

**GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
AMENDED - PUBLIC NOTICE AND AGENDA
REGULAR SESSION**

**Tuesday, January 19, 2021 9:00 a.m.
3885 East Golder Ranch Drive, Tucson, Arizona**

**DUE TO COVID-19 AND RELATED PRECAUTIONS IN-PERSON ATTENDANCE IS PROHIBITED
VIRTUAL MEETING- PLEASE SEE DETAILS BELOW**

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, January 19, 2021. The meeting will originate at the Fire District Administration Board Room, which is located at 3885 East Golder Ranch Drive, Tucson, Arizona. 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 are 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 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.

***** Please see revised instructions to speakers at the bottom of this agenda.***

5. PRESENTATIONS

A. RETIREMENT – FIRE MEDIC WALTER SCHMIDT

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 – DECEMBER 15, 2020 REGULAR SESSION

B. APPROVE MINUTES – DECEMBER 15, 2020 EXECUTIVE SESSION



- C. APPROVE AN AMENDMENT TO THE CURRENT INTERGOVERNMENTAL AGREEMENT BETWEEN GOLDER RANCH FIRE DISTRICT AND RINCON VALLEY FIRE DISTRICT FOR INFORMATION TECHNOLOGY SERVICES

7. REPORTS AND CORRESPONDENCE

A. FIRE CHIEF'S REPORT - CHIEF KARRER

- UPDATES ON THE FOLLOWING AREAS:
 - MEETINGS, TRAININGS, AND EVENTS ATTENDED
 - POLITICAL & PUBLIC SAFETY INTERACTIONS/UPDATES
 - DISTRICT ACTIVITIES
 - PERSONNEL
 - COMMENDATIONS/THANK YOU CARDS RECEIVED
- BOARD SERVICES REPORT – MANAGER PAINTER
- COMMUNITY RELATIONS REPORT – MANAGER BRASWELL
- INFORMATION TECHNOLOGY REPORT – MANAGER RASCON
- LEADERSHIP TEAM REPORT – PRESIDENT JONES

B. EMERGENCY/LIFE SAFETY SERVICES ASSISTANT CHIEF'S REPORT - CHIEF BRANDHUBER

- UPDATES ON THE FOLLOWING AREAS:
 - ASSISTANT CHIEF'S ACTIVITIES FOR THE MONTH
 - EMS
 - FINANCE
 - FIRE AND LIFE SAFETY SERVICES
 - HEALTH AND SAFETY
 - HONOR GUARD/PIPES AND DRUMS
 - HUMAN RESOURCES
 - OPERATIONS
 - SPECIAL OPERATIONS
 - TRAINING
 - WILDLAND

C. LOGISTICS & SPECIAL PROJECTS ASSISTANT CHIEF'S REPORT - CHIEF ABEL

- UPDATES ON THE FOLLOWING AREAS:
 - ASSISTANT CHIEF'S ACTIVITIES FOR THE MONTH
 - SPECIAL PROJECTS
 - LOGISTICS

8. REGULAR BUSINESS

- A. FOR DISCUSSION ONLY – THE POTENTIAL SALE OF DISTRICT OWNED LAND ON THE CORNER OF SHANNON AND OVERTON



- B. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE SERVICE AGREEMENT WITH LEXIPOL FOR AN AMOUNT NOT TO EXCEED \$26,000 OF BUDGETED FUNDS FOR POLICY DEVELOPMENT AND UPDATE
- C. DISCUSSION AND POSSIBLE ACTION REGARDING THE GOLDER RANCH FIRE DISTRICT RECONCILIATION AND MONTHLY FINANCIAL REPORT
- D. 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 CONSULTATION OR LEGAL ADVICE REGARDING AN UPDATE ON EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) COMPLAINTS RECEIVED, NOTICE OF CLAIM RECEIVED, AND POSSIBLE PENDING LITIGATION
Note – executive sessions are confidential pursuant to Arizona law.
- E. EXECUTIVE SESSION: THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03.A(1) FOR THE PURPOSE OF DISCUSSION AND REVIEW OF THE FIRE CHIEF’S EMPLOYMENT CONTRACT INCLUDING COMPENSATION
Note – executive sessions are confidential pursuant to Arizona law.
- F. DISCUSSION AND POSSIBLE ACTION REGARDING THE FIRE CHIEF’S EMPLOYMENT CONTRACT INCLUDING COMPENSATION.

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 – February 16, 2020

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

In-person attendance by members of the public will be prohibited due to the current COVID-19 social distancing restrictions.

Members of the public can watch public meetings online or join the meeting via a teleconference (details on how to watch or listen are listed below) and, where appropriate, participate by the following electronic means: if a member would like to submit a comment or question, also known as a speaker card, please email the Board Services Manager at bpainter@grfdaz.gov no later than 30 minutes prior to the start of the public meeting. If the sender wants it to be read at the meeting (which may or may not occur, in part or in its entirety, as appropriate under the circumstances), comments shall be limited to no more than 500 words or three minutes as read aloud. Such emails shall also identify the name and address of speaker, and whether the sender wants the email read during the Call to the Public section or a specific agenda item.



*To view the meeting online please visit our website at grfdaz.gov/grfd-agenda-minutes, there is an agenda posted, with background information linked to each agenda item. To view the meeting online, please use this link: <https://grfdaz.zoom.us/j/96169099037>. If you would like to call and listen to the meeting via telephone please dial 1.877.853.5247 (Toll Free) or 1.346.248.7799
Webinar ID: 961 6909 9037*

Wally Vette, Clerk of the Board
Golder Ranch Fire District

If any disabled person needs any type of accommodation, please notify the Golder Ranch Fire District Administration 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 administration office, 3885 E Golder Ranch Drive, Tucson, Arizona 85739.

Posted By: Brooke Painter 1/12/2021 at 3:00 p.m.
Amended Agenda posted by: Brooke Painter 1/14/2021 at 2:30 p.m.



**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Brooke Painter, Board Services Manager

DATE: January 19, 2021

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: Randy Karrer, Fire Chief

DATE: January 19, 2021

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. ** Please see revised instructions to speakers at the bottom of the agenda.

RECOMMENDED MOTION

No motion is necessary for this agenda item.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Randy Karrer, Fire Chief

DATE: January 19, 2021

SUBJECT: PRESENTATIONS – RETIREMENT – FIRE MEDIC SCHMIDT

ITEM #: 5A

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Fire Medic Walter Schmidt has retired from the Golder Ranch Fire District after over 28 years of service, effective December 29, 2020.

RECOMMENDED MOTION

No motion is necessary for this agenda item.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Brooke Painter, Board Services Manager

DATE: January 19, 2021

SUBJECT: APPROVE MINUTES – DECEMBER 15, 2020 REGULAR SESSION
APPROVE MINUTES – DECEMBER 15, 2020 EXECUTIVE SESSION

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. APPROVE MINUTES – DECEMBER 15, 2020 REGULAR SESSION
- B. APPROVE MINUTES – DECEMBER 15, 2020 EXECUTIVE SESSION

RECOMMENDED MOTION

Motion to approve the January 19, 2021 consent agenda.

**GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
REGULAR SESSION MINUTES
December 15, 2020 9:00 a.m.
3885 East Golder Ranch Drive, Tucson, Arizona**

1. CALL TO ORDER/ROLL CALL

Fire Board Chairperson Cox Golder called the meeting to order on Tuesday, December 15, 2020, at 9:00 a.m.

Members Present: Board Chairperson Vicki Cox Golder, Board Vice-Chair Richard Hudgins, Clerk Wally Vette, Board Member Steve Brady, and Board Member Albert Pesqueira

Staff Present: Fire Chief Randy Karrer, Assistant Chief Patrick Abel, Assistant Chief Brandhuber, Community Relations Manager Anne-Marie Braswell (via Zoom), Finance Manager Dave Christian, IT Manager Herman Rascon (via Zoom), Board Services Manager Brooke Painter, and Legal Counsel Donna Aversa (via Zoom)

2. SALUTE AND PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

3. FIRE BOARD REPORTS

Clerk Vette reported that the statutory training class he had signed up for was postponed. Board Member Pesqueira wanted to recognize that this is the 50th anniversary of the Pioneer International Hotel Fire, which had the largest loss of life in Arizona history, 29 hotel guest died that day.

4. CALL TO THE PUBLIC

There were no public issues presented.

5. PRESENTATIONS

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

Vice-President Ryan Ward reported that the Union worked with Ruth Dormanen of the Players Pub and the Catalina Crusaders, who were able to raise almost \$9,000 for the Local #3832 for the annual shop with a firefighter event.



In November 2020, the Pima County Board of Supervisors appointed the three incumbent board members, as they ran unopposed and the election was canceled. Chairperson Cox Golder administered the ceremonial oaths to the three incumbents. The official oaths were administered and notarized prior to this meeting, as required by A.R.S. §§38-231 and 38-232.

6. CONSENT AGENDA

- A. APPROVE MINUTES – NOVEMBER 17, 2020 REGULAR SESSION
- B. APPROVE MINUTES – NOVEMBER 17, 2020 EXECUTIVE SESSION
- C. APPROVE THE EXTENSION OF THE PREVIOUSLY ADOPTED INTERNAL POLICY, WITH SIMILAR BENEFITS TO THE CARES ACT, WHICH IS SET TO EXPIRE ON DECEMBER 31, 2020, TO MARCH 31, 2021
- D. APPROVE AND ADOPT THE GOLDER RANCH FIRE DISTRICT'S REGULAR GOVERNING BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2021
- E. APPROVE AND ADOPT THE UPDATED GOLDER RANCH FIRE DISTRICT GOVERNING BOARD BYLAWS

MOTION by Clerk Vette to approve the December 15, 2020 Consent Agenda

MOTION SECONDED by Vice-Chair Hudgins

MOTION CARRIED 5/0

7. REPORTS AND CORRESPONDENCE

- A. FIRE CHIEF'S REPORT – Chief Karrer presented the fire chief's report to the Governing Board. He noted that we had to cancel our normal Christmas events this year. However, we will be hosting a Winter Wonderland, drive-through event to celebrate, while practicing safe social distancing. He wanted to remind the Board that we are still planning to hold the strategic planning event on January 12 and 13. Chief Karrer reported that he has been in touch with the State Land Department regarding the property in SaddleBrooke Ranch for the proposed station. He stated he would be working with the Arizona Fire Chiefs Association to propose legislative changes to allow fire districts the same pricing that school districts receive. He will work with Robson on the other property they have offered as well to figure out the feasibility of that property location. There were no further questions or comments from the Governing Board.
 - BOARD SERVICES REPORT – Board Services Manager Painter stated that her report was included in the board packet. There were no further questions or comments from the Governing Board.



- COMMUNITY RELATIONS REPORT – Community Relations Manager Braswell stated that her report was included in the board packet. There were no further questions or comments from the Governing Board.
 - INFORMATION TECHNOLOGY REPORT – IT Manager Rascon stated that his report was included in the board packet. There were no further questions or comments from the Governing Board.
 - LEADERSHIP TEAM REPORT – Vice-President Ward reported that the Union has been very active with their charities this past month. There were no further questions or comments from the Governing Board.
- B. EMERGENCY/LIFE SAFETY SERVICES ASSISTANT CHIEF'S REPORT – Chief Cesarek presented the Emergency/Life Safety Services Assistant Chief's report to the Governing Board on behalf of Chief Brandhuber. He answered questions from the Governing Board related to the SAFER report. There were no further questions or comments from the Governing Board.
- C. LOGISTICS AND SPECIAL PROJECTS ASSISTANT CHIEF'S REPORT – Chief Abel presented the Logistics and Special Projects Assistant Chief's report to the Governing Board. He stated that the remodel projects for both north and south administration offices are wrapping up and the Station 375 remodel is expected to be done by January 15, if not sooner. He continued that the process has started for the Station 374 remodel. There were no further questions or comments from the Governing Board.

8. REGULAR BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION #2020-0009 A RESOLUTION PROVIDING FOR ALL MATTERS RELATING TO THE SALE AND ISSUANCE OF GENERAL OBLIGATIONS BONDS OF THE DISTRICT INCLUDING DELEGATION TO THE FIRE CHIEF AND THE FINANCE MANAGER OF THE DISTRICT TO DETERMINE CERTAIN MATTERS RELATED THERETO

Manager Christian explained that the goal is to sell bonds for \$15,725,000 while keeping the bond mil rate the same as promised to the residents when the bond passed. By doing this now, we will beat the promised mil rate by about \$.04. Chief Karrer answered questions from the Governing Board about the projects presented. Mark Reader from Stifel made a presentation on the bond financing overview. It included a summary of which projects would be funded by this sale of bonds, the market volatility, the estimated debt service requirements and the projected impact on the secondary tax rate, and a financing calendar.



