

**GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
PUBLIC NOTICE AND AGENDA
Tuesday, July 21, 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, July 21, 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

- Recognition of the Rock Ridge Apartments team for their service to the community

B. PRESENTATION OF PERSONNEL

- RETIREMENT
 - CORY KAPPEL, ENGINEER
- PROMOTION
 - DARRELL NEWBURN, ENGINEER
- NEW HIRE
 - CONNI WIGHTMAN, ADMINISTRATIVE ASSISTANTLoyalty and behavioral oaths will be administered.



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- JUNE 16, 2026, REGULAR SESSION

B. APPROVE MINUTES- JUNE 16, 2026, EXECUTIVE SESSION ITEM 8J

7. REPORTS AND CORRESPONDENCE

A. FIRE CHIEF'S REPORT – CHIEF BRANDHUBER

- UPDATES ON THE FOLLOWING AREAS:
 - BOARD SERVICES
 - COMMENDATIONS/THANK YOU CARDS RECEIVED
 - DISTRICT ACTIVITIES
 - HUMAN RESOURCES
 - MEETINGS, TRAININGS, AND EVENTS ATTENDED
 - PERSONNEL
 - POLITICAL & PUBLIC SAFETY INTERACTIONS/UPDATES
- LEADERSHIP TEAM REPORT – PRESIDENT JONES

B. COMMUNITY RISK REDUCTION DIVISION'S REPORT - ASSISTANT CHIEF PERRY

- UPDATES ON THE FOLLOWING AREAS:
 - COMMUNITY EDUCATION, ENGAGEMENT & RISK REDUCTION
 - FINANCE
 - FIRE PREVENTION

C. SUPPORT SERVICES DIVISION'S REPORT - ASSISTANT CHIEF CESAREK

- UPDATES ON THE FOLLOWING AREAS:
 - STRATEGIC COMMUNICATIONS
 - FACILITIES MAINTENANCE
 - FLEET
 - HEALTH & SAFETY
 - TECHNOLOGY
 - PLANNING
 - LOGISTICS
 - SUPPLY

D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION'S REPORT – ASSISTANT CHIEF GRISSOM

- UPDATES ON THE FOLLOWING AREAS:
 - EMERGENCY MEDICAL SERVICES/OPERATIONS
 - HONOR GUARD/PIPES AND DRUMS
 - PROFESSIONAL DEVELOPMENT
 - PROJECT MANAGEMENT



- SPECIAL OPERATIONS
- WILDLAND

8. REGULAR BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT PROVIDING IT SERVICES TO AVRA VALLEY FIRE DISTRICT
- B. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT PROVIDING IT SERVICES TO THREE POINTS FIRE DISTRICT
- C. DISCUSSION AND POSSIBLE ACTION REGARDING POLICIES: 203 PROFESSIONAL DEVELOPMENT; 215 SEPARATION OF EMPLOYMENT; 225 EMPLOYMENT AT WILL; 227 REMOTE WORK; 1046 HOLIDAY TIME OFF; AND 1048 CORE HEALTH BENEFITS
- D. DISCUSSION AND POSSIBLE ACTION REGARDING THE GOLDER RANCH FIRE DISTRICT RECONCILIATION AND MONTHLY FINANCIAL REPORT

9. FUTURE AGENDA ITEMS

This provides an opportunity for the Board to direct staff to include items on future agendas for further consideration and decision at a later date or to further study the matter.

- Regularly scheduled meeting – August 18, 2026

10. CALL TO THE PUBLIC

This is the final opportunity, on this agenda, for a member of the public to address the Governing Board. Please refer to agenda item four (4) for additional clarification and direction.

11. ADJOURNMENT

Sandra Outlaw, Clerk of the Board
Golder Ranch Fire District

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

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

Posted by: Shannon Ortiz 07/16/2026 by 11:00 a.m.





GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: July 21, 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: July 21, 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: Deputy Chief Adam Jarrold

MTG. DATE: July 21, 2026

SUBJECT: Recognition of the Rock Ridge Apartments Team for their service to the community

ITEM #: 5A

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☐ Staff ☐ Fire Chief ☐ Legal Review

BACKGROUND

On May 4th, 2026, GRFD units responded to a daycare in Oro Valley for a building fire. As we arrived on scene, we were approached by staff from the Rock Ridge Apartments who stated that they had a space available if anyone needed to be evacuated. Crews found that there had been a small fire in the building and the staff of the daycare had evacuated approximately 90 kids and staff out of the building. GRFD crews, chief officers and OVPD officers began walking and carrying the kids to Rock Ridge. We were able to get all kids and staff safely into the leasing office of Rock Ridge and confirm everyone was accounted for. The staff at Rock Ridge truly went out of their way to assist in a time of great need. Thank you Rock Ridge Apartments Team!

RECOMMENDED MOTION

No motion required for this agenda item, presentation only.



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief July 21,

MTG. DATE: 2026

SUBJECT: PRESENTATION OF PERSONNEL

ITEM #: 5B

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This is the time for recognizing personnel who have achieved employment milestones.

- RETIREMENT
 - Cory Kappel, Engineer
- PROMOTION
 - Darrell Newburn, Engineer
- NEW EMPLOYEE
 - Conni Wightman, Administrative Assistant

Loyalty and behavioral oaths will be administered.

RECOMMENDED MOTION

No motion required for this agenda item.

EMPLOYEE RECOGNITION

Employee Name: Cory Kappel

Date of Hire: 5/3/1993

Reason for Recognition: Retirement

Date of Board Meeting: *July 21, 2026*



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

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

- **GRFD/CAREER HISTORY:**

- 33 years of service
- Started as a reserve firefighter in 1992
- Promoted to Engineer in December of 2014

Cory saw the District grow from a three-station district with less than 50 total employees to where we are today.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

- Promoted to Engineer in 2014

Cory was an experienced Driver/Operator before promoting to Engineer. Cory opened two different stations and was a senior firefighter mentor to many, many, many probationary firefighters.

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

In Cory's own words, "This career is all thanks to my wife, 7 kids and 16 grandkids. Who made each day worth it"

EMPLOYEE RECOGNITION

Employee Name: Darrell Newburn

Date of Hire: 3/10/2008

Current Position: Engineer

Reason for Recognition: Promotion to Engineer

Prepared by: Keith Burgle

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

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

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



- **GRFD/CAREER HISTORY:**
 - Hired 3/10/2008
 - Attained Driver/Operator status in 2011
 - Became part of GRFD Wildland Team in 2016

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**
 - One of the first responders to the tragic mass shooting on January 8, 2011
 - Advanced his knowledge through multiple Wildland courses
 - Completed Fire Inspector I & II certifications

- **PERSONAL OR SPECIAL NOTES OF INTEREST:**
 - Married to his wife Renee Garbini for 24 years
 - Three kids: Turner (19), Vaughn (16), Leighton (14)
 - Avid hunter and serves as a hunting guide here in AZ as well as Montana

EMPLOYEE RECOGNITION

Employee Name: Conni Wightman

Date of Hire: 5/22/26

Current Position: Operations Administrative Assistant

Reason for Recognition: New Employee

Prepared by: Gabe Bravo

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

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

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

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

- **GRFD CAREER HISTORY:**

Hire Date: May 22, 2026

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Managed two commercial renovation projects involving the remodel of existing facilities.

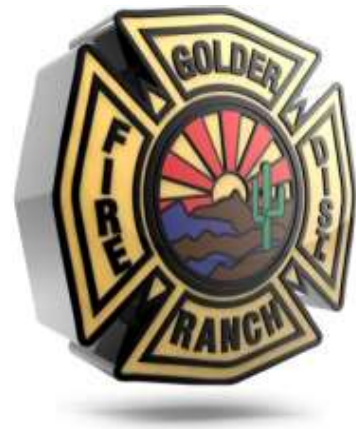
Coordinated patient scheduling for a multidisciplinary team of physicians and nurse practitioners.

Served as an Infusion Patient Coordinator, supporting physicians at Arizona Oncology by coordinating patient care, scheduling treatments, and facilitating communication throughout the infusion process.

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

Outside of work, Conni is an avid hiker who enjoys taking on challenging trails. One of her most notable accomplishments is completing the famous Angel's Landing hike in Angels Landing within Zion National Park. The strenuous hike requires a permit due to its popularity and the exposed, narrow ridge line that makes it one of the park's most iconic and demanding trails.

On July 4, 2021, Conni demonstrated remarkable courage and quick thinking during a minor league baseball game when she shielded an infant from a foul ball. Reacting instantly, she grabbed the child and positioned her own body between the ball and the infant's head, preventing what could have been a catastrophic, potentially fatal injury.





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: Shannon Ortiz, Board Services Supervisor

MTG. DATE: July 21, 2026

SUBJECT: APPROVE MINUTES- JUNE 16, 2026, REGULAR SESSION
APPROVE MINUTES- JUNE 16, 2026, EXECUTIVE SESSION ITEM 8J

ITEM #: 6A - 6B

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. JUNE 16, 2026, REGULAR SESSION MEETING MINUTES
- B. JUNE 16, 2026, EXECUTIVE SESSION MEETING MINUTES ITEM 8J

RECOMMENDED MOTION

If items remains on consent agenda:

Motion to approve the July 21, 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 June 16, 2026, regular session meeting minutes and the June 16, 2026, executive session meeting minutes item 8J.

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

Tuesday, June 16, 2026, 9:00 a.m.

1600 East Hanley Boulevard, Oro Valley, Arizona 85737

1. CALL TO ORDER/ROLL CALL

Chairperson Vicki Cox Golder called the meeting to order on Tuesday, June 16, 2026, at 9 a.m.

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

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

2. SALUTE AND PLEDGE OF ALLEGIANCE

Those in attendance said the Pledge of Allegiance.

3. FIRE BOARD REPORTS

There were no fire board reports presented.

4. CALL TO THE PUBLIC

There were no public issues presented.

5. PRESENTATIONS

A. PRESENTATION OF PERSONNEL

- PROMOTIONS
 - DARRELL NEWBURN, ENGINEER
 - AUTUMN ZOECHBAUER, FIRE INSPECTOR I

Engineer Newburn was assigned to a wildland fire and was unable to attend the board meeting. He will be presented at a future meeting.



Deputy Fire Marshal Brenda Druke introduced Fire Inspector I, Autumn Zoebbauer.

6. CONSENT AGENDA

- A. APPROVE MINUTES- MAY 19, 2026, REGULAR SESSION
- B. APPROVE MINUTES- MAY 19, 2026, EXECUTIVE SESSION ITEM 8A PARTS 1 & 2
- C. APPROVE MINUTES- MAY 19, 2026, EXECUTIVE SESSION ITEM 8B PARTS 1 & 2

MOTION by Board Member Brady to approve the June 16, 2026,
Consent Agenda

MOTION SECONDED by Vice-Chairperson Vette

MOTION CARRIED 5/0

7. REPORTS AND CORRESPONDENCE

- A. FIRE CHIEF'S REPORT – Chief Brandhuber presented the Fire Chief's report to the Governing Board. He recognized the probationary firefighters in attendance.

Vice-Chairperson Vette thanked Chief Brandhuber and HR Director Delong for all of their hard work on the open enrollment process.

Board Clerk Outlaw also thanked Chief Brandhuber, HR Director Delong, and the Human Resources team for their work on the open enrollment process. She said she heard good things about the meetings and heard they were very informative.

President Jones stated Local 3832 had a member (Captain Ryan Ward) nominated for the Secretary/Treasurer of the State of Arizona Union. Ryan lost by a small margin, but President Jones believed member Ward would have a strong chance at the next election. President Jones mentioned the Union had a meeting with Oro Valley Town Council candidates. Local 3832 will be announcing the candidates they will be supporting.

- B. COMMUNITY RISK REDUCTION DIVISION'S REPORT – Assistant Chief Perry presented Community Risk Reduction's report to the Governing Board. He announced there was a fire at a school that the sprinkler system was able to extinguish prior to crews' arrival.

Vice-Chairperson Vette said he was impressed that staff obtain certifications to become CPR) instructors.

- C. SUPPORT SERVICES DIVISION'S REPORT - Assistant Chief Cesarek presented Support Services' report to the Governing Board. He reported the Quasar project was in



progress and staff were working on inventory tracking in the software, OPIQ. AC Cesarek thanked staff in all divisions that were working on the OPIQ project.

Vice-Chairperson Vette asked if the District was going to charge SaddleBrooke Ranch to use the District's cell tower.

AC Cesarek met with representatives from the HOA and they were considering building a tower of their own. However, if they did not, the District would charge a fee.

Board Member Brady asked what the status of the construction was at the north campus.

AC Cesarek replied demolition was in progress. He thanked the Fleet staff for their flexibility during the construction process.

Chairperson Cox Golder read the report of district vehicles. She was impressed that there were no motor vehicle collisions for 100,000 miles driven. She also stated she loved the picture of the firefighters that stopped at a lemonade stand.

Board Member Shellenberger asked about the status of the bypass in SaddleBrooke.

AC Cesarek replied he needed to reamp the conversation and get input from the HOA.

- D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION'S REPORT – Assistant Chief Grissom presented the EMS and Fire Response report to the Governing Board. He thanked the probationary firefighters for attending the board meeting.

8. REGULAR BUSINESS

- A. DISCUSSION AND/OR POSSIBLE ACTION REGARDING THE AUTHORIZATION OF THE GRFD FINANCE DIRECTOR, ASSISTANT CHIEF OF COMMUNITY RISK REDUCTION, AND FIRE CHIEF, TO ESTABLISH AND IMPLEMENT A CHASE BANK NIGHTLY MONEY MARKET SWEEP PROGRAM AND TO ACTIVATE, SUSPEND, OR DISCONTINUE THE SWEEP FUNCTION AS NECESSARY

Chase Bank Government Representative for Arizona and Colorado, Amy Smith, explained the sweep fund she recommended to the District. It was an overnight investment sweep. The District would have access to cash during the day and available funds would be swept at night. The sweep fund helped monetize the account to take advantage of the available funds.

Chairperson Cox Golder commented she wished the District had done it sooner.



Mrs. Smith replied sweep accounts have come and gone out of favor in the past. However, this was a great opportunity to move forward with a new opportunity. She explained the account would be swept at night and, the money would be returned and available for use each morning. At the end of each month, the District would receive the money it earned in transactions for the month.

Assistant Chief Perry added staff could turn it on and off as needed, depending on rates. The District would pay a fee for the service so the District would need to make sure the fee was worth what it was going to receive.

Chief Brandhuber explained the motion would allow the Finance Director, Assistant Chief of Community Risk Reduction, and the Fire Chief to authorize sweeps as they deemed necessary. He added waiting each month for the Board to approve the sweeps would not make the most sense for the District.

MOTION by Vice-Chairperson Vette to authorize the Finance Director, in conjunction with the Assistant Chief of Community Risk Reduction, and the Fire Chief, to establish and implement a Chase Bank nightly money market sweep program; and to activate, suspend, or discontinue the sweep function as necessary to maximize earnings while maintaining appropriate liquidity and cash flow for District operations.

MOTION SECONDED by Board Clerk Outlaw.

MOTION CARRIED 5/0

B. DISCUSSION AND/OR POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION #2026-0007 REVISED GRFD PRINCIPLES OF SOUND FINANCIAL MANAGEMENT

Chief Brandhuber stated the old version of the Principles of Sound Financial Management, as well as the updated version, were provided to the Board. Lydia Hunter from the auditor firm, BeachFleischman, reviewed and made recommendations for the document.

MOTION by Board Member Shellenberger to approve Resolution 2026-0007, adopting the revised GRFD Principles of Sound Financial Management.

MOTION SECONDED by Vice-Chairperson Vette.

MOTION CARRIED 5/0

C. PUBLIC HEARING ON THE GOLDER RANCH FIRE DISTRICT FISCAL YEAR 2026/2027-BUDGET

OPEN THE PUBLIC HEARING – Chairperson Cox-Golder opened the public hearing for any comments from the public at 9:30 a.m.

There were no public comments made.



CLOSE THE PUBLIC HEARING – Chairperson Cox-Golder closed the public hearing at 9:30 a.m.

D. DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION #2026-0008 APPROVING AND FORMALLY ADOPTING THE GOLDER RANCH FIRE DISTRICT FISCAL YEARS 2026/2027 & 2027/2028 BUDGETS

Vice-Chairperson Vette said he thought everyone involved in the budget preparation did a fantastic job. He couldn't believe the budget was \$69 million. He conveyed the fact that he knew everyone on the Board did their homework and made sure the budget was not only the right thing to do for the District, but for the community as well. Vice-Chairperson Vette said the Board had a tremendous commitment and with that, he stated the motion.

MOTION by Vice-Chairperson Vette to approve Resolution #2026-0008 formally adopting the Golder Ranch Fire District budget in the amount of \$69,471,463 with a recommended mil rate of \$2.67 and a bond debt service mil rate of \$.09 for fiscal year 2026/2027.

MOTION SECONDED by Board Member Shellenberger.

MOTION CARRIED 5/0

E. DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION #2026-0009 APPROVING THE APPROPRIATION OF THE GOLDER RANCH FIRE DISTRICT END OF FISCAL YEAR 2025/2026 GENERAL FUND BALANCE

Chief Brandhuber thanked the Board for passing the budget and clarified the budget increase was due to an increase in healthcare costs and salaries.

Assistant Chief Perry said this was an item that was normally on the agenda. It was a typical motion with a small change with a commitment to appropriate the funds by the end of the next fiscal year.

Chairperson Cox Golder asked if the funds had not been appropriated in the past.

Assistant Chief Perry clarified, in the past the funds were pooled in one account. Finance planned on moving the funds to a State account to keep them separate.

Chief Brandhuber added several Districts were moving their funds to the State account. The new way of appropriation was part of the District's new Principles of Sound Financial Management.

MOTION by Vice-Chairperson Vette to approve Resolution #2026-0009 appropriating the end of fiscal year General Fund balance in accordance with GRFD Principles of Sound Financial Policy.

MOTION SECONDED by Board Member Shellenberger.

MOTION CARRIED 5/0



F. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL/SIGNING OF AN ENGAGEMENT LETTER WITH THE FIRM OF GOERING, ROBERTS, ET AL. FOR INDEPENDENT LEGAL SERVICES FOR THE GOLDER RANCH FIRE DISTRICT PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) LOCAL PENSION BOARD

HR Director Delong stated the GRFD Public Safety Personnel Retirement System (PSPRS) had separate legal counsel (from the Governing Board). The Board had attorney Bosse for a while but decided it was time for a change. The attorney Andrew Apodaca was highly recommended.

MOTION by Vice-Chairperson Vette to approve the engagement letter with the law firm Goering Roberts, et al. for independent legal services for the Golder Ranch Fire District's Public Safety Personnel Retirement System Local Pension Board as presented.

MOTION SECONDED by Board Member Shellenberger.

MOTION CARRIED 5/0

G. DISCUSSION AND/OR POSSIBLE ACTION REGARDING THE APPROVAL OF AN ENGAGEMENT LETTER WITH THE ACCOUNTING FIRM, WALKER AND ARMSTRONG

Chief Brandhuber explained the agreement letter allowed the District to hire the other accounting firm in the State that has experience in the fire district sector to assist the District. The other firm serves as the district's auditor. The firm will review the district's financial reports and make any recommendations before the auditor conducts the annual audit.

MOTION by Board Clerk Outlaw to approve the engagement agreement with Walker and Armstrong Accounting Firm for accounting reconciliation and audit support services.

MOTION SECONDED by Vice-Chairperson Vette.

MOTION CARRIED 5/0

H. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL/SIGNING OF AN AGREEMENT WITH IMPAIRMENT SCIENCE, INC. (AKA DRUID APP)

Chief Brandhuber explained this was an existing agreement for what he referred to as the Druid app. The Druid app was used to test for cognitive impairment during the 48/96 schedule trial. It was a successful trial, the app showed there was no cognitive impairment of personnel who were on their second shift working 48 hours straight. Staff have been reviewing the medical marijuana policy adopted by the Board last year. Personnel who have a medical marijuana card will be required to take the Druid test when they go on shift to make sure there is no impairment. The District did reduce the number of licenses with the app down to 100. He did not believe there would be 100 personnel using medical marijuana. There was a reduced cost to the District with the purchase of less licenses.



Vice-Chairperson Vette asked if the app would be used to detect cognitive impairment for staff who worked 72 hours straight.

Chief Brandhuber replied if the District did test for that, 300 licenses would have to be purchased to determine a baseline for each person in the off chance they would work 72 hours straight.

MOTION by Board Member Shellenberger to approve the Impairment Science, Inc. agreement as presented.

MOTION SECONDED by Vice-Chairperson Vette.

MOTION CARRIED 5/0

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

Acting Finance Director Sargent presented the GRFD reconciliation and monthly financial report to the Governing Board. He stated the District did not meet the projected property tax revenue for the month and was down \$100,000. He noted miscellaneous revenue will not be listed the same way in future reports. Future reports will list each revenue separately. Acting Finance Director Sargent stated ambulance revenue was higher than normal. On the expenses side, the capital fund was over budget; this amount was \$844,183.58. This was due to funds that were paid to cover half the cost of the ladder truck on order. The expense of the ladder truck will be included in the following year's budget as well. The reason half of the payment for the truck was paid midway during the construction was in order to receive a \$15,000 savings for paying half in advance. The payment for the ladder truck was the reason for the variance in the capital section. For the year-to-date budget, the District was on-target of where it needed to be. In terms of expenses for the year, \$800,00 was for the ladder truck and \$1.6 million of bond funds was paid for the renovations of the north campus. This was done to prevent having to return interest revenue earned that exceeded the amount the District was allowed to earn.

Acting Finance Director Sargent reported on the General Fund from the Pima County Treasurer's Office. The report reflected \$6,728,700 collected for the levy in May and \$126,622 collected for the Fire District's Assistance Tax (FDAT). The District regularly transferred \$3,750,000 out of the account for expenses, as it did in May. Acting Director Sargent stated he needed to have some meetings with Pinal County representatives, so he had a clearer understanding of the Pinal County funds. He clarified the bond proceeds column did not show the \$1.6 expense because the transaction took place at the beginning of June, so, it would show in the following month's report. The bond services fund initially had \$650,000. The District had to pay arbitrage because the number was too high. This was why staff opted to lower the bond rate to .09 cents. A significant amount of funds would be used from the bond fund account.



Acting Finance Director Sargent reported \$480,712 was collected in the month of May, this was more than the previous month due to a rate increase by the Department of Health Services. He explained a spreadsheet that showed the number of claims that were rejected and re-billed. 68% had been received and some had some form of payment for them. It did not mean 100% of the bill was paid because of balance billing and other similar reasons.

Board Member Shellenberger stated he appreciated the work Acting Director Sargent had done in finance.

Acting Director Sargent thanked Board Member Shellenberger and said the effort was made by the entire Finance team as well as Assistant Chief Perry. He appreciated the Board's understanding and support.

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

MOTION SECONDED by Vice-Chairperson Vette

MOTION CARRIED 5/0

- J. EXECUTIVE SESSION: THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. § 38-431.03.A(3) FOR THE PURPOSE OF DISCUSSION AND CONSIDERATION OF LEGAL ADVICE WITH THE ATTORNEY FOR THE DISTRICT REGARDING THE FIRE CHIEF'S EMPLOYMENT AGREEMENT

CHAIRPERSON'S NOTICE: EXECUTIVE SESSIONS ARE CONFIDENTIAL AND THOSE PRESENT DURING EXECUTIVE SESSIONS ARE PROHIBITED BY STATUTE FROM DISCLOSING EXECUTIVE SESSION INFORMATION PURSUANT TO A.R.S. § 38-431.03(C)

MOTION by Board Member Brady to enter Executive Session for Item 8J.

SECONDED by Vice Chairperson Vette.

MOTION CARRIED 5/0

Those who entered Executive Session included the Governing Board, Chief Brandhuber, HR Director Delong, Attorney Aversa (remotely), and Board Services Supervisor Ortiz.

The Governing Board entered Executive Session at 9:53 a.m.

The Governing Board reconvened into regular session at 10:16 a.m.

Chairperson Cox Golder read the Chairperson's notice reminding those in attendance, Executive Sessions are confidential [pursuant to ARS §38-431.03(C)].

- K. DISCUSSION AND/OR POSSIBLE ACTION REGARDING A REVISED FIRE CHIEF'S EMPLOYMENT AGREEMENT



MOTION by Vice-Chairperson Vette to approve the revised Fire Chief's contract for 2026-2030 and authorize the Chairperson to sign the contract.
SECONDED by Board Member Shellenberger.
MOTION CARRIED 5/0

9. FUTURE AGENDA ITEMS

The next regularly scheduled meeting will be July 21, 2026.

10. CALL TO THE PUBLIC

There were no public issues presented.

11. ADJOURNMENT

MOTION by Board Member Brady to adjourn the meeting at 10:17 a.m.
MOTION SECONDED by Board Clerk Outlaw
MOTION CARRIED 5/0

Sandra Outlaw, Clerk of the Board
Golder Ranch Fire District





GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: July 21, 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

June 2026

Fire Chief's Activities



- Attended GRFD Governing Board meeting
- Attended Oro Valley Town Council meeting
- Attended the Annual Securis Board of Directors Meeting in Phoenix
- Held weekly executive leadership team meetings (Deputy Chiefs, Assistant Chiefs, Directors)
- Weekly meeting with Assistant Chiefs
- Held monthly Fire Chief Status update meeting with personnel
- Held monthly Arizona Ambulance Association meeting
 - Worked on setting up a guest speaker for the Annual Arizona Ambulance Association Conference
 - Meeting to discuss proposed changes for Arizona Ambulance Association bylaws
- Various meetings with personnel
- Attended Local 3832 labor meeting at the Union Hall to discuss new compensation schedule and answer questions from Local 3832 members

- Attended crew recognitions at station 374 and station 377 from Oro Valley Hospital for outstanding crew performance
- Met individually with GRFD governing board members to review and answer questions regarding the proposed Principles of Sound Financial Management
- Participated in Coyote Crisis Collaborative, a multi-disciplinary emergency preparedness network board meeting based in Scottsdale, Arizona. It supports healthcare, public health, and community sectors in disaster response, mass casualty management, and community resilience.
- Got beat up in pickle ball and had dinner with station 373 B shift
- Labor leadership meeting with leadership team and Local 3832

Thank You Correspondence and Commendations

- A thank you card was received thanking the following personnel for their participation of the water safety event at Saint Mark's United Methodist Church on June 3, 2023: Captain Chris Cavaletto, Engineer Dennis II Yauch, Paramedic Reymundo Chavez, Firefighter Andrew Pacheco, and Community Education Supervisor Dan Habinek.
- A thank you card was received thanking Community Education Supervisor Dan Habinek for teaching an individualized infant CPR class.
- A letter thanking Paramedic Chris Ringston and Paramedic Matthew Trowbridge for services they provided a patient on an EMS call.
- An email thanking Paramedic John Savage and Firefighter Anthony Ruiz for their outstanding work treating a patient.
- An email thanking Captain Colin Ryan, Engineer Joe Capuano, Paramedic Brian Rinder, and Firefighter Joshua Klaus was received from a member of the public they provided a ride-along to.

