKI GX-Force 4 gas monitor was outfitted on suppression apparatus at Station 380. 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 the current QRAE3 monitors. These were delivered in-person with the new "Hazardous Materials Kit" that contains their new RKI 4-gas monitor, F-Paper, Diluted water to activate the F-Paper, an ERG, a NIOSH, Binoculars, a quick reference guide for monitor alarm limits, laminated HAZMAT Incident Command charts, and a laminated First Responder Operations worksheet with a dry erase marker. The entire South Battalion will be outfitted this fiscal year, and the North Battalion will be outfitted next fiscal year. We will have all kits distributed to all district suppression apparatus by the end of 2026.

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## Wildland

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### **Wildland Assignments:**

- No Wildland Team members currently on assignment

### **Events:**

- Wildland Annual District refresher (Didactic) for all personnel.
- 3/14-3/21 Wildland Team personnel will be attending The Arizona Wildfire and Incident Management Academy (AWIMA) which is a week-long training venue that offers over 45 classes in all levels of wildland fire and incident management training. GRFD personnel play an integral part in instructing many of the courses offered at AWIMA.

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## Fire Response

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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.

### **February 2026 Family of Measures**

#### **Results:**

**100%** fire calls for service where the turnout time is 1:30 or less

**89%** 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). **(no responses in this category)**

**N/A%** urban (>2500 pop. density) high risk fire calls for service where the first unit is on scene in 33:45 minutes or less (from time of dispatch). **(no responses in this category)**

**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). **(no responses in this category)**

**N/A%** rural (<2500 pop. density) fire calls for service where the first unit is on scene in 12:20 minutes or less (from time of dispatch). **(no responses in this category)**

**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). **(no responses in this category)**

**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). **(no responses in this category)**

**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). **(no responses in this category)**

**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)

**Outputs:**

**0** residential fire responses provided

**1** commercial fire responses provided

- Auto Aid response, outside GRFD boundaries

**0** vehicle fire responses provided

**3** Wildland/brush fire responses provided

**2** rubbish fire responses provided

INCIDENT TYPE	TOTALS	PERCENT
<b>STATION #: Station 370</b>		
	0	0.00%
Hazardous Situation - Investigation - Odor	1	0.08%
Medical - Illness	53	4.09%
Medical - Illness - Back Pain (Non - Trauma)	1	0.08%
Medical - Illness - Breathing Problems	3	0.23%
Medical - Illness - Headache	1	0.08%
Medical - Illness - Sick Case	2	0.15%
Medical - Illness - Well Person Check	2	0.15%
Medical - Injury / Trauma - Assault	1	0.08%
Medical - Injury / Trauma - Fall	1	0.08%
Medical - Injury / Trauma - Motor Vehicle Collision	9	0.69%
Medical - Other - Medical Alarm	1	0.08%
No Emergency - Cancelled	1	0.08%
No Emergency - Good Intent - Controlled Burning (Authorized)	4	0.31%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	5	0.39%
Outside Fire - Other Outside Fire	3	0.23%
Outside Fire - Trash / Rubbish Fire	2	0.15%
Outside Fire - Urban Interface	1	0.08%
Outside Fire - Vegetation / Grass Fire	2	0.15%
Public Assist - Citizen Assist / Service Call	14	1.08%
Public Assist - Lift Assist	3	0.23%
Public assist - Other Alarm	1	0.08%
Rescue - Hiker Rescue	1	0.08%
	<b>Total: 112</b>	<b>Total: 8.64%</b>
<b>STATION #: Station 372</b>		
Medical - Illness	9	0.69%
Medical - Illness - Allergic Reaction / Stings	1	0.08%
Medical - Illness - Chest Pain (Non - Trauma)	1	0.08%
Medical - Illness - Heart Problems	1	0.08%
Medical - Illness - Unknown Problem	1	0.08%
Medical - Injury / Trauma - Fall	4	0.31%
Medical - Injury / Trauma - Hemorrhage / Laceration	1	0.08%
No Emergency - Cancelled	1	0.08%
No Emergency - False Alarm - Other False Call	1	0.08%
Public Assist - Citizen Assist / Service Call	16	1.23%
Public Assist - Fire / Smoke Alarm	1	0.08%
Public Assist - Lift Assist	3	0.23%
Public Assist - Snake Relocation	1	0.08%
	<b>Total: 41</b>	<b>Total: 3.16%</b>
<b>STATION #: Station 373</b>		
	0	0.00%
Hazardous Materials - Gas Leak / Gas Odor	1	0.08%
Hazardous Situation - Investigation - Smoke Investigation	1	0.08%
Hazardous Situation - Nonchemical - Motor Vehicle Collision	1	0.08%
Law Enforcement Support	1	0.08%
Medical - Illness	88	6.79%
Medical - Illness - Abdominal Pain / Problems	1	0.08%
Medical - Illness - Breathing Problems	2	0.15%
Medical - Illness - Cardiac Arrest	1	0.08%
Medical - Illness - Chest Pain (Non - Trauma)	3	0.23%
Medical - Illness - Convulsions / Seizures	1	0.08%
Medical - Illness - Diabetic Problems	1	0.08%

INCIDENT TYPE	TOTALS	PERCENT
Medical - Illness - Nausea / Vomiting	2	0.15%
Medical - Illness - Overdose / Poisoning	1	0.08%
Medical - Illness - Psychological Behavior Issues	1	0.08%
Medical - Illness - Sick Case	3	0.23%
Medical - Illness - Stroke / CVA	3	0.23%
Medical - Illness - Unknown Problem	1	0.08%
Medical - Injury / Trauma - Fall	10	0.77%
Medical - Injury / Trauma - Motor Vehicle Collision	4	0.31%
No Emergency - Cancelled	3	0.23%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	7	0.54%
Public Assist - Citizen Assist / Service Call	56	4.32%
Public Assist - Fire / Smoke Alarm	3	0.23%
Public Assist - Lift Assist	5	0.39%
Public Assist - Snake Relocation	1	0.08%
Public Assist - Vehicle Lock Out	1	0.08%
Structure Fire - Confined Cooking / Appliance Fire	1	0.08%
	<b>Total: 203</b>	<b>Total: 15.66%</b>
<b>STATION #: Station 374</b>		
	0	0.00%
Hazardous Materials - Gas Leak / Gas Odor	1	0.08%
Medical - Illness	71	5.48%
Medical - Illness - Abdominal Pain / Problems	1	0.08%
Medical - Illness - Altered Mental Status	1	0.08%
Medical - Illness - Breathing Problems	2	0.15%
Medical - Illness - Sick Case	7	0.54%
Medical - Injury / Trauma - Fall	9	0.69%
Medical - Injury / Trauma - Hemorrhage / Laceration	1	0.08%
Medical - Injury / Trauma - Motor Vehicle Collision	8	0.62%
No Emergency - Cancelled	4	0.31%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	4	0.31%
Public Assist - Citizen Assist / Service Call	29	2.24%
Public Assist - Fire / Smoke Alarm	1	0.08%
Public Assist - Lift Assist	6	0.46%
	<b>Total: 145</b>	<b>Total: 11.19%</b>
<b>STATION #: Station 375</b>		
	0	0.00%
Hazardous Situation - Investigation - Odor	3	0.23%
Law Enforcement Support	1	0.08%
Medical - Illness	60	4.63%
Medical - Illness - Abdominal Pain / Problems	1	0.08%
Medical - Illness - Breathing Problems	2	0.15%
Medical - Illness - Cardiac Arrest	1	0.08%
Medical - Illness - Chest Pain (Non - Trauma)	1	0.08%
Medical - Illness - Convulsions / Seizures	1	0.08%
Medical - Illness - Heart Problems	1	0.08%
Medical - Illness - Sick Case	2	0.15%
Medical - Illness - Unknown Problem	1	0.08%
Medical - Illness - Well Person Check	3	0.23%
Medical - Injury / Trauma - Fall	6	0.46%
Medical - Injury / Trauma - Motor Vehicle Collision	12	0.93%
No Emergency - Cancelled	10	0.77%
No Emergency - False Alarm - Accidental Alarm	1	0.08%
No Emergency - False Alarm - Other False Call	1	0.08%
No Emergency - Good Intent - Investigate Hazardous Release (Nothing Found)	1	0.08%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	8	0.62%

INCIDENT TYPE	TOTALS	PERCENT
Public Assist - Citizen Assist / Service Call	40	3.09%
Public Assist - Lift Assist	3	0.23%
Public Assist - Lock Box Assist	1	0.08%
Public assist - Other Alarm	2	0.15%
Public Assist - Person In Distress	1	0.08%
Public Assist - Snake Relocation	2	0.15%
Rescue - Hiker Rescue	1	0.08%
	<b>Total: 166</b>	<b>Total: 12.81%</b>
<b>STATION #: Station 376</b>		
	0	0.00%
Hazardous Materials - Gas Leak / Gas Odor	1	0.08%
Law Enforcement Support	1	0.08%
Medical - Illness	49	3.78%
Medical - Illness - Altered Mental Status	3	0.23%
Medical - Illness - Chest Pain (Non - Trauma)	2	0.15%
Medical - Illness - Diabetic Problems	1	0.08%
Medical - Illness - Overdose / Poisoning	1	0.08%
Medical - Illness - Sick Case	1	0.08%
Medical - Illness - Stroke / CVA	2	0.15%
Medical - Illness - Unknown Problem	1	0.08%
Medical - Illness - Well Person Check	2	0.15%
Medical - Injury / Trauma - Fall	2	0.15%
Medical - Injury / Trauma - Hemorrhage / Laceration	1	0.08%
Medical - Injury / Trauma - Motor Vehicle Collision	9	0.69%
Medical - Injury / Trauma - Other Traumatic Injury	1	0.08%
No Emergency - Cancelled	6	0.46%
No Emergency - False Alarm - Malfunctioning Alarm	1	0.08%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	4	0.31%
No Emergency - Good Intent - Smoke From Nonhostile Source (Smoke Scare)	1	0.08%
Public Assist - Citizen Assist / Service Call	16	1.23%
Public Assist - Fire / Smoke Alarm	1	0.08%
Public Assist - Lift Assist	1	0.08%
Public Assist - Snake Relocation	1	0.08%
	<b>Total: 108</b>	<b>Total: 8.33%</b>
<b>STATION #: Station 377</b>		
	0	0.00%
Hazardous Situation - Investigation - Odor	2	0.15%
Hazardous Situation - Investigation - Smoke Investigation	1	0.08%
Hazardous Situation - Nonchemical - Motor Vehicle Collision	1	0.08%
Medical - Illness	51	3.94%
Medical - Illness - Abdominal Pain / Problems	2	0.15%
Medical - Illness - Altered Mental Status	1	0.08%
Medical - Illness - Breathing Problems	4	0.31%
Medical - Illness - Convulsions / Seizures	2	0.15%
Medical - Illness - Overdose / Poisoning	2	0.15%
Medical - Illness - Sick Case	10	0.77%
Medical - Illness - Stroke / CVA	1	0.08%
Medical - Injury / Trauma - Fall	10	0.77%
Medical - Injury / Trauma - Hemorrhage / Laceration	2	0.15%
Medical - Injury / Trauma - Industrial Accident/Inaccessible Incident/Other Entrapment (Non - Vehicle)	1	0.08%
Medical - Injury / Trauma - Motor Vehicle Collision	11	0.85%
Medical - Injury / Trauma - Other Traumatic Injury	1	0.08%
No Emergency - Cancelled	5	0.39%
No Emergency - False Alarm - Other False Call	2	0.15%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	4	0.31%

INCIDENT TYPE	TOTALS	PERCENT
Public Assist - Citizen Assist / Service Call	9	0.69%
Public Assist - Fire / Smoke Alarm	2	0.15%
Public Assist - Lift Assist	5	0.39%
Public assist - Other Alarm	1	0.08%
Public Assist - Other Desert Animal	2	0.15%
Public Assist - Person In Distress	2	0.15%
Public Assist - Snake Relocation	3	0.23%
	<b>Total: 137</b>	<b>Total: 10.57%</b>
<b>STATION #: Station 378</b>		
	0	0.00%
Hazardous Materials - Gas Leak / Gas Odor	1	0.08%
Medical - Illness	21	1.62%
Medical - Illness - Back Pain (Non - Trauma)	1	0.08%
Medical - Illness - Heart Problems	1	0.08%
Medical - Illness - Sick Case	2	0.15%
Medical - Illness - Unconscious Victim	1	0.08%
Medical - Illness - Unknown Problem	2	0.15%
Medical - Illness - Well Person Check	1	0.08%
Medical - Injury / Trauma - Fall	2	0.15%
Medical - Injury / Trauma - Motor Vehicle Collision	2	0.15%
Medical - Injury / Trauma - Other Traumatic Injury	1	0.08%
No Emergency - Cancelled	2	0.15%
No Emergency - False Alarm - Accidental Alarm	3	0.23%
Public Assist - Citizen Assist / Service Call	10	0.77%
Public Assist - Fire / Smoke Alarm	3	0.23%
Public assist - Other Alarm	1	0.08%
Public Assist - Person In Distress	1	0.08%
Public Assist - Vehicle Lock Out	1	0.08%
	<b>Total: 56</b>	<b>Total: 4.32%</b>
<b>STATION #: Station 379</b>		
	0	0.00%
Hazardous Materials - Carbon Monoxide Release	1	0.08%
Hazardous Situation - Investigation - Odor	1	0.08%
Hazardous Situation - Nonchemical - Motor Vehicle Collision	1	0.08%
Law Enforcement Support	2	0.15%
Medical - Illness	96	7.41%
Medical - Illness - Abdominal Pain / Problems	1	0.08%
Medical - Illness - Altered Mental Status	1	0.08%
Medical - Illness - Back Pain (Non - Trauma)	1	0.08%
Medical - Illness - Breathing Problems	1	0.08%
Medical - Illness - Cardiac Arrest	1	0.08%
Medical - Illness - Chest Pain (Non - Trauma)	3	0.23%
Medical - Illness - Psychological Behavior Issues	1	0.08%
Medical - Illness - Sick Case	4	0.31%
Medical - Illness - Stroke / CVA	1	0.08%
Medical - Illness - Unknown Problem	1	0.08%
Medical - Illness - Well Person Check	1	0.08%
Medical - Injury / Trauma - Fall	7	0.54%
Medical - Injury / Trauma - Motor Vehicle Collision	5	0.39%
Medical - Other - Community Public Health	1	0.08%
Medical - Other - Intercept Other Unit	2	0.15%
No Emergency - Cancelled	7	0.54%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	7	0.54%
Public Assist - Citizen Assist / Service Call	10	0.77%
Public Assist - Fire / Smoke Alarm	2	0.15%