MOTION by Vice-Chair Hudgins to adopt Resolution #2020-0009 authorizing the sale and issuance of general obligation bonds of the district, including delegation to the fire chief and finance manager of the district to determine certain matters related thereto

MOTION SECONDED by Clerk Vette

MOTION CARRIED 5/0

- B. DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATIONS FOR THE GOLDER RANCH FIRE DISTRICT GOVERNING BOARD POSITIONS OF CHAIRPERSON, VICE-CHAIRPERSON, AND CLERK FOR A ONE-YEAR TERM FOR CALENDAR YEAR 2021

MOTION by Board Member Pesqueira to nominate Vicki Cox Golder as Chairperson of the Golder Ranch Fire District Governing Board

MOTION SECONDED by Vice-Chair Hudgins

MOTION CARRIED 5/0

MOTION by Clerk Vette to nominate Richard Hudgins as Vice-Chairperson of the Golder Ranch Fire District Governing Board

MOTION SECONDED by Board Member Brady

MOTION CARRIED 5/0

MOTION by Chairperson Cox Golder to nominate Board Member Vette as Clerk of the Golder Ranch Fire District Governing Board

MOTION SECONDED by Board Member Brady

MOTION CARRIED 5/0

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

MOTION by Vice-Chair Hudgins to nominate Clerk Vette as Chairperson of the Golder Ranch Fire District's Public Safety Personnel Retirement System Local Pension Board pursuant to A.R.S. §38-847(A)(3).

MOTION SECONDED by Board Member Pesqueira

MOTION CARRIED 5/0

- D. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL AND ADOPTION OF A NEW GOVERNING BOARD MEMBER HANDBOOK AND THE NEW GOVERNING BOARD MEMBER POLICY MANUAL

Manager Painter explained that she had created the new board member handbook and policy manual to help to guide new board members, as well as a reference guide to existing board members. Golder Ranch Fire District has never had anything like this in place previously. Manager Painter continued that every statute listed in these documents was researched to ensure the most current language was used. She asked the Governing Board if they had any suggestions or changes that would like to see made to either document. The board requested a few minor changes.



MOTION by Vice-Chair Hudgins to approve and adopt the new governing board member handbook and policy manual with the noted corrections made
MOTION SECONDED by Board Member Brady

Board Member Pesqueira added he would like to see this come before the Board every two years for possible revisions.

MOTION CARRIED 5/0

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

Finance Manager Christian presented the monthly financials and reconciliation for Golder Ranch Fire District to the Governing Board. There were no further questions or comments from the Governing Board. Chief Cesarek provided an overview of the EMS billing activity for the month.

MOTION by Vice-Chair Hudgins to approve and accept the Golder Ranch Fire District reconciliation and monthly financial reports as presented

MOTION SECONDED by Clerk Vette

MOTION CARRIED 5/0

F. 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 CONSULTATION OR LEGAL ADVICE REGARDING AN UPDATE ON EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) COMPLAINTS RECEIVED

MOTION by Clerk Vette to enter into executive session pursuant to ARS. §38-431.03.A(3) for the purpose of legal advice with the attorney at 10:04 a.m.

MOTION SECONDED by Vice-Chair Hudgins

MOTION CARRIED 5/0

Those present in the executive session were the Board Members, Chief Karrer, Attorney Aversa (via telephone), and Manager Painter.

The Board reconvened into regular session at 10:29 a.m.

Chairperson Cox Golder reminded those in attendance Executive Sessions are confidential pursuant to ARS §38-431.03(C).



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 study the matter further.

- Regularly Scheduled Meeting – January 19, 2020
- Chief Karrer reminded the Board about the strategic planning session on January 12 and 13

10. CALL TO THE PUBLIC

There were no public issues presented.

11. ADJOURNMENT

MOTION by Clerk Vette to adjourn the meeting at 10:31 a.m.

MOTION SECONDED by Vice-Chair Hudgins

MOTION CARRIED 5/0

Wally Vette, Clerk of the Board
Golder Ranch Fire District
b/p



**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Herman Rascon, IT Manager

DATE: January 19, 2021

SUBJECT: APPROVE AN AMENDMENT TO THE CURRENT INTERGOVERNMENTAL AGREEMENT BETWEEN GOLDER RANCH FIRE DISTRICT AND RINCON VALLEY FIRE DISTRICT FOR INFORMATION TECHNOLOGY SERVICES

ITEM #: 6C

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

BACKGROUND

The intergovernmental agreement presented to the governing board is an amendment to a current agreement for IT services. The document presented is a redline version, showing the change of the terms of the agreement. Instead of renewing each year, the agreement will automatically renew for additional one year periods, unless canceled by either party. There are no other changes to the agreement.

RECOMMENDED MOTION

Agenda item is included in the January 19, 2021 Consent Agenda

INTERGOVERNMENTAL AGREEMENT
FOR INFORMATION TECHNOLOGY SERVICES

THIS AGREEMENT is made and entered into this _____ day of _____, 2020~~1~~, by and between the GOLDER RANCH FIRE DISTRICT, an Arizona Fire District (hereinafter referred to as “GRFD”), and the RINCON VALLEY FIRE DISTRICT, an Arizona Fire District (hereinafter referred to as “RVFD”).

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

WHEREAS, GRFD and RVFD are each familiar with the other’s operations and administration; and

WHEREAS, RVFD is in need of IT support services for information technology and fire records/ePCR data hosting and support; and

WHEREAS, GRFD has a full IT department with an IT specialist, Application administrator, System administrator, network monitoring tools, domain, server hosting capabilities which hosts its own fire records and ePCR services receiving dispatch data from Valley Emergency Communication Center (hereinafter referred to as “VECC”); and

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

WHEREAS, it is the desire of GRFD and RVFD 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 2020, and shall continue in full force and effect until June 30, 2021. This agreement shall automatically renew for additional one (1) year periods unless canceled at any time, with sixty (60) days written notice to the other party. Upon cancellation, RVFD shall pay GRFD all sums due and owing for work/services performed through the date of cancellation.

~~This Agreement shall be effective on the 1st day of July 2020, and shall continue in full force and effect until June 30, 2021. Either party may cancel this Agreement with sixty (60) days written notice to the other party. Upon cancellation, RVFD shall pay GRFD all sums due and owing for work/services performed through the date of cancellation.~~

~~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 RVFD.*

- 3.1.1 For the period of time from July 1, 2020, to June 30, 2021, RVFD 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 beginning of each fiscal quarter.

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

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

3.1.3 Initial Hourly Rate.

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

- 3.1.3.2 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 RVFD 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.

3.1.3.3 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.

3.1.3.4 If the parties agree to renew this Agreement following the initial term and upon renewal of the IGA, RVFD will pay any mutually agreed upon increase in the cost of services. Any changes to the cost paid by RVFD will be agreed upon through an amendment to this Agreement.

3.1.4 RVFD is responsible for any equipment cost related solely to the improvements, additions, and maintenance needed to support RVFD systems.

3.1.5 RVFD shall purchase all software licenses related to maintaining RVFD within license compliance for all supported systems and provide proof of license promptly upon request of GRFD.

3.1.6 RVFD shall provide internet access to each of RVFD's locations and mobile devices through a separate provider. No Internet access is being provided within this agreement.

3.1.7 RVFD is responsible for purchasing network connectivity equipment required for GRFD to provide support to RVFD locations.

3.1.8 RVFD 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. RVFD shall be responsible for maintaining this list current.

3.1.9 RVFD will use its best efforts to determine its timeline and scheduling of IT Support Services and RVFD will take into consideration all recommendations from GRFD's IT Manager or designee.

3.2 Requirements of GRFD.

3.2.1 GRFD shall provide RVFD 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, desktop support for GRFD hosted FRMS/EPCR applications, mobile PC support for GRFD hosted FRMS/EPCR applications, and VECC software support for hosted FRMS/EPCR applications, Microsoft server support, domain management and desktop support.

3.2.1.2 GRFD shall provide IT Support Services up to 10 hours a week with no roll over of unused time to the following week.

3.2.1.3 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 RVFD with network monitoring of all essential network devices and mobile unit as determined by GRFD's IT Manager.

3.2.3 GRFD IT Manager shall assign the appropriate GRFD staff member to carry out request submitted by RVFD through the GRFD helpdesk system.

3.2.4 GRFD shall immediately notify RVFD of any staffing changes, cost increases or other pertinent information upon GRFD'S receipt of this information.

3.2.5 GRFD agrees to provide RVFD with technical recommendation for any IT related purchase and software needed as requested.

4 *Indemnification.*

4.1 RVFD 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 RVFD, its members, directors, officers, employees, agents, and assigns.

4.2 GRFD shall indemnify and hold harmless RVFD, 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 RVFD 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:

RINCON VALLEY FIRE DISTRICT
14550 E. Sands Ranch Road
Vail, AZ 85641

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

GOLDER RANCH FIRE DISTRICT
3885 East Golder Ranch Drive
Tucson, AZ 85739

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

- 5.5 The employees of RVFD shall not become employees of GRFD by virtue of this Agreement. The employees of GRFD shall not become employees of RVFD by virtue of this Agreement. Nothing in this Agreement shall be construed to create any partnership or joint agency relationship between GRFD and RVFD.
- 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.*

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 RINCON VALLEY FIRE DISTRICT, by their respective officers authorized to do so, have executed this Agreement.

GOLDER RANCH FIRE DISTRICT

RINCON VALLEY FIRE DISTRICT

Vicki Cox-Golder
Chairperson of the Board

Chairman of the Board

ATTEST:

Wally Vette
Clerk of the Board

Clerk of the Board

The foregoing Intergovernmental Agreement between RVFD 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

Donna Aversa
RVFD District Attorney

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Randy Karrer, Fire Chief

DATE: January 19, 2021

SUBJECT: REPORTS AND CORRESPONDENCE

ITEM #: 7A – 7C

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

- A. Fire Chief's Report – Chief Karrer
 - Updates on the following areas:
 - Meetings/Trainings and Events Attended
 - Political & Public Safety Interactions
 - District Activities
 - Personnel
 - Commendations/Thank You Cards Received
 - Board Services Report – Manager Painter
 - Community Relations Report – Manager Braswell
 - Information Technology Report – Manager Rascon
 - Leadership Team Report – President Jones
- B. Operations Assistant Chief's Report – Chief Brandhuber
 - Updates on the following areas:
 - EMS
 - Finance
 - Fire and Life Safety Services
 - Health And Safety
 - Honor Guard/Pipes And Drums
 - Human Resources
 - Operations
 - Special Operations
 - Training
 - Wildland
- C. Logistics & Special Projects Assistant Chief's Report – Chief Abel
 - Updates on the following areas:
 - Logistics
 - Special Projects

RECOMMENDED MOTION

No motion is necessary for this agenda item.



CHIEF'S REPORT

Fire Chief – Randy Karrer

December 2020

Meetings, Trainings & Events Attended for the Month

I conducted command weekly staff briefings and direct reports meetings.

I canceled the monthly Fire Chief's status meeting with all managers and chief officers within the District. We had multiple people on other assignments and I was in quarantine.

We conducted the monthly governing board meeting via Zoom.

I conducted a special Arizona Fire Service Institute (AFSI) meeting to discuss ambulance response times and requirements. Chief Brandhuber sat on a task group meeting the following week. Our intent is to try to change how Arizona Department of Health Services (ADHS) tracks, enforces and manages ambulance response times.

I attended the Oro Valley Executive Leadership Team (ELT) video meeting via "Teams."

At Oro Valley Police Department (OVPD) Chief Riley's invitation, I attended a debriefing regarding a recent OVPD officer-involved shooting via Zoom.

I attended and served as a board member of the Securis Workers' Compensation Trust board meeting via Zoom. One of Golder Ranch Fire District's (GRFD) employee's cases was discussed.

The Leadership Team met to at our regular December meeting. Several items were discussed including the task books, captain's testing, and COVID-19 vaccines. Also discussed was the possibility of annexations to the south of GRFD. This will be discussed again with the Board in an open session.

Political & Public Safety Interactions & Updates

Attached is the Arizona Fire Districts Association (AFDA) legislative update.