Board Services

Board Services Supervisor- Shannon Ortiz

Board Services

The Board Services Division provides administrative oversight for Governing Board Services, front desk reception, and the district's records management program, ensuring transparency, regulatory compliance, and responsive customer service to GRFD staff and the general public.

During Fiscal Year 2025/2026, the division responded to 303 public records requests, completed 2,681 fingerprint appointments, and managed records in accordance with Arizona records retention requirements, resulting in the destruction of 30 boxes of records and 127 plans. Board Services supported 13 Governing Board meetings and 4 Golder Ranch Fire District Public Safety Personnel Retirement System (PSPRS) Local Pension Board meetings, ensuring compliance with Arizona's Open Meeting Law.

Over the past year, the division expanded its responsibilities by assuming the administration of the District's lock box sales and CPR class scheduling from other divisions. Board Services also distributed 84 regular memorandums throughout the past fiscal year. In support of regional collaboration and professional development, the division hosted a professional development class attended by 27 participants representing five different agencies.

July 6th was the last day special district candidates could file their regular nomination paperwork to the elections' departments. Incumbents Vicki Cox Golder and Sandra Outlaw were the only two candidates that filed regular nomination paperwork for Governing Board seats for Golder Ranch Fire District. The write-in candidate period continues until July 20th. It is rare for a candidate to file as a write-in, however, this is a statutorily required time frame. Both Pima and Pinal County Elections' Departments will notify the District if anyone files paperwork during this time. If the election is uncontested, the Board of Supervisors can appoint the candidates and the District can cancel the election.

Records responded to 15 records requests for the month of June.

The breakdown is as follows:

Environmental Reports	1
Outstanding Code Violations/Inspection Report	3
Fire Reports	-
Incident Reports	1
Medical Records	10
Other	-

Records Specialist Wong attended the Arizona Municipal Clerks Association's (ACMA) Institute through Arizona State University's School of Public Affairs at their Chandler Innovation Center from June 1st – June 5th. RS Wong was grateful for the opportunity to attend this training to obtain points towards her Certified Municipal Clerks certification, as well as the chance to network with other clerks from different cities/towns across Arizona. The various topics covered during the training were: mental health and compassion fatigue, finance/understanding the budget, Arizona government and legislative updates, managing organizational change, public speaking/parliamentary procedure, and records management.

RS Wong attended the Leadership meeting on Thursday, June 25th, to transcribe the meeting minutes.

Human Resources

Allison Delong, HR Director

Recruitments:

- Welcome Conni Wightman, new Administrative Assistant assigned to Operations Support!
- Community Resource Technician – 6 new CRTs starting soon!
- IT Services Supervisor – interview process is underway
- Director of Finance – posting coming soon
- Permit Technician – posting coming soon

HR Program Metrics for Strategic Plan and Budget: 7/1/2025 – 6/30/2026

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.

<u>CATEGORY</u>	<u>METRIC DESCRIPTION</u>	<u>FISCAL YTD</u>	<u>GOAL/REFERENCE</u>
RESULTS	Retention Rate	93%	87%
	% of employees compensated at 101% of the comparable market	100%	100%
	% of surveyed respondents are satisfied with the service received from Human Resources	74%	85%
	% of surveyed respondents that report they are satisfied with the benefits package	54%	85%
OUTPUTS	# of medical leave cases handled	54	35
	# internal and external recruitments conducted	23	10
	# of candidate applications reviewed	1220	750
	# of light duty assignments coordinated	15	12
	# of workers comp cases in process/processed	56	38
	# of Personnel Action Forms processed	561	431
	# of qualifying events administered	53	35
	# of new hires oriented	42	21
	# of spark hire video interviews reviewed	508	397
	# employee benefits plans administered	29	29
	# of policies reviewed and/or updated	183	100
	# of job descriptions reviewed and/or updated	53	40
	# of pre-employment steps coordinated	462	375
	# of hours spent conducting in-person interviews	76	55
EFFICIENCIES	Time to Fill (# of days)	TBD	60
	HR Inquiry Response Time (# of hours)	TBD	24
	Program Expenditures per GRFD employee (\$ amount)	TBD	\$3,000

Current Projects:**Document Locator:**

- Project is ongoing and the team is making significant progress in the transition! This transition has helped our Division streamline and centralize employee records into a secure electronic format. We will soon transition our HR department records into Document Locator as well.

Job Description Project:

- Job descriptions are receiving a new look, and HR is partnering with each division to ensure the content within each job description is accurate and up to date.
- Thank you to all divisions for their partnership!

Standard Operating Procedures:

- This project is still in process.
 - o HR has continued to refine and document our internal processes. This project's purpose is to ensure business continuity and cross-functionality within our department.

Policies:

Policies ready for approval by GRFD Governing Board:

- Professional Development (Policy 203)
- Separation of Employment (Policy 215)
- Employment at Will (Policy 225)
- Remote Work (Policy 227)
- Holiday Time Off (Policy 1046)
- Core Health Benefits (Policy 1048)

Policies/Procedures ready for approval by Executive Leadership Team/Leadership:

- Corrective Action and Discipline (Policy 224)
- News Media and Community Relations (Policy 318)
- Personal Communication Devices (Policy 701)
- Public Alerts (Policy 708)
- Corrective Action and Discipline Procedure (Procedure 1002)
- Grievance Procedure (Procedure 1003)
- Employee Fund (Policy 1047)
- Employee Leave – Paid and Unpaid
- Employee Leave (Procedure 1013)
- Occupational Exposure and Work-Related Injury Reporting (Policy 1030)
- Worker's Compensation Procedure (Procedure 1007)
- Artificial Intelligence (AI) (Policy 713)

Employee Recognitions:

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

Employee Name	Hire Date	Years of Service
GARY, MATTHEW PAUL	07/23/2001	25
MILLER, RYAN SCOTT	07/23/2001	25
NORTH, JEREMY DOUGLAS	07/23/2001	25
VALENZUELA, STEFANI KAY	07/23/2001	25
WALDORF, MICHAEL FRANCIS	07/23/2001	25
JARROLD, ADAM	07/21/2003	23
RYAN, COLIN MATTHEW	07/21/2003	23
SANTACRUZ, RODOLFO NUNEZ	07/21/2003	23
SCHULZKUMP, RANDY GERALD	07/21/2003	23
CAVALETTO, CHRISTOPHER CODY	07/25/2005	21
DAVIS, KIMBERLY	07/25/2005	21
FOSTER, SHAWN KEVIN	07/25/2005	21
SCHOBEL, GARY ALLEN	07/25/2005	21
SEEGMILLER, MIKE	07/25/2005	21
UNGER, KYLE LEE	07/25/2005	21
ESPINOZA, CAROL LYNN	07/31/2006	20
GORDON, MATTHEW ASHER	07/21/2003	20
DAILY, MICHAEL GREGORY	07/01/2015	11
MORALES-GERMAN, RAJIV JESUS	07/01/2015	11
AHUMADA, JOSE ALFREDO	07/20/2017	9
BIGELOW, TOMMY	07/20/2017	9
BUDA, CHAD STEVEN	07/20/2017	9
BURGLE, KEITH WILLIAM	07/20/2017	9
CHARNOKI, CHRISTOPHER WILLIAM	07/20/2017	9
CITRO III, ANTHONY JOSEPH	07/20/2017	9
CRAIN, MIKE	07/20/2017	9
FOSTER, CANDACE CELINE	07/20/2017	9
GARCIA, SAMUEL JOSEPH	07/20/2017	9
GERL, FRANCIS	07/20/2017	9
GLOVER, JAMES EARL	07/20/2017	9
GRAHAM, CHAD ALLEN	07/20/2017	9
HASTINGS, ADAM BRADLEY	07/20/2017	9
HATFIELD, ANDREW WAYNE	07/20/2017	9
JONES, BENJAMIN ALLEN YEATER	07/20/2017	9
KASSULKE, JACOB ARTHUR	07/20/2017	9
KINTNER, PETE	07/20/2017	9
KUKAHIKO, VINCENT JERALD	07/20/2017	9
LOMINAC, ZACH MYERS	07/20/2017	9

LUDEWIG, GRAHAM ARJEN	07/20/2017	9
MELEN, ERIC JOHN	07/20/2017	9
PACHECO, ANDREW JASON	07/20/2017	9
PERRY, ERIC	07/20/2017	9
PETTIT, SHAN	07/20/2017	9
PRICE, MICHAEL DAVID	07/20/2017	9
RAMOS, NANCY	07/20/2017	9
RUTHERFORD, TONY MICHAEL	07/20/2017	9
SANCHEZ, DEAN BRANDON	07/20/2017	9
SATHER, RYAN JAMES	07/20/2017	9
SELSOR, MICHAEL WAYNE	07/20/2017	9
SMITH, ANDREW FRANK	07/20/2017	9
TAYLOR, JASON ADAM	07/20/2017	9
TORRES, FELIPE DE JESUS	07/20/2017	9
WHITE, BRADLEY JOHN	07/20/2017	9
WHITE, STEVE BRUCE	07/20/2017	9
YOUNG, MITCHELL WAYNE	07/20/2017	9
MCDADE, MICHAEL DOUGLAS	07/09/2018	8
BARON, JOHN CURTIS	07/22/2019	7
BRADSHAW, LOGAN TYLER	07/22/2019	7
BRANDON, DANIEL ANDREW	07/22/2019	7
CAMERON, ALEC SCOTT	07/22/2019	7
CRUZ MIRANDA, SABAS	07/22/2019	7
DOMINGUEZ, ADRIAN NICOLAS	07/22/2019	7
HOUSE, ERIC DAVID	07/22/2019	7
KOLT, MOLLY KATRINA	07/22/2019	7
KREITNER, RYAN ANDREW	07/22/2019	7
MANZO RUBALCABA, IDELFONSO	07/22/2019	7
POWELL, CADE RYAN	07/22/2019	7
WELLMAN, CORY EDWARD	07/22/2019	7
YANKOVICH, SAMUEL MATTHIAS	07/22/2019	7
ZUNIGA, JOSE PEDRO	07/22/2019	7
GORDON, DANIEL LEE	07/20/2017	2
HEARD, YARA	07/21/2025	1
LUCUS IV, ROBERT LEE	07/21/2025	1
MEDRZYCKI, DAN	07/21/2025	1
ROLLMAN, BRANDON MICHAEL	07/21/2025	1
WRIGHT, CARTER ISIAH	07/22/2025	1

Expressions

FROM


Hallmark



This card is made with paper sourced
from responsibly managed forests.

LPH 1173A

© HALLMARK LICENSING, LLC
HALLMARK MARKETING COMPANY, LLC
HALLMARK.COM

MADE IN U.S.A.

Just a little
thank-you!





Thank you for taking the time to go to St Marks preschool, teach the kids about water safety, and give them a fun water day! They absolutely loved it, and Audrey has been extra safe around the pool.

- Garrett, Caitlin, & Audrey



AZ 852

PM 6 L



Dan Habinick
Golder Ranch Fire Station
1175 West Magee
Tucson, AZ

85784
|||

Don,

Thank you so much for
teaching the individualized
Infant CPR and Choking class
for us. We really
appreciate you making the
accommodation and being
attentive to our needs.
You are a fabulous
instructor!

Carol Brace

Thank you Dan!
Glenn

June 16, 2026

Michael Price – Battalion Chief
Golder Ranch Fire Station #370
3835 Golder Ranch Drive
Tucson, AZ 85739

Subject: Personnel Commendation

Chief Price,

This is written to commend Firefighters Chris Ringston and Matthew Trowbridge for the emergency services they rendered me on [REDACTED], in the gated community of [REDACTED]

On said date [REDACTED] I was on a focused and hard bicycle training ride involving repetitive one mile intervals. I had completed 35 intervals and was approaching a right turn to exit the [REDACTED] going too fast on low coefficient-of-friction racing tires. During the turn my rear tire lost traction on the very smooth asphalt resulting in me crashing onto the roadway. My [REDACTED]

A citizen who witnessed the crash contacted 911, which resulted in Firefighters Ringston and Trowbridge being dispatched to the accident site. Their unequivocally professional handling of me is what prompts this commendation. I was in significant discomfort and quite irritated at myself for causing (too much speed for the conditions) the crash. Chris and Matthew mitigated both my discomfort and irritation through their professional conduct. They were sensitive, respectful, focused, knowledgeable, inquisitive, and had a friendly no nonsense presence throughout the entire incident.

As a former military and law enforcement leader, I always expected professional behavior of myself and my team(s), that is, consistent demonstration of competence, integrity and respect, regardless of the circumstance(s). Based upon what I experienced at the hands of Firefighters Chris Ringston and Matthew Trowbridge, I am certain they are consummate professionals in all that they do, regardless of the circumstance.

Bottom-line, I am very glad that they were the responders to my accident scene and made my [REDACTED] less traumatic for me!

Sincerely,

[REDACTED]

Hello Gentlemen,

I want to give tremendous thanks for your leadership and your team's performance during today's run. We had a code in our ER and your team stepped up like true professionals and transferred the patient. Not only did they transfer the patient, but she coded during the transfer and your team brought her back. This is truly humbling to hear and I deeply appreciate the relationship between us, our hospital and Golder Ranch.

If possible, please relay this message to that crew and all of your crews thanking them all for taking care of our Oro Valley Hospital patients. As always, please reach out to me if there is anything I can do for you and/or Golder Ranch.

--

Cody Barnhart | Chief Administrative Officer | Oro Valley Hospital | 1551 E. Tangerine Rd.
Oro Valley, AZ 85755 | Office: (520) 901-3549 Cell: (406) 939-1522
| www.healthiertyucson.com

From: [Massie, Tiffany](#)
To: [Manuel, Chad](#); [Ryan, Colin](#); [Capuano, Joe](#); [Rinder, Brian](#); [Klaus, Joshua](#); [Valenzuela, Stefani](#)
Cc: [Habinek, Dan](#); [Wilson, Mark](#); [Perry, Eric](#); [Ortiz, Shannon](#); [Camarillo, Lydia](#); [Samuel Henson](#)
Subject: FW: Ride-Along Request
Date: Thursday, June 11, 2026 7:58:06 AM
Attachments: [golder-ranch-fire-district-favicon_e2d3c9a8-2d06-4c2d-b17a-8450abbf8b3e.png](#)
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[x_32x32_4ebbdda7-18d2-4d79-9e5a-d9592863cd3b.png](#)

Good morning,

I wanted to share the email below, from Alyssa Pollone, following yesterday's ride-along experience at Station 376.

Thank you to the crew for taking the time to provide Alyssa with such a positive and educational experience. Your efforts showcased the outstanding culture and commitment to service that Golder Ranch Fire District is known for. Thanks again!

Best Regards,
Tiffany

Tiffany Massie
Community Educator



Golder Ranch Fire District

Office: 520.825.9001 **Cell:** 520-954-5352
1600 E. Hanley Blvd., Oro Valley, AZ 85737
tmassie@grfdaz.gov

CFAI and CAAS ACCREDITED AGENCY
www.grfdaz.gov



From: Alyssa Jung <alyssaleorui@gmail.com>
Sent: Wednesday, June 10, 2026 5:59 PM
To: Massie, Tiffany <tmassie@grfdaz.gov>
Subject: Re: Ride-Along Request

Hi Tiffany,

Thank you for the ride-along opportunity at Fire Station 376. Today was a great experience, and everyone was very welcoming, helpful, and professional. I truly appreciate the time the crew took to answer my questions and allow me to learn more about the fire service.

It was not only educational but also a lot of fun. I enjoyed spending time with the crew and learning about their daily operations.

Thank you to everyone at the station for making it such a positive experience. I am grateful for the opportunity and look forward to future learning opportunities.

Sincerely,

Alyssa Pollone



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Eric Perry, Assistant Chief of Community Risk Reduction

MTG. DATE: July 21, 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

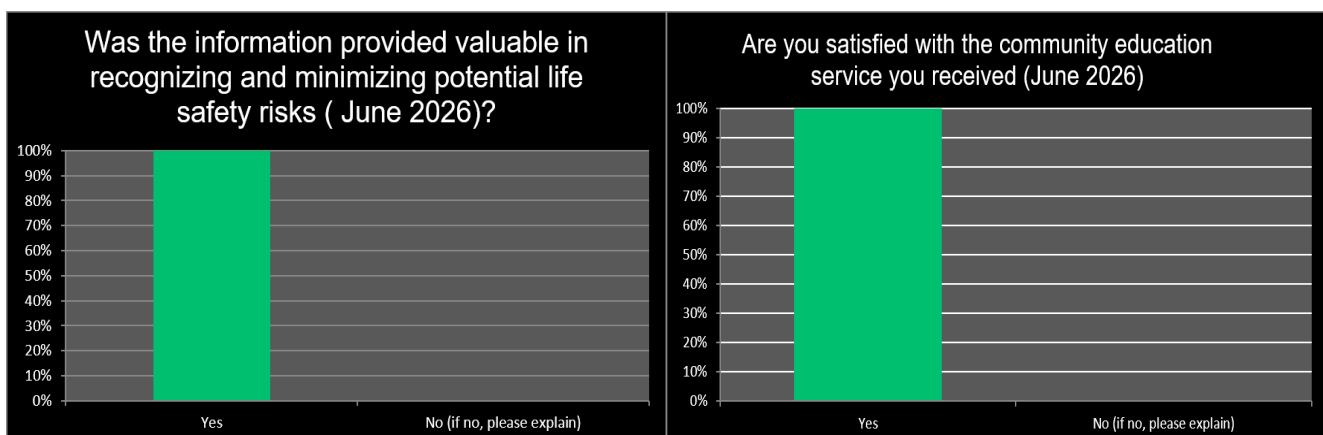
June 2026

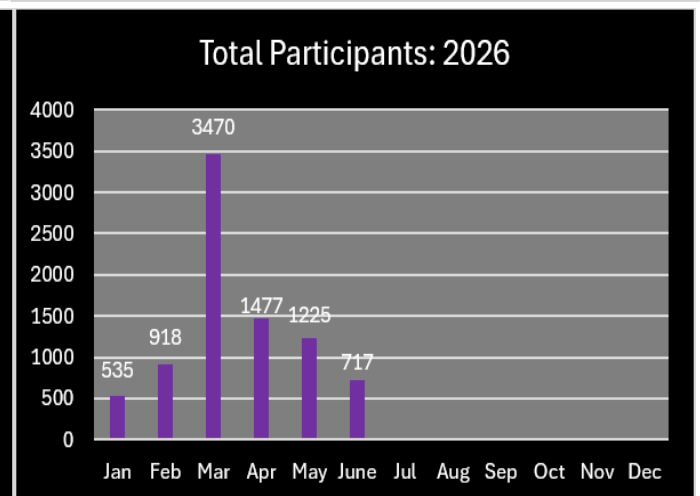
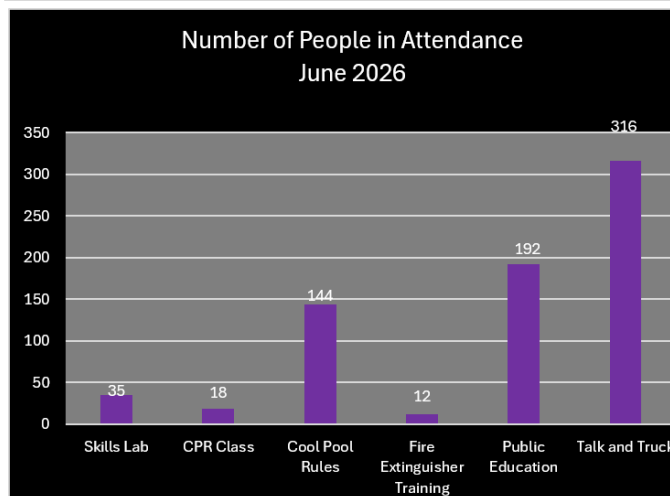
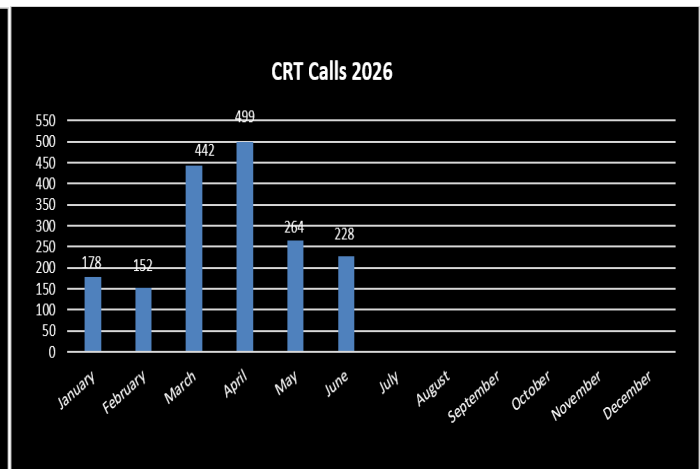
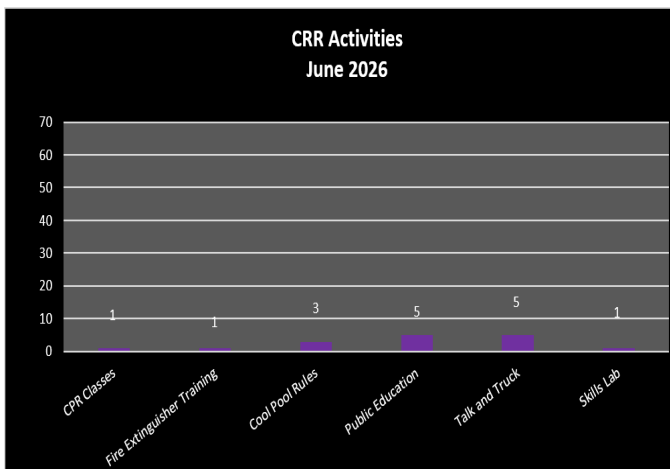
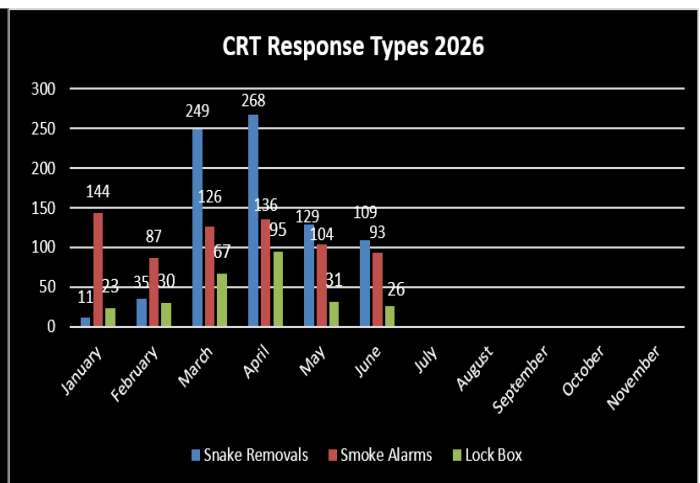
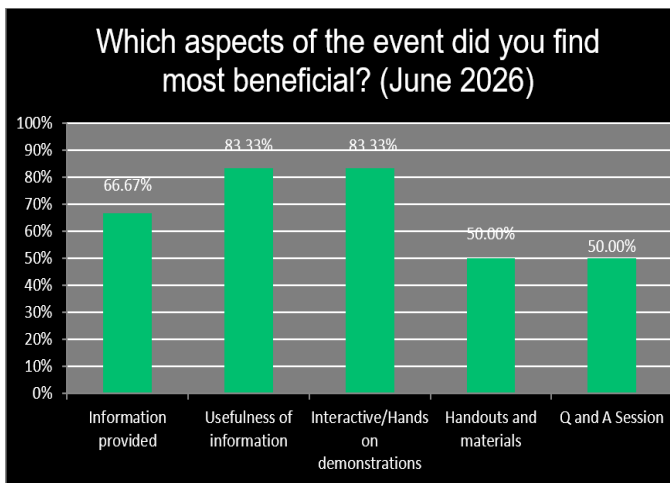
Assistant Chief's Activities

- I am grateful for this organization and the value it places on our employees. At the beginning of the month, I was able to take a week off on PTO for a trip to Fiji for my 30th Anniversary. It was an amazing experience!
- Much of my time continues to be focused on finance. We continue to work with our contractors to close the books for the past 15 years in MIP, as well as rebuilding our accounts in MIP as a new organization with a fresh start moving forward.
- I was able to participate as a part of the initial screening of candidates for IT Supervisor
- I would like to highlight the great work that Fire Prevention has done this past year in completing 99.66% of all Prevention Inspections. This has been a result of the boards approval of additional inspector positions over the past several years, the teamwork with Community Risk Reduction in utilizing CRT's for lockboxes, and just plain hard work by our prevention division!
- I would also like to highlight the work that our CRR/CE division is doing. They have joined a regional fall prevention coalition that is focused on driving down fall injury risk regionally, they are working on developing a Home Safety Assessment program including partnering with agencies for grab bar installation, wheelchairs, walkers, and other types of equipment to help our residents, and they have expanded our curriculum offerings to underserved populations such as our middle/high school kids.

Community Education, Engagement & Risk Reduction

Deputy Chief of Community Risk Reduction – Mark Wilson





Events attended in the month of June:

Fireworks Safety Initiative

Through collaboration with our outstanding community partners—the Oro Valley Community Center, Public Library, and Aquatic Center—we were able to educate district residents on fireworks safety while connecting with so many members of our community.

As part of the initiative, residents received a Fireworks Safety Bucket to take home, reinforcing key safety messages:

- Soak used fireworks before disposing of them.
- Make sure they are completely extinguished—dead out, all the way out.

- Safety today. Enjoy tomorrow.

Participants also received fireworks safety tip sheets, glow bracelets to keep children visible and safe, additional fire safety educational materials, and a few pieces of GRFD swag.

Heroes Day at Triangle Y Ranch Camp

Deeply honored to learn that campers were members of Gold Star families, children of wounded service members, and families currently serving our country. Their stories, resilience, and spirit made this experience unforgettable.