INCIDENT TYPE	TOTALS	PERCENT
Public Assist - Lift Assist	3	0.23%
Public Assist - Lock-In	1	0.08%
Public Assist - Snake Relocation	1	0.08%
	<b>Total: 163</b>	<b>Total: 12.58%</b>
<b>STATION #: Station 380</b>		
	0	0.00%
Hazardous Situation - Nonchemical - Motor Vehicle Collision	1	0.08%
Law Enforcement Support	1	0.08%
Medical - Illness	114	8.80%
Medical - Illness - Abdominal Pain / Problems	2	0.15%
Medical - Illness - Altered Mental Status	1	0.08%
Medical - Illness - Cardiac Arrest	3	0.23%
Medical - Illness - Convulsions / Seizures	3	0.23%
Medical - Illness - Diabetic Problems	1	0.08%
Medical - Illness - Nausea / Vomiting	1	0.08%
Medical - Illness - Overdose / Poisoning	1	0.08%
Medical - Illness - Sick Case	1	0.08%
Medical - Injury / Trauma - Choking	1	0.08%
Medical - Injury / Trauma - Fall	2	0.15%
Medical - Injury / Trauma - Motor Vehicle Collision	2	0.15%
Medical - Other - Intercept Other Unit	2	0.15%
No Emergency - Cancelled	4	0.31%
No Emergency - Good Intent - Controlled Burning (Authorized)	1	0.08%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	6	0.46%
No Emergency - Good Intent - Smoke From Nonhostile Source (Smoke Scare)	1	0.08%
Public Assist - Citizen Assist / Service Call	14	1.08%
Public Assist - Lift Assist	3	0.23%
	<b>Total: 165</b>	<b>Total: 12.73%</b>
	<b>Total: 1,296</b>	<b>Total: 100.00%</b>



# GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Michele Smith, HR Generalist

MTG. DATE: March 17, 2026

SUBJECT: Discussion & Possible Action regarding policies 712 District Use of Social Media; 1000 Recruitment and Selection; 1001 Performance Evaluations; 1011 Discrimination/Harassment; 1012 Conduct and Behavior; 1040 Military Leave; and 1046 Retirement Plans

ITEM #: 8A

REQUIRED ACTION:  Discussion Only  Formal Motion  Resolution

RECOMMENDED ACTION:  Approve  Conditional Approval  Deny

SUPPORTED BY:  Staff  Fire Chief  Legal Review

## BACKGROUND

712 District Use of Social Media - This is a new policy establishing guidelines for District social media use and oversight. It is necessary to support public safety, ensure compliance with applicable laws, and reduce organizational risk.

1000 Recruitment and Selection - This was due for a review and updates to match current practices and maintain compliance.

1001 Performance Evaluations - This was due for a review and update to match current practices and maintain compliance.

1011 Discrimination/Harassment - This was due for a review and updates to match current practices and maintain compliance.

1012 Conduct and Behavior - This was due for a review and updates to match current practices and maintain compliance.

1040 Military Leave - This was due for a review and updates to maintain compliance and to clarify rules and statutes.

1046 Retirements Plans - This needed necessary adjustments due to IRS changes.

## RECOMMENDED MOTION

Motion to approve policies 712 District Use of Social Media, 1000 Recruitment and Selection; 1001 Performance Evaluations; 1011 Discrimination/Harassment; 1012 Conduct and Behavior; 1040 Military Leave; and 1046 Retirement Plans as presented.

## Recruitment and Selection

### 1000.1 PURPOSE AND SCOPE

Golder Ranch Fire District (the District) is committed to employing the best qualified candidates while engaging in recruitment and selection practices that comply with all applicable employment laws. The purpose of this policy is to establish the recruiting and selection processes utilized by the ~~Golder Ranch Fire District~~. This policy applies to the recruitment and selection of all positions within the District's Classification Plan, with the exception of the position of Fire Chief.

### 1000.2 POLICY

It is the policy of the District to provide equal employment opportunities to all applicants and employees. The Human Resources Division (HR) is responsible for this process and has developed a fair recruitment program that will be applied for all recruitment and selection processes. Authorization from the Fire Chief or ~~their~~ designee is required to initiate any action for an open position, including any offers of employment.

~~For internal career track promotional process details, contact the Professional Development Division.~~

### 1000.3 RECRUITMENT PROCESS

#### 1000.3.1 RECRUITMENT PREPARATION

HR shall partner with the hiring managers to ensure the process is applied consistently and follows all applicable laws and District policies. The following shall be prepared:

- A. The Job Description will be reviewed and updated, as necessary.
- B. Job Announcement.
- ~~C. Requisition for posting.~~
- ~~D.C. \_\_\_\_\_ Panelist assembled (for one-way interviews and the final interview). determined~~
- ~~E.D. \_\_\_\_\_ Assessment criteria determined and set up.~~
- ~~F. One-way video interview questions prepared and recorded.~~
  - ~~a. Scoring/rating based on rubric~~
- G. Final interview questions finalized
  - a. ~~Scoring/rating based on rubric~~ Assessments and interview as appropriate.

#### 1000.3.2 RECRUITMENT STRATEGY

HR shall employ a comprehensive recruitment and selection strategy to recruit and select

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## Policy Manual

### *Recruitment and Selection*

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members from a qualified and diverse pool of candidates.

The strategy should include:

- A. Expanded use of technology and maintenance of a strong internet presence. This may include an interactive district website and the use of district-managed social networking sites, if resources permit.
- B. Expanded outreach through partnerships with media, community groups, local colleges, universities, and the military.
- C. Consideration of shared or collaborative regional testing processes.
- D. Utilize internal promotions and transfers when appropriate.

All individuals participating in the recruitment and selection process shall read and sign a confidentiality agreement pertaining to the process. The District shall facilitate and expedite the screening and testing process and shall periodically provide candidates updates regarding their status in the recruitment process.

#### 1000.3.3 INTERNAL PROMOTIONAL OPPORTUNITIES

To maintain consistency, fairness, and transparency in all internal promotions the following has been established.

- A. **Uniformed Suppression**- The District has established a promotional process for uniformed positions, which shall follow the established career track procedures set by the Professional Development Division. Prior to initiating any selection process, HR shall be contacted to conduct a job description review, prepare the job announcement, and a review of the complete process.
- B. **Non-Uniformed Suppression** - For internal, non-uniformed positions, ~~the same process shall apply.~~ HR shall be contacted to conduct a job description review, a review of the complete process, and prepare the job announcement, which shall be posted for a minimum of 1 work week. Interviews shall then be scheduled for all qualified candidates.

#### 1000.4 SELECTION PROCESS

The District should actively identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. At a minimum, the District should employ comprehensive screening, background investigation, and selection process that assesses intellectual abilities and suitability for employment with a fire district. This process includes review and verification of the following. Certain items may only be conducted depending on the position and following a conditional offer of employment:

- A. Completed application and/or requirements as specified in the job announcement.  
~~Comprehensive application (resume) including prior employment, current and previous addresses, education, military record.~~
- B. Written, general aptitude testing, and practical examinations.
- C. Candidate one-way recorded interview, reviewed by HR in conjunction with a panel

# Golder Ranch Fire District

## Policy Manual

### Recruitment and Selection

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- selected by the hiring manager.
- D. Eye Detect Credibility Test.
- E. Final interview, conducted by HR in conjunction with a panel selected by the hiring manager. (~~panel members shall~~Members should not have only participated in the one-wayone of the interview panels-interview, except HR supportliason).
- F. In the case of a tie, hiring managersfinal interview panelists may be allowed to review the one-way videos to assist in determining the final candidate for recommendation for hire.
- G. Conditional offer of employment which they will have a minimum of 2 business days~~48 business hours~~ from the time of the offer to respond, or the offer may be withdrawn. Extensions may be granted at the discretion of the Fire Chief or their-designee.
- H. Financial history review in compliance with the Fair Credit Reporting Act (FCRA) and Arizona law (15 USC § 1681 et seq.; ARS § 44-1692).
- I. Local, state, and federal criminal history record checks.
- J. Motor Vehicle Record (MVR) check.
- K. Drug Screening.
- L. Medical examination and/or physical assessment.
- M. Employment Eligibility Verification (USCIS Form I-9 and required documentation).

#### 1000.4.1 VETERAN PREFERENCE

The District will provide veteran preference points as required (ARS § 38-492).

### 1000.5 BACKGROUND INVESTIGATION

The District, as a non-criminal justice agency, may obtain criminal history information for employment and related purposes as authorized by federal and state law. All background investigations conducted through a consumer reporting agency shall comply with the Fair Credit Reporting Act (15 U.S.C. § 1681d), applicable state law (A.R.S. § 44-1693), and applicable Department of Public Safety and FBI regulations. Prior to obtaining an investigative consumer report, the District shall provide written disclosure to the applicant, obtain written authorization, and ensure that all applicant rights under federal and state law are observed.

#### 1000.5.1 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from the Arizona Department of Public Safety Criminal History Records Section or provided by a third party, may have restrictions on the access, use, security, and release of the information. HR has established procedures to ensure compliance with any applicable requirements and security limitations.

#### 1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, HR should not require candidates to provide passwords, account information, or access to password-protected social media accounts.

Regardless of whether a third party is used, HR should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

#### 1000.5.3 DISQUALIFYING GUIDELINES

# Golder Ranch Fire District

## Policy Manual

### *Recruitment and Selection*

If any required pre-employment screening results in unfavorable findings and a contingent offer of employment is rescinded, the candidate will be ineligible to reapply for any District position for a period of ~~6~~12 months from the date the offer was rescinded. Unfavorable findings may include, but are not limited to, a positive drug screening verified by a Medical Review Officer (MRO), falsification or omission of information, failure to meet employment eligibility requirements, disqualifying criminal history, or unsatisfactory employment, education, or reference verifications.

#### **1000.6 PROBATIONARY PERIOD**

New or newly promoted uniformed members shall serve a probationary period of 12 months. New or newly promoted non-uniformed members shall serve a probationary period of 6 months. The probationary period is an extension of the selection process and is used to evaluate the member's performance, conduct, and overall suitability to determine whether the employment relationship should continue. During this period members are not eligible to participate in certain processes not required by law including but not limited to shift bid, the grievance process (other than legally required), and promotional processes. However, uniformed suppression members in their initial probationary period, may participate in shift trades after completing 6 months of their probationary period. Exceptions may be granted by the Fire Chief or ~~their~~ designee.

In some instances, newly hired uniformed personnel may be placed in a training academy prior to the start of their probationary period. Upon successful completion of the academy, the employee member shall begin serving the initial probationary period as defined above.

The District may extend a member's probationary period for up to 6 months to account for absences, injuries, extended training, or other circumstances that limit the ability to fully evaluate performance during the standard period, or when additional time is needed to properly assess the member's performance and abilities. No additional extensions will be permitted.

If at any point during the probationary period, the District determines, in its sole discretion, that satisfactory performance cannot be achieved through a reasonable amount of training and coaching, the member may be terminated or returned to their former position, if a position is available.

Once the probationary period is successfully completed a memo will be sent to HR to communicate their success. ~~It is on that date that the member may be eligible for merit/step increases.~~ Successful completion of the probationary period in no way implies or guarantees employment with the District, nor does it alter or affect the "at will" status of employment with the District.

## Recruitment and Selection

### 1000.1 PURPOSE AND SCOPE

Golder Ranch Fire District (the District) is committed to employing the best qualified candidates while engaging in recruitment and selection practices that comply with all applicable employment laws. The purpose of this policy is to establish the recruiting and selection processes utilized by the District. This policy applies to the recruitment and selection of all positions within the District's Classification Plan, with the exception of the position of Fire Chief.

### 1000.2 POLICY

It is the policy of the District to provide equal employment opportunities to all applicants and employees. The Human Resources Division (HR) is responsible for this process and has developed a fair recruitment program that will be applied for all recruitment and selection processes. Authorization from the Fire Chief or designee is required to initiate any action for an open position, including any offers of employment.

### 1000.3 RECRUITMENT PROCESS

#### 1000.3.1 RECRUITMENT PREPARATION

HR shall partner with the hiring managers to ensure the process is applied consistently and follows all applicable laws and District policies. The following should be prepared:

- A. The Job Description will be reviewed and updated, as necessary.
- B. Job Announcement.
- C. Panelist determined.
- D. Assessment criteria determined and set up.
- E. Assessments and interview as appropriate.

#### 1000.3.2 RECRUITMENT STRATEGY

HR shall employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

- A. Expanded use of technology and maintenance of a strong internet presence. This may include an interactive district website and the use of district-managed social networking sites, if resources permit.
- B. Expanded outreach through partnerships with media, community groups, local colleges,

# Golder Ranch Fire District

## Policy Manual

### *Recruitment and Selection*

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universities, and the military.

- C. Consideration of shared or collaborative regional testing processes.
- D. Utilize internal promotions and transfers when appropriate.

All individuals participating in the recruitment and selection process shall read and sign a confidentiality agreement pertaining to the process. The District shall facilitate and expedite the screening and testing process and shall periodically provide candidates updates regarding their status in the recruitment process.

#### 1000.3.3 INTERNAL PROMOTIONAL OPPORTUNITIES

To maintain consistency, fairness, and transparency in all internal promotions the following has been established.

- A. **Suppression-** The District has established a promotional process for uniformed positions, which shall follow the established career track procedures set by the Professional Development Division. Prior to initiating any selection process, HR shall be contacted to conduct a job description review, prepare the job announcement, and a review of the complete process.
- B. **Non-Suppression** - For internal, non-uniformed positions, HR shall be contacted to conduct a job description review, a review of the complete process, and prepare the job announcement, which shall be posted for a minimum of 1 work week. Interviews shall then be scheduled for all qualified candidates.