I participated in a call with members and lobbyists from the League of Cities and Towns, AFDA, Professional Firefighters of America (PFFA) and Arizona Fire Chiefs Association (AFCA) to discuss the upcoming legislative session and how we can collaborate on bills being introduced. AFDA and I have been trying to make adjustments to Title 48 allowing fire districts to issue Certificates of Participation (COP) for financing. Currently, municipal governments and school districts are allowed, but fire districts are not allowed to issue COPs for financing. The League has been supportive of this change as they have also been seeking change to allow municipal governments to amend their budgets after previously approved, as fire districts can. With the recent distribution of Coronavirus Aid, Relief, and Economic Security (CARES) Act money, this has become an issue for some. We see this as common ground and have been working collectively to achieve both objectives.

December 20th marked the 50th anniversary of the Pioneer Hotel fire in downtown Tucson. Twenty nine hotel guests lost their lives, which remains the largest loss of life in a building fire in Arizona's history. GRFD Board Member Albert Pesqueira was on the scene as a 14-month firefighter for Tucson Fire Department. Special thanks to Mr. Pesqueira and his wife, Elsa, for producing the documentary "Hot Pion" and resurrecting the important lessons learned. This horrific fire changed fire codes nationally and internationally. Follow this link for a brief overview of the fire https://www.youtube.com/watch?v=JkU_MtA7FbA. You may view the movie, "Hot Pion," for a more detailed overview of that horrible night.

I will be meeting with OVPD Chief Riley and OVPD communications personnel regarding some delays being experienced at our communications center. I am also scheduled to speak with Chief Riley at the Oro Valley Country Club in the near future.

The Community Relations team and I completed a video on COVID-19 with Oro Valley Mayor Winfield. Please follow this link to view the video. Special thanks to Mayor Winfield, Town of Oro Valley staff and GRFD Community Relations for this production.
<https://www.facebook.com/orovalleyazgov/videos/383138746323679/>

Attached please find the Happy New Year card mailed by Mayor Winfield, Oro Valley Council, and staff.

District Activities for the Month

A graduate student with the University of Arizona completed an evaluative study on our Community Paramedicine program. In short, it reads that our program is extremely

successful in reducing readmissions and prolonging the lives of the participant. Attached is the executive summary.

I postponed the strategic planning session scheduled for January 12-13, 2021. In light of the current situation, the logistics became difficult. Therefore, we felt postponing was the best option to ensure the best product. I hope to reschedule very soon.

I attended a conference call with our financial advisor, Mark Reader, to discuss our upcoming bond sale.

At our monthly governing board meeting, the Board passed a resolution authorizing the sale of Phase II bonds, which was authorized by the voters in 2019. This is an accelerated sale because of the extraordinary low bond rates that will save the taxpayers a significant amount of money over the life of the bond. These savings will be directly reflected in a reduction in the projected and voter-approved bond tax rate.

We conducted our rating call with Standards and Poor's (S&P) and have been awaiting the results. We anticipate selling bonds in the coming weeks. We received a very good bond rating of A- in 2019 and hope to once again receive that, or better. The only concern that was previously expressed was the Public Safety Personnel Retirement System (PSPRS) liability, for which we have been working on a remedy. They seemed very impressed with our agency and our willingness to address the PSPRS liability so aggressively through a COP process. I anticipate we will retain the previous good bond rating.

We made the final order of Scott self-contained breathing apparatus (SCBA) as per our capital improvement plan. This has been in the plan for the past few years, but we were awaiting the latest National Fire Protection Association (NFPA) standard to be met before making the purchase. These are the latest technology which meet the newest NFPA standard and will provide our personnel with the best protection possible. The purchase was approximately \$980,000.

I met with the apparatus committee and approved the fire engine spec for the five engines we will purchase in the coming years. I applauded the committee as they did a great job on the creation of these specifications.

We applied to ADHS to be a point of distribution (POD) for the COVID-19 vaccine. We hope to be able to provide vaccines for our personnel, their families, and others in our community who may need it, such as law enforcement and other governmental entities. As of this writing,

only Tucson Medical Center (TMC) and Banner University Medical Center (UMC) have been allowed access to the vaccines. Chief Cesarek has been doing a great job working directly with ADHS to resolve this. This has been a high priority. Please follow this link [Administrative Directive 20-015](#). Although we have made an effort to incentivize the vaccine and make it as easy as possible for our staff, we have many personnel with strong personal views that wish not to receive the vaccine.

Attached please find an award for financial excellence letter issued by the Government Finance Officers Association (GFOA). Once again, our finance department did an exceptional job in managing and reporting our finances. Manager Christian and his team deserve recognition for this accomplishment as this has been received multiple years now. This is scheduled to be on our agenda in January.

I released the Board of Inquiry (BOI) report on a fire we responded to on March 15, 2020 in Oro Valley that severely injured a GRFD firefighter. Please follow this link to review the report: [Regular Memo 20-062 Board of Inquiry Report](#).

This month we were very busy creating the Winter Wonderland “drive-through” event for the GRFD children. This replaced our annual children’s Christmas party and was our attempt to bring some Christmas cheer during a very different and difficult time. It was a completely drive-through event in your own car. The children received a bag filled with a book, cookie, hot cocoa mix in a cup (sealed for when they got home), and other small trinkets and stickers. It took an all-out effort from the entire organization to put the event together including, but not limited to, assistance from Fleet, Logistics, IT, Board Services, and Operations crews. Everyone was involved. I am very proud of this organization’s commitment to the GRFD family!

Chiefs Hurguy and Robb have been doing wonderful things to enhance communication about the organization, both internally and externally. Please follow this [link](#) and enjoy Episode 10 of the Golder Ranch podcast, featuring Fire Medic Giorgi Flagello!

December 26th was an extremely difficult day for GRFD. Many off-duty members of senior staff and others came to work for the majority of the day following an accident that occurred in the early morning hours with Medic 373. I responded directly to the scene at Saddlebrooke Drive east of Oracle Road to check on the crews that were there. Upon my arrival, all patients had already been transported to Banner UMC Main. A total of six patients were transported, including two GRFD personnel. I drove directly to Banner, making notifications and coordinating with family members of involved GRFD employees while en route. Upon my

arrival at Banner, I assigned Captain Howe to be the liaison for the involved members and to provide information from the trauma bays. I met and stayed with the family members of the crews, providing reassurance and comfort and answering questions. I also coordinated and met with Dr. Joshua Gaither at Banner regarding the conditions of the GRFD personnel as well as the family involved in the other vehicle. Eventually, the families and I were required to leave Banner because of COVID-19 concerns.

Meanwhile at the station 380 classroom, staff members met to set up the command structure and gather critical information regarding the accident. Health & Safety assessed the crews going off duty as well as the crews coming on for duty due to the significance of the event. Multiple debriefings occurred, both informal and formal. Assignments were made and communication links were established. Community Relations began to establish the internal and external messaging of the organization. We began tracking and obtaining all communications, GPS tracking, vehicle data, and any other information that would be needed for the ongoing investigation. I directed Chiefs Brandhuber, Pearce, and Perry to begin the investigation. I made contact with Pinal County Sheriff's Department to offer our full cooperation and personally made contact with Pinal County Sheriff Lamb.

The remainder of the week was spent gathering information and conducting meetings to ensure our crews were recovering and we were able to provide necessary information for the ongoing investigation. I also made a conscious effort to visit multiple stations and personally meet with crews that were involved in the incident.

All the crews on the scene did an outstanding job of managing a very challenging and difficult incident involving our own members. I would like to specifically recognize Captain Hatfield and Chief Seeley for their calm and methodical leadership that brought a sense of control in a time of chaos.

Attached you will find the thank you letters that were mailed out to the agencies and individuals that assisted us following the accident involving Medic 373.

Personnel Updates

I attended multiple Zoom calls dealing with a personnel issue. I also had a conference call with our occupational doctor at Banner, Dr. Williams, regarding a drug testing issue.

Our legal counsel, Donna Aversa, and I had multiple conversations regarding a personnel matter that has been ongoing.

I completed three of my direct reports annual evaluations. Despite a minor delay due to my absence, I completed them prior to the end of the month!

Chiefs Hurguy, Robb, Brandhuber, Grissom, Human Resources staff Delong and Metzger, and Union Vice President Hatfield conducted final interviews for the position of Firefighter recruit. We made conditional job offers and continued the hiring process for those selected.

Commendations and Thank You Letters Received for the Month

- Thank you letter for Captain Mike Thomas, Engineer Eric Melen, Fire Medic Matt Bonilla, and Firefighter Andrew Pacheco. The sender enclosed a \$100 donation along with the letter.
- Thank you letter for Battalion Chief Perry, Captain Jose Ahumada, Engineer Abel Gastelum, Firefighter Sam Garcia, Probationary Firefighter Molly Kolt, Captain Nathan Mitchell, Engineer Robert Morse, Fire Medic Zach Lominac, Paramedic Andrew Shultz, Probationary Firefighter Adrian Dominguez, and Probationary Firefighter Cade Powell.

Hernandez, Maggie

From: John Flynn <johnflynn@azfireadvisor.com>
Sent: Monday, December 21, 2020 6:54 AM
To: AFDA Admin
Subject: AFDA Weekly Legislative & Political Report - 12/21/20

Importance: High

- A group of House Republicans is seeking to upend their GOP caucus selection of Rusty Bowers (R-25, Mesa) as Speaker of the House. The Republicans hold a thin one seat (31-29) House majority. Republican lawmakers Brett Roberts (R-11, Maricopa) and Mark Finchem (R-11, Oro Valley) lead the anti-Bowers effort in the House, which stems from issues related to the general election. With 31 votes necessary to elect the Speaker of the House, the GOP caucus cannot afford any defections. Even one defection will imperil Bowers election as Speaker and allow the Democratic caucus to impact the vote for Speaker. If the GOP House caucus remains divided, anticipate House Democrats to take advantage of the split and extract various policy concessions in exchange for support of a speaker candidate. Going forward a GOP House rift will negatively impact policy priorities as any member of the caucus potentially becomes the crucial 31st vote to pass legislation. Anticipate the Democratic caucus will look to exploit this issue throughout the legislative session.
- There are 35 bills pre-filed for 55th Arizona Legislature – 1st Regular Session which is scheduled to begin in 21 days. A majority of the pre-filed bills are specific to elections and voter issues.
- Wishing you all a safe and enjoyable Christmas Holiday!

Legislative / Regulatory / Elections / Political Calendar

- **January 11, 2021** – 55th Arizona Legislature – 1st Regular Session convenes (21 days)

Upcoming at AFDA

- **January 7, 2021** – AFDA Board Meeting – Thursday, January 7, 2021 at 10:00 a.m. NOTE: ZOOM TELECONFERENCE ONLY (*on site meetings cancelled until further notice*)
- **January 22, 2021** – Fire District Elected Official Required Statutory Training – **MOHAVE COUNTY - Kingman**, Friday, January 22, 2021 at 8:30 a.m. - [Register Here](#) (*subject to COVID postponement*)
- **February 19, 2021** – Fire District Elected Official Required Statutory Training – **COCONINO COUNTY**, Friday, February 19, 2021 at 8:30 a.m. (*details coming soon*)
- **March 19, 2021** – Fire District Elected Official Required Statutory Training – **NAVAJO COUNTY**, Friday, March 19, 2021 at 8:30 a.m. (*details coming soon*)



John Flynn

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Warm Wishes

FOR A JOYOUS HOLIDAY SEASON AND A HAPPY NEW YEAR

TOWN OF ORO VALLEY MAYOR, COUNCIL & TOWN MANAGER

Joe Winfield
Mayor

Melanie Barrett
Vice Mayor

Tim Bohan
Councilmember

Harry "Mo" Greene, II, MD
Councilmember

Joyce Jones-Ivey
Councilmember

Josh Nicolson
Councilmember

Steve Solomon
Councilmember

Mary Jacobs
Town Manager

Executive Summary:

DOES PARTICIPATION IN THE COMMUNITY INTEGRATED HEALTHCARE
PROGRAM REDUCE HEART FAILURE READMISSIONS?

Jennifer Ward

The University of Arizona

Introduction

Heart failure (HF) currently affects 6.2 million Americans and is responsible for the highest 30-day hospital readmission rate of any other disease in the United States at 21.9% (Benjamin et al., 2019; Fingar, Barrett, & Jiang, 2017). One of the most vulnerable times HF patients experience is the transition from the acute care setting to home (Naylor et al., 2004). Van Spall et al. (2019) attributes approximately 40% of HF readmissions to poor care transitions. For these reasons, it is important to implement programs aimed at guiding heart failure patients in the transition from a hospital discharge to home.