Over 90 campers participated in eight educational sessions with Golder Ranch Fire District. During these sessions, they interacted with our crew, toured the engine, learned about the purpose of firefighting gear and the importance of 9-1-1, and even had the opportunity to try on gear and experience many aspects of being a firefighter.

Catalina Lifeguard Emergency Scenario Training

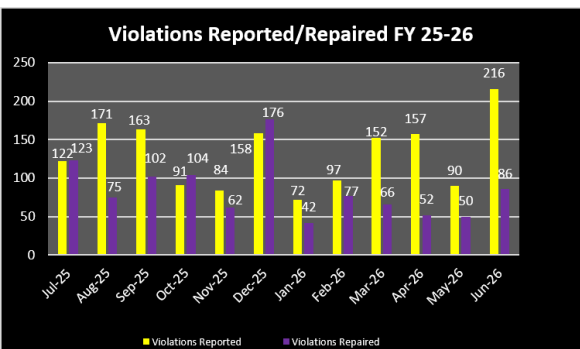
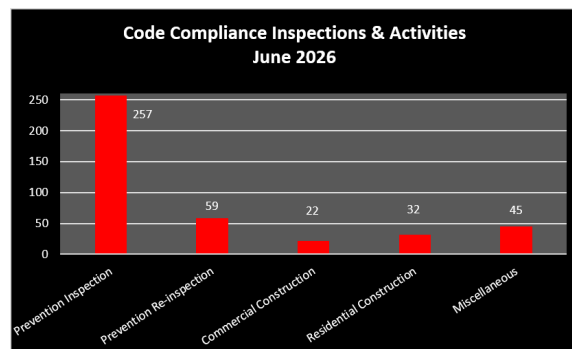
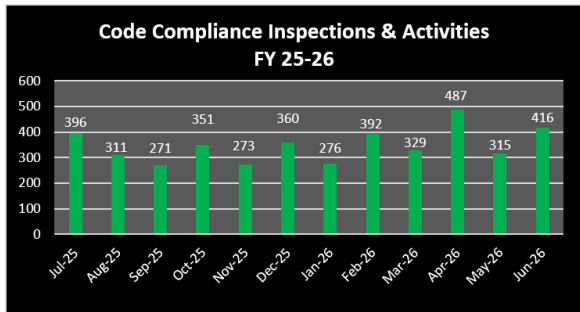
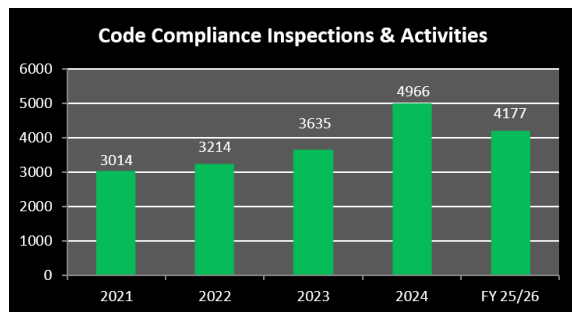
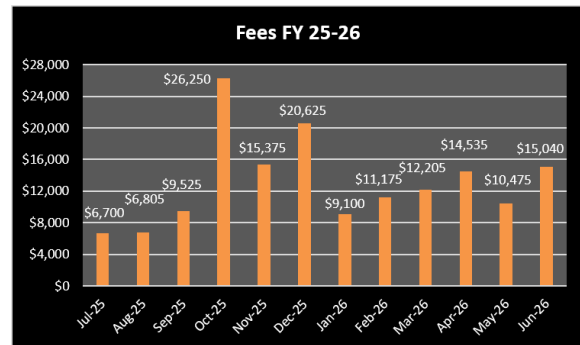
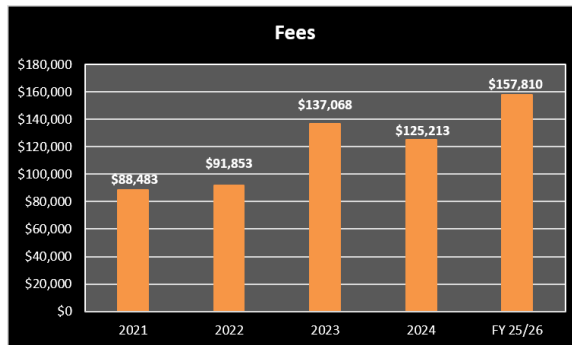
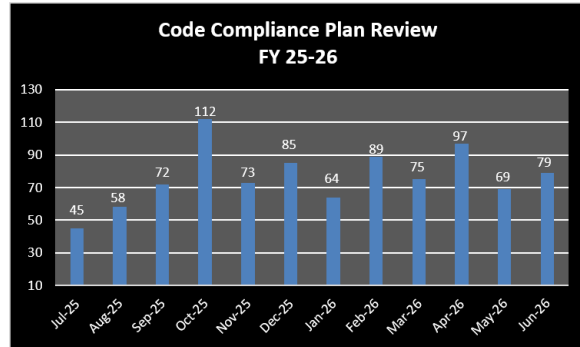
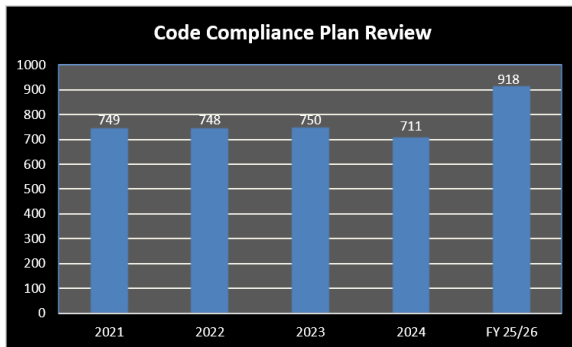
This valuable training gave lifeguards the opportunity to work through four realistic emergency scenarios, allowing them to learn, practice, and strengthen the skills needed to respond effectively in critical situations. Scenarios included drowning emergencies, neck and spinal injuries, infant drowning incidents, choking, and a few additional surprises designed to challenge and educate participants. Our crews contributed by providing realistic dispatch times, importance of 9-1-1 information, scene support, and constructive feedback throughout the event.

Concord Contractors Fire Extinguisher Training

Had the privilege of educating 12 construction workers on both home and workplace fire extinguisher safety. The training covered the science of fire through our Fire Tetrahedron activity, types of fire extinguishers, the R.A.C.E. and P.A.S.S. procedures, proper care and maintenance, fire blankets, extinguisher disposal, calling 9-1-1 (using our phone app) and, most importantly, hands-on experience with our authentic fire extinguisher simulator.

- Finance is still working on finalizing metrics for program performance tracking moving forward. These will be presented beginning next board report.
- Finance is continuing to work on developing more detailed coding for timesheets coming in from Telestaff as well as moving all admin staff to Paycom for time tracking. This will streamline functionality, ensure compliance with the OBBBA, and provide personnel with more insight into their pay.
- Billing has been working on cleaning up aged accounts for a fresh start moving forward. Many old accounts existed that were no longer collectible from the transition into ImageTrend. We will be writing these off as bad debt as allowed by the Dept of Health Services. This will help us to focus on current accounts moving forward.
- Billing has also been working on improvements to reporting to the board as well as contract agencies in terms of what has been turned over to collections, what they have collected, etc. The goal is more insight into our finances.

Performance Measures:



- % fire prevention inspections completed FY 25-26 = 99.66%
- % businesses compliant with the International Fire Code = 69%
 - <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 = 55
- # of training hours completed year to date for ISO = 349 (for nine people)
- % Emergency incidents with no injuries or casualties due to a structure fire = 99%

Civilian		Fire Service	
Injury	Casualty	Injury	Casualty
3	1	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 Station 377	ZONE 4 Station 379	ZONE 5 Station 380
SBHOA1 - New Arts and Crafts 64445 E. Saddlebrook Lumen F.A. 16649 N. Avenida del Oro	Above Ground Tank 13450 N. Piper Dr. Residential Hangar 13000 N. Tailwind	Spirit Halloween -Investigative 11955 N. Oracle Life Storage T.I. 11061 N. Oracle	Hope Church 3130 W. Overton St. Mark's Hood System 2727 W. Tangerine	Presidio Dental T.I. 7493 N. Oracle #105 Xfinity T.I. 7866 N. Oracle
First Baptist Church F.A. 3505 E. Wilds	OV Family Practice F.A. 1866 E. Innovation Park	Miracle Ear T.I. 11015 N. Oracle	GRFD Procurement T.I. 3701 W. Quasar	Sunny Spa T.I. 7923 N. Oracle
Autozone 16403 N. Oracle	Extra Space Storage 1410 W. Tangerine	Barro's Pizza T.I. 11121 N. Oracle	St. Mark's Chapel/Preschool 2727 W. Tangerine	Pei Wei T.I. 7252 N. Oracle
Stone Canyon Blasting Phase 7 & 8	Rancho Vistoso F.A. 12450, 12460, 12470, 12480	Centre Stage Dance T.I. 11835 N. Oracle #133	Circle K T.I. 3712 W. Cortaro	St. Marks Parking Structure 1431 W. Magee
Vistoso Dental T.I. 2512 E. Vistoso Commerce Loop	Idaho Credit Union T.I. 12132 N. Rancho Vistoso	Batteries Plus T.I. 11015 N. Oracle #141		OV Facilities Maintenance Abv Grnd Tank
Shell Building 16229 N. Oracle	Safeway T.I. 12122 N. Rancho Vistoso	UPS Store T.I. 10645 N. Oracle		Legacy Learning Community T.I. 180 W. Magee Ste 134
GRFD Professional Development 3845 E. Golder Ranch	Roche B2 T.I. 1910 E. Innovation Park	The Wealth Consulting T.I. 10134 N. Oracle #100		Wingstop T.I. 7939 N. Oracle
Received Final Inspection	Shell Building T.I. 12490 N. Rancho Vistoso	Loma Premium Meats T.I. 10785 N. Oracle #191		Blackrock Coffee T.I. 7901 N. Oracle
Mt. Shadows Pres. Church Cell Dialer 3201 E. Mountaineer	La Hacienda T.I. 11931 N. 1st #104	Brookdale F.A. 10175 N. Oracle		Hand and Stone T.I. 7918 N. Oracle
Beautiful Savior F.A. 7570 N. Thornydale	Shell Building F.A. 12152 N. Rancho Vistoso	Boot Barn T.I. 10805 N. Oracle		Sierra Pacific Windows T.I. 7330 N. Oracle
Harn Legacy PLLC T.I. 1806 E. Innovation Park	OV Assisted Living Main 12380 N. Vistoso Park	Walmart T.I. 2150 E. Tangerine		Tucson Federal Credit T.I. 7216 N. Oracle
Cottonwood Plaza Restaurant T.I. 7252 N. Oracle	Stone Canyon Clubhouse F.A. 14250 N. Hohokum Village	Public Storage - Solar 11274 N. Oracle		CDO High School F.A. & Dialer 25 W. Calle Concordia
Goodwill T.I. 2990 W. Ina Rd	Gateway @ Vistoso Apts. 945/955 W. Vistoso Highlands	Mountainside Fitness T.I. 11935 N Oracle		Extra Space Storage 8710 N. Oracle
Montessori Learning T.I. 7251 N. Meredith	Naranja Prof. Park Bldgs 1,2,3 1440 W. Naranja	Surf Thru Car Wash and Solar 11595 N. Oracle		
Anytime Fitness T.I. 10540 N. La Canada	OV Assisted Living Casitas 12380 N. Vistoso Park	Catalina Eye Care T.I. 10281 N. Oracle		
Northwest Corporate Center F.A. 7400 N. Oracle		Ironwood Dermatology T.I. 10281 N. Oracle		
OOROO Automotive T.I. 210 W. Magee		Holiday Inn Express T.I. 11075 W Oracle Rd		
Fry's F.A. 3770 W. Ina		Encantada at OV Apts. 1730 E. Tangerine		
		Pain Institute of AZ Surgery 365 E. Linda Vista #A		
		Pain Institute of AZ Clinic 365 E. Linda Vista #B		
		Workout Anytime T.I. 11975 N. Oracle		
		Life Storage - Solar Panels 11061 N. Oracle		
		Sigma Technologies F.A. 10960 N. Stallard		
		Empty Cup Health Wellness T.I. 10132 N. Oracle #180		

Fire Marshal Akins

- Attended the Struggle Well Course
- 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

- DFMs and Inspectors attended the Joint Fire Investigation meeting with NWFD, OVPD, MPD, PCSD, and PCAO
- Inspector Ross attended the National Fire Protection Association Conference

GRFD Fire Investigations

Estimated Property Loss	Estimated Property Save	FY 25-26	Estimated Content Loss	Estimated Content Save
\$1,577,450	\$14,365,839		\$716,103	\$6,689,198



- On June 7, 2026, a structure fire was reported in the Northwest Fire District
 - o GRFD assisted with the origin and cause investigation
- On June 16, 2026, a large vehicle fire was reported in the Northwest Fire District
 - o GRFD assisted with the origin and cause investigation
- On June 16, 2026, a structure fire was reported in the Northwest Fire District
 - o GRFD assisted with the origin and cause investigation
- On June 20, 2026, a structure fire was reported in the Golder Ranch Fire District
 - o The origin of the fire was inside a recycling bin
 - o The fire classification is unintentional
- On June 23, 2026, a structure fire was reported in the Golder Ranch Fire District
 - o The origin of the fire was in the attic
 - o The fire classification is undetermined
- On June 26, 2026, a structure fire was reported in the Golder Ranch Fire District
 - o The origin of the fire was at an electronic battery device
 - o The fire classification is undetermined



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Grant Cesarek, Assistant Chief of Support Services

MTG. DATE: July 21, 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

June 2026

Assistant Chief's Activities

- The focus for this month in Support Services has been on a few projects; specifically the Annual Report being built by Community and Public Relations, Inventory Management and further implementation of the Operative IQ (OpIQ) software in all divisions, and a station air quality assessment completed by Health and Safety.
- The construction project at Fleet and Training continues with a large majority of the demolition completed, underground plumbing starting in the training building, and working through submittal reviews from the subcontractors.
- The team addressed tracking and testing issues that were identified with SCBA bottles, all issues mitigated, and plan in place to track more accurately in the future.
- In IT we have the process of filling the IT Supervisor position moving forward, selection expected the week of July 13.
- Complete review of all capital projects from last fiscal year and those approved for this year. Great team effort that included the finance division to time the projects and maximize funding. We are also waiting on confirmation of grant funding on a few equipment purchases.
- Also attending the weekly policy review meetings, the HR team is doing a great job of updating policies and procedures.
- Our new ladder truck build is progressing well, comments in the fleet section outline expected delivery date.
- Enjoyed a great family vacation at the end of the month.

Facilities Maintenance Activities

Facility Maintenance Team

- Work orders through Facilities module initiated, will improve documentation, service and warranty details, as well as financial planning.
- Facilities module development 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. Will be releasing update on ticket priority type and required personnel to be included.
- Quasar building construction in progress; framing completed, plumbing installed with exception of water heater. Coordinating dates for IT system installation with HP Pro Builders and Smart WAVE Technologies, this will add fiber optic connectivity to the building and increase internet capabilities for staff at the site.
- Quasar asphalt project quotes received, bids to be evaluated and contractor selected.
- Annual contract for tree and landscaping services selected properties added to annual contract for FY27.
- Annual tree service for all facilities in progress.

- Annual cleaning contract approved, this is for the office buildings and classrooms.
- Annual contract for fire alarm monitoring distributed. Hiller was selected by process of inspection and repair; all upgrades currently being installed.
- Request for bids from contractors on Station 373 extractor improvement plan (FY25/26). Still in progress.
- Capital project plan and scheduling for FY27.
- Replacement 10-ton AC unit at Hanley complete. Unit has had multiple repairs over the course of the last 1.5 years, was an original unit on the building when we purchased.
- Continued work on items approved for surplus. Professional Development classroom 2, Oracle Junction storage and HR room at 3885 in the system. Some items going to auction, some donated to local fire district with needs, but we are working through the process.
- Continued progress on implementing full capacity of OplQ for tracking, recording and forecasting all maintenance and repair on all GRFD assets.
- Completion and closeout of service tickets, aligning tasks/ priorities for FY27

RESULTS

- Percent of employees injured due to facility conditions: **0** Goal: **0**
- Percent of district facilities that are fire code compliant: **100%** Goal: **100**

OUTPUTS

- Number of service ticket responses provided: **790 YTD** (70 in June) Expected: **600 YTD**
- Number of monthly station inspections completed: **10**

DEMANDS

- Number of service tickets expected to be requested (monthly): **65** (790/12 average per month YTD) Expected tickets per month: **50**

Fleet Maintenance Activities

Fleet Maintenance Team

- Fleet has two KME engines at Fire Truck Solutions in Phoenix for warranty repairs. Vehicle #2212 has no ETA currently and Vehicle #2215 is expected late in July.
- Our new ladder truck is in production and has an expected Final inspected date of mid to late September. We are currently working on dates for the Mid-point inspection.
- Fleet finalized any remaining budget year 2026 work orders to start fresh July 1, 2026. Shout out to Carol, Jacob and Phil for their hard work in meeting our deadline!
- Demolition continues in the fleet building, and we are working well with Concord and their sub-contractors as we occupy the same workspace with different goals!
- Fleet Outputs for FY26:

OUTPUTS:

- Closed work orders YTD: **1926** Expected YTD: **2651**
- Billable Hours YTD: **5199** Expected YTD: **4295**
- % of required Annual inspections: **82%** Expected YTD: **100%**

Health and Safety

Health and Safety Team

- Indoor Environmental Quality Assessments were completed by Terracon for Stations 370, 372, 373, 374, 375, 376, 377, 379, and 380. The results were excellent, with all measured air quality parameters well below OSHA's Permissible Exposure Limits (PEL) for an 8-hour time-weighted average (TWA). Testing included the apparatus bays, living quarters, and sleeping quarters, and evaluated the following contaminants: diesel particulate matter, nitric oxide, nitrogen dioxide, sulfur dioxide, carbon monoxide, and carbon dioxide.
- Firefighter Safety Stand Down took place from Sunday, June 14, 2026, through Saturday, June 20, 2026. This year's theme was Firefighter FITNESS: Fit to Serve, Fit for Life. On duty crews took the time to review important and educational material provided by the Fire Department Safety Officers Association (FDSOA).
- Congratulations to Captain Marquez for obtaining the designation of Fire Officer (FO) through Center of Public Safety Excellence (CPSE)

RESULTS

- % employees who do not experience documented injuries – **82%** (26 claimed injuries documented with HR, 30 injuries documented in Supervisor Report of Injury (SRI) with no further medical attention needed for a combined total of **50** injuries reported from July 1, 2025 – June 30, 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 – **97%** of Quarter 1 members in 2026 (January, February, March). Quarter 2 members (April, May, June) currently in the process of completing in 2026. 98% of Quarter 3 members in 2025 (July, August, September). 100% of Quarter 4 members in 2025(October/November/December)
- # of motor vehicle collisions per 100,000 miles driven – **0**

OUTPUTS

- # peer fitness training sessions conducted – **0** for the Month of May.
- # peer support sessions conducted – **76** – Total sessions reported from July 1, 2025 – June 30, 2026.
- # safety education sessions provide – **1** for the Month of May.

Procurement/Fire Supply

Procurement and Supply Team

- Continued changes and improvements to our OplQ usage and management. Procurement will be the driving force with Finance for system re-integration and processing.
- SCBA bottle inventory and hydrostatic test dates documented in OplQ, all bottles current. SCBA pack inventory, tracking and recording in progress. All assets will be documented and current in OplQ for service and expiration dates. Hydrostatic test dates and alerts being implemented through OplQ.

- Continued assistance from the Facilities staff for asset verification and supply requests. Also, tracking and development of iPad efficiencies in collaboration between Facilities and Procurement staff. This is all part of building the Facilities Module out in OIQ
- Progressive development and usage of OplQ tracking system, recategorization and organization of inventory for improved asset and consumables management. OplQ workgroup created and discussions of needs, improvements and implementations are major discussion points.
- Continued 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. Assisting AP379 staff with efficiencies.
- Continued work on supply request process is changing with the implementation of procurement process, system and distribution of requested consumables. Working with OplQ on capability to input photos for reference. (Will be a continuous process with education and timely deployment). 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.

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: 481 YTD** (46 in June 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)***

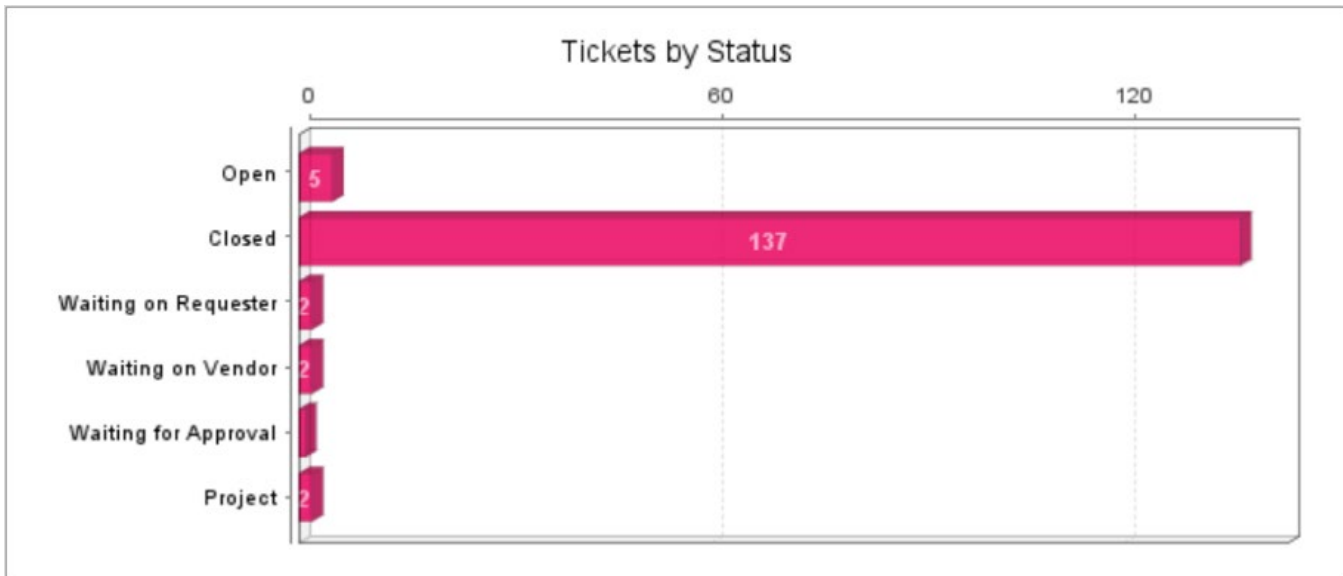
**YTD: 364 total requests, 5,778 items delivered,
(33 in June 2026, 542 items delivered)**

DEMANDS

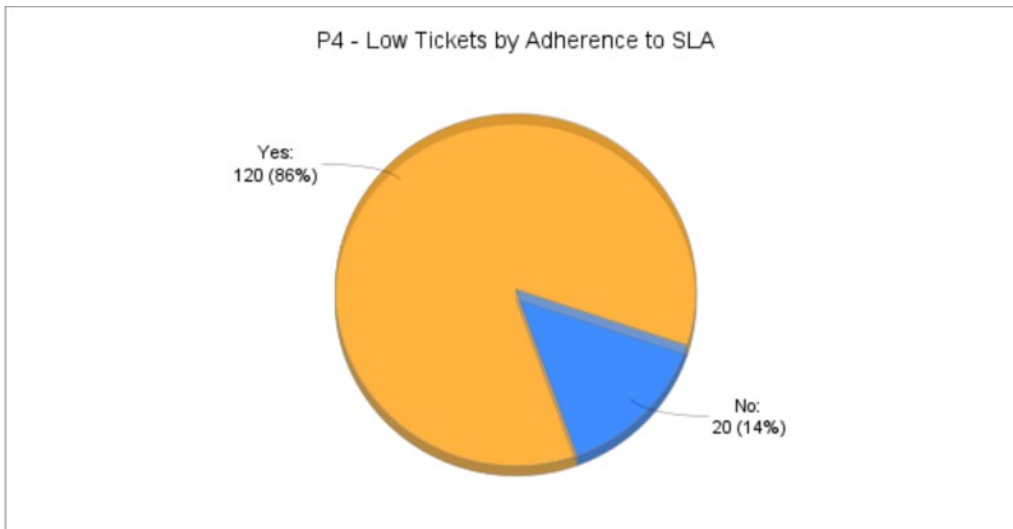
- Number of service tickets expected to be requested: **37** (average per month YTD)-more to be projected with implementation of procurement process. (Projected: 50)
- Number of innovative new product evaluations expected to be requested: **2-4**

Technology team strategic budget metrics highlights.

June ticket volume: 155



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



IT Applications Activities/Projects

- Continue working on implementation of Single Sign On (SSO) for OpIQ. This will allow users to log on once and not need to maintain or manage a separate login specifically for OpIQ.
- Continued monitoring of the new AI Phishing tool. This has allowed us to provide realistic scenarios and point of impact training to help improve security awareness and training.

- Continued work with the OpIQ working group. This is a multi-departmental group that meets weekly to identify and remediate challenges with the current configuration. Currently working to define and modify user's permissions based on roles.
- Continuing support for the Enterprise Jumpstart Dashboard project in coordination GIS to ensure the information from the ImageTrend Datamart database is available for use with GIS software.
- Worked with the Systems group to provide accounts, computers, install software and provide remote access for vendors assisting Finance with their initiatives with the Abila software.

IT GIS Activities/Projects

- New version of the public facing interactive map is now live. The previous public map application averaged just over 3,000 views per year! The new public map can be found on our public website or at the link <https://experience.arcgis.com/experience/dc9cd32966994cedbcb02f616cc1e5d7>
- Assisted Project Manager Keith Holland with response data extraction and analysis for a grant submittal.
- Reliability analysis of the Community Resource Technician data and how it affects engine and ladder reliability for emergency incidents in their first due zones for Assistant Chief Perry and Deputy Chief Wilson.
- Ongoing collaboration with 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; Enterprise JumpStart for an Operations Dashboard.