#### 1000.4 SELECTION PROCESS

The District should actively identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. At a minimum, the District should employ comprehensive screening, background investigation, and selection process that assesses intellectual abilities and suitability for employment with a fire district. This process includes review and verification of the following. Certain items may only be conducted depending on the position and/or following a conditional offer of employment:

- A. Completed application and/or requirements as specified in the job announcement
- B. Written, general aptitude testing, and practical examinations.
- C. Candidate one-way recorded interview, reviewed by HR in conjunction with a panel selected by the hiring manager.
- D. Eye Detect Credibility Test.
- E. Final interview, coordinated by HR in conjunction with a panel selected by the hiring manager. (Members should only participate in one of the interview panels, except HR liaison).
- F. In the case of a tie, final interview panelists may be allowed to review the one-way videos to assist in determining the final candidate for recommendation for hire.
- G. Conditional offer of employment which they should have a minimum of 2 business days from the time of the offer to respond, or the offer may be withdrawn. Extensions may be

# Golder Ranch Fire District

## Policy Manual

### *Recruitment and Selection*

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granted at the discretion of the Fire Chief or designee.

- H. Financial history review in compliance with the Fair Credit Reporting Act (FCRA) and Arizona law (15 USC § 1681 et seq.; ARS § 44-1692).
- I. Local, state, and federal criminal history record checks.
- J. Education Verification.
- K. Motor Vehicle Record (MVR) check.
- L. Drug Screening.
- M. Medical examination and/or physical assessment.
- N. Employment Eligibility Verification (USCIS Form I-9 and required documentation).

#### 1000.4.1 VETERAN PREFERENCE

The District will provide veteran preference points as required (ARS § 38-492).

### **1000.5 BACKGROUND INVESTIGATION**

The District, as a non-criminal justice agency, may obtain criminal history information for employment and related purposes as authorized by federal and state law. All background investigations conducted through a consumer reporting agency shall comply with the Fair Credit Reporting Act (15 U.S.C. § 1681d), applicable state law (A.R.S. § 44-1693), and applicable Department of Public Safety and FBI regulations. Prior to obtaining an investigative consumer report, the District shall provide written disclosure to the applicant, obtain written authorization, and ensure that all applicant rights under federal and state law are observed.

#### 1000.5.1 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from the Arizona Department of Public Safety Criminal History Records Section or provided by a third party, may have restrictions on the access, use, security, and release of the information. HR has established procedures to ensure compliance with any applicable requirements and security limitations.

#### 1000.5.2 REVIEW OF SOCIAL MEDIA SITES

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Regardless of whether a third party is used, HR should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

#### 1000.5.3 DISQUALIFYING GUIDELINES

If any required pre-employment screening results in unfavorable findings and a contingent offer of employment is rescinded, the candidate will be ineligible to reapply for any District position for a period of 12 months from the date the offer was rescinded. Unfavorable findings may include, but are not limited to, a positive drug screening verified by a Medical Review Officer (MRO), falsification or omission of information, failure to meet employment eligibility requirements, disqualifying criminal history, or unsatisfactory employment, education, or reference verifications.

### **1000.6 PROBATIONARY PERIOD**

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### *Recruitment and Selection*

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New or newly promoted uniformed members shall serve a probationary period of 12 months. New or newly promoted non-uniformed members shall serve a probationary period of 6 months. The probationary period is an extension of the selection process and is used to evaluate the member's performance, conduct, and overall suitability to determine whether the employment relationship should continue. During this period members are not eligible to participate in certain processes not required by law including but not limited to shift bid, the grievance process (other than legally required), and promotional processes. However, uniformed suppression members in their initial probationary period, may participate in shift trades after completing 6 months of their probation period. Exceptions may be granted by the Fire Chief or designee.

In some instances, newly hired uniformed personnel may be placed in a training academy prior to the start of their probationary period. Upon successful completion of the academy, the members shall begin serving the initial probationary period as defined above.

The District may extend a member's probationary period for up to 6 months to account for absences, injuries, extended training, or other circumstances that limit the ability to fully evaluate performance during the standard period, or when additional time is needed to properly assess the member's performance and abilities. No additional extension will be permitted.

If at any point during the probationary period, the District determines, in its sole discretion, that satisfactory performance cannot be achieved through a reasonable amount of training and coaching, the member may be terminated or returned to their former position, if a position is available.

Once the probationary period is successfully completed a memo will be sent to HR to communicate their success. Successful completion of the probationary period in no way alters or affects the "at will" status of employment with the District.

## Performance Evaluations

### 1001.1 PURPOSE AND SCOPE

The purpose of this policy is to detail the Golder Ranch Fire District's (the District) performance evaluation system, which is used to record work performance for both the District and all members, giving recognition for good work and providing a guide for improvement where needed. The member performance evaluation is used to gauge performance as well as for making personnel decisions relating to step increases, promotion, reassignment, discipline, demotion, and termination. The evaluation serves as a tool for collaborative planning, providing an opportunity to set goals, clarify expectations, and support ongoing development.

### 1001.2 POLICY

The District will evaluate members in a fair and nondiscriminatory manner based on job-related factors and performance standards applicable to the member's assigned position. Evaluations will be based on documented performance and behaviors observed during the evaluation period.

The District will not evaluate members in a nondiscriminatory manner on the basis of protected characteristics upon job-related factors specific to the member's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

### 1001.3 GUIDELINES

- A. All performance evaluations shall be completed using our approved information system.
- B. National Fire Protection Association (NFPA) Standards of Professional Qualifications and the District's policies, procedures, directives, and job descriptions should be used as basic guidelines for performance determination.
- C. Principal considerations within the evaluation may include, but are not limited to job knowledge, quality and quantity of work, attendance, teamwork, communication, adherence to policies and procedures, ability to execute position responsibilities, etc.
- D. Each supervisor is responsible for conducting performance evaluations for each of their assigned members during the appropriate timeframe.
- E. Each evaluation will cover a specific time and should be based on the member's performance during that period.
- F. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected, and the evaluation rating criteria with each

# Golder Ranch Fire District

## Policy Manual

### Performance Evaluations

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member.

G. Evaluations are based on observed or documented behavior.

H. If a supervisor becomes aware of, or witnesses, either ~~outstanding~~ satisfactory or unsatisfactory performance by a member, the performance should be noted and a conversation between the member and the supervisor should take place as soon as practicable after the performance is noted. This conversation is to immediately reinforce ~~outstanding~~ satisfactory behavior or correct and counsel unsatisfactory behavior. The supervisor should document the performance and the follow-up conversation and use this documentation at the next evaluation period.

I. Failure to meet established performance standards is justification for an unsatisfactory rating.

J. Rating factors that are not observed are assumed to be performed at a standard level.

K. Other supervisors directly familiar with the member's performance during the rating period should be consulted by the immediate supervisor for their input.

~~L.~~ In the event that a member has taken an extended leave away from work, 6 months or greater, the District will re-evaluate and adjust the evaluation date to allow for adequate observation of performance to provide a fair and meaningful assessment. The exception to this is Military Leave; evaluation dates for returning service members will not be adjusted.

#### 1001.4 EVALUATIONS

##### A. Suppression

- An evaluation will be conducted following the 12-month probationary period which begins the first day worked after graduation from the academy.
- Subsequently evaluations will be completed annually.
- Newly promoted will receive an evaluation following a 12-month probationary period beginning on the date of promotion per the promotion memo, and annually thereafter.

##### B. Non-Suppression

- An evaluation will be conducted 12 months following their hire date.
- Newly promoted members will receive an evaluation 12 months from their Promotion date per the promotion memo, and annually thereafter.

#### 1001.4.1 TYPES OF EVALUATIONS

Members are subject to ~~three~~ two types of performance evaluations:

**Regular** - A performance evaluation shall be completed once each year ~~by the member's immediate supervisor on the anniversary of the member's evaluation~~, except for members who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the member's evaluation date per their last promotion.

**Transfer** - If a member is transferred from one assignment to another in the middle of an evaluation period and less than 6 months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

**Special** ~~A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to member performance deficiencies. Generally, the special~~

# Golder Ranch Fire District

## Policy Manual

### Performance Evaluations

~~evaluation shall be utilized to document performance that does not meet established standards and requires follow-up action (e.g., Performance Improvement Plan (PIP), remedial training, retraining). This will not change the member's current evaluation date. The evaluation and all supporting documentation shall be compiled and submitted as one package.~~

#### 1001.4.2 PERFORMANCE RATINGS

**Meets Standards** - Performance consistently reflects the expectations of a fully competent member and meets the standards required of the position.

**Does Not Meet Standards** - Performance that is inadequate, undesirable, intolerable, and otherwise falls below the requirements of the position. Any job dimension rated as "Does Not Meet Standards" should be substantiated in the rater comments section.

#### **Consequences of Not Meeting Standards:**

- Step increases will be suspended until the next evaluation date.
- If a probationary period is extended due to not meeting standards, the new evaluation date will reflect the date the member is removed from probation.

#### **Rater Comments:**

Written comments should be used by the rater to document the member's strengths and weaknesses and make suggestions for improvement.

#### 1001.4.3 TIMEFRAME

A notification will be received by the supervisor, from the information system, 60 days prior to the evaluation date. The supervisor shall ensure the member is aware of the evaluation and that it is necessary they complete a self-evaluation within 15 days (45 days prior to evaluation due date).

Upon completion of the self-review ~~evaluation~~, the member shall submit the evaluation to their supervisor using the designated information system for completion of the supervisor's portion of the review. This must be completed within 30 days of the due date.

#### **1001.5 EVALUATION DISCUSSION REVIEW**

When a supervisor has completed the preliminary evaluation, the second-level supervisor should review the evaluation for fairness, impartiality, uniformity, and consistency, and evaluate the first-level supervisor on the quality of the ratings provided to the member.

~~arrangements shall be made for a private discussion of the evaluation with the member. The supervisor should discuss the results with the member and answer any questions the member may have. If the member has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and member will sign and date the evaluation. Members may also write comments in the member comments section of the performance evaluation report.~~

# Golder Ranch Fire District

## Policy Manual

### *Performance Evaluations*

#### **1001.6 EVALUATION REVIEW DISCUSSION**

~~After the second level supervisor finishes completes their review of the evaluation the discussion with the member, the signed performance evaluation should be forwarded to the rater's supervisor for review. arrangements shall be made for a private discussion of the evaluation with the member. The supervisor should discuss the results with the member and answer any questions the member may have. If the member has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and member will sign and date the evaluation. Members may also write comments in the member comments section of the performance evaluation report.~~

~~The second level supervisor should review the evaluation for fairness, impartiality, uniformity and consistency, and evaluate the first level supervisor on the quality of the ratings provided to the member.~~

#### **1001.7 RECORDS MANAGEMENT**

The original performance evaluation report will be maintained in the information system, under the members' profile for the tenure of the member's employment. A copy should be provided to the member.

Performance evaluation reports will be permanently destroyed in accordance with established records retention schedules.

## Performance Evaluations

### 1001.1 PURPOSE AND SCOPE

The purpose of this policy is to detail the Golder Ranch Fire District's (the District) performance evaluation system, which is used to record work performance for both the District and all members, giving recognition for good work and providing a guide for improvement where needed. The member performance evaluation is used to gauge performance as well as for making personnel decisions relating to step increases, promotion, reassignment, discipline, demotion, and termination. The evaluation serves as a tool for collaborative planning, providing an opportunity to set goals, clarify expectations, and support ongoing development.

### 1001.2 POLICY

The District will evaluate members in a fair and nondiscriminatory manner based on job-related factors and performance standards applicable to the member's assigned position. Evaluations will be based on documented performance and behaviors observed during the evaluation period.

The District will not evaluate members on the bases of protected characteristics.

### 1001.3 GUIDELINES

- A. All performance evaluations shall be completed using our approved information system.
- B. National Fire Protection Association (NFPA) Standards of Professional Qualifications and the District's policies, procedures, directives, and job descriptions should be used as basic guidelines for performance determination.
- C. Principal considerations within the evaluation may include, but are not limited to job knowledge, quality and quantity of work, attendance, teamwork, communication, adherence to policies and procedures, ability to execute position responsibilities, etc.
- D. Each supervisor is responsible for conducting performance evaluations for each of their assigned members during the appropriate timeframe.
- E. Each evaluation will cover a specific time and should be based on the member's performance during that period.
- F. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected, and the evaluation rating criteria with each member.
- G. Evaluations are based on observed or documented behavior.
- H. If a supervisor becomes aware of, or witnesses, either satisfactory or unsatisfactory performance by a member, the performance should be noted and a conversation

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## Policy Manual

### *Performance Evaluations*

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between the member and the supervisor should take place as soon as practicable after the performance is noted. This conversation is to immediately reinforce satisfactory behavior or correct and counsel unsatisfactory behavior. The supervisor should document the performance and the follow-up conversation and use this documentation at the next evaluation period.

- I. Failure to meet established performance standards is justification for an unsatisfactory rating.
- J. Rating factors that are not observed are assumed to be performed at a standard level.
- K. Other supervisors directly familiar with the member's performance during the rating period should be consulted by the immediate supervisor for their input.
- L. In the event that a member has taken an extended leave away from work, 6 months or greater, the District will re-evaluate and adjust the evaluation date to allow for adequate observation of performance to provide a fair and meaningful assessment. The exception to this is Military Leave; evaluation dates for returning service members will not be adjusted.

#### **1001.4 EVALUATIONS**

##### **A. Suppression**

- An evaluation will be conducted following the 12-month probationary period which begins the first day worked after graduation from the academy.
- Subsequently evaluations will be completed annually.
- Newly promoted will receive an evaluation following a 12-month probationary period beginning on the date of promotion per the promotion memo, and annually thereafter.

##### **B. Non-Suppression**

- An evaluation will be conducted 12 months following their hire date.
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#### **1001.4.1 TYPES OF EVALUATIONS**

Members are subject to two types of performance evaluations:

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**Transfer** - If a member is transferred from one assignment to another in the middle of an evaluation period and less than 6 months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

#### **1001.4.2 PERFORMANCE RATINGS**

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# Golder Ranch Fire District

## Policy Manual

### *Performance Evaluations*

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Meet Standards” should be substantiated in the rater comments section.