Project Description

For this project, a program evaluation was performed of the Community Integrated Healthcare Program (CIHP) to evaluate its effectiveness in reducing HF 30-day readmissions. The first aim of this project was to demographically describe the HF population that completed CIHP as well as participants that were readmitted to the hospital prior to program completion within the program evaluation period of July 1, 2015, to June 30, 2018. The second aim was to compare the HF 30-day readmission rate of the two referring hospitals, Oro Valley Hospital and Northwest Medical Center, the HF 30-day readmission rate of CIHP participants during the program evaluation time frame. Data to evaluate HF 30-day readmission rates of the referring hospitals was obtained from Hospital Compare, which is part of the CMS Hospital Quality Initiative (Medicare.gov, n.d.-b). The period of HF 30-day readmission data currently available through Hospital Compare is July 1, 2015, to June 30, 2018; therefore, it was compared to CIHP data from the same period. This project's inclusion criteria was comprised of patients that participated in CIHP following hospital admission for HF between July 1, 2015, and June 30, 2018. Participants were excluded that did not complete the program for any reason other than

readmission. Participants with inadequate information documented to evaluate completion status or readmission were also be excluded. Data from CIHP participants with primary diagnoses other than HF was not collected. CIHP participant data was collected from the Zoll ® EMS Mobile Health EHR.

Results

Aim 1

Twenty-seven CIHP participants met the inclusion criteria for this project. The demographic data for these participants is as follows; 14 males (52%), 13 females (48%), age range 68-94, mean age 81.7 years \pm 2.846. The race for each participant included in this data analysis was listed as white; ethnicity was not included in the documentation reviewed. All patients were covered by Medicare; 17 participants had primary Medicare, 10 had a Medicare Advantage Plan.

Table 1. *CIHP Demographics*

Demographic	Count
Female	(N= 13) 48%
Male	(N= 14) 52%
Total	27
Medicare Primary	(N= 17) 63%
Medicare Advantage Plan	(N=10) 37%

Table 2. *CIHP Sample by Age*

Age Group	N	Male	Female
60-69	(N= 2) 7.40%	(N= 1) 50%	(N= 1) 50%
70-79	(N= 9) 33.30%	(N= 6) 66.7%	(N= 3) 33.3%
80-89	(N= 10) 37.00%	(N= 6) 60%	(N= 4) 40%
90-99	(N= 6) 22.20%	(N= 2) 33.3%	(N= 4) 66.7%

Age range 68-94; Mean Age 81.7 \pm 2.846

after her initial discharge. The participant did successfully complete the program following her second discharge from the hospital. The number of comorbidities per participant ranged from 1-

7. The median number of comorbidities was 4.

Table 3. *CIHP Comorbidities*

Comorbidity	%	Count
Type II Diabetes Mellitus	30.80%	8
Hypertension	80.80%	21
Hyperlipidemia	69.20%	18
Coronary Artery Disease	46.20%	12
Atrial Fibrillation	26.90%	7
Pacemaker/AICD	30.80%	8
Former Smoker	65.40%	17
Chronic Obstructive Pulmonary Disease	19.20%	5
Chronic Kidney Disease	23.10%	6

Aim 2

There was one readmission among the CIHP sample resulting in a readmission rate of 3.7%. Oro Valley Hospital had a readmission rate of 20.4%, and Northwest Medical Center had a readmission rate of 16.8%. When the total readmissions of Oro Valley and Northwest are compared to the total CIHP sample, there is a significant improvement in readmissions among CIHP participants ($p= 0.0477$).

Table 4. *Usual Care Readmissions vs. CIHP Readmissions*

Referring Hospital	HF Discharges	HF Readmissions	CIHP Participants	CIHP Readmissions	p value
Oro Valley	N=323	N= 66	N= 23	N= 1	0.05876
Northwest	N=310	N= 52	N= 4	N= 0	0.36812
Total	N=633	N= 118	N= 27	N= 1	0.0477*

*CIHP readmissions vs. total readmissions $P < 0.05$

Discussion

Aim 1

The patient demographic data was expected for this population. The CIHP population is primarily covered by Medicare which is an essential consideration for the future as there has been interest in obtaining insurance reimbursement for CIHP services in the future. A nearly even split of male (N= 14) and female (N= 13) patients in the CIHP sample makes the results relevant for participants of both genders. Each participant's race was listed as white, the ethnicity was not reported. This lack of diversity is unfortunate for the relevance of this project's results to non-white patients that could benefit from participation in CIHP.

The referral rate for Oro Valley Hospital (7.1%) and Northwest Medical Center (1.3%) are underestimated. There were patients that were referred to CIHP but did not participate or complete the program for reasons other than readmission. These patients were not included in the analysis because they did not meet the project's inclusion criteria. Additionally, Northwest Medical Center did not begin participating in CIHP until 2017, which is a likely contributor to their low referral rate.

When evaluating the time from hospital discharge to the CP's initial home visit the median was 6.5 days. This time frame does still comply with the recommendations made by the 2013 ACCF/AHA Guideline for the Management of Heart Failure to follow-up within 7-14 days of discharge (Yancy et al., 2013). However, the goal of CIHP is to see patients within 48-72

hours following discharge. The time from hospital discharge to the first home visit is identified as an area to evaluate further. Interestingly, the one admission that occurred within the CIHP sample had the initial visit scheduled for eight days after discharge. The patient was readmitted before this appointment.

The minimum number of visits by the CP was 3, the median number of visits was 5, and the maximum number of visits was 8. The goal of six visits during CIHP enrollment may be a point to reconsider, as the sample for this project generally did well at fewer visits. If fewer than six visits are effective, this program goal could be reevaluated to assist in reducing the operation costs of the program. Of course, the freedom to complete more visits as necessary is thought to be a key feature to the success of CIHP and should be maintained.

The number of comorbidities among CIHP HF participants was expected. The median number of comorbidities was 4. It has been shown that patients with more comorbidities have a higher rate of complications (Naylor et al., 2004). It is necessary to consider that CIHP participants with a higher number of comorbidities may need increased visits.

Aim 2

The sample size, although small at 27 participants, was still able to yield significant results. There was not a significant difference when comparing hospital readmissions to their respective CIHP referral readmissions, which is likely due to the low CIHP sample size. When the total readmissions of CIHP referring hospitals were compared to the entire CIHP sample, a significant difference was found ($p=0.0477$). Showing a significant improvement in HF readmissions with CIHP participation is encouraging.

An important consideration when discussing the results of this program evaluation is that the statistically non-significant results do not imply the result is not impactful. Regardless of the

statistical analysis, it is vital to keep the human impact of these outcomes in perspective. Every readmission that is prevented is a person who is spared the complications, mental anguish, and cost of another hospitalization. Each prevented readmission is a success for CIHP regardless of the statistical significance.

Conclusion

The CIHP was implemented in 2014, since that time several refinements have taken place to aid in the efficacy and efficiency of the program as well as personnel changes. The CIHP process has been polished since implementation, and there has likely been improvement in patient outcomes following the timeframe for this project. Secondary data collection was certainly a limitation of this study. The project lead could not confirm the reliability of the documentation and inconsistent documentation made it difficult to assess participant eligibility for inclusion in this project. A prospect look at CIHP outcomes would likely yield even more favorable results.

According to CMS, most Tucson area hospitals have HF readmission rates similar to the national HF readmission rate (21.9%); (Medicare.gov, n.d.-a). The high HF readmission rates in Tucson present an opportunity for improvement. The positive outcomes resulting from CIHP participation can be used as an example of a successful model to improve HF readmissions throughout the city.

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**Government Finance Officers Association**

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

December 9, 2020

Vicki Cox-Golder
Golder Ranch Fire District
3885 East Golder Ranch Drive
Tucson, AZ 85739

Dear Vicki Cox-Golder:

Your government previously received electronic correspondence that your 2019 comprehensive annual financial report qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. To commemorate that achievement, enclosed is a medallion that can be added to your existing plaque as a testament to the government's commitment to producing an annual report that evidences the spirit of full disclosure and transparency.

Congratulations again.

Sincerely,

A handwritten signature in black ink, reading "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services Center



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

Office of Fire Chief Randy Karrer

December 29, 2020

Chief Norman "Brad" Bradley
Northwest Fire District
5225 West Massingale Road
Tucson, AZ 85743

Dear Chief Bradley,

The early morning hours of December 27, 2020 were a difficult time for the Golder Ranch Fire District. Two of our personnel were involved in a serious traffic collision in an ambulance while returning to the fire station. There are few events more difficult for first responders than responding to one of our own. We would like to extend our heart-felt thank you to the crews of Northwest Fire District that assisted us with this challenging response.

While not directly involved in the response to this emergency, NWFD crews worked to backfill GRFD stations and respond to the calls for service that came in from our community so that we could work to resolve this complex situation. The NWFD crews maintained a great level of professionalism, even with the knowledge that one of their friends may have been involved in the collision. They remained focused on the task at hand. Knowing that NWFD crews were covering our area allowed for the battalion chiefs involved to focus all of their attention on the extrication, treatment, and transport of all of the patients involved. It was through the great team work exhibited on this cold, dark morning by members of NWFD, as well as many other southern Arizona agencies, that the best possible outcome for recovery of all those injured will be possible.

Thank you again to the members of NWFD C-shift and all members of NWFD for helping us in our time of need.

Kindest Regards,

Randy Karrer, Fire Chief
Golder Ranch Fire District



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

Office of Fire Chief Randy Karrer

December 29, 2020

Sheriff Mark Lamb
971 Jason Lopez Circle
Building C
Florence, AZ 85132

Dear Sheriff Lamb,

The early morning hours of December 27, 2020 were a difficult time for the Golder Ranch Fire District. Two of our personnel were involved in a serious traffic collision in an ambulance while returning to the fire station. There are few events more difficult for first responders than responding to one of our own. We would like to extend our heart-felt thank you to the deputies of Pinal County Sheriff's Office for their professionalism in assisting us with this challenging response. We enjoy a great working relationship with all members of PCSO.

It is possible that these deputies had previously worked with the two firefighters in need of help, but the deputies who arrived first on scene were integral in assuring that the correct information was transmitted to our dispatch center. This ensured for the correct medical resources to head towards the scene and all of the patients involved in this incident to be treated and transported expeditiously. It was through the great team work exhibited on this cold, dark morning by members of PCSO, as well as many other southern Arizona agencies, that the best possible outcome for recovery of all those injured will be possible.

Thank you again to the responding deputies of PCSO and all members of PCSO for helping us in our time of need.

Kindest Regards,

A handwritten signature in black ink, appearing to read "Randy Karrer".

Randy Karrer, Fire Chief
Golder Ranch Fire District



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

Office of Fire Chief Randy Karrer

December 29, 2020

Manager Jackie Evans
American Medical Response (AMR)
3759 N. Commerce Drive
Tucson, AZ 85705

Dear Manager Jackie Evans,

The early morning hours of December 27, 2020 were a difficult time for the Golder Ranch Fire District. Two of our personnel were involved in a serious traffic collision in an ambulance while returning to the fire station. There are few events more difficult for first responders than responding to one of our own. We would like to extend our heart-felt thank you to the crew of P-866 C-shift for their professionalism in assisting us with this challenging response. We enjoy a great working relationship with all crew members of P-866, as well as the other providers in AMR's southern Arizona operations.

It is possible that this crew had previously worked with the two firefighters in need of help, but the crew of P-866 rose to the occasion and was integral in assuring that all of the patients involved in this incident were treated and transported expeditiously. It was through the great team work exhibited on this cold, dark morning by members of AMR, as well as many other southern Arizona agencies, that the best possible outcome for recovery of all those injured will be possible.

Thank you again to the members of P-866 C-shift and all members of AMR's southern Arizona operations for helping us in our time of need.

Kindest Regards,

Randy Karrer, Fire Chief
Golder Ranch Fire District



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

Office of Fire Chief Randy Karrer

December 29, 2020

Dilma Burgess
LifeNet-2 c/o Air Methods
5500 S. Quebec St.
Greenwood Village, CO 80111

Dear Dilma Burgess,

The early morning hours of December 27, 2020 were a difficult time for the Golder Ranch Fire District. Two of our personnel were involved in a serious traffic collision in an ambulance while returning to the fire station. There are few events more difficult for first responders than responding to one of our own. We would like to extend our heart-felt thank you to the crew of LifeNet-2 for their professionalism in assisting us with this challenging response. We enjoy a great working relationship with all crew members of the Air Methods helicopters that serve southern Arizona.