IT Systems Group Activities/Projects

- The Systems group has been working to evaluate several vendors on a project for exterior video surveillance systems for the Hanley location.
- Resolve network issues at Robson site. Identified potential future issues and working to remediate. A replacement AC unit for the network cabinet has been procured. Installation and migration to the newer network cabinet, work expected to be completed in the next month.
- Order and deployed new Dell 14/16 Pro laptops to replace older Dell 5410/5420 laptops under normal replacement cycle.
- Purchase APIs (application programming interface) for Operative IQ and Hire2Retire platforms. These new interfaces will allow several of our applications to work together to provide more automation in workflows. For Example, when a user's role changes within Paycom, Hire2Retire will recognize the changes and use the automation workflow to adjust permission as appropriate within the OperativeIQ application.
- Continue to make adjustments to the IT monitoring tools to ensure notifications are sent to administrators when system issues are detected.



Strategic Initiatives

District Visibility & Community Presence

- CPR/AED Awareness, Monsoon Awareness, Firefighter Safety Stand Down week
- Annual Report edits
- Participated in professional and community partner meetings, including:
 - Tucson Local Media
 - West Press
- Supported internal communications through updated Dashboard messaging on public safety events, PTSD messaging, wellness initiatives

Public Relations

News Coverage

- Managed media response and public information for:
 - KVOA mobile home fire near Oracle and Pinto
 - KOLD extreme heat story
 - Questions about smoke in the area of Ina and Cortaro
 - Questions on swift water rescue incidents
- District social media content was referenced or showcased across multiple digital news platforms.

Social Media Strategy

Featured Content:

- Mobile home fire response video
- Kitten rescue video
- Granite Mountain Hotshots recognition
- Photo Friday feature
- Flag Day recognition
- Father's Day
- 4th of July

- Fireworks safety
- Governing Board promotion highlight

Ongoing Communications

- Public Safety Announcements (PSAs) on extreme heat awareness, water safety, monsoon safety, and fireworks safety.
- District achievements, including employee spotlights, Code Saves, stroke recognitions and emergency responses.

Social Media by the Numbers

Facebook

- Views: 325,900
- Posts: 72

Top Post: Remembering Granite Mountain Hotshots

Instagram

- Views: 87,000
- Posts: 24

Top Post: Mobile home fire near Oracle Rd and Pinto Ln

X

- Posts: 11
- Impressions 5,000
 - (Times post was seen on X)

Top Post: Mobile home fire near Oracle Rd and Pinto Ln



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

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

MTG. DATE: July 21, 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

June 2026

Assistant Chief's Activities

- Participated in weekly leadership, EMS, and Operations meetings to address current operational issues, staffing, and ongoing projects.
- Worked with Operations staff and Battalion Chiefs on the Telestaff to Paycom transition, including updates to time codes and payroll coding.
- Monitored ambulance staffing, overtime, and system availability to help maintain response coverage during the busy summer months.
- Reviewed EMS QA/QI cases and documentation trends with EMS staff.
- Coordinated with Banner Health to update GRFD transporting unit designations for hospital tracking.
- Assisted with preparation of the FY 2026-2027 budget
- Participated in interviews for the District's IT Supervisor position as part of the interview panel.

EMS

Recognition

- Oro Valley Hospital recognized crews from stations 373 and 378 C shift for their excellent clinical care and notifications on two patients presenting with stroke signs and symptoms in May. Outstanding work Captain Rhien, and Captain Smith, Engineer Labas, Engineer Creviston, Engineer Newburn, Paramedic Boyd, Paramedic Jansen, Paramedic Tenney, Paramedic Drury (both calls), and Firefighter Schneider (both calls).



- Oro Valley Hospital recognized crews from EN374 and PM375 A Shift for their excellent clinical care and notifications on a patient presenting with stroke signs and symptoms in May. Great job Captain Shultz, Engineer Garcia, Paramedic Glover, Paramedic Thorson, Paramedic Clausen, Firefighter Childress, and Firefighter Walker!



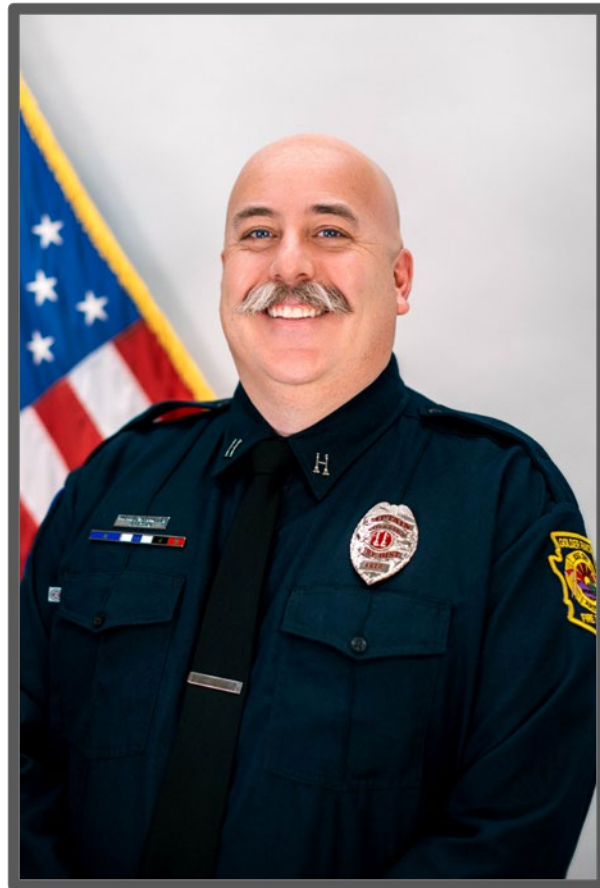
- Oro Valley Hospital recognized crews from 377 A Shift for their excellent clinical care and notifications on a patient presenting with stroke signs and symptoms in May. Excellent work Paramedic Rhodes, Paramedic Wallace, and Paramedic Baron, Engineer Rios, and Firefighter Turnbull and Firefighter Rodriguez!



- Northwest Healthcare recognized Paramedic John Savage and Firefighter Anthony Ruiz for being outstanding community partners on May 21st 2026. Paramedic Savage and Firefighter Ruiz transported to OVH and were completing their transfer of care and documentation when Oro Valley Hospital (OVH) needed an emergent transfer to NWH. John was heads up and volunteered PM370 prior to OVH needing to call. Northwest Medical Center (NWHC) RN Jamie Giampa happened to be at OVH for EMS week activities and rode in with John to assist with skills and treatments outside of his scope. During transport, the patient went into cardiac arrest. The two performed resuscitation and achieved ROSC prior to arrival at NWHC. Staff at OVH and NWHC commended our providers for being quick to act and demonstrating exemplary skills.



- The EMS Division would like to recognize and thank Captain Mike Seegmiller. Over the past three years, Mike has demonstrated his commitment to excellence in GRFD EMS through field support, training and mentorship, EMS bulletin creation and maintenance, development of GRFD's risk cause analysis process, maintaining district narcotic compliance, and championing EMS's current QA/QI process. Mike returns to suppression at 376 A Shift.



EMS Training

- EMS Staff completed EMT Jumpstart for EMT Class 26-01 students.

EMS Team

- Staff participated in the following regular meetings:
 - GRFD EMS and CQI
 - GRFD leadership meetings.
 - SAEMS meetings.
 - EMS ROC

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. 78%

Maintain emergent (Code III) responses where the first unit total response time is 9:00 minutes or less for urban areas and 12:00 minutes for rural areas. Urban = 11.5; Rural = 14.

Maintain wall times (arrival at hospital to transfer of care) at the 90th percentile to 45 minutes or less. 24:49

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

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

% survival rate for cardiac arrest (Utstein Formula of Survival) 48%

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

% of surveyed respondents are satisfied with the service received from EMS response. 94%

Outputs:

The number of EMS responses provided. 923

The number of ambulance transports provided. 622

Demands:

The number of EMS responses expected to be requested. 973

The number of ambulance transports to be requested. 581

Efficiencies:

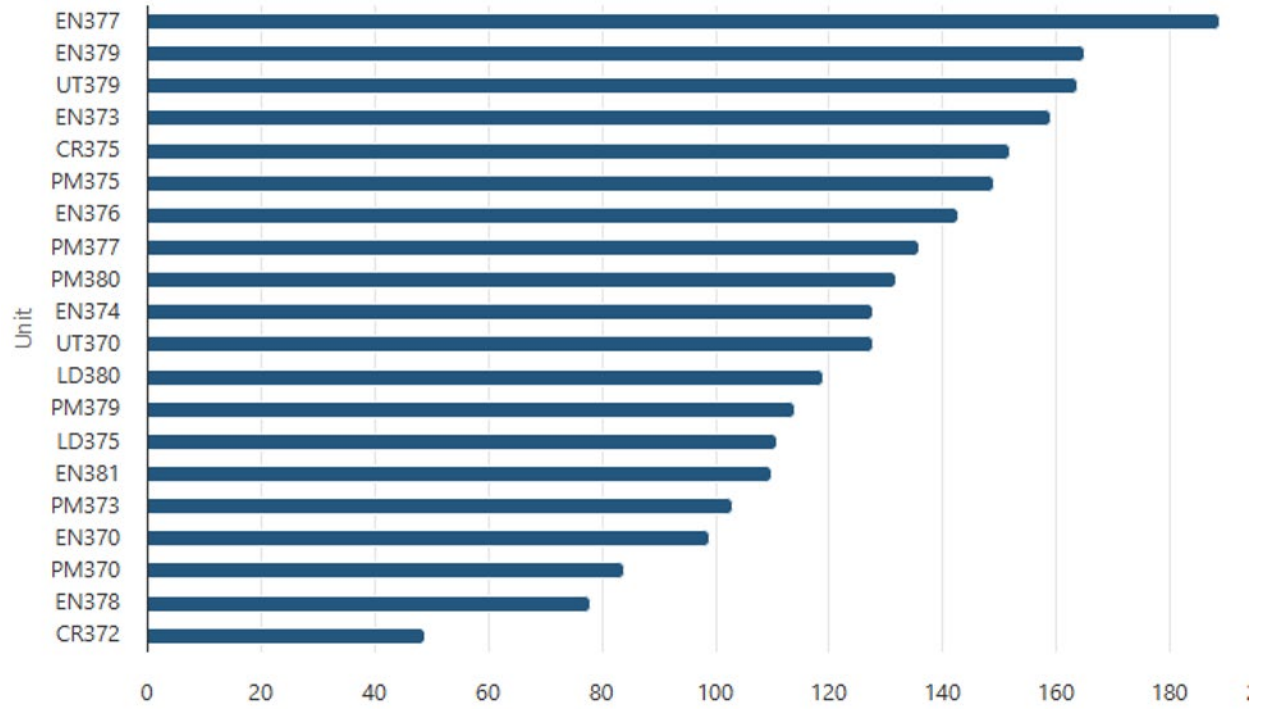
EMS program expenditure per total number of EMS responses. \$540 FY2425

EMS program expenditure per capita. \$63 FY2425

Incidents by EMS Unit (Top 20)

:

Jun 01, 2026 12:00 AM to Jun 30, 2026 11:59 PM





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.

Courses/Training:

PFF Module Task books:

- **Access:** Working with BC requests to provide viewer rights to crew individuals performing supervisor roles in their absence. Performed on a case-by-case basis.
- **PFF Module 1 due dates:** Wave 1 = July 26, Wave 2 = August 30
- **Module 2:** Preparing and updating the upcoming release of Module 2 -
- All PFF's from RTA 26-1 have been released to the field with EMT certifications.

Professional Development (PD) Campus:

- General clean up and maintenance of props
- **Hazmat area:** Creating a HAZMAT training area behind the PD Training Apparatus Awning
 - Year-round access to HAZMAT scenarios
 - Small storage area for fixed facilities with a beacon, 704 diamond, various shut off valves

- Replica underground natural gas line break prop (Working with Southwest gas)
- Residential gas meter etc.
- Propane cylinder prop
- Diking, damming, retention ponds area
- Overflow and under flow dams area



- **Vertical ventilation training props:** outfitted with smoke machines to replicate conditions found when performing ventilation at fire incidents. Preparing a new strip mall “trench cutting” prop for upcoming CRD.
- **Vehicle Extrication area:** Crews have been diligently scheduling time to practice vehicle extrication. We are currently working with CAT Towing to replenish inventory.
- **Decommissioned Turnouts:** Non-qualified suppression turnouts have been laundered, labeled and stored in preparation for next recruit academy.
- **Firefighter Survival:** Many crews have visited the Firefighter Survival room to accommodate training for PFF working in their module task books.
- **Garage Door Prop:** Many crews are utilizing the garage door prop for garage fire MCS drills.
- **EMS Assist:** Staged a multi-car MVA for crews to practice Mass Casualty Incident (MCI) triage training.
-

VFIS Training (Organization):

- All members of the organization have completed VFIS annual training.

Electric Vehicle Program:

- Collaborating with Rockin’ For Heroes, LN Curtis, Hurst, CAT Tow & OVPD.
- Electric vehicle extrication – Train the Trainer Class. Scheduled for October 2026.

- Reviewing / updating current electrical vehicle fire policies and procedures.



Administrative Work:

- Developing a master roster for the organization to include suppression and administrative personnel for future training and certification verification.
- Verification and updating of current certifications: Engineer qualifications & Driver's License.
- Update to Annual Training Calendar use and approval.
- Working with Logistics to develop inventory tracking for Professional Development assets and valuations.

June 2026 Results

- 0% completion rate on Firefighter ISO training.
- 0% completion rate on Engineer ISO training.
- 0% completion rate on Officer ISO training.
- 100% completion rate on all district-required annual Administration OSHA training
- 100% completion rate on all district-required annual Community Resource Technician OSHA training
- 100% completion rate on all district-required annual Fleet, Logistics, and IT OSHA training
- 100% completion rate on all district-required annual Suppression and FLS OSHA training
- 100% completion rate on all district-required annual Supervisor Administration OSHA training
- 100% completion rate on all district-required annual Supervisor Fleet, Logistics, and IT OSHA training
- 100% completion rate on all district-required annual Supervisor Suppression and FLS OSHA training
- 100% completion rate on all district-required annual Wildland Refresher Training
- 100% completion rate on all district-required annual Physical Agility Evaluations.
- 100% completion rate on all district-required annual VFIS Refresher training.

- 100% completion rate on all district-required annual Ropes Ops/Tech Refresher training.
- 100% 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%

Output

- 600 hours of recruit training will be delivered annually. **Completed**
- 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. **Completed**
- One Battalion Chief promotional process will be provided every two years. **Work in progress**
- One Captain promotional process will be provided every two years. **Completed, with 8 candidates successfully completing the process.**
- One Engineer promotional process will be provided every two years. **Completed, with 7 candidates successfully completing the process.**

Honor Guard and Pipes & Drums

There was nothing significant to report for Honor Guard and Pipes and Drums for the month of June.

Special Operations

Results

- 12.5% of Special Operations responses involved injuries or loss of life to the community.
- 0% of Special Operations responses resulted in injuries or loss of life to GRFD personnel.
- The Special Operations Team Members assigned to Station 377 completed an average of 3.5 hours of Hazardous Materials Training per person this month.
- The Special Operations Team Members assigned to Station 377 completed an average of 15 hours of Technical Rescue Training per person this month.

Outputs

- 2 Technical Rescue responses
- 7 Hazardous Material responses

Monthly Response Highlights

- The Special Operations Team responded to a “Swift Water Full” call on the NW corner of Ajo and I-19. This was a large regional automatic aid response that consisted of several rescues. A monsoon rolled through the South side of Tucson and several Swift Water Rescues went out because of this. This call resulted in approximately 10-15 rescues out of the wash with one fatality reported. TFD was the primary agency with help from GRFD, NWFD, and BORSTAR. Drones and air assets were also utilized to search for victims.
- The Special Operations Team responded to a “HAZMAT FULL” in GRFDs response area. A HAZMAT response was requested by EN373 for an unidentified tank that was leaking off Twin Lakes. HAZMAT personnel arrived on scene and mitigated the situation.
- The Special Operations Team responded to a “Gas Leak” call with LD375. LD375 was on a large gas leak call at a construction site. Since the large leak was close to populated areas, Station 377 crews were requested to monitor surrounding areas. Station 377 crews ensured the areas around the leak were safe via advanced air monitoring while SW Gas secured the leak and LD375 stood by with a hose line for protection. This was a great collaborative effort.

Monthly Training

Regional Hazardous Materials Continuing Education:

- The June Regional Hazardous Materials Training focused on advanced air monitor annual maintenance. This consisted of members from Station 377 going to Fire Headquarters downtown to go through each of our gas monitors as a region. Internal filters and bulbs were replaced if needed. The pump components were fixed if needed and all monitors were recalibrated. If monitors were put OOS for more advanced repairs, loaners were given to agencies.

Regional Technical Rescue Continuing Education:

- The June Regional Technical Rescue Drill focused on regional crews conducting their annual swift water rescue refreshers. Most regional teams went to the Phon D. Sutton recreational area at the Salt River in Mesa to practice rescue techniques in a real river. All 3 crews at Station 377 conducted a river day focusing on overcoming a strainer, making team entries for rescue, throw bag evolutions, and strong swimmer evolutions. Crews also focused on defensive swimming techniques and talked about river terminology.
- Golder Ranch Fire District is hosting the regional July Confined Space Rescue training. This training will take place at Roche Medical facility. A PowerPoint was created by the Special Ops Training Division to review the drill and give an overall refresher on Confined Space Rescue. This PowerPoint was sent out to all regional agencies to prep for the July drill.

Regional Initial Training:

- No regional initial training for the month of June.

In-District Continuing Education

- A member from the Special Operations Team completed monthly air calibration on suppression four gas monitors. This monthly program ensures monitors stay calibrated and well maintained so they remain operationally ready in the field. This program also reduces maintenance costs to the monitors by constantly having to replace sensors.

- Some members of 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.
- The Special Operations Team is in the preliminary phases of planning out a Rope Rescue refresher day coordinated with the WL team prior to next year's fire season.
- Members assigned to Station 377 have signed up to attend Tox Medic Refresher in July. This course is on a 2-year recertification cycle, and many members are up this year. This course allows us to administer Tox Drugs approved by our medical director on HAZMAT calls. Both EN377 and PM377 carry additional medications for these types of calls and operate off of separate AGs when responding to a call that needs these specialized medications.

In-District Initial Training:

- The Special Operations Team was administered an electronic assignment delivered via Vector Solutions to review new TRT equipment placed on Station 377 apparatus. This new upgraded equipment gives the team more capabilities and upgraded older equipment for a more capable response.
- The Special Operations Team was administered an electronic assignment delivered via Vector Solutions to review new HAZMAT equipment placed on Station 377 apparatus. This new upgraded equipment gives the team more capabilities and upgraded older equipment for a more capable response.
- The Team is looking into certifying more members in the ROHVA UTV driver's training in the near future.
- Two members attended the quarterly regional HAZMAT and TRT meetings held on June 4, 2026, at Fire Headquarters. Meeting Notes were typed up and distributed to Special Ops Leadership.
- The Special Operations Team is in the preliminary phases of planning out another Rope Rescue Technician course for GRFD personnel at the end of the year/ early next year. This training will get members of the WL team certified that could not do this previous May course because it was during the Wildfire Season. This course will give more personnel the opportunity to go out on REMS assignments.
- The Special Operations Team is in the preliminary phases of planning a Trench Rescue/ Confined Space Rescue Technician course in the winter to get more members certified on the Team.
- GRFD was given 4 spots in the next HAZMAT Technician course that starts in October. We have sent out interest to team members and will be picking out the four that will attend in the near future.

Other

- The Special Operations Team is implementing a new certification tracking system. Member's certifications are being transferred electronically into a Teams File which will all be uploaded into Vector Solutions. This way, the team will have access to the paper copies along with the electronic copies for all team members.
- The team ordered two new gas monitors for Station 377. These new RKI 6100 monitors will replace the outdated Multi-Rae monitors and align with regional partner's equipment better. These monitors are proven to have less maintenance cost and are more user friendly. These two monitors have been placed on Station 377 apparatus to include one on SQ377 and one on EN377.
- The Special Operations Team has been actively replacing Swift Water Rescue gear throughout District on suppression trucks. This includes new throw bags, PFDs, helmets, and ladder truck rescue rings. All trucks within District have up to date helmets and NFPA compliant throw bags.
- The Station 377 UTV was upgraded. A full windshield was placed on the apparatus along with a rear windshield. It received an upgraded hood rack, roof rack and bed rack that provides more attachment

points for hiker rescues and REMS. Thank you so much to our fleet division for outfitting this apparatus better to meet the Team's needs.

- The REMS team was given two more full rope bags along with the associated equipment. This will give them more capabilities on assignments and allow for more off-season training.

Wildland

Current Assignments:

6/22/26: Pocket Fire, Flagstaff, AZ

- Assigned – Cavaletto, Sparkman: Ambulance (Shop #1601)

Recent Assignments:

5/12/26 – 6/2/26: 6 Mile Fire/7 Cabins Fire, Capitan, NM

- Assigned – Kroger: Comms Tech (Shop# 2037)

5/21/26 – 6/6/2026: 7 Cabins Fire, Capitan, NM

- Assigned – K. Campbell, Mace: Ambulance (Shop# 1601)

5/17/26 – 6/9/2026: 7 Cabins Fire, Capitan, NM

- Assigned – Port: Task Force Leader (Shop# 2238)

5/27/26 – 6/10/26: 7 Cabins Fire, Capitan, NM

- Assigned – Spanarella: CIMT deployment (no GRFD vehicle)

6/2/26 – 6/18/26: Task Force Pre-Position, AZ/CA border

- Assigned – Hoffman, Huber, Savage, Ky. Rhein: Type 3 Engine (Shop# 2336)

6/2/26 – 6/18/26: Task Force Pre-Position, AZ/CA border

- Assigned – Waldorf: Strike Team Leader (Shop #2036)

6/11/26 – 6/24/26: Bear Fire, Quemado, NM

- Assigned – Kroger: Comms Tech (Shop #2037)

6/12/26 – 6/15/26: Box Fire, Rincon Mountains, AZ

- Assigned – Morgan/Newburn: Tender (Shop #022)

6/13/26 – 6/16/26: Box Fire, Rincon Mountains, AZ

- Assigned – Port: Division Leader (no GRFD vehicle)

6/17/26 – 6/20/26: Table Mountain Fire, Catalina Mountains, AZ

- Assigned – Port: Water Supply Group Supervisor (Shop #1451)

6/19/26 – 7/4/26: Task Force Pre-Position, AZ/CA border/Pocket Fire, Flagstaff, AZ

- Assigned – B. Labas, Newburn, Mace, Ringston: Type 6 Engine (shop #2239)

6/21/26 – 7/5/26: Pocket Fire, Flagstaff, AZ

- Assigned – Port: Division Leader (Shop #1451)

6/21/26 – 7/5/26: Sycamore Fire, Globe, AZ

- Assigned – Waldorf: Task Force Leader (Shop #2036)

6/21/26 – 7/5/26: Sycamore Fire, Globe, AZ

- Assigned – J. Labas, Alejandro, Peterson: Type 6 Engine (Shop #1935)

6/21/26 – 7/6/26: Pocket Fire, Flagstaff, AZ

- Assigned – Spanarella: CIMT deployment (no GRFD vehicle)

June 2026 Family of Measures:

Results:

- % of wildland fire responses within the District that do not result in injury or death to the community: **100%**
- % of wildland fire responses within the District that do not result in injury or death to GRFD personnel: **100%**
- # of structures lost due to wildland fires within the district: **0**

Output:

- # of wildland fire responses provided (in-district): **7**
- # of wildland fire responses provided (out-of-district): **13**
 - This measure includes responses with our auto-aid partners as well as Wildland Team assignments

Fire Response

Significant Incidents:

- On June 11th, A-shift crews from EN378, TN376, BR370, PM370 and UT370 responded to a reported brush fire on Hwy 79 near milepost 97. Crews put in some hard work and contained the fire to approximately 8.5 acres. No bystanders were on scene when crews arrived, so cause was attributed to possible sparks from tow chains or improperly discarded smoking materials.
- On June 23rd, A-shift crews responded to a reported house fire in Catalina. Crews found fire in the attic space of the manufactured home. Operations changed from interior, offensive fire attack to exterior, defensive fire attack once it was determined that no civilians were inside the home and that the fire in the attic space was significant and crews could not safely engage from the inside of the building. Crews faced difficult conditions attempting to control the fire given the location of the fire, fighting from outside the structure and the fact that the outside temperature was over 105 degrees. Crews did respond later that same night for a second fire at the same location. This is always a possibility during defensive operations as it can be challenging to reach every hidden hot spot of fire. Ultimately, crews stayed safe, everyone worked very hard in challenging conditions to contain the fire as much as possible. Fire cause was not able to be determined due to the amount of damage.

June 2026 Family of Measures

Results:

83% fire calls for service where the turnout time is 1:30 or less

91% 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).

100% rural (<2500 pop. density) fire calls for service where the first unit is on scene in 12:20 minutes or less (from time of dispatch).