#### **Consequences of Not Meeting Standards:**

- Step increases will be suspended until the next evaluation date.
- If a probationary period is extended due to not meeting standards, the new evaluation date will reflect the date the member is removed from probation.

#### **Rater Comments:**

Written comments should be used by the rater to document the member’s strengths and weaknesses and make suggestions for improvement.

#### **1001.4.3 TIMEFRAME**

A notification will be received by the supervisor, from the information system, 60 days prior to the evaluation date. The supervisor shall ensure the member is aware of the evaluation and that it is necessary they complete a self-evaluation within 15 days (45 days prior to evaluation due date).

Upon completion of the self-evaluation, the member shall submit the evaluation to their supervisor using the designated information system for completion of the supervisor’s portion of the review. This must be completed within 30 days of the due date.

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When a supervisor has completed the preliminary evaluation, the second-level supervisor should review the evaluation for fairness, impartiality, uniformity, and consistency, and evaluate the first-level supervisor on the quality of the ratings provided to the member.

#### **1001.6 EVALUATION DISCUSSION**

After the second level supervisor completes their review of the evaluation, arrangements shall be made for a private discussion of the evaluation with the member. The supervisor should discuss the results with the member and answer any questions the member may have. If the member has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and member will sign and date the evaluation. Members may also write comments in the member comments section of the performance evaluation report.

#### **1001.7 RECORDS MANAGEMENT**

The original performance evaluation report will be maintained in the information system, under the members’ profile for the tenure of the member’s employment. A copy should be provided to the member.

Performance evaluation reports will be permanently destroyed in accordance with established records retention schedules.

## **Discriminatory/-Harassment**

### **1011.1 PURPOSE AND SCOPE**

The purpose of this policy is to prevent district members from being subjected to ~~discriminatory harassment~~discrimination and/or harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty not created by law. This policy applies to all applicants for employment and to all ~~employee~~members of the District while on the job or during District-related activities.

### **1011.2 DEFINITIONS**

Definitions related to this policy include:

**Protected Characteristics** are actual or perceived protected characteristics, including race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, veteran status, marital status, economic status, cultural group, or any other status protected by law (ARS § 41-1463) or District policy.

### **1011.23 POLICY**

The Golder Ranch Fire District (the District) is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of ~~discriminatory harassment~~discrimination and/or harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1. The District shall maintain a policy of nondiscrimination with regard to all ~~employee~~members and applicants for employment. There shall be no tolerance for discrimination or bias ~~because of r~~ based on age, color, religion, sex, age, national origin, disability or any basis prohibited by statuprotected characteristic~~se~~. All aspects of employment, including recruitment, advertising, job application procedures, hiring, length of service, layoff, firing, advancement, compensation, benefits, training, and other terms, conditions and privileges of employment shall be governed on the basis of merit, competence, and qualifications. The District is the final judge of the suitability of all candidates for employment.

2. The District shall comply with the applicable provisions of the Americans with Disabilities Act of 1990 by guaranteeing equal opportunity to individuals with disabilities. The District prohibits discrimination against "qualified individuals with disabilities" in all employment ~~practices, including recruitment, advertising, job application procedures, hiring, length of~~

service, layoff, firing, advancement, compensation, benefits, training, and other terms, conditions, and privileges of employment.

3. Any individual with a qualifying disability may request a reasonable accommodation by notifying Human Resources, either directly or through their immediate supervisor. Any request received by a supervisor shall be forwarded to HR immediately. An applicant for employment may submit a request to Human Resources. Upon receipt of a request, the District will engage in an interactive process to identify and evaluate feasible reasonable accommodations.

~~3. Any individual with a qualifying disability may make a request for reasonable accommodation to their immediate supervisor or in the case of an applicant for employment, to the Fire Chief. Upon receipt of such request, a meeting will be held to discuss the feasibility of the accommodation request.~~

### ~~1011.3 RELATED POLICIES~~

~~Internal Administrative Investigation~~

## *Discriminatory Harassment*

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### **1011.4 DEFINITIONS**

Definitions related to this policy include:

#### 1011.3.1 DISCRIMINATION

The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based ~~on on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law~~ protected characteristics. ~~(ARS § 41-1463).~~

~~Discriminatory harassment~~ Discrimination and/or harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected characteristics. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute ~~discriminatory harassment~~ discrimination and/or harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or district equipment or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to district policy and to a work environment that is free of discrimination.

#### 1011.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed discriminatory practice. Retaliation will not be tolerated.

#### 1011.3.3 SEXUAL HARASSMENT

The District prohibits all forms of ~~discriminatory harassment~~ discrimination and/or harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

#### 1011.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and/or harassment do not include actions that are in accordance with established

*Discriminatory Harassment*

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rules, principles, or standards, including:

## Discriminatory Harassment

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- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Arizona Civil Rights Act guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with ~~District or district rules or regulations~~ policy, or any other appropriate work-related communication between supervisor and member.

### **1011.4 RESPONSIBILITIES**

This policy applies to all District members, who shall follow the intent of these guidelines in a manner that reflects district policy, professional standards, and the best interest of the ~~Golder Ranch Fire District~~District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory ~~promptly~~, or harassing conduct, or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Human Resources Director, ethics reporting platform, or the Fire Board.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation or has observed harassment, discrimination, or retaliation is encouraged to promptly report such conduct in accordance with the procedures outlined in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

Regardless of who receives the initial complaint, the Fire Chief, or designee, shall be notified on the same day at the earliest possible time by the person receiving the initial complaint. ~~Suppose the Fire Chief is not immediately available. In that case, the person~~ If the designee receives the complaint they shall report it to the senior Chief Officer on duty, who shall report it to the Fire Chief at the earliest possible time. If the complaint is against the Fire Chief, the complaint shall be forwarded to the Chairperson~~man~~ of the Fire Board.

#### 1011.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, harassment including sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Human Resources Director, or the Fire Board for further information, direction, or clarification.

#### 1011.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including any harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the

*Discriminatory Harassment*

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incidence of any form of discrimination, any harassment, or retaliation.

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### *Discriminatory Harassment*

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- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief or the Human Resources Director in writing the circumstances surrounding any reported allegations or observed all acts of discrimination, harassment, or retaliation no later than the next business day.

#### ~~1011.4.3 SUPERVISOR'S ROLE~~

~~Supervisors and managers shall be aware of the following:~~

- (a) ~~Being aware of their conduct and Bbehavior of supervisors and managers should represent consistently reflect~~ the values of the District and professional standards.
- (b) ~~False or mistaken accusations of discrimination, harassment, or retaliation can negatively affect the careers of innocent members.~~

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

#### **1011.5 INVESTIGATION OF COMPLAINTS**

Various methods of resolution exist. It is the policy of the ~~Golder Ranch Fire District~~District that all complaints of discrimination, retaliation, or harassment shall be fully documented and promptly and thoroughly investigated. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment.

##### 1011.5.1 SUPERVISOR ADDRESSING AND REPORTING UNWELCOME CONDUCT RESOLUTION

Members who believe they are experiencing any discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the matter, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

##### 1011.5.2 FORMAL INVESTIGATION

A formal investigation will be conducted if the complaint cannot be satisfactorily resolved at the lowest level possible. ~~through the supervisory resolution process.~~

The Fire Chief, or designee will assign ~~the person assigned to investigate the complaint and will have~~will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint. No member will be subject

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to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Human Resources Director, or the Fire Board.

### 1011.5.3 ALTERNATIVE COMPLAINT PROCESS

Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring employment discrimination complaints to federal, state, or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements. No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District.

### 1011.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented ~~on the appropriate forms and in a~~ manner designated by the Fire Chief. The outcome of all reports shall be:

- (a) Approved by the Fire Chief, the Fire Board, or the Human Resources Director, depending on the ranks of the parties involved.
- (b) Maintained in accordance with the established records retention schedule.

### 1011.6.1 NOTIFICATION OF DISPOSITION

The complainant, ~~or victim~~ will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

### 1011.7 TRAINING

~~All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member during orientation. The member shall certify by signing the prescribed form that the member has been advised of this policy acknowledgement of this policy and is aware of and understands its contents and agrees to abide by its provisions during the member's term with the District.~~

All members shall ~~receive complete annual Harassment Prevention training on the requirements of this policy~~ and shall certify ~~by signing the prescribed form~~ that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

## District Use of Social Media

### 712.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the District is consistent with the district mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by district members (see the Member Speech, Expression, and Social Networking Policy).
- Use of social media for issuance of public alerts (see the Public Alerts Policy).

#### 712.1.1 DEFINITIONS

Definitions related to this policy include:

**Social Media** - Online tools and platforms used to communicate, interact, or share, information with the public, including the District's website and social networking platforms.

### 712.2 POLICY

The Golder Ranch Fire District (the District) will use social media as a method of effectively informing the public about district services, emergency responses and other relevant events.

District members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

### 712.3 AUTHORIZED USERS

Only members authorized by the Fire Chief or designee may utilize social media on behalf of the District. Authorized members shall use only district-approved equipment during the normal course of duties to post and monitor district-related social media, unless they are specifically authorized to do otherwise by the Fire Chief, or designee.

The Fire Chief may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by the Fire Chief or designee prior to posting.

Requests to post information over District social media by members who are not authorized to post should be made through the member's chain of command.

#### 712.3.1 ADDITIONAL CONTRIBUTORS

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### *District Use of Social Media*

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Content from divisions or crews can be submitted for potential posting but must go through the Fire Chief or designee for final approval.

#### **712.4 AUTHORIZED CONTENT**

Only content that is appropriate for public release according to the Fire Chief or designee, supports the District mission, and conforms to all District policies regarding the release of information may be posted.

Examples of appropriate content includes, but is not limited to:

- a) Announcements.
- b) Tips and information related to risk reduction.
- c) Requests that ask the community to engage in projects that are relevant to the District mission.
- d) Real-time safety information that is related to in-progress fire incidents, geographical warnings, or disaster information.
- e) Media releases.
- f) Recruitment of personnel.

##### **712.4.1 INCIDENT-SPECIFIC USE**

In instances of active incidents where speed, accuracy, and frequent updates are paramount (e.g., incident alerts, public safety information), the Community & Media Relations Supervisor or designee will be responsible for the compilation of information to be released, subject to the approval of the Deputy Chief of Operations or designee.

#### **712.5 PROHIBITED COMMENTS**

The District will not block users or remove comments solely because the District disagrees with the comment or viewpoint expressed. However, Golder Ranch Fire District reserves the right to remove comments that violate this policy including, but not limited to:

- (a) Comments that are abusive, discriminatory, inflammatory, or sexually explicit.
- (b) Comments that violate individual rights, including confidentiality and/or privacy rights, or protections provided under local, state, or federal laws.
- (c) Information that could compromise an ongoing or pending investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the Golder Ranch Fire District or its members.
- (e) Information that could compromise the safety and security of district operations, members of the District, victims, patients, or the public.
- (f) Any comment posted for personal, commercial use, or non-district purposes.
- (g) Any comment that could violate HIPAA, Personal Health Information (PHI), and/or Personally Identifiable Information (PII).
- (h) Any content that has not been authorized by this policy or the Fire Chief or designee.

Any employee who becomes aware of a comment on the District's social media sites that they

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### *District Use of Social Media*

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believe is unauthorized or inappropriate should promptly report it to their supervisor. The supervisor will notify the Community and Media Relations Supervisor, who will review the content and determine the appropriate response.

#### **712.6 MONITORING CONTENT**

The Fire Chief will appoint an Assistant Chief to review, at least annually, the use of District social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate comments, and the resolution of any issues.

All official District social media accounts are managed and monitored by the Community and Media Relations Supervisor or designee.

#### **712.7 RETENTION OF RECORDS**

The Community and Media Relations Supervisor should work with the Records Specialist to establish a method of ensuring that public records generated through the use of social media are retained in accordance with established records retention schedules.

#### **712.8 TRAINING**

The Community & Media Relations team shall receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, and the dissemination and retention of information posted on district sites.

# Discriminatory Harassment

## 1011.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent district members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty not created by law. This policy applies to all applicants for employment and to all employees of the District while on the job or during District-related activities.

## 1011.4 DEFINITIONS

Definitions related to this policy include:

**Protected Characteristics** are actual or perceived protected characteristics, including race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, veteran status, marital status, economic status, cultural group, or any other status protected by law (ARS § 41-1463) or District policy.

## 1011.2 POLICY

The Golder Ranch Fire District (the District) is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1. The District shall maintain a policy of nondiscrimination with regard to all employees and applicants for employment. There shall be no tolerance for discrimination or bias based on protected characteristics. All aspects of employment, including recruitment, advertising, job application procedures, hiring, length of service, layoff, firing, advancement, compensation, benefits, training, and other terms, conditions and privileges of employment shall be governed on the basis of merit, competence, and qualifications. The District is the final judge of the suitability of all candidates for employment.

2. The District shall comply with the applicable provisions of the Americans with Disabilities Act of 1990 by guaranteeing equal opportunity to individuals with disabilities. The District prohibits discrimination against "qualified individuals with disabilities" in all employment practices, including recruitment, advertising, job application procedures, hiring, length of service, layoff, firing, advancement, compensation, benefits, training, and other terms, conditions, and privileges of employment.

3. Any individual with a qualifying disability may request a reasonable accommodation by notifying Human Resources, either directly or through their immediate supervisor. Any request received by a supervisor shall be forwarded to HR immediately. An applicant for

employment may submit a request to Human Resources. Upon receipt of a request, the District will discuss the request with the individual and engage in an interactive process to identify and evaluate feasible reasonable accommodations.

### **1011.3 RELATED POLICIES**

Internal Administrative Investigation

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### *Discriminatory Harassment*

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#### 1011.4.1 DISCRIMINATION

The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on protected characteristics. Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or district equipment or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to district policy and to a work environment that is free of discrimination.