It is possible that this crew had previously worked with the two firefighters in need of help, but the crew of LN-2 rose to the occasion and was integral in assuring that the most severely injured patient on the scene, one of our firefighters, was treated and transported rapidly after extrication. It was through the great team work exhibited on this cold, dark morning by the crew of LN-2, as well as many other southern Arizona agencies, that the best possible outcome for recovery of all those injured will be possible.

Thank you again to the members of LN-2 and all members of Air Methods southern Arizona operations for helping us in our time of need.

Kindest Regards,

Randy Karrer, Fire Chief
Golder Ranch Fire District



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

Office of Fire Chief Randy Karrer

December 29, 2020

Joshua B. Gaither, MD, FACEP
Assoc. Medical Director, Banner-UMC Tucson Base Hospital
1501 N. Campbell Ave.
AHSL 4173F
Tucson, AZ 85724

Dear Dr. Joshua Gaither,

The early morning hours of December 27, 2020 were a difficult time for the Golder Ranch Fire District. Two of our personnel were involved in a serious traffic collision in an ambulance while returning to the fire station. There are few events more difficult for first responders than responding to one of our own. We would like to extend our heart-felt thank you to you and your team that assisted us with this challenging incident.

Knowing that we had dedicated professionals such as yourself caring for members of our "fire family" put us at ease. While we have worked closely throughout the years on educational endeavors, you and your team's expertise and compassion shone through in the way that you cared for our firefighters. While they may have a lengthy recovery, we are thankful that you gave them the best opportunity to get back to their normal lives.

Thank you again. We are indebted to you.

Kindest Regards,

A handwritten signature in black ink, appearing to read "Randy Karrer".

Randy Karrer, Fire Chief
Golder Ranch Fire District

[REDACTED]

Golder Ranch Fire District
385 E. Golder Ranch Dr.
Tucson, AZ 85737
Attn: Engine 380 A shift crew

To: Captain Mike Thomas, Eric Melen, Andrew Pacheco, Matthew Bonilla;

[REDACTED]
[REDACTED] I said I needed to
find a pharmacy open where I could purchase a bed pan [REDACTED]
[REDACTED] You not only called to find a bed pan, you went to get it and brought it to me and wouldn't let me
pay you for it!

Your crew went far beyond "the call of duty" and I want you to know how much your kindness and
consideration were appreciated. [REDACTED]
[REDACTED]

My heartfelt thanks and gratitude,
[REDACTED]

enclosed is a small donation for the members of Golder Ranch Fire District

December 2, 2020

Fire Chief Karrer,

Sir, just a quick letter of appreciation on the outstanding work of your fire crews. I have had two interactions with your crews from Station 380 in the past 9 months.

The first was [REDACTED] on March 8th, 2020 at the Ace Hardware, Oracle/Magee. Battalion Chief Perry, and I am guessing it was EN380 and PM380 (I didn't look at the numbers close) were at the scene [REDACTED]
[REDACTED]

The second was December 1st, 2020, couple blocks south of La Canada/Magee.
[REDACTED]

[REDACTED] Again, I am guessing it was EN380 and PM380.

Both times the crews responded quickly, were professional and courteous. They assessed quickly and took the appropriate actions.

Please pass on our thanks and gratitude to these fine crews.

Timothy J. Nofs



Battalion Chief, Retired

Tucson Fire Department

8305 N. Northern Ave.

Tucson, AZ 85704



BOARD SERVICES' REPORT

Board Services Manager – Brooke Painter

December 2020

Meetings, Trainings & Events Attended for the Month

Manager Painter attended the weekly direct reports staff meetings with Chief Karrer and his direct reports, as well as, the Fire Chief's status meeting with all of the managers.

Manager Painter, Administrative (Admin) Assistant Hernandez, Administrative (Admin) Specialist Ramos and Records Specialist (RS) Ortiz attended the weekly Board Services meetings.

Manager Painter attended the Arizona Municipal Clerks Association Board Meeting.

Manager Painter and Admin Specialist Ramos met with the vendor who is assisting with furniture for the two new offices, the new conference room, and the lobby in the north administration building. The furniture order was finalized and placed. They also met with a vendor to receive a quote for window coverings for three offices, the new conference room, and the lobby. A second meeting is scheduled with another vendor to receive an additional quote.

Manager Painter, Admin Specialist Ramos, and RS Ortiz attended meetings as part of the Christmas Committee to organize the final preparations for the Winter Wonderland drive-thru event. Board Services staff and Finance Specialist Jaime Oswald packed gift bags with the 350 cups, hot cocoa packets, and cookies that had been purchased for the event, in addition to small prizes that were unused from last year's pancake breakfast. Admin Specialist Ramos found and ordered special bells that said 'Believe' on them to go with the Polar Express theme. The bells were placed on the outside of the bags.

RS Ortiz arranged and placed lights in front of station 370 and at the front and sides of the administration building with assistance from Finance Specialist Oswald's two college-age children. Admin Specialist Ramos also helped decorate the administration building and entrance to the Winter Wonderland event. She assisted the evening of the event by greeting families at the entrance and checking for their "golden ticket" for admittance. She then radioed the number of children in each vehicle to Santa's elves (Manager Painter & her

daughter) who readied the treat bags to hand out as the vehicles arrived at the next stopping point. It was a wonderful event.

Manager Painter worked with Human Resources (to verify the list of children), at the request of Chairperson Cox Golder, to order and deliver Amazon gift cards to each child (17 and under) of each Golder Ranch Fire employee. This is a very generous tradition that Chairperson Cox Golder has done for many, many years.

Admin Specialist Ramos continued to train Board Services staff in OPIQ. The goal is for staff to be cross-trained in the event one needs to step in and cover another's area. Admin Specialist Ramos has been working with Admin Assistant Hernandez to train her on various functions of the software program, including most recently, teaching her how to create purchase orders from credit card purchases. Admin Assistant Hernandez assisted with the purchase orders for Logistics and I.T. while Admin Specialist Ramos was away.

Records

RS Ortiz responded to 34 records requests for the month of December.

The breakdown is as follows:

Environmental Reports	4
Outstanding Code Violations/Inspection Report	-
Fire Reports	2
Incident Reports	-
Medical Records	28
Billing Records	-
Other	-

- For calendar year 2020, RS Ortiz responded to 233 requests for records, 43 boxes of records that had met their retention were shredded, 9 resolutions were submitted to Pima and Pinal County Recorders to be recorded, and 41 contracts/intergovernmental agreements (IGA's)/memorandums of understanding (MOU's), etc. were scanned and entered into Document Locator.
- In December, RS Ortiz reviewed all contracts/IGA'/MOU's in Document Locator. She added expiration dates for those that did not have one listed in their meta-data to make it easier to identify when contracts need to be renewed.
- This year there were 148 sets of minutes transcribed from the old Oracle Junction Fire District for preservation. Admin Assistant Hernandez transcribed 34 sets and RS Ortiz transcribed 114 sets.

- To make room for a half office in the records room, 93 boxes were moved to storage.
- RS Ortiz moved into her new office in the south side of Administration.
- A timeline of Golder Ranch Fire District was created and continued from 1977 to 2013. Statistics from 2013-2020 were added to maintain a timeline of Golder Ranch's history.
- RS Ortiz continued to assist in posting and distributing regular memos and administrative directives for chiefs, conduct document searches, order office supplies for administrative staff, and send out copies of thank you notes/cards to the recipients and their supervisors.
- Along with responding to a multitude of records requests, Records Specialist Ortiz spent quite a bit of time preparing for GRFD's Winter Wonderland light parade. She created and printed the "golden ticket" used for admittance into the event and printed the letters and labels for each GRFD employee to mail out along with the "golden ticket." She created signage for the event, including a Winter Wonderland sign, Golden Ticket, entrance, and exit, etc. She solicited donations from local companies and was successful in obtaining a \$100 donation from Target and \$100 donation from Walmart. The donations were used to purchase lights to decorate the administrative building.

Administrative Assistants' Activities

Administrative Specialist Ramos continued with her daily duties by providing assistance to Board Services, IT and Facilities, and wherever else her assistance was requested. This included processing invoices for payment, reconciling credit cards, and completing other clerical tasks as needed. She also assisted the chiefs with any special projects as directed.

- She oversaw the receiving and installation of furniture for station 375 firefighter and captain's offices. She continued to assist Facilities in ordering items for station 375 to prepare for the crews to move in. This has been an exciting project for Admin Specialist Ramos.
- She continued to receive and place orders for the stations' kitchen appliance and supplies requests.
- She continued to circulate birthday and sympathy cards for Administration staff. She coordinated a COVID-safe luncheon in celebration of Christmas and the December birthdays in Admin and Fleet.

Administrative Assistant Hernandez continued to answer the phone, collect and distribute packages, and provide clerical assistance wherever needed.

- The front office construction is near completion with only a few finishing touches left to be done and furniture to be delivered. Admin Assistant Hernandez moved into her new office with temporary furniture and has begun to settle in.

- Although the front door remained closed to the public, appointments for lockboxes and digital fingerprinting resumed mid-month. There were 4 lockboxes sold and 22 sets of fingerprints taken.
- Admin Assistant Hernandez assisted HR by fingerprinting all 22 recruits for the upcoming academy.
- She continued to assist Chiefs Karrer and Abel with small clerical tasks as needed.
- She continued to mail letters of acknowledgement to the senders of any gratitude correspondence and/or donations received.
- She continued to enter purchase order amounts into the Administration, IT and Facilities budget spreadsheets and file accordingly.
- She completed the Telestaff instructional Power Point in Target Solutions.



COMMUNITY RELATION'S REPORT

Community Relations Manager – Anne Marie Braswell

December 2020

Meetings, Trainings & Events Attended for the Month

- 12/2- CRM Braswell and PIO Jarrold attended a virtual news conference that Governor Ducey and the health department spoke at.
- 12/3- CRM Braswell attended Zoom meeting to plan Winter Wonderland Drive Thru event.
- 12/4- CRM Braswell and PIO Jarrold attended the Pima County Board of Supervisors Emergency COVID meeting virtually.
- 12/7- CRM Braswell attended Fire Chief and direct reports meeting.
- 12/8- CRM Braswell, PIO Jarrold and various crews attended and supported a food drive at Oro Valley Hospital to benefit Impact of Southern Arizona.
- 12/10- CRM Braswell and PIO Jarrold attended a community outreach event at Wilson K-8 to benefit foster children.
- 12/11- CRM Braswell and PIO Jarrold attended a second community outreach event at Wilson K-8 to benefit foster children.
- 12/11- CRM Braswell attended the Pima County Health Department COVID press conference virtually.
- 12/14- CRM Braswell and PIO Jarrold filmed Chief Karrer delivering a holiday COVID safety message for the Town of Oro Valley.
- 12/16- CRM Braswell and PIO Jarrold attended a Ready, Set, Go webinar hosted by Rincon Valley Fire District via Zoom.
- 12/16- CRM Braswell attended Oro Valley Hospital Board of Trustee meeting virtually.
- 12/21- CRM Braswell judged decorated lampposts in the Villa Balboa neighborhood as part of a holiday contest that the HOA hosts.
- 12/22- CRM Braswell, Inspector Brad White and Inspector Derek Grotkier attended a Zoom safety meeting with Encantada Apartments to discuss holiday fire safety with residents.
- 12/20-12/27 Captain Jarrold was on holiday break.
- 12/24-12/28 Christine Leonard was on holiday break.
- 12/24-1/3 CRM Braswell was on holiday break.

GRFD in the News and on Social Networking

Below are some of the highlights from December 1, 2020- December 31, 2020 regarding notable media and social media out reach. All links to media stories are on the GRFD Facebook and/or Twitter and Instagram pages.

- On December 8th, multiple local news outlets covered the food drive by doing live and taped interviews at the site of the drive. This was a collaborative community effort with Oro Valley Hospital to benefit Impact of Southern Arizona.
- On December 11th, we shared the video from the Pima County Health Department COVID press conference. Chief Karrer was present and represented the fire service perspective for the panel.
- Starting on December 13th, we shared a holiday safety messages via social media to provide the “12 Days of Christmas Safety” tips to our residents.