92% of fire responses where there is no injury or loss of life (to the public)

- 1 fire response with a patient refusal

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

Outputs:

7 residential fire responses provided

- **3** were responses outside GRFD boundaries

1 commercial fire response provided

2 vehicle fire responses provided

3 rubbish fire responses provided

INCIDENT TYPE	TOTALS	PERCENT
STATION #: Station 370		
	0	0.00%
Hazardous Materials - Gas Leak / Gas Odor	1	0.06%
Medical - Illness	69	3.98%
Medical - Illness - Breathing Problems	1	0.06%
Medical - Illness - Chest Pain (Non - Trauma)	1	0.06%
Medical - Injury	1	0.06%
Medical - Injury / Trauma - Motor Vehicle Collision	1	0.06%
No Emergency - Cancelled	7	0.40%
No Emergency - False Alarm - Accidental Alarm	1	0.06%
No Emergency - False Alarm - Malfunctioning Alarm	1	0.06%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	6	0.35%
No Emergency - Investigation	1	0.06%
Outside Fire - Vegetation / Grass Fire	2	0.12%
Public Assist - Citizen Assist / Service Call	1	0.06%
Public Assist - Fire / Smoke Alarm	5	0.29%
Public Assist - Lift Assist	5	0.29%
Public Assist - Other Desert Animal	1	0.06%
Public Assist - Snake Relocation	27	1.56%
Public Assist - Vehicle Lock Out	1	0.06%
Structure Fire - Structural Involvement	2	0.12%
Vehicle Fire - Commercial	1	0.06%
	Total: 135	Total: 7.79%
STATION #: Station 372		
Medical - Illness	3	0.17%
Medical - Illness - Chest Pain (Non - Trauma)	2	0.12%
Medical - Injury / Trauma - Fall	2	0.12%
Other - Standby	1	0.06%
Public Assist - Citizen Assist / Service Call	1	0.06%
Public Assist - Fire / Smoke Alarm	18	1.04%
Public Assist - Lift Assist	1	0.06%
Public Assist - Other Desert Animal	1	0.06%
Public Assist - Snake Relocation	5	0.29%
	Total: 34	Total: 1.96%
STATION #: Station 373		
	0	0.00%
Medical - Illness	92	5.31%
Medical - Illness - Breathing Problems	1	0.06%
Medical - Illness - No Appropriate Choice	1	0.06%
Medical - Illness - Overdose / Poisoning	1	0.06%
Medical - Illness - Sick Case	2	0.12%
Medical - Illness - Stroke / CVA	2	0.12%
Medical - Injury	8	0.46%
Medical - Injury / Trauma - Fall	6	0.35%
Medical - Injury / Trauma - Motor Vehicle Collision	2	0.12%
No Emergency - Cancelled	4	0.23%
No Emergency - False Alarm - Other False Call	3	0.17%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	4	0.23%
Public Assist - Bee Swarm	1	0.06%
Public Assist - Citizen Assist / Service Call	2	0.12%
Public Assist - CO Alarm	1	0.06%
Public Assist - Fire / Smoke Alarm	61	3.52%
Public Assist - Lift Assist	16	0.92%

INCIDENT TYPE	TOTALS	PERCENT
Public Assist - Lock Box Assist	2	0.12%
Public Assist - Snake Relocation	34	1.96%
	Total: 243	Total: 14.01%
STATION #: Station 374		
Hazardous Situation - Investigation - Odor	1	0.06%
Medical - Illness	64	3.69%
Medical - Illness - Back Pain (Non - Trauma)	1	0.06%
Medical - Illness - Breathing Problems	1	0.06%
Medical - Illness - Chest Pain (Non - Trauma)	1	0.06%
Medical - Illness - Sick Case	3	0.17%
Medical - Injury	1	0.06%
Medical - Injury / Trauma - Fall	12	0.69%
Medical - Injury / Trauma - Motor Vehicle Collision	1	0.06%
No Emergency - Cancelled	5	0.29%
No Emergency - False Alarm - Accidental Alarm	1	0.06%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	1	0.06%
Public Assist - Citizen Assist / Service Call	3	0.17%
Public Assist - Fire / Smoke Alarm	36	2.08%
Public Assist - Lift Assist	8	0.46%
Public Assist - Other Desert Animal	1	0.06%
Public Assist - Snake Relocation	54	3.11%
	Total: 194	Total: 11.19%
STATION #: Station 375		
	0	0.00%
Hazardous Materials - Gas Leak / Gas Odor	1	0.06%
Hazardous Materials - Hazardous Material Release (Chemical from Transportation)	1	0.06%
Hazardous Situation - Nonchemical - Motor Vehicle Collision	1	0.06%
Law Enforcement Support	1	0.06%
Medical - Illness	86	4.96%
Medical - Illness - Abdominal Pain / Problems	1	0.06%
Medical - Illness - Altered Mental Status	3	0.17%
Medical - Illness - Back Pain (Non - Trauma)	1	0.06%
Medical - Illness - Breathing Problems	1	0.06%
Medical - Illness - Cardiac Arrest	1	0.06%
Medical - Illness - No Appropriate Choice	1	0.06%
Medical - Illness - Sick Case	2	0.12%
Medical - Illness - Stroke / CVA	1	0.06%
Medical - Illness - Well Person Check	1	0.06%
Medical - Injury	2	0.12%
Medical - Injury / Trauma - Fall	1	0.06%
Medical - Injury / Trauma - Motor Vehicle Collision	6	0.35%
No Emergency - Cancelled	6	0.35%
No Emergency - False Alarm - Other False Call	1	0.06%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	10	0.58%
Public Assist - Fire / Smoke Alarm	35	2.02%
Public Assist - Gas Alarm	1	0.06%
Public Assist - Lift Assist	11	0.63%
Public Assist - Other Desert Animal	5	0.29%
Public Assist - Snake Relocation	65	3.75%
	Total: 245	Total: 14.13%
STATION #: Station 376		
	0	0.00%
Hazardous Materials - Gas Leak / Gas Odor	1	0.06%
Hazardous Situation - Nonchemical - Motor Vehicle Collision	2	0.12%
Medical - Illness	56	3.23%

INCIDENT TYPE	TOTALS	PERCENT
Medical - Illness - Back Pain (Non - Trauma)	1	0.06%
Medical - Illness - No Appropriate Choice	1	0.06%
Medical - Injury	1	0.06%
Medical - Injury / Trauma - Fall	1	0.06%
Medical - Injury / Trauma - Hemorrhage / Laceration	1	0.06%
Medical - Injury / Trauma - Motor Vehicle Collision	2	0.12%
Medical - Injury / Trauma - Other Traumatic Injury	1	0.06%
No Emergency - Cancelled	5	0.29%
No Emergency - False Alarm - Accidental Alarm	1	0.06%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	6	0.35%
Outside Fire - Other Outside Fire	1	0.06%
Outside Fire - Trash / Rubbish Fire	1	0.06%
Public Assist - Bee Swarm	1	0.06%
Public Assist - Fire / Smoke Alarm	21	1.21%
Public Assist - Lift Assist	7	0.40%
Public Assist - Other Desert Animal	1	0.06%
Public Assist - Snake Relocation	62	3.58%
Total: 173		Total: 9.98%
STATION #: Station 377		
	0	0.00%
Hazardous Situation - Investigation - Odor	1	0.06%
Hazardous Situation - Nonchemical - Electrical Hazard / Short Circuit	1	0.06%
Hazardous Situation - Nonchemical - Motor Vehicle Collision	1	0.06%
Medical - Illness	82	4.73%
Medical - Illness - Abdominal Pain / Problems	2	0.12%
Medical - Illness - Altered Mental Status	5	0.29%
Medical - Illness - Breathing Problems	6	0.35%
Medical - Illness - Chest Pain (Non - Trauma)	1	0.06%
Medical - Illness - Convulsions / Seizures	3	0.17%
Medical - Illness - Heart Problems	1	0.06%
Medical - Illness - Nausea / Vomiting	1	0.06%
Medical - Illness - Sick Case	8	0.46%
Medical - Illness - Stroke / CVA	3	0.17%
Medical - Illness - Unconscious Victim	1	0.06%
Medical - Illness - Unknown Problem	1	0.06%
Medical - Illness - Well Person Check	1	0.06%
Medical - Injury	7	0.40%
Medical - Injury / Trauma - Burns / Explosion	1	0.06%
Medical - Injury / Trauma - Choking	1	0.06%
Medical - Injury / Trauma - Fall	11	0.63%
Medical - Injury / Trauma - Motor Vehicle Collision	1	0.06%
Medical - Other - Medical Alarm	2	0.12%
No Emergency - False Alarm - Intentional False Alarm	1	0.06%
No Emergency - False Alarm - Malfunctioning Alarm	2	0.12%
No Emergency - False Alarm - Other False Call	1	0.06%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	1	0.06%
Public Assist - Citizen Assist / Service Call	2	0.12%
Public Assist - Fire / Smoke Alarm	10	0.58%
Public Assist - Lift Assist	9	0.52%
Public Assist - Other Desert Animal	1	0.06%
Public Assist - Snake Relocation	36	2.08%
Total: 204		Total: 11.76%
STATION #: Station 378		
	0	0.00%
Hazardous Materials - Gas Leak / Gas Odor	1	0.06%

INCIDENT TYPE	TOTALS	PERCENT
Medical - Illness	8	0.46%
Medical - Illness - Psychological Behavior Issues	1	0.06%
Medical - Illness - Sick Case	1	0.06%
No Emergency - Cancelled	4	0.23%
Outside Fire - Vegetation / Grass Fire	1	0.06%
Public Assist - Fire / Smoke Alarm	28	1.61%
Public Assist - Lift Assist	4	0.23%
Public Assist - Snake Relocation	25	1.44%
	Total: 73	Total: 4.21%
STATION #: Station 379		
	0	0.00%
Medical - Illness	83	4.79%
Medical - Illness - Abdominal Pain / Problems	1	0.06%
Medical - Illness - Breathing Problems	5	0.29%
Medical - Illness - Chest Pain (Non - Trauma)	5	0.29%
Medical - Illness - Diabetic Problems	1	0.06%
Medical - Illness - Sick Case	7	0.40%
Medical - Illness - Unconscious Victim	1	0.06%
Medical - Injury	1	0.06%
Medical - Injury / Trauma - Fall	6	0.35%
Medical - Injury / Trauma - Motor Vehicle Collision	8	0.46%
Medical - Other - Medical Alarm	1	0.06%
No Emergency - Cancelled	8	0.46%
No Emergency - False Alarm - Accidental Alarm	5	0.29%
No Emergency - False Alarm - Malfunctioning Alarm	1	0.06%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	5	0.29%
Outside Fire - Other Outside Fire	3	0.17%
Outside Fire - Trash / Rubbish Fire	1	0.06%
Public Assist - Bee Swarm	1	0.06%
Public Assist - Citizen Assist / Service Call	2	0.12%
Public Assist - Fire / Smoke Alarm	11	0.63%
Public Assist - Lift Assist	7	0.40%
Public Assist - Snake Relocation	47	2.71%
	Total: 210	Total: 12.11%
STATION #: Station 380		
Hazardous Situation - Nonchemical - Electrical Hazard / Short Circuit	1	0.06%
Hazardous Situation - Nonchemical - Motor Vehicle Collision	1	0.06%
Law Enforcement Support	1	0.06%
Medical - Illness	109	6.29%
Medical - Illness - Abdominal Pain / Problems	2	0.12%
Medical - Illness - Altered Mental Status	1	0.06%
Medical - Illness - Sick Case	9	0.52%
Medical - Illness - Unconscious Victim	1	0.06%
Medical - Illness - Well Person Check	1	0.06%
Medical - Injury	6	0.35%
Medical - Injury / Trauma - Choking	1	0.06%
Medical - Injury / Trauma - Fall	4	0.23%
Medical - Injury / Trauma - Motor Vehicle Collision	2	0.12%
No Emergency - Cancelled	1	0.06%
No Emergency - False Alarm - Accidental Alarm	3	0.17%
No Emergency - False Alarm - Intentional False Alarm	1	0.06%
No Emergency - False Alarm - Malfunctioning Alarm	1	0.06%
No Emergency - False Alarm - Other False Call	1	0.06%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	10	0.58%
Outside Fire - Construction Waste	1	0.06%

INCIDENT TYPE	TOTALS	PERCENT
Outside Fire - Trash / Rubbish Fire	1	0.06%
Outside Fire - Vegetation / Grass Fire	1	0.06%
Public Assist - Citizen Assist / Service Call	1	0.06%
Public Assist - Fire / Smoke Alarm	2	0.12%
Public Assist - Lift Assist	4	0.23%
Public Assist - Other Desert Animal	1	0.06%
Public Assist - Snake Relocation	55	3.17%
Vehicle Fire - Passenger	1	0.06%
	Total: 223	Total: 12.86%
	Total: 1,734	Total: 100.00%



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Danny Martinez, IT Services Director

MTG. DATE: July 21, 2026

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF AN
INTERGOVERNMENTAL AGREEMENT PROVIDING IT SERVICES TO AVRA VALLEY FIRE DISTRICT

ITEM #: 8A

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

BACKGROUND

The leadership team from Avra Valley Fire District requested an agreement for IT services from GRFD and support of specific applications, such as ImageTrend due to changes in their organization. The IGA presented provides 10 hours of support per week, which has a minor impact on our staff, unused hours do not rollover, and covers the needs presented by AVFD. This is an annual agreement for \$18,000 per year, either party may cancel with a 60 day notice, and is renewable annually. This IGA was approved by the AVFD governing board in their most recent meeting.

RECOMMENDED MOTION

Motion to approve the Intergovernmental Agreement with Avra Valley Fire District to provide support from the GRFD IT Services division for the current fiscal year ending June 30, 2027.

INTERGOVERNMENTAL AGREEMENT
FOR INFORMATION TECHNOLOGY SERVICES

THIS AGREEMENT is made and entered into this 1st day of July, 2026, by and between the GOLDER RANCH FIRE DISTRICT, an Arizona Fire District (hereinafter referred to as "GRFD"), and the AVRA VALLEY FIRE DISTRICT, an Arizona Fire District (hereinafter referred to as "AVFD").

WHEREAS, GRFD and AVFD are duly formed Arizona fire districts; and

WHEREAS, GRFD and AVFD are each familiar with the other's operations and administration; and

WHEREAS, AVFD is in need of IT support services for information technology services, ImageTrend support, and fire records/ePCR data management; and

WHEREAS, GRFD has a full IT department, network monitoring tools, domain, and server hosting capabilities, which are utilized for the retention, access, and archiving of fire records and ePCR records associated with dispatch data received from the City of Tucson ("the City"), pursuant to an intergovernmental agreement between the Southern Arizona Fire and EMS Regional Consortium (hereinafter referred to as "SAFERC"); and

WHEREAS, GRFD is willing to provide IT support services information technology services, ImageTrend support, and fire records/ePCR data hosting to AVFD under the terms and conditions as set forth in this Agreement; and

WHEREAS, it is the desire of GRFD and AVFD to jointly exercise their powers pursuant to A.R.S. § 11-952 and 48-805 (B) and enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions contained herein, the parties hereby agree as follows:

1 *Effective Date and Duration of Agreement.*

1.1 This Agreement shall be effective on the 1st day of July, 2026, and shall continue in full force and effect until June 30, 2027. Either party may cancel this Agreement with sixty (60) days written notice to the other party. Upon cancellation, AVFD shall pay GRFD all sums due and owing for work/services performed through the date of cancellation.

1.2 Upon written agreement of the parties, this Agreement may be renewed for subsequent twelve (12) month terms.

2 *Budget.*

- 2.1 Each party represents that it has within its respective budget, sufficient funds to discharge the obligations and duties assumed under this Agreement. Should either party fail to obtain continued funding during the term of this Agreement through a failure of appropriation or approval of funds, or through other legal means, then this Agreement shall be deemed to terminate by operation of law.

3 *Obligations of the Parties.*

3.1 *Requirements of AVFD.*

For the period of time from July 1, 2026, to June 30, 2027, AVFD shall pay GRFD the annual sum of \$ 18,000.00 for IT Support Services of 10 hours per week with no rollover of time accrued to the following week. Payment will be issued to GRFD in four (4) quarterly payments of \$ 4,500.00 due at the beginning of each fiscal quarter.

- 3.1.1 In addition to the quarterly payment as set forth above, AVFD shall pay GRFD:

- 3.1.1.1.1 for any parts and supplies used solely for AVFD's IT Support Services; and
- 3.1.1.1.2 for any work in excess of the allotted weekly hours at the straight rate for labor then currently in effect; and
- 3.1.1.1.3 for any work during on call hours, as set forth below, at 1.5 times the straight hourly rate then in effect.
- 3.1.1.1.4 AVFD shall pay GRFD within 30 business days of invoice.

3.1.2 *Initial Hourly Rate.*

- 3.1.2.1 The minimum charge for any service rendered at a location other than GRFD shall be one hour.

- 3.1.2.2 From time to time, services may be requested that are not considered within the context of this agreement. Prior to performing such work GRFD shall notify AVFD in writing of any services which it does not consider within the context of this Agreement. The cost of those services will be based on a time and materials profile and billed separate of this agreement. Labor costs are based on a rate of \$75.00 per hour. Materials and/or outside vendor costs will be billed as invoiced to GRFD.

- 3.1.2.3 Any service maintenance or repairs requested after hours, on weekends or holidays (considered on call hours) will be billed separate from this agreement at a time and a half (1.5) of the regular straight rate then currently in effect.
- 3.1.2.4 If the parties agree to renew this Agreement following the initial term and upon renewal of the IGA, AVFD will pay any mutually agreed upon increase in the cost of services. Any changes to the cost paid by AVFD will be agreed upon through an amendment to this Agreement.
- 3.1.3 AVFD is responsible for any equipment cost related solely to the improvements, additions, and maintenance needed to support AVFD systems.
- 3.1.4 AVFD shall purchase all software licenses related to maintaining AVFD within license compliance for all supported systems and provide proof of license promptly upon request of GRFD.
- 3.1.5 AVFD shall provide internet access to each of AVFD's locations and mobile devices through a separate provider. No Internet access is being provided within this agreement.
- 3.1.6 AVFD is responsible for purchasing network connectivity equipment required for GRFD to provide support to AVFD locations.
- 3.1.7 AVFD shall establish and provide to GRFD a list of personnel who are authorized to request and/or approve work to be done under this Agreement. AVFD shall be responsible for maintaining this list current.
- 3.1.8 AVFD will use its best efforts to determine its timeline and scheduling of IT Support Services and AVFD will take into consideration all recommendations from GRFD's IT Services Director or designee.

3.2 Requirements of GRFD.

3.2.1 GRFD shall provide AVFD with IT Support Services.

- 3.2.1.1 For purposes of this Agreement, IT Support Services includes regular support of fire records system, ePCR systems, Microsoft server support, domain management, desktop support, mobile PC support and SAFERC software implementation.

- 3.2.1.1 GRFD shall provide IT Support Services up to 10 hour a week with no roll over of unused time to the following week.
- 3.2.1.2 GRFD IT Support Services shall be provided primarily as remote support with as needed on-site support provided at the discretion of GRFD's IT manger or designee.
- 3.2.2 GRFD will provide AVFD with network monitoring of all essential network devices and mobile unit as determined by GRFD's IT Services Director.
- 3.2.3 GRFD IT Services Director or designee shall assign the appropriate GRFD staff member to carry out requests submitted by AVFD through the GRFD helpdesk system.
- 3.2.4 GRFD shall immediately notify AVFD of any staffing changes, cost increases or other pertinent information upon GRFD's receipt of this information.
- 3.2.5 GRFD agrees to provide AVFD with technical recommendation for any IT related purchase and software needed as requested.

4 *Indemnification.*

- 4.1 AVFD shall indemnify and hold harmless GRFD, its members, directors, officers, employees, agents, and assigns, and shall defend same against all claims for loss, damage or injury whatsoever as caused by the acts or omissions of AVFD, its members, directors, officers, employees, agents, and assigns.
- 4.2 GRFD shall indemnify and hold harmless AVFD, its members, directors, officers, employees, agents and assigns, and shall defend same against all claims for loss, damage or injury whatsoever as caused by the acts or omissions of GRFD, its members, directors, officers, employees, agents and assigns.
- 4.3 In cases where both AVFD and GRFD are each found to be negligent, each shall bear the cost of that percentage of court costs and attorney fees with which they are found negligent by Court of competent jurisdiction.
- 4.4 Each parties' obligation to indemnify shall survive the termination of this Agreement.

5 *Miscellaneous Provisions.*

- 5.1 Each party warrants that prior to signing this Agreement, all of its internal procedures, rules and regulations have been complied with. The signing of this Agreement constitutes a binding agreement.
- 5.2 Failure of any party to strictly enforce any provisions hereunder, shall not constitute a waiver of rights to demand strict performance of that, or any other provisions hereof at any time hereafter.
- 5.3 The terms and conditions of this Agreement are separate and severable. If for any reason, any Court of law or administrative agency should deem any provision hereof invalid or inoperative, the remaining provisions of this Agreement shall remain valid and in full force and effect.
- 5.4 Any notice required to be given pursuant to the provisions of this Agreement shall be given in writing by registered or certified mail; enclosing such notice in a postage pre-paid envelope addressed as follows:

AVRA VALLEY FIRE DISTRICT
15790 W. Silverbell Road
Marana, Arizona 85653

with copy to: CHRIS WENCKER
2408 HAMRICK DR.
RALEIGH, NC 27615

GOLDER RANCH FIRE DISTRICT
1600 E. Hanley Blvd
Tucson, AZ 85737

with copy to: Donna Aversa
7440 N. Oracle Rd. #2
Tucson, Az. 85704

- 5.5 The employees of AVFD shall not become employees of GRFD by virtue of this Agreement. The employees of GRFD shall not become employees of AVFD by virtue of this Agreement. Nothing in this Agreement shall be construed to create any partnership or joint agency relationship between GRFD and AVFD.
- 5.6 Pursuant to A.R.S. Section 38-511, either party may cancel this Agreement for conflict of interest.
- 5.7 Each party represents that it shall maintain for the duration of this Agreement, sufficient policies of public liability insurance covering all of its obligations undertaken in the implementation of this Agreement.

- 6.1 The parties shall each be responsible for their respective compliance with all requirements of any federal, state, county or local ordinances, statutes, charters, codes, rules, regulations, or any other governmental requirements including, but not limited to, the rules and regulations of the Arizona Department of Health Services.
- 6.2 This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36. The parties to this Agreement shall comply with Executive Order Number 2009-09 issued by the Governor of the State of Arizona and incorporated herein by reference regarding "Non-Discrimination."
- 6.3 The Parties shall comply with the applicable requirements of Arizona Revised Statutes § 41-4401.

7 *Workers' Compensation Coverage.*

- 7.1 Each party shall comply with the notice provisions of A.R.S. § 23-1022(e). For purposes of A.R.S. § 23-1022, each party shall be considered the primary employer of all personnel currently or hereafter employed by that party, irrespective of the incident command protocol in place, and said party shall have the sole responsibility for the payment of workers' compensation benefits or other fringe benefits of said employees.

8 *Amendments.*

- 8.1 This Agreement and all documents and instruments executed in furtherance hereof may be amended or supplemented only by an instrument in writing, signed by the parties against which enforcement thereof may be sought.

9 *Paragraph Headings.*

- 9.1 Titles and headings of the paragraphs contained herein are solely for the purpose of convenience and are not intended to in any way affect, control or limit the meaning or application of any such paragraph.

10 *Interpretations.*

- 10.1 Words and expressions used herein shall be applicable according to the context and without regard to the number or gender of such words or expressions.

11 *Entire Agreement.*

11.1 The parties acknowledge and agree that no representations, warranties, or covenants have been made to, or relied upon by them, or by any person acting for or on their behalf, which are not fully and completely set forth herein. This Agreement supersedes any terms, conditions, covenants or other documents or agreements between the parties.

12 *Construction.*

12.1 This Agreement has been negotiated by the parties and no party has acted under compulsion or duress, economic or otherwise. The parties waive any rule of interpretation which would construe any provision of this Agreement against any party who drafted this Agreement.

13 *Governing Law.*

13.1 This Agreement and all documents and instruments executed in furtherance hereof, and the rights and obligations of the parties hereunder, shall be construed and enforced in accordance with, and shall be governed by, the laws of the State of Arizona, statutory and decisional, in effect from time to time, without giving effect to principles of conflicts of law. All parties consent to personal jurisdiction in Arizona, and venue for any action to enforce this Agreement shall be in Pima County, Arizona.

14 *Recitals.*

14.1 The recitals on the first page of this Agreement are incorporated herein as specific terms hereof.

IN WITNESS WHEREOF, GOLDER RANCH FIRE DISTRICT and AVRA VALLEY FIRE DISTRICT, by their respective officers authorized to do so, have executed this Agreement.

GOLDER RANCH FIRE DISTRICT

Vicki Cox-Golder
Chairperson of the Board

ATTEST:

Sandra Outlaw
Clerk of the Board

AVRA VALLEY FIRE DISTRICT

Luis J.G. Castaneda, Jr.
Chairman of the Board

Cody Bren
Clerk of the Board

The foregoing Intergovernmental Agreement between AVFD and GRFD has been reviewed pursuant to A.R.S. § 11-952 by the undersigned, who have determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to those parties to the Intergovernmental Agreement represented by the undersigned.

Donna Aversa
GRFD District Attorney



Christopher Wencker
AVFD District Attorney



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Danny Martinez, IT Services Director

MTG. DATE: July 21, 2026

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT PROVIDING IT SERVICES TO THREE POINTS FIRE DISTRICT

ITEM #: 8B

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

BACKGROUND

GRFD currently has an IGA with Three Points Fire District to provide IT Services. The IGA presented increases the annual cost to \$18,000 per year and identifies additional application support TPFD has requested due to organizational changes. This IGA will have a minimal impact on our IT team since we are already providing the service. This IGA can be cancelled by either party with a 60 day notice and be renewed annually. Additionally, the IGA was approved by the TPFD governing board at their most recent meeting.

RECOMMENDED MOTION

Motion to approve the Intergovernmental Agreement with Three Points Fire District to provide support from the GRFD IT Services division for the current fiscal year ending June 30, 2027.

**INTERGOVERNMENTAL AGREEMENT
FOR INFORMATION TECHNOLOGY SERVICES**

THIS AGREEMENT is made and entered into this 1st day of July, 2026, by and between the GOLDER RANCH FIRE DISTRICT, an Arizona Fire District (hereinafter referred to as "GRFD"), and the THREE POINTS FIRE DISTRICT, an Arizona Fire District (hereinafter referred to as "TPFD").

WHEREAS, GRFD and TPFD are duly formed Arizona fire districts; and

WHEREAS, GRFD and TPFD are each familiar with the other's operations and administration; and

WHEREAS, TPFD is in need of IT support services for information technology services, ImageTrend support, and fire records/ePCR data management; and

WHEREAS, GRFD has a full IT department, network monitoring tools, domain, and server hosting capabilities, which are utilized for the retention, access, and archiving of fire records and ePCR records associated with dispatch data received from the City of Tucson ("the City"), pursuant to an intergovernmental agreement between the Southern Arizona Fire and EMS Regional Consortium (hereinafter referred to as "SAFERC"); and

WHEREAS, GRFD is willing to provide IT support services information technology services, ImageTrend support, and fire records/ePCR data hosting to TPFD under the terms and conditions as set forth in this Agreement; and

WHEREAS, it is the desire of GRFD and TPFD to jointly exercise their powers pursuant to A.R.S. § 11-952 and 48-805 (B) and enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions contained herein, the parties hereby agree as follows:

1 *Effective Date and Duration of Agreement.*

1.1 This Agreement shall be effective on the 1st day of July, 2026, and shall continue in full force and effect until June 30, 2027. Either party may cancel this Agreement with sixty (60) days written notice to the other party. Upon cancellation, TPFD shall pay GRFD all sums due and owing for work/services performed through the date of cancellation.

1.2 Upon written agreement of the parties, this Agreement may be renewed for subsequent twelve (12) month terms.

2 *Budget.*

- 2.1 Each party represents that it has within its respective budget, sufficient funds to discharge the obligations and duties assumed under this Agreement. Should either party fail to obtain continued funding during the term of this Agreement through a failure of appropriation or approval of funds, or through other legal means, then this Agreement shall be deemed to terminate by operation of law.