#### 1011.4.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

#### 1011.4.3 SEXUAL HARASSMENT

The District prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

#### 1011.4.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

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### *Discriminatory Harassment*

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- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Arizona Civil Rights Act guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District policy, or any other appropriate work-related communication between supervisor and member.

#### **1011.5 RESPONSIBILITIES**

This policy applies to all district members, who shall follow the intent of these guidelines in a manner that reflects district policy, professional standards, and the best interest of the District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct, or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Human Resources Director, EthicsPoint, or the Fire Board.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation or has observed harassment, discrimination, or retaliation is encouraged to promptly report such conduct in accordance with the procedures outlined in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

Regardless of who receives the initial complaint, the Fire Chief, or designee, shall be notified on the same day by the person receiving the initial complaint. If the designee receives the complaint they shall report it to the Fire Chief at the earliest possible time. If the complaint is against the Fire Chief, the complaint shall be forwarded to the Chairperson of the Fire Board.

##### **1011.5.1 QUESTIONS OR CLARIFICATION**

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Human Resources Director, or the Fire Board for further information, direction, or clarification.

##### **1011.5.2 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.

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- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief or the Human Resources Director in writing the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

#### 1011.5.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Their conduct and behavior should consistently reflect the values of the District and professional standards.
- (b) False or unfounded allegations of discrimination, harassment, or retaliation can cause significant harm to the reputations and careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

#### 1011.6 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. It is the policy of the District that all complaints of discrimination, retaliation, or harassment shall be fully documented and promptly and thoroughly investigated. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment.

##### 1011.6.1 ADDRESSING AND REPORTING UNWELCOME CONDUCT

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the matter, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

##### 1011.6.2 FORMAL INVESTIGATION

A formal investigation will be conducted if the complaint cannot be satisfactorily resolved through the supervisory resolution process.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint. No member will be subject

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to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Human Resources Director, or the Fire Board.

#### 1011.6.3 ALTERNATIVE COMPLAINT PROCESS

Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring employment discrimination complaints to federal, state, or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements. No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District.

#### 1011.7 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- (a) Approved by the Fire Chief, the Fire Board, or the Human Resources Director, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

#### 1011.7.1 NOTIFICATION OF DISPOSITION

The complainant, will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

#### 1011.8 TRAINING

The policy shall be reviewed with each new member during orientation. The member shall certify acknowledgement of this policy and is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the District.

All members shall receive annual training on the requirements of this policy and shall certify that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

## Conduct and Behavior

### 1012.1 PURPOSE AND SCOPE

~~The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.~~

~~This policy applies to all employees.~~

The purpose of this policy is to establish clear standards of professional and ethical conduct for all members of the Golder Ranch Fire District (the District). These guidelines are intended to prevent behaviors that may lead to disciplinary action or dismissal and to promote integrity, accountability, and respect within the organization and community.

### 1012.2 DEFINITIONS

Definitions related to this policy include:

KSA – Knowledge, Skills and Abilities

### 1012.3 POLICY

~~It is the policy of this district that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.~~

The District expects all members to maintain the highest standards of professional conduct and perform their duties with courtesy, integrity, and professionalism consistent with the standards outlined in the Loyalty Oath and Behavioral Oath.

### 1012.4 PROFESSIONAL STANDARDS OF CONDUCT

~~All members should be governed shall exhibit conduct consistent with that of by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens. Member conduct, both on and off duty, should reflect favorable upon the District while safeguarding the safety and welfare of others, and should conduct themselves at all times in such manner as to reflect favorably on the District.~~

Conduct unbecoming of a member shall includes any behavior that which discredits the District or the person individual as a member representative of the District; compromises safety or welfare of any person; demonstrates a lack in competence in assigned duties; or of the District or which impairs the operation or efficiency, harmony, or effectiveness of the District operations or its members.

~~All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on or off duty, indulge in hazing or bullying;~~

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### *Conduct and Behavior*

~~offensive, obscene, or uncivil language; verbal or physical altercations or threats thereof; or conduct which might cause injury to another person.~~

All members of the District should be familiar with the expected standards of behavior~~conduct~~, both on and off-duty.

#### **1012.5 INTERACTION WITH THE PUBLIC**

~~In the performance of their duties, M~~members should must act be courteously to the public and tactfully toward the public. They should control their tempers, should exercise reasonable patience and discretion, and should not engage in any avoid argumentative or hostile behavior, discussions and refrain from using profane, discriminatory, or offensive language or gestures even when provoked.

~~In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination.~~

#### **1012.6 COURTESY TO MEMBERS**

Members ~~should~~ shall treat all District members with be courtesy and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane, or ~~insolent~~ disrespectful language or gestures, and nor shall they engage in any ~~not~~ expression of prejudice or discrimination.

#### **1012.7 DISCRIMINATION, OPPRESSION, OR FAVORITISM**

Unless required by law or policy, members shall not discriminateing against, oppressing, or ~~providing~~ show favoritism toward any person because based on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law protected characteristics. Members shall not, or knowingly and unlawfully intentionally denying or impeding another in the exercise or enjoyment of any person in the exercise or enjoyment of any right, privilege, power, or immunity; ~~knowing the conduct is unlawful, is prohibited.~~

#### **1012.8 CONFORMANCE TO LAWS**

Members shall ~~obey~~ comply with all laws of the United States and of any federal, state, and local laws, jurisdiction in which the member is present.

~~A member~~ Any arrest, charge, or conviction of a criminal offense shall notify must be reported to the Fire Chief or designee within 48 hours through their chain of command ~~within 48 hours in the event of an arrest, charge, or conviction of a criminal offense.~~

#### **1012.9 DEROGATORY, MALICIOUS, OR DISHONEST STATEMENTS**

Members ~~should~~ shall not be a party to engaged in any malicious gossip, ~~report~~ rumors, or activity which ~~that~~ would tend to disrupt district harm morale or bring discredit to the District or any District member thereof. Member questions concerning Concerns about district policy, activities, officers, and/or safety issues or operations shall ~~should~~ be submitted by official written communication in writing to the member's immediate supervisor.

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### *Conduct and Behavior*

Members shall must be truthful and honest at all times and shall report any instances of dishonest acts that may compromise the integrity of the District integrity.

#### **1012.10 POLITICAL ACTIVITY**

Members should not engage in political activities of any kind while on-duty, in uniform, or on District property. Distributing or displaying campaign material in District facilities is prohibited. Off-duty political activity must not imply District endorsement. ~~Members are also prohibited from engaging in any political activity off duty while wearing any uniform items or equipment that could identify them as members of the District.~~

#### **1012.11 SEXUAL ACTIVITY**

Members are prohibited from ~~should not engage~~ in any sexual activity or sending, receiving, or displaying sexually explicit materials while on-duty or while using District property, equipment, or systems. ~~This includes use of any electronic device to communicate or receive messages, photos, or any other content of a sexual or provocative nature.~~

#### **1012.12 GIFTS AND GRATUITIES**

Members should not solicit or accept ~~accept~~ any gifts, gratuities, favors, or anything of value including money, tangible or intangible, personal property, or any service, gratuity, favor, loan, promise, or any other thing of value from any person, business individual, or organization that is doing conducts or seeks to conduct business with, or seeking to do business with the District.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of a member or seeks to affect the performance of a member while on duty, the incident should Any such offers must be immediately reported to the next level a supervisor immediately.

#### **1012.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART**

At no time should a member accept any monetary donation from the public. Members who are approached with monetary donations shall direct the person or entity to the Finance department Community Relations Division for instruction on proper ways to donate.

Members who are approached with gift card(s) valued under over \$50, intended to thank employees for their service, shall direct the person to the appropriate Captain or Supervisor who may accept the gift card and utilize it in a manner benefiting all members. Any donation valued over \$50 should not be accepted by any member, refer to the donations policy for guidance.

~~At no time should a member accept any monetary donation from the public. If a citizen-citizen or business offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.~~

A member may accept unsolicited vendor gifts that are nominal under \$50. in nature and expense. You Members may not accept cash or checks made out to any member, under any circumstance, refer to the Donations Policy for routing. Gift cards valued at \$50 or less for specific vendors/restaurants are permissible. If the gift is valued over \$50 you may not pay the difference in order to accept the gift.

A Gift of the Heart shall not be regarded or accepted by any member as a personal gift. At no time shall a member consider a gift of the heart as a personal present.

# Golder Ranch Fire District

## Policy Manual

### *Conduct and Behavior*

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#### **1012.14 ABUSE OF POSITION**

~~Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend to another person their identification cards or badges, or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief. Members shall not use their official positions, identification cards, or badges to avoid the consequences of unlawful conduct or to obtain any personal, non-work-related benefit. Members shall not lend their identification cards or badges to any person, nor allow them to be photographed or reproduced, without the Fire Chief's approval~~

Members ~~should~~ shall not ~~permit~~ ~~authorize~~ the use of their names, photographs, or official titles that identify/identifying them as District members (e.g., in connection with such as in testimonials, endorsements, or commercial advertisements of any commodity or commercial enterprise) without the prior approval of the Fire Chief.

Members shall not obtain supplies, materials, or other property, or money from the District, its affiliates, ~~its other members~~ employees, or members of the public by ~~through~~ fraudulent means, ~~deception~~, or misrepresentation.

#### **1012.15 PUBLIC STATEMENTS AND APPEARANCES**

Members should not address public gatherings, appear on radio or television, social media ~~prepare any~~ publish articles for publication, act as correspondents, ~~to a newspaper or periodical~~, or release or ~~divulge~~ investigative information or information on any other matter of the District related information while presenting themselves or in any way identifying themselves as representatives of the District, ~~without~~ unless they have prior the approval of ~~from~~ the Fire Chief.

#### **1012.16 MAINTENANCE OF KSA's & ~~CURRENT AND PROPER~~ LICENSES AND/OR CERTIFICATIONS**

Members ~~shall~~ must maintain KSA's necessary to safely and effectively perform their assigned duties, including completing any required training, refreshers, or proficiency requirements, and shall maintain all current and proper licenses and/or certifications required for their position. ~~to perform assigned duties.~~ Members shall ~~immediately~~ notify their ~~appropriate~~ chain of command of any issues affecting the status of their licenses or certifications within 48 hours or prior to their next shift.

#### **1012.17 Appendix**

The following appendix is attached to this policy and provides reference to sample behaviors that violate this policy. (Attach to the policy)

## *Conduct and Behavior*

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### **Appendix A – Sample Behaviors (Illustrative List)**

Policy Reference: Conduct and Behavior (Policy 1012)

#### **Purpose**

This appendix provides examples of conduct that support or violate District expectations. These examples are illustrative only and are not intended to be all-inclusive. The District reserves the right to determine appropriate corrective or disciplinary action for any behavior inconsistent with its mission, values, or policies.

#### **A. Examples of Expected Conduct**

- Demonstrate honesty, integrity, and accountability in all actions.
- Treat coworkers, supervisors, and the public with courtesy and respect.
- Perform duties safely, efficiently, and to the best of their ability.
- Follow lawful directives from supervisors.
- Protect confidential information and public resources.
- Maintain required certifications and licenses.
- Demonstrate competence and the ability to adequately perform job duties.
- Report safety hazards, misconduct, or violations of policy.
- Represent the District positively, both on and off duty.

#### **B. Examples of Prohibited Conduct**

The following examples represent types of behavior that may result in corrective or disciplinary action, up to and including termination.

#### **Integrity and Accountability**

- Providing false or misleading information during employment or investigations.
- Falsifying time records, reports, or District documents.
- Theft, misappropriation, or misuse of District or public property.
- Failing to report dishonest or fraudulent acts.

#### **Professionalism and Workplace Conduct**

- Insubordination or refusal to follow lawful orders.
- Harassment, bullying, hazing, or discrimination.

# Golder Ranch Fire District

## Policy Manual

### *Conduct and Behavior*

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- Use of profane, threatening, or abusive language.
- Behavior that disrupts workplace harmony or damages morale.
- Unauthorized use or abuse of paid time off or other types of leave.
- Failure to maintain appropriate professional boundaries.

### **Safety and Substance Use**

- Reporting for duty under the influence of alcohol or controlled substances.
- Possessing or using drugs or alcohol on duty or on District premises.
- Violating safety procedures or neglecting use of protective gear.
- Engaging in horseplay or unsafe acts on duty.

### **Use of District Property and Resources**

- Unauthorized use of District credit card, vehicles, equipment, or materials.
- Personal business during work hours without authorization.
- Improper use of District communication systems or internet access.

### **Public Trust and Representation**

- Unauthorized release of confidential or sensitive information.
- Misuse of position or District identification for personal benefit.
- Behavior that discredits the District or the fire service profession.
- Public statements made on behalf of the District without authorization.

### **C. Review and Updates**

This appendix will be reviewed periodically by Human Resources to ensure continued clarity and alignment with District policy, law, and operational needs.

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## Conduct and Behavior

### 1012.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear standards of professional and ethical conduct for all members of the Golder Ranch Fire District (the District). These guidelines are intended to prevent behaviors that may lead to disciplinary action or dismissal and to promote integrity, accountability, and respect within the organization and community.

### 1012.2 DEFINITIONS

Definitions related to this policy include:

**KSA** – Knowledge, Skills, and Abilities

### 1012.3 POLICY

The District expects all members to maintain the highest standards of professional conduct and perform their duties with courtesy, integrity, and professionalism consistent with the standards outlined in the Loyalty Oath and Behavioral Oath.

### 1012.4 STANDARDS OF CONDUCT

All members shall exhibit conduct consistent with that of ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens. Member conduct, both on and off duty, should reflect favorably upon the District while safeguarding the safety and welfare of others.

Conduct unbecoming of a member includes any behavior that discredits the District or the individual as a representative of the District; compromises safety or welfare of any person; demonstrates a lack in competence in assigned duties; or impairs the efficiency, harmony, or effectiveness of District operations or its members.

All members of the District should be familiar with the expected standards of conduct, both on and off duty.

### 1012.5 INTERACTION WITH THE PUBLIC

Members must act courteously and tactfully toward the public. They should exercise patience and discretion, avoid argumentative or hostile behavior, and refrain from using profane, discriminatory, or offensive language or gestures.