INFORMATION TECHNOLOGY REPORT

IT Manager – Herman Rascon

January 2021

IT Applications Group Activities/Projects

The GRFD IT Applications group has been working on the following projects:

- The application group continues to focus on the new staffing program by Kronos, Workforce TeleStaff. TeleStaff optimizes the scheduling, communications, and deployment of public safety personnel. We are currently finalized several components to make it work with our current fire record system and send text messages. Also, we have performed a mass import of personnel data into Telestaff in support of testing and preparation for the upcoming go-live date. This allowed the scheduling admins to perform more in-depth testing of the system to ensure text messaging and shift alerts work as expected when we go live on the new software.
- After our last deployment of the ThermoData Wi-Fi logger's, we have found them to be very reliable, and extremely effective. Recently we have become a COVID-19 vaccine provider and we had to find a Datalogger that will monitor the temperatures of the COVID-19 vaccines. After some research, we went ahead and purchased two ThermoData Wi-Fi Vaccine Storage Digital Dataloggers (DDL). These Loggers can withstand temperatures as low as -40°C/-40°F, with accredited calibration certificate, meets all VFC/CDC requirements for digital data loggers (DDL). These Loggers have now been deployed in the freezer where the COVID-19 vaccines are being stored, and are being monitored 24/7.



IT Systems Group Activities/Projects

The GRFD IT Systems group has been working on the following projects:

- US Digital Designs (USDD) installation at station 375 is complete. USDD is our new station alerting system that will replace our current system. The USDD Phoenix G2 Fire Station Alerting System is comprised of a central ATX Station Controller and a network of alerting peripherals that alert first responders throughout a fire station via audio, display, lighting, and auxiliary input/output (I/O) components.
- The Ruckus wireless project is coming to a conclusion this week, with the last Access Point (AP) being deployed and configured on 6 JAN 2021. That will allow all stations excluding 378 to have access to the GRFDAdmin and GRFDPublic Wi-Fi. The benefit of this is that staff that move from one station to another, will be able to be connected to the Wi-Fi since they are all standard – it will just work.
- Another major project the systems team is working on is upgrading our domain environment, which will allow us new features for managing users and computers in the future. We are taking it slow, breaking it down into weekly phases for when we make the changes that will affect our entire organization/domain. The end-users will not be impacted at all, and this will allow us to thoroughly test each change that is made.
- The server migration from our old hardware to the new ones we purchased in AUG 2021 is ongoing. The next servers that will be migrated are high-impact for the user, which means we will need to schedule down time and there will be a minimal amount of time with certain services being offline. Once this is complete, the benefits of moving to newer hardware with more storage and processing power will allow us to allocate more resources to the virtual machines (GRFS1, ManagerPlus, etc.), which will make them more efficient and powerful.



ASSISTANT CHIEF'S REPORT

Emergency/Life Safety Services – Tom Brandhuber

December 2020

Assistant Chief's Activities for the Month

Attended the following:

Paramedic Refresher Training

Chief Karrer's direct report meeting

Arizona DHS Ground Transport rules re-write committee

Participated in the following:

Final Interviews for Academy 21-01

Arizona Ambulance Association monthly meeting

Held the following:

Direct Reports meeting

Pima Fire Chiefs COVID-19 Work Group Meetings

PEMS Special meeting

Weekly PEMS No Divert Subcommittee meeting

Community Integrated Healthcare Program

- Patient census for the CIHP program is increasing when compared to the last few months
- Completed a conference call with the directors of case management at Oro Valley and Northwest Medical Center to remind them of the CIHP program offering

Covid-19 Response

- The EMS Division continues to focus on our transport numbers, including hospital wait times which have been on the rise
- Daily communication with hospital representatives about lengthy wait times to off load patients who had lower acuity health issues
- Recommendation to the representatives of Northwest Medical Center and Oro Valley Hospital to establish a telemedicine service which could be used by EMS providers for patients needing other resources versus an emergency room
- COVID-19 cases continue to increase, the last two weeks of the month showed a sharp incline.
- We are recognized as a Point of Distribution (POD) by the state to receive and administer the Moderna COVID-19 vaccine to our frontline suppression personnel
- Initial vaccine is expected in the first week of January

Ambulance billing

- A very busy month in the ambulance billing office for all agencies.
- Some adversity in gathering information from receiving facilities due to the volume of patients they are navigating, our team has done a great job of following up to fill our needs. All issues mitigated.
- Continued success with the deductible hold process for commercial insurance claims.

Other Items of Interest

- We continue to plan for the EMT education portion of the upcoming academy.
- The AZDHS recognized GRFD as a training center for EMT and our first class is approved.
- Jones and Bartlett is our text provider for the education, the course is set up and instructors are learning the content and the use of their electronic platform for the reading material and lecture materials.
- While this was an interesting 12 months in the EMS world, our team proved to be strong, resilient and focused on our goals; we achieved a great amount this year.

End of the year Facility Training

Training

Courses

- Incident Safety Officer class took place December 15-16, 2020

Academy

- Chiefs Interviews took place the week of December 14, 2020
- Busy planning for the start of the 21-01 Academy

Miscellaneous

- Ran monthly Office of Inspector General report on all Golder Ranch Fire District employees and volunteers
- Working on reviewing and updating all Task books
- Ran various reports on Training Trackers in preparation for the end of the year
- Assigned Annual OSHA training to all Golder Ranch Fire District employees and volunteers
- Assigned Annual Forklift training to all Golder Ranch Fire District certified Forklift operators
- Prepared the 2021 Training Trackers for Firefighter, Driver Operator and Fire Officers
- Ran end of the year Training Tracker reports

Car Seat Program

- 3 car seat installs were done in the month of December

Health and Safety/Crew Scheduler

Health and Safety

- Assisting the peer support team in various issues.
- Implementing Telestaff
- Assisting with District COVID issues
- Annual physicals for current employees and pre hire physicals for new firefighters at 1582
- Qualitative Fit tested all of suppression for P100 masks
- Mental Health and Wellness training

Crew Scheduler

- Assisting Health and Safety with various issues
- Implementing Telestaff
- Training suppression on Telestaff

Wildland

Assignment

- No personnel currently on assignment

Training

- January 4, 2021—April 30, 2021 is the 2021 Arizona Wildfire and Incident Management Academy (AWIMA)
 - The 2021 AWIMA will not be held at the Embry-Riddle Aeronautical University (ERAU) in Prescott this year, but will be a blended type of format combining live and online classes which will be held at various locations across Arizona
 - Wildland team members are starting to sign up for classes throughout the state of Arizona and New Mexico

Projects

- The new tender is still being outfitted with boxes for additional equipment and storage boxes

PCWT Rotation

- Type 1- Unavailable
- Type 1 Support Tender- Unavailable
- Type 2 Support Tender- Unavailable
- Type 3-Unavailable
- Type 6- Unavailable

Honor Guard/Pipes and Drums

Expenditures

- Honor Guard
 - No expenses in the month of December
 - District credit card and Honor Guard budget is all squared up
- Pipes and Drums
 - No expenses in the month of December

Events

- Honor Guard –no events
- Pipes and Drums – no events

Special Operations

Special Operations

- Nothing to report

Finance

PSPRS 2021 Update

- The actuarial report upon which our 2021/2022 Fiscal Year (FY) Golder Ranch Fire District (GRFD) employer contributions is based, is now out and available for download

- The results show that while GRFD's unfunded liability for Tier 1 and Tier 2 plans rose by \$3.56M and the funded status as a percent of assets actually declined from 71% back to 69%
- In-a-nutshell, the reason for the decline in the funding status is that for the fiscal year ended 6/30/20, the return on plan assets for Tier 1 & 2 was only 1.2% and only 5.4% on a smoothed 7 year average
- Because the unfunded liability rose, there will be an increase in the contribution rate from 24.84% to 25.9% on the Tier 1 and 2 employees (majority of our employees) and a small decrease in the Tier 3 (DB) rate from 20.34% today to 20.14% starting on July 1, 2020
- The full PSPRS consolidated actuarial report (across all plans statewide) can be found at the following link
<https://www.psprs.com/investments--financials/annual-reports>

Human Resources

Recruitments

- Golder invited 22 candidates to move forward to the next step in the process
 - This step is the Psychological Evaluation, which is provided by Arizona Police Psychology
 - The Chiefs will review the results with Human Resources (HR) to determine the appropriate candidates to be invited to the next step, Academy

Special Projects

- Tucson ER and Hospital "Heroes Program"
 - Paused due to other District priorities.
- HR Know - compensation system restructure for non-uniform personnel
 - HR is working with Igor Shegolev (owner, HR Know) to schedule a meeting for final presentation to the Chiefs
 - Paused due to other District priorities
- HR has spent this year working closely with Deputy Chief Grissom in Health and Safety to provide support and assistance with our COVID process
 - While this has had a significant impact on HR's time, HR has appreciated the opportunity to work so closely with District Staff and Suppression members
- HR has been providing workers' compensation insurance and care coordination for our employees who were involved in the SaddleBrooke incident

HR Trainings

- HR participated in all regularly scheduled meetings, and completed all regular duties

Special Recognitions

- HR would like to congratulate Walter Schmidt on his 30 years of service with the District!
 - It was a pleasure to work with him and assist him through his retirement process
- HR would like to thank Fire Medic Mitch Young!
 - He was an amazing HR Assistant through-out his light duty assignment

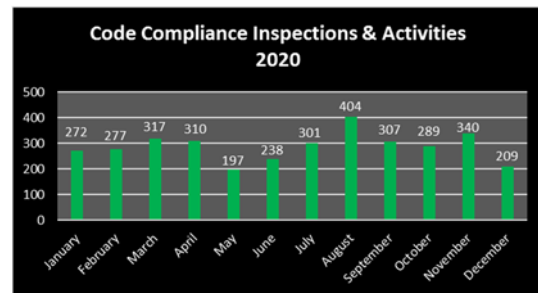
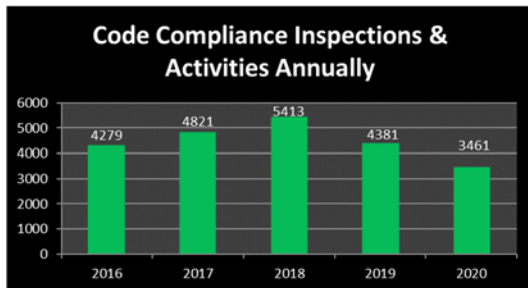
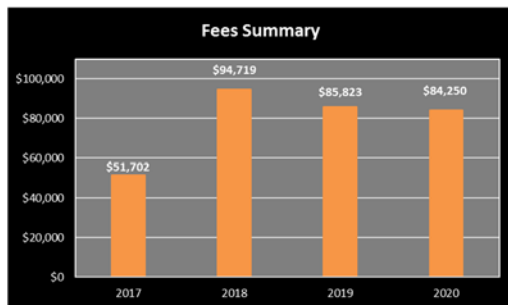
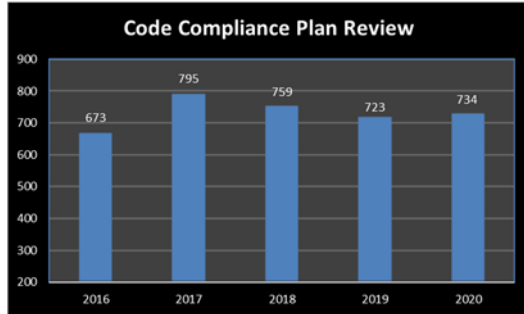
Employee Recognition

- Congratulations on your Golder anniversary, and thank you for being such amazing team members!



GRFD Employee Years of Service Recognition - January			
Last Name	First Name	Date of Hire	Years Of Service
Valencia	Alfred	01/08/1999	22
Fimbres	Lenny	01/09/2006	15
Leslie	Michael	01/09/2006	15
Petersen	Ronnie	01/09/2006	15
Scholey	Randolph	01/09/2006	15
Carlson	Trevor	01/09/2012	9
Gamez	Ignacio	01/09/2012	9
Johns	Jason	01/09/2012	9
Lundeberg	Adam	01/09/2012	9
Martinez	Danny	01/09/2012	9
Port	Colin	01/09/2012	9
Bequette	Mary	01/28/2013	8

GRFD Volunteer Years of Service Recognition -January			
Last Name	First Name	Service Beginning	Years Of Service
Wright	Steven	01/29/2016	5



Inspections & Activities include public education/outreach, weed abatement/debris burning, certificate of occupancy, code complaint inspection, code consultations, compliance letter, development review committee, fire alarm system inspection, fire flow/hydrant inspection, fire investigation, food truck inspection, gate inspection, general construction inspection, home safety assessment, investigative inspection, kitchen hood suppression system inspection, pre-application, preconstruction meeting, prevention inspection, records request, reinspection, special use permit inspection, suppression system inspection (commercial & residential), tent inspection, and underground fire supply line.