3 *Obligations of the Parties.*

3.1 *Requirements of TPFD.*

For the period of time from July 1, 2026, to June 30, 2027, TPFD shall pay GRFD the annual sum of \$ 18,000.00 for IT Support Services of 10 hours per week with no rollover of time accrued to the following week. Payment will be issued to GRFD in four (4) quarterly payments of \$ 4,500.00 due at the beginning of each fiscal quarter.

- 3.1.1 In addition to the quarterly payment as set forth above, TPFD shall pay GRFD:

- 3.1.1.1.1 for any parts and supplies used solely for TPFD's IT Support Services; and
- 3.1.1.1.2 for any work in excess of the allotted weekly hours at the straight rate for labor then currently in effect; and
- 3.1.1.1.3 for any work during on call hours, as set forth below, at 1.5 times the straight hourly rate then in effect.
- 3.1.1.1.4 TPFD shall pay GRFD within 30 business days of invoice.

3.1.2 *Initial Hourly Rate.*

- 3.1.2.1 The minimum charge for any service rendered at a location other than GRFD shall be one hour.

- 3.1.2.2 From time to time, services may be requested that are not considered within the context of this agreement. Prior to performing such work GRFD shall notify TPFD in writing of any services which it does not consider within the context of this Agreement. The cost of those services will be based on a time and materials profile and billed separate of this agreement. Labor costs are based on a rate of \$75.00 per hour. Materials and/or outside vendor costs will be billed as invoiced to GRFD.

- 3.1.2.3 Any service maintenance or repairs requested after hours, on weekends or holidays (considered on call hours) will be billed separate from this agreement at a time and a half (1.5) of the regular straight rate then currently in effect.
- 3.1.2.4 If the parties agree to renew this Agreement following the initial term and upon renewal of the IGA, TPDFD will pay any mutually agreed upon increase in the cost of services. Any changes to the cost paid by TPDFD will be agreed upon through an amendment to this Agreement.
- 3.1.3 TPDFD is responsible for any equipment cost related solely to the improvements, additions, and maintenance needed to support TPDFD systems.
- 3.1.4 TPDFD shall purchase all software licenses related to maintaining TPDFD within license compliance for all supported systems and provide proof of license promptly upon request of GRFD.
- 3.1.5 TPDFD shall provide internet access to each of TPDFD's locations and mobile devices through a separate provider. No Internet access is being provided within this agreement.
- 3.1.6 TPDFD is responsible for purchasing network connectivity equipment required for GRFD to provide support to TPDFD locations.
- 3.1.7 TPDFD shall establish and provide to GRFD a list of personnel who are authorized to request and/or approve work to be done under this Agreement. TPDFD shall be responsible for maintaining this list current.
- 3.1.8 TPDFD will use its best efforts to determine its timeline and scheduling of IT Support Services and TPDFD will take into consideration all recommendations from GRFD's IT Services Director or designee.

3.2 Requirements of GRFD.

3.2.1 GRFD shall provide TPDFD with IT Support Services.

- 3.2.1.1 For purposes of this Agreement, IT Support Services includes regular support of fire records system, ePCR systems, Microsoft server support, domain management, desktop support, mobile PC support and SAFERC software implementation.

- 3.2.1.1 GRFD shall provide IT Support Services up to 10 hour a week with no roll over of unused time to the following week.
- 3.2.1.2 GRFD IT Support Services shall be provided primarily as remote support with as needed on-site support provided at the discretion of GRFD's IT manger or designee.
- 3.2.2 GRFD will provide TPFD with network monitoring of all essential network devices and mobile unit as determined by GRFD's IT Services Director.
- 3.2.3 GRFD IT Services Director or designee shall assign the appropriate GRFD staff member to carry out requests submitted by TPFD through the GRFD helpdesk system.
- 3.2.4 GRFD shall immediately notify TPFD of any staffing changes, cost increases or other pertinent information upon GRFD's receipt of this information.
- 3.2.5 GRFD agrees to provide TPFD with technical recommendation for any IT related purchase and software needed as requested.

4 *Indemnification.*

- 4.1 TPFD shall indemnify and hold harmless GRFD, its members, directors, officers, employees, agents, and assigns, and shall defend same against all claims for loss, damage or injury whatsoever as caused by the acts or omissions of TPFD, its members, directors, officers, employees, agents, and assigns.
- 4.2 GRFD shall indemnify and hold harmless TPFD, its members, directors, officers, employees, agents and assigns, and shall defend same against all claims for loss, damage or injury whatsoever as caused by the acts or omissions of GRFD, its members, directors, officers, employees, agents and assigns.
- 4.3 In cases where both TPFD and GRFD are each found to be negligent, each shall bear the cost of that percentage of court costs and attorney fees with which they are found negligent by Court of competent jurisdiction.
- 4.4 Each parties' obligation to indemnify shall survive the termination of this Agreement.

5 *Miscellaneous Provisions.*

- 5.1 Each party warrants that prior to signing this Agreement, all of its internal procedures, rules and regulations have been complied with. The signing of this Agreement constitutes a binding agreement.
- 5.2 Failure of any party to strictly enforce any provisions hereunder, shall not constitute a waiver of rights to demand strict performance of that, or any other provisions hereof at any time hereafter.
- 5.3 The terms and conditions of this Agreement are separate and severable. If for any reason, any Court of law or administrative agency should deem any provision hereof invalid or inoperative, the remaining provisions of this Agreement shall remain valid and in full force and effect.
- 5.4 Any notice required to be given pursuant to the provisions of this Agreement shall be given in writing by registered or certified mail; enclosing such notice in a postage pre-paid envelope addressed as follows:

THREE POINTS FIRE DISTRICT
10351 S Sasabe Hwy
Tucson, Arizona 85736

with copy to: Chris Wenker
2408 Hamrick Dr.
Raleigh, N.C. 27615

GOLDER RANCH FIRE DISTRICT
1600 E. Hanley Blvd
Tucson, AZ 85737

with copy to: Donna Aversa
7440 N. Oracle Rd. #2
Tucson, Az. 85704

- 5.5 The employees of TPFDD shall not become employees of GRFD by virtue of this Agreement. The employees of GRFD shall not become employees of TPFDD by virtue of this Agreement. Nothing in this Agreement shall be construed to create any partnership or joint agency relationship between GRFD and TPFDD.
- 5.6 Pursuant to A.R.S. Section 38-511, either party may cancel this Agreement for conflict of interest.
- 5.7 Each party represents that it shall maintain for the duration of this Agreement, sufficient policies of public liability insurance covering all of its obligations undertaken in the implementation of this Agreement.

6 *Compliance with Applicable Legal Authorities.*

- 6.1 The parties shall each be responsible for their respective compliance with all requirements of any federal, state, county or local ordinances, statutes, charters, codes, rules, regulations, or any other governmental requirements including, but not limited to, the rules and regulations of the Arizona Department of Health Services.
- 6.2 This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36. The parties to this Agreement shall comply with Executive Order Number 2009-09 issued by the Governor of the State of Arizona and incorporated herein by reference regarding "Non-Discrimination."
- 6.3 The Parties shall comply with the applicable requirements of Arizona Revised Statutes § 41-4401.

7 *Workers' Compensation Coverage.*

- 7.1 Each party shall comply with the notice provisions of A.R.S. § 23-1022(e). For purposes of A.R.S. § 23-1022, each party shall be considered the primary employer of all personnel currently or hereafter employed by that party, irrespective of the incident command protocol in place, and said party shall have the sole responsibility for the payment of workers' compensation benefits or other fringe benefits of said employees.

8 *Amendments.*

- 8.1 This Agreement and all documents and instruments executed in furtherance hereof may be amended or supplemented only by an instrument in writing, signed by the parties against which enforcement thereof may be sought.

9 *Paragraph Headings.*

- 9.1 Titles and headings of the paragraphs contained herein are solely for the purpose of convenience and are not intended to in any way affect, control or limit the meaning or application of any such paragraph.

10 *Interpretations.*

- 10.1 Words and expressions used herein shall be applicable according to the context and without regard to the number or gender of such words or expressions.

11 *Entire Agreement.*

The foregoing Intergovernmental Agreement between TPFD and GRFD has been reviewed pursuant to A.R.S. § 11-952 by the undersigned, who have determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to those parties to the Intergovernmental Agreement represented by the undersigned.

Donna Aversa
GRFD District Attorney



TPFD District Attorney

11.1 The parties acknowledge and agree that no representations, warranties, or covenants have been made to, or relied upon by them, or by any person acting for or on their behalf, which are not fully and completely set forth herein. This Agreement supersedes any terms, conditions, covenants or other documents or agreements between the parties.

12 *Construction.*

12.1 This Agreement has been negotiated by the parties and no party has acted under compulsion or duress, economic or otherwise. The parties waive any rule of interpretation which would construe any provision of this Agreement against any party who drafted this Agreement.

13 *Governing Law.*

13.1 This Agreement and all documents and instruments executed in furtherance hereof, and the rights and obligations of the parties hereunder, shall be construed and enforced in accordance with, and shall be governed by, the laws of the State of Arizona, statutory and decisional, in effect from time to time, without giving effect to principles of conflicts of law. All parties consent to personal jurisdiction in Arizona, and venue for any action to enforce this Agreement shall be in Pima County, Arizona.

14 *Recitals.*

14.1 The recitals on the first page of this Agreement are incorporated herein as specific terms hereof.

IN WITNESS WHEREOF, GOLDER RANCH FIRE DISTRICT and THREE POINTS FIRE DISTRICT, by their respective officers authorized to do so, have executed this Agreement.

GOLDER RANCH FIRE DISTRICT

Vicki Cox-Golder
Chairperson of the Board

THREE POINTS FIRE DISTRICT

Richard Kennedy
Chairman of the Board

ATTEST:

Sandra Outlaw
Clerk of the Board

Wendy Mattis
Clerk of the Board



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Michele Smith, HR Generalist

MTG. DATE: July 21, 2026

SUBJECT: DISCUSSION & POSSIBLE ACTION REGARDING POLICIES 203 PROFESSIONAL DEVELOPMENT; 215 SEPARATION OF EMPLOYMENT; 225 EMPLOYMENT AT WILL; 227 REMOTE WORK; 1046 HOLIDAY TIME OFF; AND 1048 CORE HEALTH BENEFITS

ITEM #: 8C

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

203 Professional Development – This policy was due for review and updates to better reflect the District's professional development program and expand the policy to encompass the division as a whole. The revised policy provides clearer guidance regarding professional development, career development, training, and related responsibilities while aligning with current District practices.

215 Separation of Employment – This policy was due for review, updates, and transition to the Lexipol policy format to align with current District practices and maintain compliance. Original Policy 1124 Termination of Employment (last revised 4/2013) was modernized and combined with 1125 Exit Interview (last revised 3/2012). Administrative processing steps previously contained in the policy were removed to better distinguish governing policy from operational practices. The revised policy focuses on standards for voluntary and involuntary separation, final compensation, exit interviews, and employment references.

225 Employment at Will – This policy was due for review, updates, and transition to the Lexipol policy format to align with current District practices and maintain compliance. Original Policy 1114 Employment at Will (last updated 3/2012) was modernized to reflect current employment practices and District policy standards.

227 Remote Work – This policy was due for review, updates, and transition to the Lexipol policy format to align with current District practices and maintain compliance. Original Policy 1214 Telecommuting (last updated 4/2020) was comprehensively reorganized to improve readability and align related topics under common sections. Existing requirements were retained where appropriate, language was modernized, and new provisions were added to address routine and situational remote work, technology and information security, remote work agreements, operational authority, commute and mileage clarification, and other current District practices.

1046 Holiday Time Off – This policy was due for review and updates to maintain compliance with changes in applicable law and current District practices. Revisions clarify the use, accrual, payout, and administration of holiday and compensatory time.

1048 Core Health Benefits – This policy was due for review, updates, and transition to Lexipol to align with current District practices and maintain compliance. This policy replaces original Policy 1606 Group Health Insurance (last revised 10/2018). Updates include enrollment procedures, premium contribution language, COBRA notification requirements, and clarification of retiree health benefit administration.

RECOMMENDED MOTION

Motion to approve policies 203 Professional Development; 215 Separation of Employment; 225 Employment at will; 227 Remote Work; 1046 Holiday Time Off; 1048 Core Health Benefits

Professional Development

203.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive professional development framework that supports the training, education, competency, leadership development, and career advancement of District members. This policy is intended to ensure members possess and maintain the knowledge, skills, abilities, certifications, and competencies necessary to safely and effectively perform the duties and responsibilities associated with their assigned positions, specialties, rank, or classification. ~~This district's policy is to administer training programs that will provide its members' professional growth and continued development. The District will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meet the community's needs.~~

This policy applies to all District divisions, ranks, classifications, assignments, and members, regardless of employment status, and establishes the authority and responsibilities of the Professional Development Division in coordinating, documenting, evaluating, and maintaining District-wide professional development programs and activities.

203.2 POLICY

~~The District seeks to provide ongoing training, and encourages all members, regardless of Division, to participate in advanced training and formal education on a continual basis committed to establishing and maintaining a comprehensive professional development program that supports member growth, organizational readiness, workforce development, leadership succession, regulatory compliance, and organizational continuity.~~

Professional development activities shall be designed to ensure members maintain the competencies necessary to safely and effectively perform the duties of their assigned position while preparing qualified members for future assignments, specialized responsibilities, and promotional opportunities.

The District may utilize training plans, annual training calendars, career tracks, position task books, certifications, continuing education, mentorship, practical experience, and promotional processes to support professional development throughout all divisions of the organization.

~~Training~~ Professional development programs shall be administered ~~is provided~~ within the confines of available funding, the requirements of a given position, organizational priorities, operational staffing requirements levels, and legal mandates applicable laws, regulations, standards, and the MOU.

~~Whenever possible, t~~Whenever practical, the District will use ~~utilize~~ appropriately ~~courses certified accredited training by the Arizona Department of Emergency and Military Affairs, Emergency Management, Arizona Center for Fire Service Excellence (AZCFSE), International Fire Service~~

~~Accreditation Congress (IFSAC), National Wildfire Coordinating Group (NWCG), the U.S. Department of Homeland Security, or other accredited programs, certifications, and educational providers consistent with applicable entities professional, regulatory, and industry standards as they relate to all other Divisions of the organization.~~

Professional development activities should align with applicable federal, state, local, regulatory, accreditation, and industry standards when applicable.

203.3 OBJECTIVES~~CAREER TRACKS~~

~~The objectives of the training programs are to:~~ The District may establish career tracks or development pathways for designated positions, assignments, specialties, or ranks. Career tracks are intended to provide members with a structured framework identifying recommended training, education, certifications, experience, and competency development associated with professional growth and promotional readiness.

- ~~(a) Enhance the level of services to the public.~~
- ~~(b) Increase the technical expertise and overall effectiveness of district members.~~
- ~~(c) Provide for continued professional development of district members.~~
- ~~(d) Reduce risk and enhance safety.~~

Career tracks are intended to support member development and organizational readiness and do not guarantee promotion, assignment, or advancement.

203.4 POSITION TASK BOOKS

The District may utilize Position Task Books (PTB) to document, evaluate, and verify the training, experience, competencies, and demonstrated proficiency required for designated positions, assignments, specialties, or promotional ranks.

Position Task Books serve as structured professional development and competency validation tools intended to:

- Standardize qualification processes
- Document demonstrated competencies
- Reinforce practical application of training
- Support operational readiness
- Promote consistency in performance expectations
- Enhance safety and risk reduction

The administration, evaluation, completion, retention, and maintenance of Position Task Books shall be conducted in accordance with District procedures.

203.4203.5 TRAINING PLAN AND ANNUAL CALENDARS

The Division Chief of Professional Development will shall develop and maintain a training plan and annual training calendars designed to support District operations, regulatory compliance, professional development, and organizational readiness. It is the responsibility of the Division Chief of Professional Development to maintain, review, and update the training plan on an annual

basis, ensuring that all mandated training requirements are completed-is achieved. All training records will be maintained in accordance with established records retention schedules.

Training plans and calendars should remain flexible to accommodate operational needs, emerging hazards, staffing considerations, regulatory changes, and unanticipated training opportunities.

203.6 TRAINING RECORDS

The Professional Development Division shall maintain records of District-provided training, member training activities, certifications, licensure, qualifications, and other professional development documentation in accordance with laws, regulations, and District record retention schedules.

Members are responsible for assisting with accurate documentation of training activities, certifications, and outside records as required by the District.

203.5203.7 TRAINING NEEDS ASSESSMENT

The Division Chief of Professional Development will conduct an annual training needs assessment to evaluate organizational training requirements, professional development needs, operational readiness, regulatory compliance, emerging risks, and workforce development priorities. The needs assessment will be reviewed by the chain of command-staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

Training needs assessments may consider:

- Operational response trends
- Organizational goals and strategic initiatives
- Regulatory and certification requirements
- Community risk and hazard assessments
- Succession planning needs
- Workforce competency trends
- Emerging industry standards and best practices

The results of the training needs assessment should be utilized to guide future professional development planning and resource allocation.

Professional Development

203.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive professional development framework that supports the training, education, competency, leadership development, and career advancement of District members. This policy is intended to ensure members possess and maintain the knowledge, skills, abilities, certifications, and competencies necessary to safely and effectively perform the duties and responsibilities associated with their assigned positions, specialties, rank, or classification.

This policy applies to all District divisions, ranks, classifications, assignments, and members, regardless of employment status, and establishes the authority and responsibilities of the Professional Development Division in coordinating, documenting, evaluating, and maintaining District-wide professional development programs and activities.

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The District is committed to establishing and maintaining a comprehensive professional development program that supports member growth, organizational readiness, workforce development, leadership succession, regulatory compliance, and organizational continuity.

Professional development activities shall be designed to ensure members maintain the competencies necessary to safely and effectively perform the duties of their assigned position while preparing qualified members for future assignments, specialized responsibilities, and promotional opportunities.

The District may utilize training plans, annual training calendars, career tracks, position task books, certifications, continuing education, mentorship, practical experience, and promotional processes to support professional development throughout all divisions of the organization.

Professional development programs shall be administered within the confines of available funding, organizational priorities, operational staffing requirements, and applicable laws, regulations, standards, and the MOU.

Whenever practical, the District will utilize appropriately accredited training programs, certifications, and educational providers consistent with applicable professional, regulatory, and industry standards.

Professional development activities should align with applicable federal, state, local, regulatory, accreditation, and industry standards when applicable.

203.3 CAREER TRACKS

The District may establish career tracks or development pathways for designated positions, assignments, specialties, or ranks. Career tracks are intended to provide members with a structured

framework identifying recommended training, education, certifications, experience, and competency development associated with professional growth and promotional readiness.

Career tracks are intended to support member development and organizational readiness and do not guarantee promotion, assignment, or advancement.

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Position Task Books serve as structured professional development and competency validation tools intended to:

- Standardize qualification processes
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- Support operational readiness
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Training plans and calendars should remain flexible to accommodate operational needs, emerging hazards, staffing considerations, regulatory changes, and unanticipated training opportunities.

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The Professional Development Division shall maintain records of District-provided training, member training activities, certifications, licensure, qualifications, and other professional development documentation in accordance with laws, regulations, and District record retention schedules.

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operational readiness, regulatory compliance, emerging risks, and workforce development priorities. The needs assessment will be reviewed by the chain of command. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

Training needs assessments may consider:

- Operational response trends
- Organizational goals and strategic initiatives
- Regulatory and certification requirements
- Community risk and hazard assessments
- Succession planning needs
- Workforce competency trends
- Emerging industry standards and best practices

The results of the training needs assessment should be utilized to guide future professional development planning and resource allocation.

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1124 TERMINATION OF EMPLOYMENT

A. PURPOSE

TO AID IN THE TIMELY AND ACCURATE PROCESSING OF EMPLOYEES WHO ARE SEPERATING FROM SERVICE, CONSISTENT WITH POSITIVE EMPLOYEE RELATIONS PRACTICES

B. SCOPE

1. This policy applies to all employees of the District.

C. POLICY

1. Termination of employment occurs when an employee is permanently separated from employment at GRFD for any of the following reasons: voluntary resignation, dismissal, retirement, layoff or death.

D. DEFINITIONS

1. Voluntary Resignation – when an employee chooses to terminate employment with the District.
2. Dismissal – when the District initiates the termination due to unsatisfactory performance or conduct, or other compelling business reasons.
3. Retirement – a voluntary separation, which usually includes qualification for benefits under the Public Safety Retirement System or Arizona State Retirement System.
4. Layoff – a District-initiated action taken if it is deemed necessary to reduce staffing levels.

E. GUIDELINES

1. An employee who is voluntarily resigning from the District is requested to provide a minimum of two weeks notice prior to the last day of work. This act of courtesy shall be noted in the personnel file and shall be a consideration in future re-employment opportunities.
2. An employee who is absent from work for two consecutive scheduled work days without notification shall be considered to have voluntarily resigned employment with the District. In the event that mitigating circumstances resulted in an employee's inability to provide contact with the

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District, the Fire Chief may determine other appropriate action.

3. Any termination initiated by the District shall be approved in advance by the Fire Chief.
4. In the event that circumstances were to require a reduction in the workforce, a layoff shall occur. Before any such layoff occurs, the affected employee(s) shall receive two weeks prior notification. As per the policy regarding Employment Eligibility Lists, the employee on layoff status shall be placed at the top of the eligibility list for possible future reinstatement.
5. In the event of a District initiated termination (dismissal or layoff), final payment of wages and other accumulated hours due for holiday, vacation, sick leave, and compensatory time shall be paid to the employee within seven working days of the date of termination or the end of the next regularly scheduled payday, whichever is sooner. Further guidelines regarding dismissal are included in the policy entitled "Disciplinary Action," in the Employee Relations section of this manual.
6. In the event of a voluntary resignation, final payment of wages and other accumulated hours due for holiday, vacation, sick leave, and compensatory time shall be paid to the employee on the next regularly scheduled payday.
7. Provisions for an employee's retirement are set forth by the guidelines of the governing retirement system. In the event of a retirement, final payment of wages and other accumulated hours due for vacation, sick leave, and compensatory time shall be paid to the employee on the next regularly scheduled payday.
8. Employees who leave the District in good standing may be considered for future re-employment. Employees who resign without adequate notice or who are discharged for unsatisfactory performance or conduct generally shall not be considered for re-employment.
9. Upon termination, the employee shall be required to return any property belonging to the District (see Guideline VI.D below). If any District property in the employee's possession has been lost or damaged, the cost of replacing such property may be deducted from the employee's final paycheck. In such event, the amount shall not reduce the employee's earnings for the final pay period below the current minimum wage. Employees shall be responsible for making arrangements with the Fire Chief for repayment of any amounts that remain due.

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10. The termination date shall be the last day worked by the employee. An exception to this would be if an employee does not return from a leave of absence, at which point the termination date shall be the date the employee notifies the District of such intention.
11. An employee separating from employment with the District and permanently separating from PSPRS-covered employment, shall have the employee's PSPRS contribution refunded effective the date of termination. If the employee has more than five years of PSPRS covered service, a request may be made to have the employee's contributions remain on deposit. Such payments shall be made directly by PSPRS, not the GRFD.
12. In the unfortunate event of a death of an employee, the Fire Chief or his designated representative shall be responsible for initiating the disbursement of all wages and benefits due.

F. PROCEDURES FOR TERMINATION

1. Upon notification of termination, the employee's supervisor is required to notify Human Resources of the impending termination in order for timely processing of termination related actions.
2. The supervisor may facilitate scheduling of a meeting with the employee and the Human Resources representative to make final pay arrangements, sign off on the PSPRS termination form, terminate employee benefits, etc.
3. The supervisor shall schedule a meeting with the employee and the Fire Chief or his designated representative for an exit interview, as outlined in the policy entitled "Exit Interviews."
4. On the employee's last shift, the supervisor shall coordinate with the Fire Supply Officer to collect all of the equipment/property/uniforms that have been issued to the employee. In order to accomplish this, the supervisor should review the personnel file to verify what the employee has been issued. Any items not returned shall be documented and submitted to Human Resources.
5. Upon completion of the employee's final day of work, the final timesheet shall be completed and turned in to Human Resources for processing of the final paycheck.

**Policy
215****Golder Ranch Fire District**

Policy Manual

Separation of Employment

215.1 PURPOSE AND SCOPE

~~TO AID IN THE TIMELY AND ACCURATE PROCESSING OF EMPLOYEES WHO ARE SEPERATING FROM SERVICE, CONSISTENT WITH POSITIVE EMPLOYEE RELATIONS PRACTICES~~

The purpose of this policy is to establish standards for separation from employment with the Golder Ranch Fire District (the District), including voluntary and involuntary separations, exit considerations, and employment reference practices.

~~This policy applies to all employees of the District.~~

This policy applies to all District members.

215.2 POLICY

~~Termination of employment occurs when an employee is permanently separated from employment at GRFD for any of the following reasons: voluntary resignation, dismissal, retirement, layoff or death.~~

Employment separation may occur as a result of voluntary or involuntary actions. The District is committed to ensuring that all separations are handled in a consistent, professional, and legally compliant manner.

This policy shall be applied in conjunction with the Corrective Action and Discipline Policy and the MOU.

215.3 DEFINITIONS

Definitions related to this policy include:

~~Voluntary Resignation – when an employee chooses to terminate employment with the District.~~

Voluntary Separation – When a member chooses to end employment with the District, including resignation or retirement.

~~Dismissal – when the District initiates the termination due to unsatisfactory performance or conduct, or other compelling business reasons.~~

~~Retirement – a voluntary separation, which usually includes qualification for benefits under the Public Safety Retirement System or Arizona State Retirement System.~~

~~Layoff – a District initiated action taken if it is deemed necessary to reduce staffing levels.~~

Involuntary Separation – When the District initiates the separation of employment, including termination, layoff, or other administrative separation.

215.4 VOLUNTARY SEPARATION

Voluntary separation includes resignation or retirement.

Members are expected to provide ~~a minimum of two weeks~~ reasonable notice of resignation. Members who separate in good standing may be considered for future employment with the District, consistent with District policy and the MOU.

~~This act of courtesy shall be noted in the personnel file and shall be a consideration in future re-employment opportunities.~~

A member who is absent from work for two consecutive scheduled workdays without notification ~~shall~~ may be considered to have voluntarily resigned employment with the District their position.

~~In the event that mitigating circumstances resulted in an employee's inability to provide contact with the District, the Fire Chief may determine other appropriate action.~~

In cases where the member is incapacitated or otherwise unable to provide notification, the member or a representative shall notify the District as soon as reasonably practicable.