### 1012.6 COURTESY TO MEMBERS

Members shall treat all District members with courtesy and respect. Members shall not use coarse,

# Golder Ranch Fire District

## Policy Manual

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violent, profane, or disrespectful language or gestures, nor shall they engage in any expression of prejudice or discrimination.

#### **1012.7 DISCRIMINATION, OPPRESSION, OR FAVORITISM**

Unless required by law or policy, members shall not discriminate against, oppress, or show favoritism toward any person based on protected characteristics. Members shall not knowingly and unlawfully deny or impede any person in the exercise or enjoyment of any right, privilege, power, or immunity.

#### **1012.8 CONFORMANCE TO LAWS**

Members shall comply with all federal, state, and local laws. Any arrest, charge, or conviction of a criminal offense must be reported to the Fire Chief or designee within 48 hours through their chain of command.

#### **1012.9 DEROGATORY, MALICIOUS, OR DISHONEST STATEMENTS**

Members shall not be engaged in gossip, rumors, or activity that would harm morale or discredit the District or any District member. Concerns about district policy, or operations should be submitted in writing to the member's immediate supervisor or the ethics reporting platform.

Members must be truthful and honest at all times and report any dishonest acts that may compromise District integrity.

#### **1012.10 POLITICAL ACTIVITY**

Members should not engage in political activities of any kind while on duty, in uniform, or on District property. Distributing or displaying campaign material in District facilities is prohibited. Off-duty political activity must not imply District endorsement.

#### **1012.11 SEXUAL ACTIVITY**

Members are prohibited from engaging in any sexual activity or sending, receiving, or displaying sexually explicit materials while on-duty or while using District property, equipment, or systems.

#### **1012.12 DONATIONS AND GIFTS**

At no time should a member accept any monetary donation from the public. Members who are approached with monetary donations shall direct the person or entity to the Finance Department for instruction on proper ways to donate.

Members who are approached with gift card(s) valued under \$50, intended to thank employees for their service, shall direct the person to the appropriate Captain or Supervisor who may accept the gift card and utilize it in a manner benefiting all members. Any donation valued over \$50 should not be accepted by any member, refer to the donations policy for guidance.

If a citizen or business offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

A member may accept unsolicited vendor gifts that are under \$50. Members may not accept cash or checks, under any circumstance, refer to the Donations Policy for routing. Gift cards valued at \$50 or less for specific vendors/restaurants are permissible.

# Golder Ranch Fire District

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### *Conduct and Behavior*

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A Gift of the Heart shall not be regarded or accepted by any member as a personal gift.

#### **1012.13 ABUSE OF POSITION**

Members shall not use their official positions, identification cards, or badges to avoid the consequences of unlawful conduct or to obtain any personal, non-work-related benefit. Members shall not lend their identification cards or badges to any person, nor allow them to be photographed or reproduced, without the Fire Chief's approval. Members shall not permit the use of their names, photographs, or official titles identifying them as District members such as in testimonials, endorsements, or commercial advertisements without prior approval of the Fire Chief.

Members shall not obtain supplies, materials, property, or money from the District, its affiliates, other members, or members of the public through fraud, deception, or misrepresentation.

#### **1012.14 PUBLIC STATEMENTS AND APPEARANCES**

Members should not address public gatherings, appear on radio or television, publish articles, social media act as correspondents, or release investigative information or District related information while presenting themselves as representatives of the District, unless they have prior approval from the Fire Chief.

#### **1012.15 MAINTENANCE OF KSA's & LICENSES AND/OR CERTIFICATIONS**

Members must maintain KSA's necessary to safely and effectively perform their assigned duties, including completing any required training, refreshers, or proficiency requirements, and shall maintain all current and proper licenses and/or certifications required for their position.

Members shall notify their appropriate chain of command of any issues affecting the status of their licenses or certifications within 48 hours or prior to their next shift.

#### **1012.16 Appendix**

The following appendix is attached to this policy and provides reference to sample behaviors that violate this policy. (Attach to the policy)

## *Conduct and Behavior*

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### Appendix A – Sample Behaviors (Illustrative List)

Policy Reference: Conduct and Behavior (Policy 1012)

#### **Purpose**

This appendix provides examples of conduct that support or violate District expectations. These examples are illustrative only and are not intended to be all-inclusive. The District reserves the right to determine appropriate corrective or disciplinary action for any behavior inconsistent with its mission, values, or policies.

#### **A. Examples of Expected Conduct**

- Demonstrate honesty, integrity, and accountability in all actions.
- Treat coworkers, supervisors, and the public with courtesy and respect.
- Perform duties safely, efficiently, and to the best of their ability.
- Follow lawful directives from supervisors.
- Protect confidential information and public resources.
- Maintain required certifications and licenses.
- Demonstrate competence and the ability to adequately perform job duties.
- Report safety hazards, misconduct, or violations of policy.
- Represent the District positively, both on and off duty.

#### **B. Examples of Prohibited Conduct**

The following examples represent types of behavior that may result in corrective or disciplinary action, up to and including termination.

##### **Integrity and Accountability**

- Providing false or misleading information during employment or investigations.
- Falsifying time records, reports, or District documents.
- Theft, misappropriation, or misuse of District or public property.
- Failing to report dishonest or fraudulent acts.

##### **Professionalism and Workplace Conduct**

- Insubordination or refusal to follow lawful orders.
- Harassment, bullying, hazing, or discrimination.
- Use of profane, threatening, or abusive language.
- Behavior that disrupts workplace harmony or damages morale.
- Unauthorized use or abuse of paid time off or other types of leave.
- Failure to maintain appropriate professional boundaries.

##### **Safety and Substance Use**

- Reporting for duty under the influence of alcohol or controlled substances.
- Possessing or using drugs or alcohol on duty or on District premises.

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### *Conduct and Behavior*

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- Violating safety procedures or neglecting use of protective gear.
- Engaging in horseplay or unsafe acts on duty.

### **Use of District Property and Resources**

- Unauthorized use of District credit card, vehicles, equipment, or materials.
- Personal business during work hours without authorization.
- Improper use of District communication systems or internet access.

### **Public Trust and Representation**

- Unauthorized release of confidential or sensitive information.
- Misuse of position or District identification for personal benefit.
- Behavior that discredits the District or the fire service profession.
- Public statements made on behalf of the District without authorization.

### **C. Review and Updates**

This appendix will be reviewed periodically by Human Resources to ensure continued clarity and alignment with District policy, law, and operational needs.

# Golder Ranch Fire District

Policy Manual

## Military Leave

Policy  
**1040**

## Golder Ranch Fire District

Policy Manual

# Military Leave

### 1040.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service (Uniformed Services Employment and Reemployment Rights Act (USERRA); 38 USC § 4301 et seq.).

Members taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. This policy also covers individuals serving in the active components of the armed forces and the National Disaster Medical System (NDMS) as well as reservists for the Federal Emergency Management Agency (FEMA) when they are deployed to disasters and emergencies on behalf of FEMA. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.

~~This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with the Human Resources or legal counsel to obtain specific guidance regarding military leave rights.~~

### 1040.2 POLICY

Golder Ranch Fire District is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the District's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the uniformed services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or this policy. If any employee believes that they have been subjected to discrimination in violation of this policy, the employee should immediately contact the human resources (HR) department.

~~The Golder Ranch Fire District supports employees who may be called, or who volunteer, to serve in the military. The District will comply with USERRA and state laws relating to military leave.~~

### 1040.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits that are provided to ~~employee members~~ having similar seniority, status, and pay, who are on furlough, or leave of absence (38 USC § 4316).

# Golder Ranch Fire District

## Policy Manual

### *Military Leave*

#### 1040.3.1 DEFINITIONS

- (a) ~~Military Training Leave is a paid leave status for employees of the Golder Ranch Fire District whom are attending mandatory military training. During this paid leave status, employees of the Golder Ranch Fire District will accrue benefits in the same manner that employees do while on vacation.~~
- (b) ~~Military Leave of Absence is an unpaid leave of absence for employees of the Golder Ranch Fire District that have been activated by the United States Government or by the State that the member serves in the National Guard.~~

#### 1040.3.21 LENGTH OF MILITARY ACTIVE LEAVE

~~Employee~~Members are entitled to military leave of absence for up to a maximum of five years. Military leave is available for both voluntary and mandatory service (38 USC § 4303; 38 USC § 4312).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312)

#### 1040.3.23 TEMPORARY MILITARY DUTY TRAINING LEAVE OF ABSENCE

An eligible ~~employee~~member who is a member of the National Guard or United States Armed Forces reserve is entitled to temporary military leave for any period for active duty, field training, or to attend camps, maneuvers, formations, or drills (ARS § 26-168; ARS § 38-610).

An eligible ~~employee~~member who is a member of any auxiliary of the United States Armed Forces is entitled to a temporary military training leave of up to three times the average of regularly scheduled work hours in a weekly work period each year and up to six times the average of regularly scheduled work hours in a weekly work period in any two consecutive years for for training duty or to attend camps, maneuvers, formations, or drills (ARS § 38-610).

For purposes of this section, the leave period is based on the average total of regularly scheduled hours in a weekly work period (ARS § 38-610).

#### 1040.4 MILITARY LEAVE REQUEST PROCEDURES AND RESPONSIBILITIES

~~Employee~~Members requesting military leave shall:

- (a) Provide as much advance notice of the pending service as reasonably possible, verbally, or written is preferred, but is not required (38 USC § 4312).
- (b) Provide copies of official orders or other official documentation. To request a temporary or extended leave of absence, the member should generally send an email to HR but not required under the law or this policy.
- (c) Provide documentation (military orders, command letter, email/memo from unit) if length of orders is 31 days or longer.
- (b) —
- (e)(d) Select the benefit options desired during absence, if applicable.
- (d) ~~Retain copies of all submitted documents.~~

Upon receipt of a request, the ~~Golder Ranch Fire District~~ will determine eligibility which type of

# Golder Ranch Fire District

## Policy Manual

### *Military Leave*

~~leave they are requesting for military leave and notify the employeemember in writing of the determinationour receipt and next steps.~~

#### **~~1040.5 COORDINATION WITH CONTRACTS, PRACTICES AND OTHER RULES~~**

~~Wherever USERRA has more generous protections and benefits than state or local law, any applicable memo of understanding, or local policy or practice, the District will apply the more beneficial right or benefit (38 USC § 4302).~~

#### **1040.65 LEAVE ACCRUALS**

EmployeeMembers are not required to use accrued leave while on military leave. However, employeemembers may choose to use accrued annual leave or earned compensatory time, at their discretion (38 USC § 4316).

EmployeeMembers will not accrue sick ~~days-time~~ or paid time-off ~~days~~ during any period of military leave without pay. ~~However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty and then returns, would be entitled to three weeks of vacation one year after reemployment.~~

#### **1040.75.1 MILITARY TRAINING LEAVE HOURS**

Military training leave hours will be tracked versus days. For the District's tracking purposes, a ~~calendar~~ the government fiscal year of Jan-Oct 01-Dec 31Sep 30 will be utilized for the two year tracking period. Members that are hired in the middle of this two year tracking period will receive the appropriately prorated amount of hours that corresponds with the rates below.

- (a) Part-Time personnel have 240 military hours
- (b) 40 hour personnel have 240 military hours (propose 520 approx. 13x)
- (c) ~~(propose 620 approx. 13x)~~
- (d)(c) 56 hour personnel have 720 military hours (propose no change already approx. 13x)

Military hours may be utilized in 1 hour increments. In figuring military training leave time, non-work days will not be counted.

#### **1040.67 COMPENSATION**

During ~~approved~~ military leave, employeemembers are entitled to compensation as follows (ARS § 26-168; ARS § 38-610):

- (a) An eligible employeemember who is a member of any branch or reserve of the United States Armed Forces, National Guard, or the National Disaster Medical System is entitled to regular pay up to 30 days, minus any standard deductions (taxes, benefits) and unpaid military training leave up to the amount allowed by District policy for training. paid military training leave as outlined in 1040.7.1 in any consecutive two-year period for training duty or to attend camps, maneuvers, formations, or drills.
- (b) An eligible member ordered to active military service, voluntarily or involuntary, will receive regular pay up to 30 days.
- (c) \_\_\_\_\_
- (a)(d) Members who have been involuntary activated may, at the sole discretion of the \_\_\_\_\_

# Golder Ranch Fire District

## Policy Manual

### Military Leave

District, receive supplemental pay, which, when combined with their total military pay, equals their regular District base pay. Members requesting supplemental pay must provide a current Leave and Earning Statement (LES) to Human Resources showing total activated pay.

#### ~~1040.7.1 MILITARY TRAINING LEAVE HOURS~~

~~Military training leave hours will be tracked versus days. For the District's tracking purposes, a calendar year of Jan 01-Dec 31 will be utilized for the two year tracking period. Employees that are hired in the middle of this two year tracking period will receive the appropriately prorated amount of hours that corresponds with the rates below.~~

- ~~(e) 40 hour personnel have 240 military hours~~
- ~~(f) 48 hour personnel have 288 military hours~~
- ~~(g) 56 hour personnel have 720 military hours~~

~~Military hours may be utilized in 1 hour increments. In figuring military training leave time, non-work days will not be counted.~~

#### ~~1040.67.2 HEALTH CARE BENEFITS~~

~~Members on military leave may elect to purchase continuing health care coverage for a period of time that is the lesser of:~~

- ~~(a) The 24 month period beginning on the first day of the member's absence for military leave.~~
- ~~(b) The period beginning on the first day of the member's absence for military leave and ending on the date that they fail to return from service.~~

If the period of military service is less than 31 days, the member's health care coverage under the district's plan will continue for no more than the regular member's share.

If members choose to continue their health and/or dental insurance(s) while on Military Leave, premiums will be deducted from their supplemental pay, if applicable. The member may also choose to use PTO to cover benefits while on leave. The District will continue to make normal contributions towards the member's benefits if the member has chosen to continue their health and/or dental insurance(s) using PTO.

If the military service is 31 days or more, the District will offer continued health care (COBRA), charging the member no more than 102 percent of the full premium of the health care plan (38 USC § 4317). Health care coverage for a period of time that is the lesser of:

- (a) The 24-month period beginning on the first day of the member's absence for military leave.
- (b) The period beginning on the first day of the member's absence for military leave and ending on the date that they fail to return from service.