Commercial Projects Summary

Assigned Inspector: Horbarenko=Red Hurley=Pink

B. White=Blue Grotkier=Green Druke=Black

Oro Valley	Oro Valley	Pinal County	
Denny's 11107 N Oracle	KFC T.I. 7901 N Oracle	Chirreon Energy 1.5 Miles West of Oracle/Edwin	
Ashley Furniture T.I. 11935 N Oracle	Ventana Building 4 T.I. 1910 E Innovation Park	Pima County	
Salted Pig 11835 N Oracle Rd #101	Station 375 T.I. 12125 N Woodburne	Reilly's Craft Pizza 7262 N. Oracle	Dove Mtn Chrio 8770 N Thornydale
Episcopal Church 12111 N La Cholla	PRCA MPR 9500 N Oracle	The Landing 8195 N Oracle STE 105	Thornwood Care Home 7480 N Thornwood
OVPD Generator 1920 E Tangerine	OV Self Storage 9255 N Oracle	S-Lab Holdings 7445 N Oracle STE 255	Thrivent Financial 8740 N Thornydale
Flex Gymnastics 11085 N Oracle	Ventana Ammonia Plant 1910 E Innovation Park	GRFD Admin 3885 E Golder Ranch	Sunnyvale Pharmacy 8770 N Thornydale
F45 Fitness 9740 N Oracle St104	OV Council Chambers 11000 N La Canada	Vista De Montan T.I. 3001 Mira Vista	
CVS T.I. 10650 N Oracle	TMC One 10390 N La Canada	Subdivisions (Sprinklers Required)	
Seis Kitchen 9740 N Oracle St104	AZ Blood Specialist 10390 N La Canada	Tranquillo (del Webb and R.V.) approx. 270 homes	Shannon 80 (Shannon and Naranja) approx. 80 homes
The Back Alley 2060 E Tangerine STE 182	Casa Theater T.I. 10801 N La Cholla	OV Town Centre (Oracle and Pusch) approx. 77 homes	Capella M (Naranja and La Cholla) approx. 48 homes
LuxSpace Studios T.I. 7315 N Oracle Ste 051	Chase Bank Solar 10310 N La Canada	Who Received Their Certificate of Occupancy in Dec.	
St Odila's T.I. 7570 Paseo del Norte	Splendid Remodel 13500 N Rancho Vistoso	10390 La Canada Shell T.I.	Purelit Second T.I. 7315 N Oracle Ste 011
Saffron T.I. 7607 Ste 101 N Oracle	Sun City FA 1565 N Ranch Vistoso	Priority Lending 8035 N Oracle	GRFD FLS 1175 W Magee
Design Center T.I. 8454 N Oracle		Arby's T.I. 16388 N Oracle	Commerce Bank T.I. 7315 N Oracle Ste 181
			Giant Express T.I. 8080 N Oracle

Education/Training Activities

- Deputy Fire Marshal Horbarenko and Akins completed CPR re-certification
- Deputy Fire Marshal Akins attended the Digital Codes Premium 101 Webinar

Fire Investigations

- On December 16th, a fire was reported at 4674 N. Beachbrook Rd, in the Northwest Fire District
 - The area of origin for the fire was in the back bedroom
 - The fire cause was not discovered during the investigation due to multiple ignition sources and severe damage to bedroom floor
 - This fire was classified as Undetermined



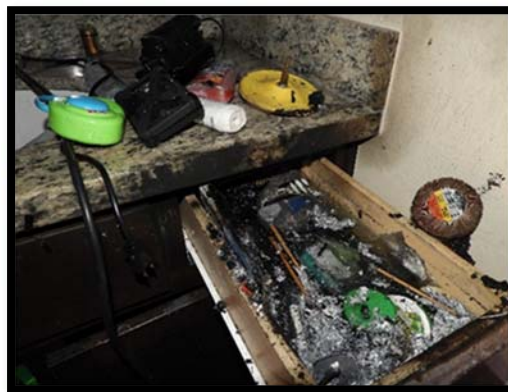
- On December 23rd, a fire was reported at 1810 W. La Tanya Pl, Tucson AZ in the Golder Ranch Fire District
 - The area of origin for the fire was a garbage can located against the south wall of the residence
 - The fire cause was not discovered during the investigation although two possible hypothesis have not been excluded
 - This fire was classified as Undetermined



- On December 24th, a fire was reported at 10661 N. Sundust Ct, Tucson AZ in the Golder Ranch Fire District
 - The origin of the fire was in a frame and stucco structure above the roof containing the fireplace chimney and flue pipe
 - The fire cause was due to combustible materials that accumulated in the space near the flue pipe that ignited from radiant heat from the chimney
 - This fire was classified as Unintentional



- On December 25th, a fire occurred in an apartment while crews were on scene investigating multiple false alarms from the Fire Alarm at 11177 N. Oracle, Tucson AZ in the Golder Ranch Fire District
 - The origin of the fire was in the main bathroom in a drawer of the cabinet that was being used as a workbench
 - The fire cause was due to a failure of a lithium polymer battery charger, or improper use of the charger for parallel battery charging
 - This fire was classified as Unintentional and was extinguished entirely by sprinkler activation, which prevented major damage or injury to the occupants



- On December 28th, a commercial fire was reported at 31143 S. Amenity Dr, Oracle AZ in the Golder Ranch Fire District
 - The origin of the fire was in a secured exterior storage area at the rear of the restaurant next to the high-volume gas line against the structure wall
 - The fire cause was due to spontaneous ignition of improperly stored oily rags used to clean the kitchen and grill area, in plastic bins next to the gas utility line
 - This fire was classified as Unintentional



- On December 29th, a fire was reported at 37883 S. Cypress Ct, Tucson, AZ in the Golder Ranch Fire District
 - The origin of the fire was at propane porch heater located in the back porch area of the residence
 - This fire cause was due to an equipment malfunction
 - This fire was classified as Unintentional



Can you spot the violations?

Answer to last Month:



Answer: 1. Appliance shall not extended outside of type I hood. 2. Provide required splash guard between fryer and range

2018 IMC Section 507.4.1 Canopy Size and Location:

The inside lower edge of canopy-type Type I and II commercial hoods shall overhang or extend a horizontal distance of not less than 6 inches beyond the edge of the top horizontal surface of the appliance on all open sides.

2017 NFPA 96 Section 12.1.2.5 Deep Fryer Splash

Guard: Where a steel or tempered glass baffle plate is installed at a minimum 8 in. in height between the fryer and surface flames of the adjacent appliance, the requirement for a 16 in. space shall not apply.

Golder Ranch Fire District Call Load Breakdown

Golder Ranch Fire District Call Load Breakdown											
December 2020											
CALL TYPE	370	372	373	374	375	376	377	378	379	380	TOTAL
Aircraft											
Brush / Vegetation	3									1	4
Building						2		1		1	4
Electrical / Motor											
Fires - All Other				1				1			2
Gas Leak			1								1
Hazmat											
Trash / Rubbish											
Unauthorized Burning	3						1				4
Vehicle							1				1
Total Fire	6		1	1		2	2	2		2	16
Animal Problem											
Animal Rescue											
Assist -Other	16	11	43	15	32	15	4	11	9	7	163
Battery Change	1	2	32	2	6	6	1	8			58
Bee Swarm											
Defective Appliance											
Invalid Assist	9	3	31	10	8	5	8		5	21	100
Snake	1		4	6	2	3	2	2	7	1	28
Lockout											
Fire Now Out	1				2						3
Total Service Calls	28	16	110	33	50	29	15	21	21	29	352
Alarms (Fire, Smoke, CO)	5	1	13	6	8		9	2	4	4	52
Cancelled / Negative	7		6	4	4	5	3	5	8	5	47
Smoke / Odor Invest.	1		2	2			2	1	2		10
Total Good Intent	13	1	21	12	12	5	14	8	14	9	109
Motor Vehicle Accident	4		2		2	2	4	3	3	4	24
Rescue-high, trench, water											
Interfacility Transport	1				1	1	4				7
All Other EMS Incidents	80	9	112	89	94	96	119	17	94	183	893
Total EMS Type	85	9	114	89	97	99	127	20	97	187	924
TOTAL ALL	132	26	246	135	159	135	158	51	132	227	1401
Percentage of Call Load	9%	2%	18%	10%	11%	10%	11%	4%	9%	16%	100%
Average Calls Per Day	4.26	0.84	7.94	4.35	5.13	4.35	5.10	1.65	4.26	7.32	45.19
Patients Transported				605							
Last 12 Month Call Load				16720							
Last December Call Load				1249							



ASSISTANT CHIEF'S REPORT

Logistics & Special Projects – Patrick Abel

December 2020

Assistant Chief's Activities for the Month

Meetings attended & general information

- I attended the Fire Chief's direct reports meetings on Mondays.
- The monthly Chief's Status meeting was canceled due to scheduling challenges.
- I conducted weekly Logistics meetings with direct reports.
- I continued to work closely with the Arizona State Local Assistance State Team (LAST) and attend state and national webinars via Zoom. Fortunately, we did not have to activate the team to respond to any Line of Duty deaths (LODD) this past month again.
- The remodels of the administration lobbies at Golder Ranch Drive and Fire & Life Safety on Magee Road have been essentially completed. The glass for the receptionist area and furniture will be the last pieces of the project. All personnel affected by the remodel have moved back to their respective offices.
- As the Pima County representative for the Arizona Fire Chiefs Association (AFCA), I participated in the monthly meeting where issues and concerns were reported from our respective counties at both the regional and state level. Topics covered included statewide mutual aid, COVID-19, and operational needs.
- I assisted in coordinating our first GRFD Winter Wonderland event for our employees and their families. We believed it to be a huge hit for the families, especially the children. There was a terrific amount of participation from the crews and various divisions as they all took part in making this year a special time. Some local residents drove through during the event too. We heard nothing but great comments about the event. A few statistics from the event to share: 125 vehicles, with an average of 4 people per vehicle drove through which equated to approximately 500 parents and children that participated. Of the 125 vehicles, 35 of those vehicles were local residents with their families. The event occurred from 6:00 – 8:00 pm so our

estimate was that approximately one vehicle per minute drove through our display. Below you will find some photos taken at the event.



- I participated in our weekly construction meetings with Lloyd Construction, WSM architect Paul Mickelberg, and others responsible for the remodel and expansion of station 375. The project has remained on schedule to be completed by January 15th, barring no setbacks. Our team and I will do a walk through on January 7th with our architect and engineers to create a punch list. I have attached a few updated photos of the project below.

Kitchen expansion – Interior



Kitchen expansion – Exterior



Bathroom



Fitness room



Dayroom ceiling



Captain's office



Firefighter's office



Bunkroom – Interior



Logistics

- We discussed work on the turnout room at station 374 with CORE Construction and WSM architects.
- The Apparatus Committee's engine purchase recommendation was accepted by Chief Karrer. Pre-construction meetings have been scheduled for January 12th and 13th with construction to

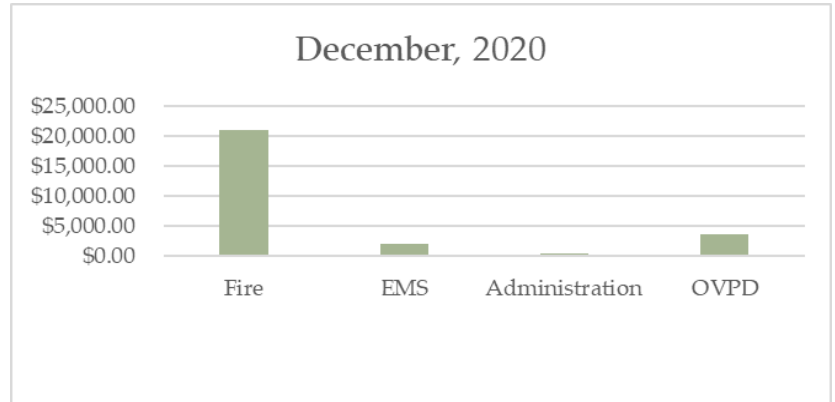
start possibly at the end of January or the beginning of February. The planning for the midpoint inspection of the 4x4 engine has also begun.