215.5 INVOLUNTARY SEPARATION

~~Any termination initiated by the District shall be approved in advance by the Fire Chief.~~

~~In the event that circumstances require a reduction in the workforce, a layoff shall occur. Before any such layoff occurs, affected employees shall receive two weeks prior notification. As provided in the Employment Eligibility Lists policy, employees on layoff status shall be placed at the top of the eligibility list for possible future reinstatement.~~

Involuntary separation may include termination, layoff, or other administrative separation.

All involuntary separations shall be conducted in accordance with District policy, applicable law, and the MOU. Disciplinary separations shall be addressed in the Corrective Action and Discipline Policy.

Any involuntary separation must be approved by the Fire Chief or designee.

215.6 FINAL COMPENSATION AND PROPERTY

~~In the event of a District initiated termination...~~

~~In the event of a voluntary resignation...~~

~~In the event of a retirement...~~

Upon separation, members shall receive final compensation and benefits in accordance with applicable law (A.R.S. §§ 23-353 and 23-355), District policy, and the MOU.

Members shall return all District-issued property upon separation.

~~If any District property in the employee's possession has been lost or damaged, the cost of replacing such property may be deducted from the employee's final paycheck~~

Failure to do so may result in recovery of costs as permitted by law.

~~The termination date shall be the last day worked by the employee. An exception to this would be if an employee does not return from a leave of absence, at which point the termination date shall be the date the employee notifies the District of such intention.~~

The termination date will generally be the member's last day worked. If a member does not return from an approved leave, is unable to report to work, or provides notice after separation, the termination date may be established as the date the member notifies the District or as otherwise determined by the District.

The termination date shall be used for payroll, benefits, and retirement reporting purposes in accordance with applicable law and District policy.

215.7 EXIT INTERVIEW

Members separating from the District may be asked to complete an exit interview survey and may be offered an exit meeting with Human Resources.

The exit meeting is intended to provide members with an opportunity to ask questions and receive information regarding their separation, including but not limited to final compensation, benefits, separation date, retirement, and other employment-related matters.

The exit meeting may also provide an opportunity for members to discuss feedback provided in the exit interview survey regarding their employment experience and to assist the District in identifying opportunities for organizational improvement.

215.8 EMPLOYMENT REFERENCES

All requests for employment verification or professional references shall be directed to Human Resources. Members shall not provide employment-related information on behalf of the District unless authorized.

215.8.1 INFORMATION PROVIDED

As a standard practice, the District will limit employment verifications to the following:

- Job Title
- Dates of Employment
- Hourly/Salary Rate of Pay

215.8.2 ADDITIONAL INFORMATION

Additional information may only be released:

-
- With a valid, signed authorization from the former member, and
 - With approval from Human Resources

215.8.3 PUBLIC RECORDS COMPLIANCE

All external requests for employment information, including subpoenas and public records requests, shall be coordinated through the District's designated records custodian in coordination with Human Resources.

215.8.4 POLICY LIMITATION

Nothing in this policy requires the District to provide information beyond basic employment verification. The District reserves the right to limit information provided as a matter of policy and risk management, consistent with applicable law.

215.8.5 PERSONAL REFERENCES

Nothing in this section prohibits members from providing personal references in a personal capacity, provided they do not represent themselves as speaking on behalf of the District.

**Policy
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Policy Manual

Separation of Employment

215.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for separation from employment with the Golder Ranch Fire District (the District), including voluntary and involuntary separations, exit considerations, and employment reference practices.

This policy applies to all District members.

215.2 POLICY

Employment separation may occur as a result of voluntary or involuntary actions. The District is committed to ensuring that all separations are handled in a consistent, professional, and legally compliant manner.

This policy shall be applied in conjunction with the Corrective Action and Discipline Policy and the MOU.

215.3 DEFINITIONS

Definitions related to this policy include:

Voluntary Separation – When a member chooses to end employment with the District, including resignation or retirement.

Involuntary Separation – When the District initiates the separation of employment, including termination, layoff, or other administrative separation.

215.4 VOLUNTARY SEPARATION

Voluntary separation includes resignation or retirement.

Members are expected to provide reasonable notice of resignation. Members who separate in good standing may be considered for future employment with the District, consistent with District policy and the MOU.

A member who is absent from work for two consecutive scheduled workdays without notification may be considered to have voluntarily resigned their position. In cases where the member is incapacitated or otherwise unable to provide notification, the member or a representative shall notify the District as soon as reasonably practicable.

215.5 INVOLUNTARY SEPARATION

Involuntary separation may include termination, layoff, or other administrative separation.

All involuntary separations shall be conducted in accordance with District policy, applicable law, and the MOU. Disciplinary separations shall be addressed in the Corrective Action and Discipline Policy.

Any involuntary separation must be approved by the Fire Chief or designee.

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Upon separation, members shall receive final compensation and benefits in accordance with applicable law (A.R.S. §§ 23-353 and 23-355), District policy, and the MOU.

Members shall return all District-issued property upon separation. Failure to do so may result in recovery of costs as permitted by law.

The termination date will generally be the member's last day worked. If a member does not return from an approved leave, is unable to report to work, or provides notice after separation, the termination date may be established as the date the member notifies the District or as otherwise determined by the District.

The termination date shall be used for payroll, benefits, and retirement reporting purposes in accordance with applicable law and District policy.

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The exit meeting is intended to provide members with an opportunity to ask questions and receive information regarding their separation, including but not limited to final compensation, benefits, separation date, retirement, and other employment-related matters.

The exit meeting may also provide an opportunity for members to discuss feedback provided in the exit interview survey regarding their employment experience and to assist the District in identifying opportunities for organizational improvement.

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215.8.5 PERSONAL REFERENCES

Nothing in this section prohibits members from providing personal references in a personal capacity, provided they do not represent themselves as speaking on behalf of the District.

Employment at Will

225.1 PURPOSE AND SCOPE

The purpose of this policy is to clarify the nature of the employment relationship between the Golder Ranch Fire District (the District) and its members. This policy applies to all employees of the District, with the exception of any individual who has a separate, individual employment contract for a specific, fixed term of employment. Unless otherwise required by law, written contract, or Fire Board action, employment with the District is at will.

225.2 POLICY

It is the policy of Golder Ranch Fire Employment at will means that either the District that employees are employed at the will of the District for an indefinite period. By virtue of this policy, it is understood that one's job may terminate at any time at the will of the District or at the will of or the employee or the member may terminate the employment relationship at any time, with or without cause, without liability and with or without notice, subject to applicable federal and state laws.

Nothing in District policies, procedures, practices, memoranda, or communications—whether written or verbal—shall be interpreted as creating a contract of employment or a guarantee of continued employment.

225.3 GUIDELINES

1. Authority to Modify Policy

1. Only the Fire Governing District Board is authorized to modify this policy or to enter into any agreement contrary to this policy that alters the at will employment relationship.

2. No Modifications by Statements or Documents

2. The Employment-At-Will policy relationship shall not be modified by any oral statements, statements contained in this the policy manual or any other employment-related documents. No document shall create an express or implied contract of employment for any definite period of time or for any terms or conditions of employment.

3. Probation or Evaluation Period

3. Successful completion of any probationary period or the first or subsequent performance evaluation periods shall not impact change an employee's a member's status as an at will employee at will.

4. District Authority Over Employment Conditions

4. Under the terms of employment-at-will, nothing contained in this the policy manual or other employment related documents shall restrict the District's right to change modify the terms or conditions of employment or to terminate an employee member at any time, with or without just causes subject to applicable law.

5. Grounds for Termination

5. Statements of specific grounds for termination set forth in ~~this~~ the policy manual or elsewhere are not intended to be exhaustive~~all inclusive~~ and shall not be interpreted as limiting ~~are not intended to restrict the District's right~~ authority to terminate ~~an employee~~ employment at will.

Employment at Will

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The purpose of this policy is to clarify the nature of the employment relationship between the Golder Ranch Fire District (the District) and its members. Unless otherwise required by law, written contract, or Fire Board action, employment with the District is at will.

225.2 POLICY

Employment at will means that either the District or the member may terminate the employment relationship at any time, with or without cause, and with or without notice, subject to applicable federal and state laws.

Nothing in District policies, procedures, practices, memoranda, or communications—whether written or verbal—shall be interpreted as creating a contract of employment or a guarantee of continued employment.

225.3 GUIDELINES

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B. No Modifications by Statements or Documents

The Employment-At-Will relationship shall not be modified by any oral statements, statements contained in the policy manual or any other employment-related documents. No document shall create an express or implied contract of employment for any definite period of time or for any terms or conditions of employment.

C. Probation or Evaluation Period

Successful completion of any probationary period or performance evaluation period shall not change a member's status as an at will employee.

D. District Authority Over Employment Conditions

Under the terms of employment-at-will, nothing contained in the policy manual or other employment related documents shall restrict the District's right to modify the terms or conditions of employment or to terminate a member at any time, subject to applicable law.

E. Grounds for Termination

Statements of specific grounds for termination set forth in the policy manual or elsewhere are not intended to be exhaustive and shall not be interpreted as limiting the District's authority to terminate employment at will.

Telecommuting

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Policy Manual

Telecommuting Remote Work

227.1 PURPOSE AND SCOPE

The Golder Ranch Fire District (the District) ~~considers~~ recognizes remote work telecommuting as a flexible to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement that may support operational efficiency, continuity of operations, productivity, and work-life balance when appropriate for the position and consistent with District needs.

~~Telecommuting Remote work may allows employee members to work at home, on the road or in a satellite location for all or or other approved work location for part of their regular workweek. Telecommuting Remote work is a voluntary work alternative arrangement and that may be appropriate for some employees and some jobs. It is not an entitlement, guaranteed benefit, or it is not an organization District-wide program benefit. Remote work, and it in no way changes alters the terms and conditions of employment with the Golder ranch Fire District. The Fire Chief or designee will have final say on which position may utilize telecommuting.~~

This policy applies only to district positions approved for remote work by the District. that are suited to such an arrangement and in the best interest of district operations. The telework Remote Work Arrangements may be an optionsuitable for non-suppression schedule administrative/support positions, but may not be suitable for all employee members and/or positions.

227.2 POLICY

~~Telecommuting Remote work is a program work arrangement under which employee members work at a place other than their traditional workplace on specified days and at their primary worksite the remainder of the time, while retaining the flexibility to meet the needs of the work unit and organization District. The telework remote work location may be the employee member's home or another suitable approved location. Employees may use telephones, mobile devices and or computers to communicate effectively.~~

~~Telecommuting Remote work~~ schedules can vary and are subject to management approval. Schedules may be:

- Routine – working ~~outside the office~~ on an ongoing regular basis ~~regularly~~ one or more days a week.
- Situational - a situational or tTemporary/alternative work arrangements on a short-term basis or on a case-by-case basis to perform and maintain agency functions from an alternative locationsupport operational needs, where it may not be possible to work during

Golder Ranch Fire District

Policy Manual

Telecommuting

~~an emergency, disaster, or a pandemic. This is on a case by case basis, where the hours worked Situational remote work does not establish are not part of a previously approved, an ongoing and routine telecommuting remote work schedule.~~

Requests for remote work related to medical conditions may require review through the District's reasonable accommodation process.

The Fire Chief or designee has the final authority regarding remote work eligibility and approval. The District reserves the right to modify, suspend, or terminate any remote work arrangement at any time based on operational needs, performance concerns, policy violations, staffing requirements, or business necessity.

227.3 PROCEDURE APPROVAL AND ELIGIBILITY (includes the OG eligibility/application/agreement section D)

Request Process

- ~~1. Employee~~Members who desire to work at some place other than the primary workplace on specified days shall complete a telecommuting must submit their request in writing and submit to their supervisor. (3a)
- ~~2. After t~~Their supervisor has considered their shall review the -request and -it will be forwarded it through e the appropriate chain of command for final approval. (3a)
- ~~3. The supervisor shall generally respond to the request within 30 days with a decision.~~ (3d)
- ~~4.4.~~Members approved for routine or ongoing remote work arrangements shall sign and comply with a Remote Work Agreement and IT Remote Work Agreement. Situational or occasional remote work approved on a short-term or case by case basis may not require a formal agreement at the discretion of the District. Copies of agreements shall be retained in the member's personnel file. (4a)
- ~~5.~~Remote work may be modified or revoked at any time consistent with District operational needs.

B. Eligibility Standards

Members may be considered for remote work when they:

- ~~1. Have successfully completed their initial probationary period.~~ (2a)
- ~~2.—~~
- ~~2. Each telework schedule needs to allow adequate time at the primary worksite for meetings access to facilities, supplies, and communication with other employees and customers. Have demonstrated "Meets Standard" performance in accordance with District policy.~~ (2a)
- ~~3. Occupy a position in which the essential functions can be effectively performed remotely without significant disruption to operations, customer service, or team collaboration.~~ (2a)

must not adversely affect customer service delivery, employee productivity or progress of

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~~and individual or team assignment.~~

4. Demonstrate the ability to work independently, maintain productivity, manage time effectively, and perform with minimal direct supervision. (3c)
5. Maintain a work schedule and remote work arrangement that does not adversely affect customer service, operational efficiency, or team assignments. (3b)

Any approved routine or ongoing remote work arrangement shall begin with a three-month trial period and may be discontinued at any time at the request of the member or the District.

(4b)

227.4 WORK SCHEDULES AND AVAILABILITY (includes mostly General Provision section D5)

- A. Members must remain reachable and responsive during scheduled work hours through District approved communication methods. (5a)
- B. Remote work schedules must allow adequate time at the primary worksite for meetings, collaboration, training, customer service, and access to District facilities and resources. (D3b)
- C. Members shall maintain regularly scheduled work hours approved by their supervisor, including any required core hours. Remote work schedules shall comply with applicable FLSA requirements. (5h)
- D. Overtime work for non-exempt members must be pre-approved by their supervisor. (5h)
- E. Members shall attend required meetings, training sessions, conferences, and other work related activities as directed by their supervisor, including short-notice meetings when operationally necessary. However, the supervisor will use other options whenever possible as an alternative to requesting physical attendance at short-notice meetings. (5h)
- F. ~~Telework~~Remote work is not intended to replace appropriate dependent care arrangements. Although schedules may occasionally be adjusted to accommodate personal needs, the primary focus of ~~telework~~remote work must remain on job performance and meeting District operational expectations. (5i)
- G. Members must obtain supervisory approval before taking leave in accordance with District policy. (5o)

227.5 WORKSITE AND EQUIPMENT

- A. Members participating in remote work must maintain a dedicated workspace that is safe, clean, secure, and suitable for conducting District business. (f)
- B. Business visits or in-person meetings with customers, vendors, or members of the public shall not occur at the remote work site unless specifically approved by the supervisor. (f)
- C. Home office furniture, internet service, and general workspace equipment shall generally be provided by the member unless otherwise approved by the District. (c)
- D. District-issued equipment and software shall be used solely for District business and in accordance with District policies. (c)

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- E. The District may provide equipment based on operational availability. Members are responsible for the safe transportation, setup, care, and proper use of District-issued equipment. (d, e)
- F. The District shall repair and maintain District-owned equipment used for remote work, except when damage results from misuse, negligence, unauthorized use, or failure to follow District requirements. (e)
- G. The District may seek reimbursement for District property that is lost, damaged, or destroyed due to intentional acts or negligence. (e)
- H. Members participating in ongoing remote work arrangements may be assigned shared workspace or ~~hotel~~ing arrangements based on operational and facility needs. (g)
- I. The District shall provide office supplies necessary for District business. Out-of-pocket expenses for supplies normally available at the primary worksite will not be reimbursed unless pre-approved. (q)
- J. Unless otherwise stated in the Remote Work Agreement, incidental costs associated with remote work, including utilities, internet service, and cleaning services, are the responsibility of the member. (j)
- K. A home office is not automatically eligible for tax deductions. Members are encouraged to consult a tax professional regarding potential tax implications. (x)

227.6 TECHNOLOGY, SECURITY, AND RECORDS

- A. Security and confidentiality shall be maintained at the same level required at District worksites. (w)
- B. Members shall comply with all District technology and information security policies while ~~telework~~working remotely. (t)
- C. Access to District systems must occur through approved secure methods-, networks, and devices. (p)
- D. Members are responsible for ensuring non-members do not access sensitive, confidential, or protected District information. (w)
- E. All District records created, received, maintained, or transmitted while ~~telework~~working remotely remain subject to applicable public records retention and disclosure laws. (v)
- F. Products, documents, records, and work product developed while ~~telework~~working remotely remain the property of the District. (n)

227.6 PERFORMANCE AND CONDUCT

- A. Supervisors shall establish performance expectations, work objectives, and evaluation methods for ~~telework~~remote work arrangements to ensure that all work is still performed at the highest standards possible. (r, u)
- B. Supervisors shall evaluate ~~telework~~remote work performance based primarily on work results, productivity, responsiveness, and completion of assigned duties. (r)
- C. Supervisors and members should meet periodically to review ~~telework~~remote work

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effectiveness, productivity, and operational needs. (r)

- D. Members are expected to manage personal activities in a manner that does not interfere with assigned duties, operational needs, responsiveness, or overall work performance during scheduled work hours. (s)
- E. All District policies, procedures, practices, and standards remain fully applicable while working remotely, including policies related to conduct, communication, safety, information management, purchasing, and member responsibilities. Failure to comply may result in modification or termination of the Remote Work Agreement and/or disciplinary action. (t)

227.7 SAFETY AND LIABILITY

- A. In the event of a work-related injury, equipment loss, or security concern, the member may be required to permit reasonable inspection of the designated ~~telework~~remote work workspace consistent with applicable law. (l)
- B. Members are covered by workers' compensation for job-related injuries occurring within the designated ~~telework~~remote workspace during approved work hours. (m)
- C. Members shall immediately report work-related injuries in accordance with District reporting procedures. (m)
- D. Workers' compensation coverage does not apply to non-work-related injuries occurring at the ~~telework~~remote work site. (m)
- E. The District assumes no responsibility for injuries to family members, visitors, or other individuals at the ~~telework~~remote work site. (m)
- F. If the primary worksite closes due to emergency conditions or inclement weather, ~~telework~~members may be directed to continue working remotely or report to an alternate worksite as directed by their supervisor. (k)
- G. Members shall notify their supervisor as soon as possible of any emergency or interruption at the ~~telework~~remote work site that affects their ability to work. (k)
- H. Non-exempt members shall not be compensated for commute time or mileage between the ~~telework~~remote work site and the primary worksite. (y)

Travel between an approved remote work location and a member's primary assigned worksite shall be considered ordinary commute travel and shall not be eligible for mileage reimbursement.

For non-exempt members, such travel shall not constitute compensable work time.

H.

H. General Provisions

- a. ~~Communication – While teleworking, the employee shall be reachable by telephone or e-mail during agreed-upon work hours. The employee and supervisor shall agree on expected turnaround time and the medium for responses.~~
- b. ~~Conditions of Employment – The teleworker's conditions of employment shall remain the same as for non-teleworking employees; wages, benefits and leave accrual will remain unchanged.~~

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c. ~~Equipment~~—Home worksite furniture and equipment shall generally be provided by the teleworker. In the event that equipment and software is provided by Golder Ranch Fire District at the telework site, such equipment and software shall be used exclusively by the teleworker and for the purposes of conducting district business. Software shall not be duplicated.

d. ~~The parties shall consult with the support manager regarding the availability of equipment to loan. If Golder Ranch Fire District provides equipment, the teleworker is responsible for safe transportation and set up of such equipment.~~

e. ~~Equipment liability~~—The Golder Ranch Fire District will repair and maintain, at the primary worksite, any equipment loaned by the District. Surge protectors must be used with any District computer made available to the teleworker. The employee will be responsible for: any intentional damage to the equipment; damage resulting from gross negligence by the employee or any member or guest of the employee's household; damage resulting from a power surge if no surge protector is used; maintaining the current virus protection for software. The District may pursue recovery from the teleworker for District property that is deliberately, or through negligence, damaged, destroyed or lost while in the teleworker's care, custody or control. Damage or theft of District equipment that occurs outside the employee's control will be covered by the District. Teleworkers should check their homeowner's/renter's insurance policy for incidental office coverage. The District does not assume liability for loss, damage, or wear of employee-owned equipment.

f. ~~Home Work Site~~—The teleworker must establish and maintain a dedicated workspace that is quiet, clean, and safe, with adequate lighting and ventilation. The teleworker will not hold business visits or meetings with professional colleagues, customers, or the public at the home worksite. Meetings with other District staff will not be permitted unless approved in advance by the employee's supervisor.

g. ~~Employees entering into a telecommuting agreement may be required to forfeit use of a personal office in favor of a shared arrangement to maximize organizational office space needs.~~

h. ~~Hours of Work~~—The teleworker will have regularly scheduled work hours agreed upon with the supervisor, including specific core hours and telephone accessibility. The agreed upon work schedule shall comply with FLSA regulations. Overtime work for a non-exempt employee must be pre-approved by the supervisor. The teleworker will attend job-related meetings, training sessions and conferences, as requested by supervisors. In addition, the teleworker may be requested to attend "short notice" meetings. The supervisor will use telephone conference calling whenever possible as an alternative to requesting attendance at "short notice" meetings.

i. ~~Telecommuting is not designed to be a replacement for appropriate dependent care. Although an individual employee's schedule may be modified to accommodate dependent care needs, the focus of the arrangement must remain on job performance and meeting~~

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~~district demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering into a trial period.~~

~~j. Incidental Costs — Unless otherwise stated in the Telework Agreement, all incidental costs, such as residential utility costs or cleaning services, are the responsibility of the teleworker.~~

~~k. Inclement Weather — If the primary worksite is closed due to an emergency or inclement weather, the supervisor will contact the employee. The teleworker may continue to work at the telework site. If there is an emergency at the telework site, such as a power outage, the teleworker will notify the supervisor as soon as possible. The teleworker may be reassigned to the primary worksite or an alternate worksite.~~

~~l. Inspections — In case of injury, theft, loss, or tort liability related to telework, the teleworker must allow agents of the District to investigate and/or inspect the telework site.~~

~~m. Injuries — The employee will be covered by workers' compensation for job related injuries that occur in the designated workspace, including the teleworker's home, during the defined work period. In the case of injury occurring during the defined work period, the employee shall immediately report the injury to the supervisor and standard protocol shall be followed. Workers' compensation will not apply to non job related injuries that might occur in the home. The District does not assume responsibility for injury to any persons other than the teleworker at the telework site.~~

~~n. Intellectual Property — Products, documents, and records developed while teleworking are property of District.~~

~~o. Leave — The telework employee must obtain supervisory approval before taking leave in accordance with District policy.~~

~~p. Network Access — The District is committed to supporting telework by increasing network access to remote locations. However, network access is not guaranteed.~~

~~q. Office Supplies — The District shall provide any necessary office supplies. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed.~~

~~r. Performance & Evaluations — The supervisor and teleworker will formulate objectives, expected results, and evaluation procedures for work completed while the employee is teleworking. The supervisor will monitor and evaluate performance by relying more heavily on work results rather than direct observation. The supervisor and telework employee will meet at regular intervals to review the employee's work performance.~~

~~s. Personal Business — Telework employees shall not perform personal business during hours agreed upon as work hours.~~

~~t. Policies — District policies, procedures and practices shall apply at the telework site, including those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and services, and safety. Failure to follow~~

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~~policy, rules and procedures may result in termination of the telework arrangement and/or disciplinary action.~~

~~u. Quality of Work — All work shall be performed according to the same high standards as would normally be expected at the primary worksite.~~

~~v. Record Retention — Products, documents and records that are used, developed, or revised while teleworking shall be copied or restored to the District's computerized record.~~

~~w. Security — Security and confidentiality shall be maintained by the teleworker at the same level as expected at all worksites. The teleworker is responsible to ensure that non-employees do not have access to sensitive or confidential information, either in print or electronic form.~~

~~x. Taxes — A home office is not an automatic tax deduction. Teleworkers should consult with a tax expert to examine the tax implications of a home office.~~

~~y. Travel — A non-exempt teleworker will not be paid for time or mileage involved in travel between the telework site and the primary worksite.~~

~~z. Worksite — Telework sites shall be at home or in another satellite location as approved by the District.~~

~~aa.a. All IT directions outlined in attachment A shall be followed. A signed copy of attachment A is required prior to starting to telecommute.~~

Remote Work

227.1 PURPOSE AND SCOPE

The Golder Ranch Fire District (the District) recognizes remote work as a flexible work arrangement that may support operational efficiency, continuity of operations, productivity, and work-life balance when appropriate for the position and consistent with District needs.

Remote work may allow members to work at home or other approved work location for part of their regular workweek. Remote work is a voluntary work arrangement, and it is not an entitlement, guaranteed benefit, or District-wide program. Remote work in no way alters the terms and conditions of employment with the District. This policy applies only to positions approved for remote work by the District. Remote Work Arrangements may be suitable for non-suppression schedule administrative/support positions but may not be suitable for all members and/or positions.

227.2 POLICY

Remote work is a work arrangement under which members work at a place other than their traditional workplace on specified days and at their primary worksite the remainder of the time, while retaining the flexibility to meet the needs of the District. The remote work location may be the member's home or another approved location. Remote work schedules can vary and are subject to management approval. Schedules may be:

- Routine – working on an ongoing regular basis one or more days a week.
- Situational - Temporary work arrangements on a short-term basis or on a case-by-case basis to support operational needs. Situational remote work does not establish an ongoing and routine remote work schedule.

Requests for remote work related to medical conditions may require review through the District's reasonable accommodation process.

The Fire Chief or designee has the final authority regarding remote work eligibility and approval. The District reserves the right to modify, suspend, or terminate any remote work arrangement at any time based on operational needs, performance concerns, policy violations, staffing requirements, or business necessity.

227.3 APPROVAL AND ELIGIBILITY

A. Request Process

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1. Members must submit their request in writing to their supervisor.
2. The supervisor shall review the request and forward it through the appropriate chain of command for final approval.
3. The supervisor shall generally respond to the request within 30 days with a decision.
4. Members approved for routine or ongoing remote work arrangements shall sign and comply with a Remote Work Agreement and IT Remote Work Agreement. Situational or occasional remote work approved on a short-term or case by case basis may not require a formal agreement at the discretion of the District. Copies of agreements shall be retained in the member's personnel file.
5. Remote work may be modified or revoked at any time consistent with District operational needs.