~~If members choose to continue their health and/or dental insurance(s) while on Military Leave,~~

# Golder Ranch Fire District

## Policy Manual

### *Military Leave*

~~premiums will be deducted from their supplemental pay, if applicable. The member may also choose to use PTO to cover benefits while on leave. The District will continue to make normal contributions towards the member's benefits if the member has chosen to continue their health and/or dental insurance(s).~~

#### **1040.78 RETURN FROM DUTY**

Members returning from approved military leave of absence must report to work as follows (38 USC § 4312):

# Golder Ranch Fire District

## Policy Manual

### Military Leave

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- (a) ~~For periods of service. If service is less than 31 days, employee members must report back to work no later than at the beginning of the first shift that begins on the first full day that follows the end of the employee member's service period, and the expiration of eight hours after a time for safe transportation back to the employee's residence. If reporting within this period is impossible or unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period.~~
- (b) ~~For periods of service of more than 30 days~~ 31 days but less than 181 days, ~~employee members~~ employee members must notify the district no later than 14 days after completing service, or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so.
- (c) ~~For periods of service of more than over~~ 180 days, ~~employee members~~ employee members must notify the district no later than 90 days after completion of service.
- ~~(e)~~ (d) If the employee is hospitalized or convalescing from a service-connected injury - the employee must submit an application for reemployment with HR no later than two years following completion of service.

~~Employees who are recovering from an illness or injury incurred in or aggravated during military service must report to the District as provided in this policy at the end of the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist.~~

~~An employee member who fails to report in a timely manner will be subject to the district's policy, rules of conduct and established policies covering absence from scheduled work.~~

~~In addition to the employee's failure to apply for communicate their return in a timely manner, a member is not entitled to reinstatement as described above if any of the following conditions exist:~~

- ~~• The District's circumstances have so changed as to make reemployment impossible or unreasonable.~~
- ~~• Re-employment would pose an undue hardship upon the District.~~
- ~~• Prior to the military service, employment was brief, non-recurrent period, and there was no reasonable expectation that employment would continue.~~
- ~~• The member did not receive an honorable discharge from military service.~~
- ~~• Did not provide advance written or verbal notice of such service, unless precluded by military necessity.~~
- ~~• Served in uniformed service for more than five years cumulatively while employed at the District, except as provided in 38 USC § 4312(c).~~

~~Employee Members absent longer than 30 days must will be required to complete return to work training if deployment is longer than 30 days. This process will be coordinated through Health and Safety and Professional Development.~~

# Golder Ranch Fire District

## Policy Manual

### Military Leave

Human Resources should consult with legal counsel before determining whether any of these conditions exist.

#### 1040.7.1 REEMPLOYMENT POSITION

Upon return a member may be reemployed in the position they would have attained had they remained continuously employed (the escalator principle), in a position of like seniority, status, and pay in the following manner depending upon the member's period of military service:

- A. *Less than 91 days of military service* – reinstated to a position that the member would have attained if employment had not been interrupted by military service; or, if found not qualified for such position after reasonable efforts by the District, in the position in which the member had been employed prior to military service.
- B. *More than 90 days and less than 5 years of military service* – reinstated to a position that the member would have attained if employment had not been interrupted by military service or a position of like seniority, status, and pay, the duties of which the member is qualified to perform; or, if proved not qualified after reasonable efforts by the District, in the position the member left, or a position of like seniority, status, and pay, the duties of which the member is qualified to perform.
- C. *Member with a service-connected disability* - if after reasonable accommodation efforts by the employer, a member with a service-connected disability is not qualified for employment in the position they would have attained or in the position that they left, the member will be employed in another position of similar seniority, status, and pay for which the member is qualified or could become qualified with reasonable efforts by the District; or, if no such position exists, in the nearest approximation consistent with the circumstances of the member's situation.

#### 1040.8 BENEFITS UPON REEMPLOYMENT

Members reemployed following active military leave will receive seniority and other benefits determined by seniority that the member had at the beginning of the military leave, plus any additional seniority and benefits the member would have attained, with reasonable certainty, had the individual remained continuously employed. A member's time spent on active military duty will be counted toward eligibility for FMLA leave. Additionally, upon reemployment, a covered member will not be discharged except for cause following reemployment according to the below (38 USC § 4316; 20 CFR 1002.247):

- For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- For one year after the date of reemployment if the most recent period of military service was more than 180 days.

1040.8.1 RETIREMENT SYSTEM CONTRIBUTIONS & SERVICE CREDIT (PSPRS AND ASRS)  
Members who participate in either the Public Safety Personnel Retirement System (PSPRS) or the Arizona State Retirement System (ASRS) may be eligible to receive retirement service credit for periods of qualified military service in accordance with USERRA (38 U.S.C. § 4318) and applicable Arizona statutes.

#### A. Member Contributions for Qualified Military Service

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### *Military Leave*

Under USERRA, members have the option, but are not required, to make up their member retirement contributions for the period of qualified military service up to the maximum allowed per Arizona Statute (A.R.S. § 38-868).

#### **B. Employer Contributions**

The District will make the required employer contributions for qualified military service only after the member has made all required member contributions for the same period, in accordance with A.R.S. § 38-858 (PSPRS) and A.R.S. § 38-749 (ASRS). If the member does not make up their member contributions, the District will not make employer contributions, and the period will not be credited as service.

#### **C. PSPRS Presidential Order Exception**

For members covered under PSPRS, state law provides a specific exemption for certain federal activation orders.

- Under A.R.S. § 38-858(H), members who are called to military service under a presidential order declaring war or a national emergency are not required to make member contributions for the period of service.
- In these circumstances, the District will make the required employer contributions, and the member contributions and the member will receive retirement service credit for the qualifying military service period, not to exceed 48 months.

#### **D. ASRS Members – Federal Agency Call Up**

For members covered under ASRS, state law provides a specific exemption for certain federal activation orders if certain criteria are met.

- Under A.R.S. § 38-745(D), members who are called to military service or appointed as temporary personnel by a federal agency are not required to make member contributions for the period of service.
- In these circumstances, the District will make the required employer contributions and the member contributions and the member will receive retirement service credit for the qualifying military service period, not to exceed 60 months.

#### **E. Coordination With Retirement Systems**

Members are responsible for completing any forms or applications required by PSPRS or ASRS to initiate the service-credit process. The District will assist members by providing required documentation, pay information, or verification of service as requested by the retirement system.

#### **1040.9 DOCUMENTATION**

If the member's military leave exceeds 30 days, the HR department will, upon the member's reapplication for employment, request that the member provide the District with military discharge documentation to establish the timeliness of the application for reemployment, the duration of the military service, and the honorable discharge from the military service, if applicable. If documentation is not immediately available, the District will not delay reemployment but may request the documentation when it becomes available.

#### **1040.10 COORDINATION WITH CONTRACTS, PRACTICES, AND OTHER RULES**

Wherever USERRA has more generous protections and benefits than state or local law, any applicable memo of understanding, or local policy or practice, the District will apply the more beneficial right or benefit (38 USC § 4302).

# Golder Ranch Fire District

## Policy Manual

### *Military Leave*

#### **1040.9 REEMPLOYMENT RIGHTS**

~~An employee returning from an approved temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits they would have attained if not absent for military duty or, in some cases, a comparable job (ARS § 26-168).~~

##### ~~1040.9.1 FORMER POSITION~~

##### ~~1040.9.2 COMPENSATION AND BENEFITS~~

~~Upon return from regular active military duty, a employee is entitled to seniority and seniority-based rights and benefits, including, but not limited to:~~

- ~~(a) Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion and merit salary increases (20 CFR 1002.210).~~
- ~~(b) Receiving credit for time spent on approved military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act (20 CFR 1002.210).~~
- ~~(c) Returning to the level in the salary range that the employee would have attained had they not left on approved military leave (20 CFR 1002.236).~~
- ~~(d) Receiving the same contribution to retirement benefits upon reemployment that the District would have contributed had they not taken leave (20 CFR 1002.261).~~
- ~~(e) In case of a presidential call up, not to exceed forty eight (48) months, the District shall make both employer and member contributions upon the member's return to work, or release from hospitalization, or death.~~
- ~~(f) Being treated as not having a break in service for purposes of participation, vesting and accrual of pension benefits (38 USC § 4316; 38 USC § 4318).~~
- ~~(g) Re-enrolling in district health benefits without any waiting period.~~
- ~~(h) Restoring benefits that were elected by the employee and their dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible (ARS § 26-168).~~

##### ~~1040.9.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES~~

~~An employee returning from approved regular active military leave is entitled to reinstatement rights only if they (38 USC § 4312):~~

- ~~(a) Have given advance written or verbal notice of such service, unless precluded by military necessity.~~
- ~~(b) Have served in the uniformed service for no more than five years cumulatively while employed at the Golder Ranch Fire District, except as provided in 38 USC § 4312(c).~~
- ~~(c) Have been issued a discharge under honorable conditions.~~
- ~~(d) Reports to the Golder Ranch Fire District or notifies the district in a timely manner as provided in this policy.~~
  - ~~1. In the case that the approved military leave exceeds 30 days, submits documentation showing:
    - ~~(a) The employee's separation from service was other than disqualifying~~~~

# Golder Ranch Fire District

## Policy Manual

### *Military Leave*

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- (b) ~~The employee has not exceeded the cumulative five year limit of service in the uniformed services, except as provided in 38 USC § 4312(e).~~

#### ~~1040.9.4 DISTRICT REEMPLOYMENT RESPONSIBILITIES~~

~~The District shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the District shall reinstate employees as soon as practicable (20 CFR 1002.181).~~

~~The District is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312):~~

- (a) ~~The district's circumstances have so changed as to make such reemployment impossible or unreasonable.~~
- (b) ~~Such reemployment would impose an undue hardship upon the District.~~
- (c) ~~The person held a nonrecurrent job for a brief period of time and had no reasonable expectation that such employment would continue.~~

~~Human Resources should consult with legal counsel before determining whether any of these conditions exist.~~

#### ~~1040.10 RETENTION~~

~~An employee who is reinstated after returning from approved military leave may not be discharged, except for cause (38 USC § 4316; 20 CFR 1002.247):~~

- (a) ~~For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.~~
- (b) ~~For one year after the date of reemployment if the most recent period of military service was more than 180 days.~~

#### ~~1040.11 DISCRIMINATION AND RETALIATION PROHIBITED~~

~~Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311; ARS § 23-1501; ARS § 26-167).~~

# Military Leave

## 1040.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service in accordance with Uniformed Services Employment and Reemployment Rights Act (USERRA); 38 USC § 4301 et seq.

Members taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. This policy also covers individuals serving in the active components of the armed forces and the National Disaster Medical System (NDMS) as well as reservists for the Federal Emergency Management Agency (FEMA) when they are deployed to disasters and emergencies on behalf of FEMA. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.

As military leave situations arise, supervisors should consult with Human Resources or legal counsel to obtain specific guidance regarding military leave rights.

## 1040.2 POLICY

Golder Ranch Fire District (the District) is committed to protecting the job rights of members absent on military leave. In accordance with federal and state law, it is the District's policy that no member or prospective member will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the uniformed services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or this policy. If any member believes that they have been subjected to discrimination in violation of this policy, the member should immediately contact the human resources (HR) department.

## 1040.3 MILITARY LEAVE

Generally, members on military leave are entitled to the same rights and benefits that are provided to members having similar seniority, status, and pay, who are on furlough, or leave of absence (38 USC § 4316).

### 1040.3.1 MILITARY ACTIVE LEAVE

Members are entitled to military leave of absence for up to a maximum of a cumulative five years. Military leave is available for both voluntary and involuntary service (38 USC § 4303; 38 USC §

# Golder Ranch Fire District

## Policy Manual

### *Military Leave*

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4312).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall, or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312)

#### 1040.3.2 TEMPORARY MILITARY TRAINING

An eligible member who is a member of the National Guard or United States Armed Forces reserve is entitled to temporary military leave for active duty, field training, or to attend camps, maneuvers, formations, or drills (ARS § 26-168; ARS § 38-610).

An eligible member who is a member of any auxiliary of the United States Armed Forces is entitled to a temporary military training leave for training duty or to attend camps, maneuvers, formations or drills (ARS § 38-610).

For purposes of this section, the leave period is based on the average total of regularly scheduled hours in a work week (ARS § 38-610).

#### **1040.4 MILITARY LEAVE REQUEST PROCEDURE**

Members requesting military leave shall:

- A. Provide as much advance notice of the pending service as reasonably possible, verbally, or written is preferred, but not required (38 USC § 4312).
- B. To request a temporary or extended leave of absence, the member should generally send an email to HR but not required under the law or this policy.
- C. Provide documentation (military orders, command letter, email/memo from unit) if length of orders is 31 days or longer.
- D. Select the benefit options desired during absence, if applicable.

Upon receipt of a request, the District will determine which type of military leave is being requested and notify the member in writing of the receipt and next steps.

#### **1040.5 LEAVE ACCRUALS**

Members are not required to use accrued leave while on military leave. However, members may choose to use accrued annual leave or earned compensatory time, at their discretion (38 USC § 4316).

Members will not accrue sick time or paid time-off during any period of military leave without pay.

##### 1040.5.1 MILITARY TRAINING LEAVE HOURS

Military training leave hours will be tracked versus days. For the District's tracking purposes, the government fiscal year of Oct 01-Sep 30 will be utilized for the two year tracking period. Members that are hired in the middle of this two year tracking period will receive the appropriately prorated amount of hours that corresponds with the rates below.

- Part-Time personnel have 240 military hours
- 40 hour personnel have 520 military hours

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### *Military Leave*

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- 56 hour personnel have 720 military hours

Military hours may be utilized in 1 hour increments. In figuring military training leave time, non-work days will not be counted (ARS § 38-610).