B. Eligibility Standards

Members may be considered for remote work when they:

1. Have successfully completed their initial probationary period.
2. Have demonstrated "Meets Standard" performance in accordance with District policy.
3. Occupy a position in which the essential functions can be effectively performed remotely without significant disruption to operations, customer service, or team collaboration.
4. Demonstrate the ability to work independently, maintain productivity, manage time effectively, and perform with minimal direct supervision.
5. Maintain a work schedule and remote work arrangement that does not adversely affect customer service, operational efficiency, or team assignments.

Any approved routine or ongoing remote work arrangement shall begin with a three-month trial period and may be discontinued at any time at the request of the member or the District.

227.4 WORK SCHEDULES AND AVAILABILITY

- A. Members must remain reachable and responsive during scheduled work hours through District approved communication methods.
- B. Remote work schedules must allow adequate time at the primary worksite for meetings, collaboration, training, customer service, and access to District facilities and resources.
- C. Members shall maintain regularly scheduled work hours approved by their supervisor, including any required core hours. Remote work schedules shall comply with applicable FLSA requirements.
- D. Overtime work for non-exempt members must be pre-approved by their supervisor.
- E. Members shall attend required meetings, training sessions, conferences, and other work-related activities as directed by their supervisor, including short-notice meetings when operationally necessary. However, the supervisor will use other options whenever possible as an alternative to requesting physical attendance at short-notice meetings.

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F. Remote work is not intended to replace appropriate dependent care arrangements. Although schedules may occasionally be adjusted to accommodate personal needs, the primary focus of remote work must remain on job performance and meeting District operational expectations.

G. Members must obtain supervisory approval before taking leave in accordance with District policy.

227.5 WORKSITE AND EQUIPMENT

- A. Members participating in remote work must maintain a dedicated workspace that is safe, clean, secure, and suitable for conducting District business.
- B. Business visits or in-person meetings with customers, vendors, or members of the public shall not occur at the remote work site unless specifically approved by the supervisor.
- C. Home office furniture, internet service, and general workspace equipment shall generally be provided by the member unless otherwise approved by the District.
- D. District-issued equipment and software shall be used solely for District business and in accordance with District policies.
- E. The District may provide equipment based on operational availability. Members are responsible for the safe transportation, setup, care, and proper use of District-issued equipment.
- F. The District shall repair and maintain District-owned equipment used for remote work, except when damage results from misuse, negligence, unauthorized use, or failure to follow District requirements.
- G. The District may seek reimbursement for District property that is lost, damaged, or destroyed due to intentional acts or negligence.
- H. Members participating in ongoing remote work arrangements may be assigned shared workspace based on operational and facility needs.
- I. The District shall provide office supplies necessary for District business. Out-of-pocket expenses for supplies normally available at the primary worksite will not be reimbursed unless pre-approved.
- J. Unless otherwise stated in the Remote Work Agreement, incidental costs associated with remote work, including utilities, internet service, and cleaning services, are the responsibility of the member.
- K. A home office is not automatically eligible for tax deductions. Members are encouraged to consult a tax professional regarding potential tax implications.

227.6 TECHNOLOGY, SECURITY, AND RECORDS

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- A. Security and confidentiality shall be maintained at the same level required at District worksites.
- B. Members shall comply with all District technology and information security policies while working remotely.
- C. Access to District systems must occur through approved secure methods, networks, and devices.
- D. Members are responsible for ensuring non-members do not access sensitive, confidential, or protected District information.
- E. All District records created, received, maintained, or transmitted while working remotely remain subject to applicable public records retention and disclosure laws.
- F. Products, documents, records, and work product developed while working remotely remain the property of the District.

227.6 PERFORMANCE AND CONDUCT

- A. Supervisors shall establish performance expectations, work objectives, and evaluation methods for remote work arrangements to ensure that all work is still performed at the highest standards possible.
- B. Supervisors shall evaluate remote work performance based primarily on work results, productivity, responsiveness, and completion of assigned duties.
- C. Supervisors and members should meet periodically to review remote work effectiveness, productivity, and operational needs.
- D. Members are expected to manage personal activities in a manner that does not interfere with assigned duties, operational needs, responsiveness, or overall work performance during scheduled work hours.
- E. All District policies, procedures, practices, and standards remain fully applicable while working remotely, including policies related to conduct, communication, safety, information management, purchasing, and member responsibilities. Failure to comply may result in modification or termination of the Remote Work Agreement and/or disciplinary action.

227.7 SAFETY AND LIABILITY

- A. In the event of a work-related injury, equipment loss, or security concern, the member may be required to permit reasonable inspection of the designated remote work workspace consistent with applicable law.
- B. Members are covered by workers' compensation for job-related injuries occurring within the designated remote workspace during approved work hours.
- C. Members shall immediately report work-related injuries in accordance with District reporting procedures.

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- D. Workers' compensation coverage does not apply to non-work-related injuries occurring at the remote work site.
- E. The District assumes no responsibility for injuries to family members, visitors, or other individuals at the remote work site.
- F. If the primary worksite closes due to emergency conditions or inclement weather, members may be directed to continue working remotely or report to an alternate worksite as directed by their supervisor.
- G. Members shall notify their supervisor as soon as possible of any emergency or interruption at the remote work site that affects their ability to work.
- H. Non-exempt members shall not be compensated for commute time or mileage between the remote work site and the primary worksite.

Travel between an approved remote work location and a member's primary assigned worksite shall be considered ordinary commute travel and shall not be eligible for mileage reimbursement.

For non-exempt members, such travel shall not constitute compensable work time.

Holiday Time Off

1046.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that full-time members of the District are provided with a competitive paid-time-off benefit for the recognition of District-designated holidays.

1046.2 POLICY

On the following traditionally recognized Federal holidays, the administrative offices will be closed, and no in-person or remote work shall be authorized:

- New Year's Day (January 1)
- Independence Day (July 4)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

The District recognizes the additional Federal holidays, in-person or remote work is allowed only with a supervisor's prior approval:

- Labor Day (First Monday in September)
- ~~Columbus~~ Indigenous Peoples' Day (Second Monday in October)
- Veterans Day (November 11)
- Civil Rights Day (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19)

Additional District-designated holiday:

- Member's birthday

Non-uniformed and Fire Prevention members will receive ~~80~~ 120 hours in their holiday time-off bank, in the timekeeping system, on July 1 of each year (the first day of the fiscal year). The ~~additional 40 hours of holiday time-off reflected in the first 4 holidays listed above~~ must be utilized on the days the District administrative offices are closed; ~~these hours will not be included in the holiday time-off bank.~~

The 80 hours may be utilized by the member on dates they choose, after approval from their supervisor, and following all applicable time-off policies.

According to the guidelines below, full-time uniformed members (excluding Fire Prevention) shall receive holiday compensation in accordance with Section 1046.3.5. Members electing the Holiday Bank option shall receive 96 hours in their holiday time-off bank on July 1 of each fiscal year.

Fire Prevention uniformed members work a 40-hour work week and will receive a bank of 120 hours due to the requirement that the on-call fire investigator works on mandatory holidays.

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Holiday Time Off

~~Holiday time for non-uniform members, scheduled for a 40-hour work week, counts as part of their regularly scheduled hours. Members on a suppression schedule receive 8 hours of holiday pay above and beyond their regularly scheduled hours.~~

1046.3 GUIDELINES

1046.3.1 GENERAL GUIDELINES

The District views holiday time-off as important for the member and their family and encourages the use of all holiday hours within the fiscal year in which it is provided.

- A. District holidays that fall on a Friday or Saturday will be observed on the preceding Thursday. District holidays that fall on a Sunday will be observed on the following Monday. Exceptions shall be made at the discretion of the Fire Chief or designee.
- B. If a member is receiving workers' compensation benefits due to an illness or injury, they shall continue to receive holiday pay for those holidays that occur while on workers' compensation leave.
- C. Holiday pay shall be counted as "hours worked" to calculate overtime for non-uniformed and uniformed members assigned to a recognized administrative uniformed position.
- D. Holiday pay is based upon the completion of the pay period. A completed pay period is one that does not include donated leave, personal leave of absence, suspension, or other leave without pay.
- E. Unused holiday time-off remaining in a member's bank will be forfeited at the end of each fiscal year (June 30).
- F. Members shall not transfer holiday time-off into their comp time bank.
- G. At the end of employment, holiday time-off is not eligible for pay-out.

(a) 1046.3.2 FULL-TIME MEMBERS ON A 40 HOUR SCHEDULE

- A. Full-time, non-uniformed employeeMembers shall receive 10-hours of holiday pay-hours in lieu of working a full day on a holiday. Full-time, non-uniformed-
- (b)B. employeeMembers may not work a holiday and be paid holiday time.
- (c)C. Non-uniformed employeeMembers are responsible for recording their holiday time-off in the District's timekeeping system and obtaining the appropriate approval for time-off.
- D. Non-uniformed employeeMembers shall use no more than 2 holidays per month, with the exception of the birthday holiday.
- A.E. Suppression members who have exhausted their holiday bank at the time of assignment to a 40 hour schedule will be required to take PTO for the remaining holidays in the fiscal year.
- (d) The District views holiday time-off as important, for the employee and their family, and encourages the use of all holiday hours within the fiscal year in which it is provided. Unused holiday time-off remaining in a non-uniformed employee's bank will be forfeited at the end of each fiscal year (June 30).

Non-uniformed employees shall not transfer holiday time-off into their comp time bank.

FLS members who are full-time, uniformed employees, shall have the choice of either receiving

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~~ten hours of holiday pay or ten hours of comp time, paid at the employee's adjusted base rate, regardless of whether or not they are scheduled to work. However, the employee's comp time bank is capped at 144 hours.~~

~~2-~~

~~1046.3.5 FULL-TIME UNIFORMED MEMBERS ON A SUPPRESSION SCHEDULE(EXCLUDING FIRE PREVENTION)~~

~~(e) —~~

~~Full-time, uniformed employee members assigned to a suppression schedule shall have the choice of either receive holiday compensation at their base rate in one of the following manners: ing eight hours of holiday pay or eight hours of comp time, paid at the employee's adjusted base rate, regardless of whether or not they are scheduled to work. However, the employee's comp time bank is capped at 144 hours.~~

- **Option 1 – Holiday Pay (Default):** Members may elect to receive 8 hours of holiday pay at the member's base rate for each recognized holiday, regardless of whether the member is scheduled to work. No holiday bank shall be established under this option.
- **Option 2 – Holiday Bank:** Members may elect to receive all holiday hours for the fiscal year in a holiday bank on July 1. Holiday bank hours may be used at any time during the fiscal year ending June 30. Members utilizing the holiday bank shall be responsible for accurately recording all holiday time taken in the District's timekeeping system. Any unused holiday bank hours remaining on June 30 shall be forfeited, and the holiday bank shall be reset for the next fiscal year. Members who use holiday bank hours before an observed holiday and subsequently separate from the District shall not be required to reimburse the District for those hours.

~~Each eligible member shall make an annual election of either Option 1 or Option 2. Members who fail to make an election by the established deadline of June 30 shall automatically be enrolled in Option 1 – Holiday Pay as the default option. The member's election, whether elected or assigned by default, shall remain in effect for the entire fiscal year and may not be changed until the next fiscal year, unless circumstances beyond the member's control prevent the member from making the election and they have Fire Chief, or designee approval.~~

New members shall make an election upon hire. If no election is made, the member shall be enrolled in Option 1 – Holiday Pay as the default option. Members who elect Option 2 – Holiday Bank shall receive a prorated holiday time-off bank based on the number of recognized holidays remaining in the fiscal year.

~~(f) At the end of employment, holiday time off is not eligible for pay out.~~

Holiday Time Off

1046.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that full-time members of the District are provided with a competitive paid-time-off benefit for the recognition of District-designated holidays.

1046.2 POLICY

On the following traditionally recognized Federal holidays, the administrative offices will be closed, and no in-person or remote work shall be authorized:

- New Year's Day (January 1)
- Independence Day (July 4)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

The District recognizes the additional Federal holidays, in-person or remote work is allowed only with a supervisor's prior approval:

- Labor Day (First Monday in September)
- Indigenous Peoples' Day (Second Monday in October)
- Veterans Day (November 11)
- Civil Rights Day (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19)

Additional District-designated holiday:

- Member's birthday

Non-uniformed and Fire Prevention members will receive 120 hours in their holiday time-off bank, in the timekeeping system, on July 1 of each year (the first day of the fiscal year). The 40 hours of holiday time-off reflected in the first 4 holidays listed above must be utilized on the days the District administrative offices are closed. The remaining 80 hours may be utilized by the member on dates they choose, after approval from their supervisor, and following all applicable time-off policies.

According to the guidelines below, full-time uniformed members (excluding Fire Prevention) shall receive holiday compensation in accordance with Section 1046.3.5. Members electing the Holiday Bank option shall receive 96 hours in their holiday time-off bank on July 1 of each fiscal year.

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1046.3 GUIDELINES

1046.3.1 GENERAL GUIDELINES

The District views holiday time-off as important for the member and their family and encourages the use of all holiday hours within the fiscal year in which it is provided.

- A. District holidays that fall on a Friday or Saturday will be observed on the preceding Thursday. District holidays that fall on a Sunday will be observed on the following Monday. Exceptions shall be made at the discretion of the Fire Chief or designee.
- B. If a member is receiving workers' compensation benefits due to an illness or injury, they shall continue to receive holiday pay for those holidays that occur while on workers' compensation leave.
- C. Holiday pay shall be counted as "hours worked" to calculate overtime for non-uniformed and uniformed members assigned to a recognized administrative uniformed position.
- D. Holiday pay is based upon the completion of the pay period. A completed pay period is one that does not include donated leave, personal leave of absence, suspension, or other leave without pay.
- E. Unused holiday time-off remaining in a member's bank will be forfeited at the end of each fiscal year (June 30).
- F. Members shall not transfer holiday time-off into their comp time bank.
- G. At the end of employment, holiday time-off is not eligible for pay-out.

1046.3.2 FULL-TIME MEMBERS ON A 40 HOUR SCHEDULE

- A. Members shall receive 10 holiday hours in lieu of working a full day on a holiday.
- B. Members may not work a holiday and be paid holiday time.
- C. Members are responsible for recording their holiday time-off in the District's timekeeping system and obtaining the appropriate approval for time-off.
- D. Members shall use no more than 2 holidays per month, with the exception of the birthday holiday.
- E. Suppression members who have exhausted their holiday bank at the time of assignment to a 40 hour schedule will be required to take PTO for the remaining holidays in the fiscal year.

1046.3.5 FULL-TIME UNIFORMED MEMBERS ON A SUPPRESSION SCHEDULE

- (a) Full-time, uniformed members assigned to a suppression schedule shall receive holiday compensation at their base rate in one of the following manners:
 - **Option 1 – Holiday Pay (Default):** Members may elect to receive 8 hours of holiday pay at the member's base rate for each recognized holiday, regardless of whether the member is scheduled to work. No holiday bank shall be established under this option.
 - **Option 2 – Holiday Bank:** Members may elect to receive all holiday hours for the fiscal year in a holiday bank on July 1. Holiday bank hours may be used at any time during the fiscal year ending June 30. Members utilizing the holiday bank shall be responsible for accurately recording all holiday time

Golder Ranch Fire District

Policy Manual

Holiday Time Off

taken in the District's timekeeping system. Any unused holiday bank hours remaining on June 30 shall be forfeited, and the holiday bank shall be reset for the next fiscal year. Members who use holiday bank hours before an observed holiday and subsequently separate from the District shall not be required to reimburse the District for those hours.

Each eligible member shall make an annual election of either Option 1 or Option 2. Members who fail to make an election by the established deadline of June 30 shall automatically be enrolled in Option 1 – Holiday Pay as the default option. The member's election, whether elected or assigned by default, shall remain in effect for the entire fiscal year and may not be changed until the next fiscal year, unless circumstances beyond the member's control prevent the member from making the election and they have Fire Chief, or designee approval

New members shall make an election upon hire. If no election is made, the member shall be enrolled in Option 1 – Holiday Pay as the default option. Members who elect Option 2 – Holiday Bank shall receive a prorated holiday time-off bank based on the number of recognized holidays remaining in the fiscal year.

Golder Ranch Fire District Policies	Management and Administration 1000		
	Section	Employee Benefits 1600	
	Policy	Group Health Insurance 1606	
	Policy Origination 2007	Last Revised 10/09/2018	Page(s) Page 1 of 2
Authorized by Fire Chief			

1606 GROUP HEALTH INSURANCE

A. PURPOSE

TO ASSIST EMPLOYEES AND THEIR FAMILY IN PROVIDING PROTECTION IN THE EVENT OF A NEED FOR MEDICAL OR DENTAL ATTENTION

B. SCOPE

1. This policy applies to all full-time employees and part-time employees who are scheduled to work 30 or more hours per week.

C. POLICY

1. It is the policy of GRFD to make available group health, dental and vision insurance benefits to eligible employees and their eligible dependents, at a cost shared by the District and the employee.

D. GUIDELINES

1. Coverage becomes effective on the first day of the month following date of full-time employment.
2. The District pays a minimum of 80% of the premium for coverage of full-time employees for the group health insurance and for the basic dental insurance. If the employee elects coverage under the more comprehensive dental insurance plan, he shall be required to pay a larger portion of his coverage. The District pays no portion of the vision insurance premium.
3. For employees electing dependent health or dental coverage, the cost of the premiums for the dependent coverage shall be shared by the District and the employee; the Fire District Board shall determine the actual cost sharing on an annual basis. The employee portion of the premium shall be paid through payroll deduction.
4. Coverage under the group health and dental insurance plan will end on the last day of the month in which either employment terminates, or at the time the employee or eligible dependent no longer meets eligibility requirements.
5. Detailed information regarding the available plans is provided in the plan description materials, available in the Human Resources. Employees are encouraged to obtain this information in order to become fully informed of the benefit provisions.

Golder Ranch Fire District Policies	Management and Administration 1000		
	Section	Employee Benefits 1600	
	Policy	Group Health Insurance 1606	
	Policy Origination 2007	Last Revised 10/09/2018	Page(s) Page 2 of 2
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6. Upon regular retirement, GRFD allows retirees and their eligible dependents to elect to continue to participate in the District's health, dental, and vision insurance plans up to the age of 65. On retirement, the retiree shall be required to sign a contract with the District indicating their intent to either continue or waive continuation of medical, dental and vision insurance coverage. The retiree's decision to waive continuation of medical, dental and/or vision coverage (wholly or individually) for themselves and/or their eligible dependents is irrevocable. Any retiree or eligible dependent not covered at the time of retirement shall not be permitted to enroll in medical, dental, and or vision plans at a later date. If the retiree elects to continue coverage, the insurance subsidy provided by the retirement system shall be paid directly to the District, and the retiree shall be responsible for the remainder of the premiums. Early or disability retirements are not eligible to participate.

Core Health Benefits

1048.1 PURPOSE AND SCOPE

~~To assist employees and their family in providing protection in the event of a need for medical or dental attention.~~

Golder Ranch Fire District (the District) believes in providing its full-time members and eligible dependents with medical, dental, and vision plans to assist with these needs as they occur.

~~This policy applies to all full-time employees and part-time employees who are scheduled to work 30 or more hours per week.~~

1048.2 POLICY

~~It is the policy of GRFD to~~ The District makes available group health-medical, dental, and vision insurance benefits to eligible members ~~employees~~ and their eligible dependents ~~...at a cost shared by the District and the employee.~~ Medical and dental premium costs are shared by the District and the member as outlined in applicable agreements and District determinations.

1048.3 ENROLLMENT

Human Resources shall establish and communicate annual enrollment periods in coordination with the benefits committee, and the benefits are active July 1 through June 30.

Mid-year changes due to a qualifying life event (QLE) are permitted and shall be submitted within 30 days of the event.

1048.4 GUIDELINES

- A. Coverage becomes effective on the first of the month following date of full-time employment.
- ~~B. The District pays a minimum of 80% of the premium for coverage of full-time employees for the group health insurance and for the basic dental insurance. If the employee elects coverage under the more comprehensive dental insurance plan, he shall be required to pay a larger portion of his coverage. The District pays no portion of the vision insurance premium.~~

The District pays premiums set forth in the MOU for full-time members and their eligible dependents.

- C. Members electing dependent ~~health~~ medical or dental coverage, the cost of the premiums for the dependent coverage shall be shared by the District and the ~~employee member; the Fire District Board shall determine the actual cost sharing on an annual basis.~~ the benefits share is negotiated in the MOU process and subject to final approval by the Governing Board. The members portion of the premium shall be paid through payroll deduction unless special circumstances apply.

- ~~D. Coverage under the group health and dental insurance plan will end on the last day of the month in which either employment terminates, or at the time the employee or eligible dependent no longer meets eligibility requirements.~~
- Coverage under these plans will terminate on the last of the month in which either employment terminates, or when the member or eligible dependents no longer meet the eligibility requirements.
- E. Members and eligible dependents may qualify for continuation of coverage under COBRA and other applicable laws. Human Resources will provide required notices upon a qualifying event.
- F. Detailed information regarding available plans is provided can be found on the District intranet, human resources information system (HRIS), by contacting Human Resources, or the carriers directly. Employees are encouraged to obtain this information in order to become fully informed of the benefit provisions.

1048.4.1 RETIREMENT

Upon retirement, ~~GFRD~~ the District allows retirees and their eligible dependents to elect to participate in the District's ~~health~~ medical, dental, and/or vision insurance plans up to the age of 65. On retirement, the retiree shall be required to sign an ~~contract agreement~~ with the District indicating their intent to either continue or waive continuation of medical, dental, and/or vision insurance coverage ~~(wholly or individually) for themselves and/or their eligible dependents is irrevocable.~~ The retiree's decision to waive continuation of medical, dental, and/or vision coverage for themselves and/or their eligible dependents is irrevocable.

Any retiree or eligible dependent not covered at the time of retirement shall not be permitted to enroll in medical, dental, and/or vision plans. _

If the retiree elects to continue coverage, the insurance subsidy provided by the ~~retirement system~~ PSPRS/ASRS shall be paid directly to the District, and the retiree shall be responsible for paying the remainder of the premiums in a timely manner. Failure to remit payment may result in cancellation of coverage in accordance with plan requirements.

Early or disability retirements are not eligible to participate.

Core Health Benefits

1048.1 PURPOSE AND SCOPE

Golder Ranch Fire District (the District) believes in providing its full-time members and eligible family members with medical, dental, and vision plans to assist with these needs as they occur.

1048.2 POLICY

The District makes available group medical, dental, and vision insurance benefits to eligible members and their eligible dependents. Medical and dental premium costs are shared by the District and the member as outlined in applicable agreements and District determinations.

1048.3 ENROLLMENT

Human Resources shall establish and communicate annual enrollment periods in coordination with the benefits committee, and the benefits are active July 1 through June 30.

Mid-year changes due to a qualifying life event (QLE) are permitted and shall be submitted within 30 days of the event.

1048.4 GUIDELINES

- A. Coverage becomes effective in the first of the month following date of full-time employment.
- B. The District pays premiums set forth in the MOU for full-time members and their eligible dependents.
- C. Members electing dependent health or dental coverage, the cost of the premiums for the dependent coverage shall be shared by the District and the member; the benefits share is negotiated in the MOU process and subject to final approval by the Governing Board. The member portion of the premium shall be paid through payroll deduction unless special circumstances apply.
- D. Coverage under these plans will terminate on the last of the month in which either employment terminates, or when the member or eligible dependents no longer meet the eligibility requirements.
- E. Members and eligible dependents may qualify for continuation of coverage under COBRA and other applicable laws. Human Resources will provide required notices upon a qualifying event.
- F. Detailed information regarding available plans can be found on the District intranet, human resources information system (HRIS), by contacting Human Resources, or the carriers directly.

1048.4.1 RETIREMENT

Upon retirement, the District allows retirees and their eligible dependents to elect to participate in the District's medical, dental, and/or vision insurance plans up to the age of 65. On retirement, the retiree shall be required to sign an agreement with the District indicating their intent to either continue or waive continuation of medical, dental, and/or vision insurance coverage. The retiree's decision to waive continuation of medical, dental, and/or vision coverage for themselves

and/or their eligible dependents is irrevocable.

Any retiree or eligible dependent not covered at the time of retirement shall not be permitted to enroll in medical, dental, and/or vision plans. _

If the retiree elects to continue coverage, the insurance subsidy provided by the PSPRS/ASRS shall be paid directly to the District, and the retiree shall be responsible for paying the remainder of the premiums in a timely manner. Failure to remit payment may result in cancellation of coverage in accordance with plan requirements.

Early or disability retirements are not eligible to participate.



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Jeff Sargent, Acting Finance Director

MTG. DATE: July 21, 2026

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

ITEM #: 8D

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Presented are the monthly financial reports and cash reconciliation.

RECOMMENDED MOTION

Motion to approve and accept the Golder Ranch Fire District reconciliation and monthly financial report as presented.

Golder Ranch Fire District
Summary Budget Comparison - SUMMARY BUDGET TO ACTUAL **BOARD PACKET**
From 6/1/2026 Through 6/30/2026

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	3,165,083.91	2,970,911.46	(194,172.45)	40,045,763.21	39,468,159.13	(577,604.08)
6000	Supplies/Consumables	188,796.60	120,966.33	(67,830.27)	1,383,695.42	1,697,594.96	313,899.54
6500	Vehicle / Equipment Expense	185,420.33	80,216.39	(105,203.94)	1,286,125.23	1,704,681.68	418,556.45
6750	Utilities / Communications	48,606.68	44,698.33	(3,908.35)	537,381.52	540,079.63	2,698.11
7000	Professional Services	99,300.19	122,742.32	23,442.13	1,570,477.65	1,890,692.84	320,215.19
7500	Dues/Subscriptions/Maint. Fees	24,820.92	62,377.97	37,557.05	850,441.34	949,845.97	99,404.63
7750	Insurance	72,022.50	0.00	(72,022.50)	290,197.72	250,200.00	(39,997.72)
8000	Repairs / Maintenance	162,509.12	49,741.00	(112,768.12)	501,585.02	745,742.00	244,156.98
9000	Debt Service Principle	705,000.00	2,725,000.00	2,020,000.00	1,441,142.00	3,461,310.00	2,020,168.00
9500	Debt Service Interest	38,373.75	749,336.00	710,962.25	877,525.03	1,577,187.00	699,661.97
9900	Capital	92,927.38	1,858,235.07	1,765,307.69	3,406,046.58	4,711,663.84	1,305,617.26
Report Difference		(4,782,861.38)	(8,784,224.87)	4,001,363.49	(52,190,380.72)	(56,997,157.05)	4,806,776.33



GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: July 21, 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: July 21, 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.