#### **1040.6 COMPENSATION**

During military leave, members are entitled to compensation as follows (ARS § 26-168; ARS § 38-610):

- A. An eligible member who is a member of any branch or reserve of the United States Armed Forces, National Guard, or the National Disaster Medical System is entitled to regular pay up to 30 days for training plus, unpaid military training leave up to the amount allowed per District policy.
- B. An eligible member ordered to active military service, voluntarily or involuntary, will receive regular pay up to 30 days.
- C. Members who have been involuntary activated may, at the sole discretion of the District, receive supplemental pay, which, when combined with their total military pay, equals their regular District base pay. Members requesting supplemental pay must provide a current Leave and Earning Statement (LES) to Human Resources showing total activated pay.

##### 1040.6.1 HEALTH CARE BENEFITS

If the period of military service is less than 31 days, the member's health care coverage under the District's plan will continue for no more than the regular member's share.

If members choose to continue their health and/or dental insurance(s) while on Military Leave, premiums will be deducted from their supplemental pay, if applicable. The member may also choose to use PTO to cover benefits while on leave. The District will continue to make normal contributions towards the member's benefits if the member has chosen to continue their health and/or dental insurance(s) using PTO.

If the military service is 31 days or more and the member chooses not to use PTO to cover benefits, the District will offer continued health care (COBRA), charging the member no more than 102 percent of the full premium of the health care plan (38 USC § 4317). Health care coverage can be offered for a period of time that is the lesser of:

- The 24-month period beginning on the 31st day of the member's absence for military leave.
- The period beginning on the 31st day of the member's absence for military leave and ending on the date that they fail to return from service.

#### **1040.7 RETURN FROM DUTY**

Members returning from military leave of absence must report to work as follows (38 USC § 4312):

- A. ***If service is less than 31 days*** - members must report back to work at the beginning of the first scheduled shift following the end of the member's service period, and the expiration of eight hours after a time for safe transportation back to the member's residence.

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### *Military Leave*

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- B. ***If service is 31 days but less than 181 days*** - members must notify the district no later than 14 days after completing service. If impossible or unreasonable to do so through no fault of the member, no later than the next first full calendar day when it is possible to do so.
- C. ***If service is over 180 days*** - members must notify the district no later than 90 days after completion of service.
- D. ***If the member is hospitalized or convalescing from a service-connected injury*** - the member must submit an application for reemployment with HR no later than two years following completion of service.

A member who fails to report in a timely manner will be subject to District policy.

In addition to the member's failure to communicate their return in a timely manner, a member is not entitled to reinstatement if any of the following apply (38 USC § 4312):

- The District's circumstances have so changed as to make reemployment impossible or unreasonable.
- Re-employment would pose an undue hardship upon the District.
- Prior to military service employment was a brief, non-recurrent period, and there was no reasonable expectation employment would continue.
- The member did not receive an honorable discharge from military service.
- Did not provide advance written or verbal notice of such service, unless precluded by military necessity.
- Served in uniformed service for more than five years cumulatively while employed at the District, except as provided in 38 USC § 4312(c).

Members absent longer than 30 days must complete return to work training coordinated through Health and Safety and Professional Development.

Human Resources should consult with legal counsel before determining whether any of these conditions exist.

#### 1040.7.1 REEMPLOYMENT POSITION

Upon return a member may be reemployed in the position they would have attained had they remained continuously employed (the escalator principle), in a position of like seniority, status, and pay in the following manner depending upon the member's period of military service:

- A. ***Less than 91 days of military service*** – reinstated to a position that the member would have attained if employment had not been interrupted by military service; or, if found not qualified for such position after reasonable efforts by the District, in the position in which the member had been employed prior to military service.
- B. ***More than 90 days and less than 5 years of military service*** – reinstated to a position that the member would have attained if employment had not been interrupted by military service or a position of like seniority, status, and pay, the duties of which the member is qualified to perform; or, if proved not qualified after reasonable efforts by the District, in the position the member left, or a position of like seniority, status, and pay, the duties of which the member is qualified to perform.

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## Policy Manual

### *Military Leave*

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- C. *Member with a service-connected disability* - if after reasonable accommodation efforts by the employer, a member with a service-connected disability is not qualified for employment in the position they would have attained or in the position that they left, the member will be employed in another position of similar seniority, status, and pay for which the member is qualified or could become qualified with reasonable efforts by the District; or, if no such position exists, in the nearest approximation consistent with the circumstances of the member's situation.

### **1040.8 BENEFITS UPON REEMPLOYMENT**

Members reemployed following active military leave will receive seniority and other benefits determined by seniority that the member had at the beginning of the military leave, plus any additional seniority and benefits the member would have attained, with reasonable certainty, had the individual remained continuously employed. A member's time spent on active military duty will be counted toward eligibility for FMLA leave. Additionally, upon reemployment, a covered member will not be discharged except for cause following reemployment according to the below (38 USC § 4316; 20 CFR 1002.247):

- For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- For one year after the date of reemployment if the most recent period of military service was more than 180 days.

#### 1040.8.1 RETIREMENT SYSTEM CONTRIBUTIONS & SERVICE CREDIT (PSPRS AND ASRS)

Members who participate in either the Public Safety Personnel Retirement System (PSPRS) or the Arizona State Retirement System (ASRS) may be eligible to receive retirement service credit for periods of qualified military service in accordance with USERRA (38 U.S.C. § 4318) and applicable Arizona statutes.

#### **A. Member Contributions for Qualified Military Service**

Under USERRA, members have the option, but are not required, to make up their member retirement contributions for the period of qualified military service up to the maximum allowed per Arizona statute (A.R.S. § 38-868).

#### **B. Employer Contributions**

The District will make the required employer contributions for qualified military service only after the member has made all required member contributions for the same period, in accordance with A.R.S. § 38-858 (PSPRS) and A.R.S. § 38-749 (ASRS). If the member does not make up their member contributions, the District will not make employer contributions, and the period will not be credited as service.

#### **C. PSPRS Presidential Order Exception**

For members covered under PSPRS, state law provides a specific exemption for certain federal activation orders.

- Under A.R.S. § 38-858(H), members who are called to military service under a presidential order declaring war or a national emergency are not required to make member contributions for the period of service.
- In these circumstances, the District will make the required employer contributions, and the member contributions and the member will receive retirement service credit for the qualifying military service period, not to exceed 48 months.

# Golder Ranch Fire District

## Policy Manual

### *Military Leave*

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#### **D. ASRS Members – Federal Agency Call Up**

For members covered under ASRS, state law provides a specific exemption for certain federal activation orders if certain criteria are met.

- Under A.R.S. § 38-745(D), members who are called to military service or appointed as temporary personnel by a federal agency are not required to make member contributions for the period of service.
- In these circumstances, the District will make the required employer contributions and the member contributions and the member will receive retirement service credit for the qualifying military service period, not to exceed 60 months.

#### **E. Coordination With Retirement Systems**

Members are responsible for completing any forms or applications required by PSPRS or ASRS to initiate the service-credit process. The District will assist members by providing required documentation, pay information, or verification of service as requested by the retirement system.

#### **1040.9 DOCUMENTATION**

If the member's military leave exceeds 30 days, the HR department will, upon the member's reapplication for employment, request that the member provide the District with military discharge documentation to establish the timeliness of the application for reemployment, the duration of the military service, and the honorable discharge from the military service, if applicable. If documentation is not immediately available, the District will not delay reemployment but may request the documentation when it becomes available.

#### **1040.10 COORDINATION WITH CONTRACTS, PRACTICES, AND OTHER RULES**

Wherever USERRA has more generous protections and benefits than state or local law, any applicable memo of understanding, or local policy or practice, the District will apply the more beneficial right or benefit (38 USC § 4302).

## Retirement Plans

### 1046.1 PSPRS

~~Employee~~Members who are assigned hazardous duty, are ~~eligible~~required to participate in the Public Safety Personnel Retirement System (PSPRS), as defined by Arizona ~~R~~revised sStatute, ~~†~~†Title 38. PSPRS plans are not governed by the District. Details of the PSPRS plans are available through the PSPRS website, PSPRS Local Board, or Human Resources.

#### 1046.1.1 DEFERRED RETIREMENT OPTION PROGRAM (DROP)

As part of the MOU, ~~for eligible PSPRS DROP participants~~members who have elected to participate in the ~~DROP district 401a Public Safety Personnel Defined Contribution Retirement Plan (PSPDCRP)~~are subject to the following:

- During participation in the DROP program, neither the ~~d~~District nor member contributes to the PSPRS pension system.
- Members may contribute up to their former PSPRS contribution rate of 7.65% to their District sponsored defined contribution plan(s) 401a and/or 457b (PSPDCRP), subject to plan terms and MOU language.
- The District will match Gcontributions Any amount elected up to a maximum of 7.65% will be matched by the District in the District sponsored Nationwide 401a.

### 1046.2 ASRS

~~Employee~~Members who are not assigned hazardous duty, ~~or those not eligible for PSPRS~~ are ~~eligible~~required to participate in the Arizona State Retirement System (ASRS), as defined by Arizona ~~R~~revised sStatute, ~~†~~†Title 38.

### 1046.3 EMPLOYER-SPONSORED DEFINED-CONTRIBUTION PLANS

~~Employee~~Members may ~~be eligible~~contribute to participate in employerDistrict the sponsored defined contribution plans, ~~including~~which are 401(a) and 457(b) plans, in accordance with applicable plan documents. Plans are administered in accordance with IRS regulations.

Participation in these plans is voluntary, and the District does not provide any matching contributions into these plans, with the exception of the PSPRS DROP MOU agreement.

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These plans are administered in compliance with Internal Revenue Service (IRS) regulations, and contribution limits, catch-up provisions, and eligibility requirements are governed by federal law, plan documents, and provider rules, as applicable.

Specific contribution limits and catch-up provisions are subject to change and are communicated separately through the plan administrator.

### 1046.4 FINANCIAL PLANNING DISCLAIMER

Members are responsible for their individual retirement planning decisions and are encouraged to consult with a qualified financial or tax advisor. The District does not provide financial, investment, or tax advice.

~~457(b) or 401(a) plan's annual contributions and other additions (excluding earnings) to a participant's account cannot exceed the lesser of:~~

- ~~(a) 100% of the participant's includible compensation, or~~
- ~~(b) the elective deferral limit set annually by IRS.~~

~~Increases to the general annual contribution limit:~~

- ~~• 457(b) plans of state and local governments may allow catch-up contributions for participants who are aged 50 or older.~~
- ~~• Special 457(b) catch-up contributions, if permitted by the plan provider, allow a participant for 3 years prior to the normal retirement age (this can be as little as 20 years of service) to contribute the lesser of:~~
  - ~~• Twice the annual limit, or~~
  - ~~• The basic annual limit plus the amount of the basic limit not used in prior years (only allowed if not using age 50 or over catch-up contributions)~~

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## Retirement Plans

### 1046.1 PSPRS

Members who are assigned hazardous duty, are required to participate in the Public Safety Personnel Retirement System (PSPRS), as defined by Arizona Revised Statute, Title 38. PSPRS plans are not governed by the District. Details of the PSPRS plans are available through the PSPRS website, PSPRS Local Board, or Human Resources.

#### 1046.1.1 DEFERRED RETIREMENT OPTION PROGRAM (DROP)

As part of the MOU, eligible PSPRS members who elect to participate in the DROP are subject to the following:

- During participation in the DROP program, neither the District nor member contributes to the PSPRS pension system.
- Members may contribute up to their former PSPRS contribution rate of 7.65% to their District sponsored defined contribution plan(s) 401a and/or 457b, subject to plan terms and MOU language.
- The District will match contributions up to a maximum of 7.65% in the District sponsored Nationwide 401a.

### 1046.2 ASRS

Members who are not assigned hazardous duty are required to participate in the Arizona State Retirement System (ASRS), as defined by Arizona Revised Statute, Title 38.

### 1046.3 EMPLOYER-SPONSORED DEFINED-CONTRIBUTION PLANS

Members may be eligible to participate in District sponsored defined contribution plans, which are 401(a) and 457(b) plans, in accordance with applicable plan documents.

Participation in these plans is voluntary, and the District does not provide any matching contributions into these plans, with the exception of the PSPRS DROP MOU agreement.

These plans are administered in compliance with Internal Revenue Service (IRS) regulations, and contribution limits, catch-up provisions, and eligibility requirements are governed by federal law, plan documents, and provider rules, as applicable.

Specific contribution limits and catch-up provisions are subject to change and are communicated separately through the plan administrator.

### 1046.4 FINANCIAL PLANNING DISCLAIMER

Members are responsible for their individual retirement planning decisions and are encouraged to consult with a qualified financial or tax advisor. The District does not provide financial, investment, or tax advice.





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Dave Christian, Finance Director

MTG. DATE: March 17, 2026

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

ITEM #: 8B

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 2/1/2026 Through 2/28/2026

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	2,417,484.52	2,821,221.41	403,736.89	25,845,245.22	26,128,327.13	283,081.91
6000	Supplies/Consumables	50,173.27	247,178.33	197,005.06	792,634.24	1,209,145.64	416,511.40
6500	Vehicle / Equipment Expense	79,827.50	84,126.39	4,298.89	687,001.59	1,368,746.12	681,744.53
6750	Utilities / Communications	36,690.83	44,698.33	8,007.50	365,742.41	360,786.31	(4,956.10)
7000	Professional Services	66,852.79	138,934.32	72,081.53	997,691.02	1,344,771.56	347,080.54
7500	Dues/Subscriptions/Maint. Fees	20,839.94	62,107.97	41,268.03	652,533.99	664,074.09	11,540.10
7750	Insurance	0.00	0.00	0.00	132,030.50	191,400.00	59,369.50
8000	Repairs / Maintenance	40,602.79	63,741.00	23,138.21	254,917.57	515,003.00	260,085.43
9000	Debt Service Principle	313,571.00	278,571.00	(35,000.00)	736,142.00	736,310.00	168.00
9500	Debt Service Interest	67,200.19	55,579.00	(11,621.19)	839,151.28	827,851.00	(11,300.28)
9900	Capital	140,956.44	182,235.07	41,278.63	2,117,493.08	2,286,723.56	169,230.48
Report Difference		(3,234,199.27)	(3,978,392.82)	744,193.55	(33,420,582.90)	(35,633,138.41)	2,212,555.51



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: March 17, 2026

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: March 17, 2026

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.