- We coordinated with EMS to purchase Stryker brand cots for the new ambulances.
- Fleet and Facilities began coordinated with Operations for a successful Winter Wonderland family drive-through night.
- Service Desk (within OPIQ) was used for 120 service requests in December:
 - Fleet: 62 requests
 - Facilities: 40 requests
 - Supply: 18 requests

Fleet

Monthly vehicle parts costs

- Administration - \$362.66
- EMS - \$2,080.71
- Fire – \$20,983.74
- Wildland - \$0.00
- OVPD hours- 24 hrs. \$3,692.50



Facilities Maintenance

- Admin 170 – Extension cords purchased for Winter Wonderland, Admin South remodel completed
- Station 370 – Wastewater testing done
- Station 373 – Repainted exterior of station
- Station 374 – Storage cabinets purchased, COVID disinfection done
- Station 375 – New furniture, grill, microwaves, TV mount for new TV purchased for remodel, exhaust, evaporative cooling, and AC unit installed for remodel, wastewater testing done
- Station 376 – Replaced light at flagpole
- Station 377 – Wastewater testing done, sand and oil pumping done

- Station 379 – Replaced exhaust motor fan in bay, sand and oil pumping done
- Station 380 – Oven repaired, leaking pipe repaired, COVID disinfection done
- Fleet 430 – Wastewater testing done
- Facilities 440 – Exhaust fan repaired at Fleet, shed repaired at Oracle Junction
- Daily repairs ongoing in all GRFD facilities

Procurement/Communications Specialist

- Nothing to report this month

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Randy Karrer, Fire Chief

DATE: January 19, 2021

SUBJECT: FOR DISCUSSION ONLY – THE POTENTIAL SALE OF DISTRICT OWNED LAND ON
THE CORNER OF SHANNON AND OVERTON

ITEM #: 8A

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☐ Staff ☐ Fire Chief ☐ Legal Review

BACKGROUND

The five acre parcel of land on the corner of Shannon and Overton was acquired by Mountain Vista Fire District immediately prior to the consolidation with Golder Ranch Fire District in July of 2017. Because of the land's location, adjacent to Station 379, it is less than ideal for the various current and future needs of the District. One option would be to contract with a knowledgeable land broker and sell the lot, then use the proceeds to acquire a more centrally located parcel that would meet the needs of both the north and south battalions of the District.

Chief Karrer is looking for direction from the Governing Board, at this time.

RECOMMENDED MOTION

No motion needed for this agenda item.

Painter, Brooke

From: Christian, David
Sent: Friday, January 8, 2021 2:58 PM
To: Painter, Brooke
Subject: FW: NE Corner at Overton and Shannon
Attachments: Low Intensity Urban.pdf; Terramar Flyer Front & Back.pdf; regional flood control.pdf

Terramar was formed in 1973 by Terry Klipp. He is the president and Designated Broker.

Terry has 50 years of real estate experience as a developer and broker.

Obviously, he has seen Tucson grow from a relatively small town to the desirable place it is today. Terry is very well respected and has great local knowledge to draw upon.

Derrick Sinclair has been with Terramar about 5 years. His background is in appraisal which is invaluable when it comes to determining value of property whether it be raw,

platted and engineered or fully developed. His appraisal background of 25 years in Tucson is an asset to us.

In the mid eighties I started in real estate by working in surveying and civil engineering. I moved to Tucson in 1992 and joined a local engineering firm as a project manager.

One of my first clients was A.F. Sterling. I designed and managed many projects while in the engineering business and then joined Terramar in 1999.

I have been at Terramar nearly 22 years and have developed or provided development management services for most all the builders in Southern Arizona.

Developing numerous properties from vacant land through entitlement to finished lots provides me the experience necessary to value a property at various stages.

Terramar has a vast level of experience that is needed to market a property. We provide technical information and real value rather than just being salespeople.

We have dealt with all of the builders and developers in the area and they appreciate our knowledge and reputation.

Following is an overview of our thoughts on the property:

I have been by the property and done some level of research.

With any property, there are always challenges if one were to develop. At this time, we feel there is nothing too detrimental. There is a small drainage

improvement on the west side of the property that would need to be manipulated and a number of plants and cacti that will be required to be relocated.

The latter also being of some benefit.

The property has low depth sheet flow that can be managed.

The property is zoned SR but is in the Comprehensive Plan as low density urban and would likely yield 18 to 20 lots. To maximize the sales price to

Golder Ranch Fire District, we would recommend selling the property subject to rezoning. (paid for by the buyer)

The value of the property as currently zoned is \$150,000 to \$200,000. Rezoned, the value would be approximately

\$25,000 to \$30,000 per zoned lot or \$500,000 to \$600,000 assuming 20 lots.

Terramar would charge a 6% brokerage commission for selling the property.

We are very interested in helping Golder Ranch Fire District sell the property and look forward to a favorable response to this proposal.

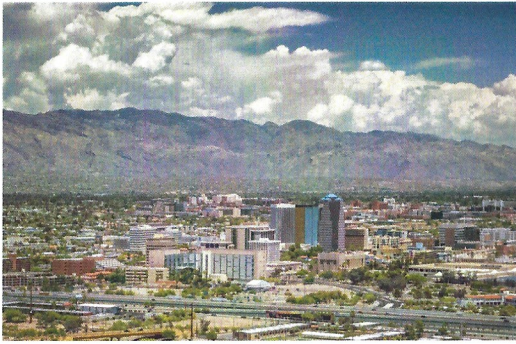
Thank you for the interest in Terramar Properties.

Jeff Gereke

Principal

--

Thank You,
Jeff Gereke



TERRAMAR PROPERTIES, INC.

SOUTHERN ARIZONA'S PREEMINANT LAND DEVELOPER AND BROKER

Since 1973, Terramar Properties has been offering unparalleled real estate brokerage and development services across Southern Arizona. Our clients receive the most informed assistance available in the region. We leverage our extensive knowledge of land development and relationships in the various municipalities to complete every project in a seamless manner no matter how complex. This expertise combined with our broad-based market contacts gives our clients the ability sell property with the highest potential return whether they are owners, builders, developers, or investors. This blend of development knowledge and brokerage expertise is unmatched in the industry!

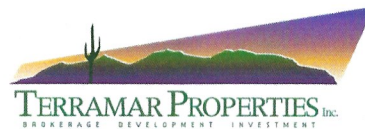
Who We Are

- Experienced team of southern Arizona real estate professionals
- We serve land owners, production and custom home builders, developers and investors.
- We work closely with planners, engineers and contractors.
- We have garnered the trust and respect of the municipalities across southern Arizona.
- Ultimately, we create maximum project value.
- Our key team members are:

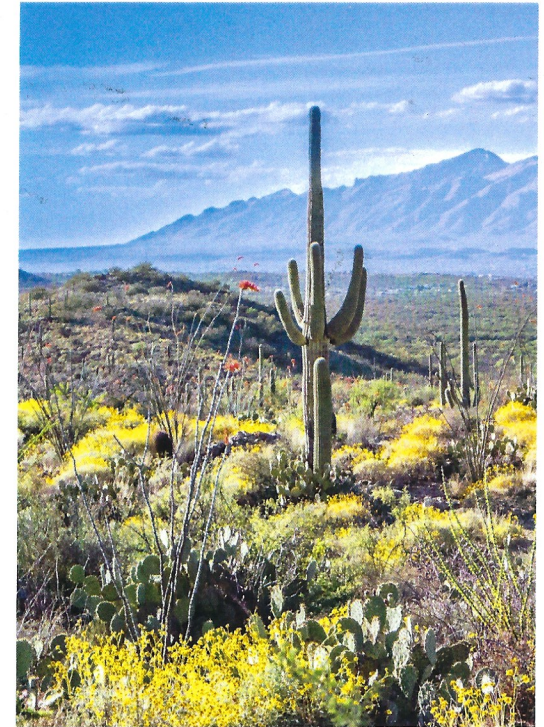
Terry Klipp, President
tklipp@terramarproperties.net
 (520) 256-9681

Jeff Gereke, Development Manager
jdgereke@gmail.com
 (520) 256-9682

Derrick Sinclair, MAI, CCIM
dsinclair@terramarproperties.net
 (520) 360-1951



2200 E River Road,
 Suite 105
 Tucson, AZ 85718
 (520) 577-7800
<https://www.terramarproperties.com>



Terramar Properties, Inc.

*Southern Arizona's
 Preeminent Subdivision
 Developer & Broker*



Services:

Brokerage

We offer the most comprehensive land brokerage services in the market.

- Unequaled development expertise
- Long standing contacts with builders and developers
- Unsurpassed knowledge of the Southern Arizona real estate market
- Comprehensive understanding of the entitlement process
- Masterplan expertise

Consulting

Terramar Properties helps clients manage relationships among investors, developers and public sector stakeholders to create and execute complex development projects. In addition, we help clients access investment capital. We articulate the economic benefits of projects to satisfy investor expectations.

Terramar Properties works with clients on the key drivers that create maximum project value

Strategy

- Highest and best use of the property

Feasibility

- Current entitlement assessment
- Market and financial feasibility
- Investment analyses
- Development cost projections

Transaction Support

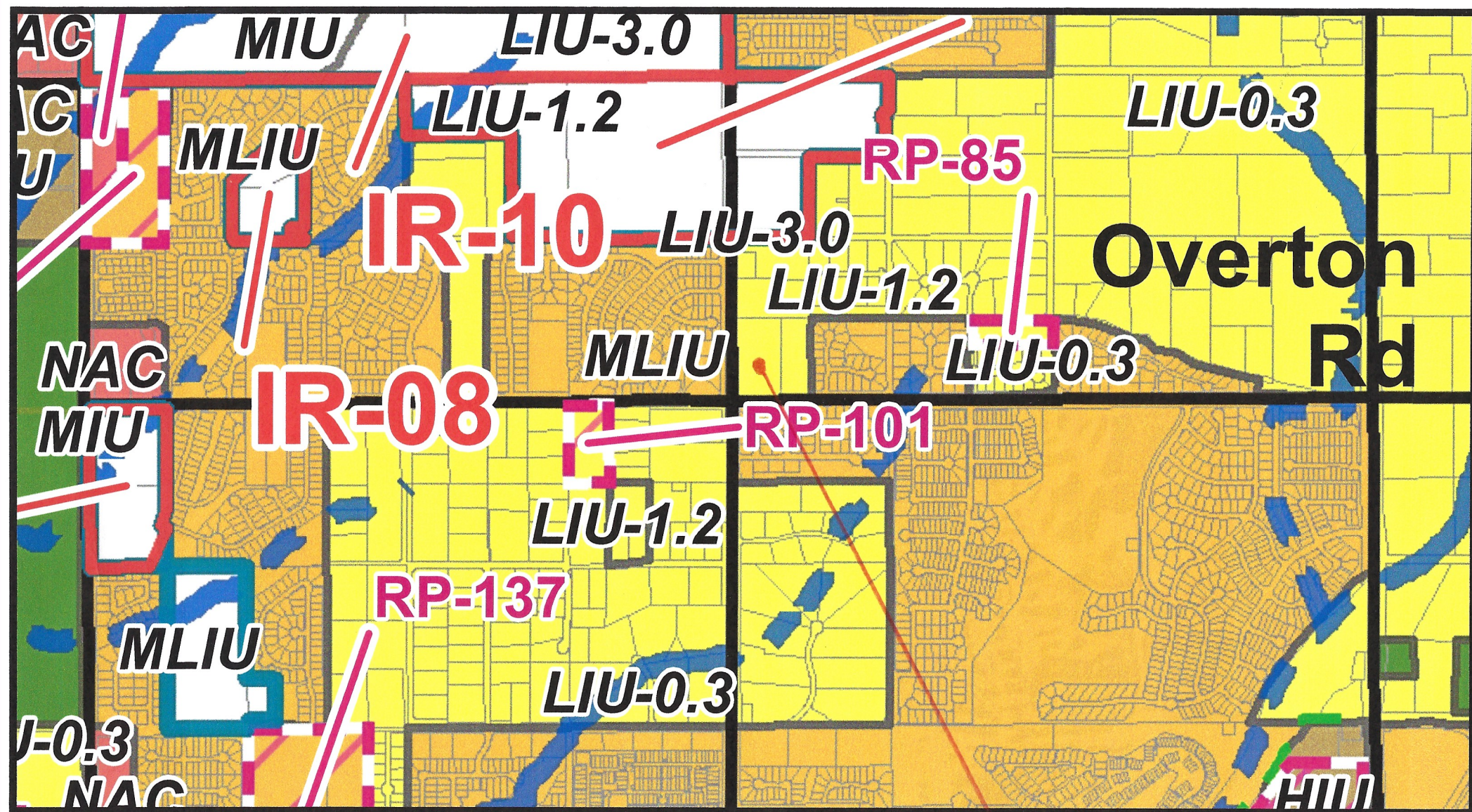
- Due diligence
- Title review
- Valuation
- Public/private partnership structures
- Technical reports



Development

- Terramar Properties has developed over 350 subdivisions in Southern Arizona.
- We have created systems that provide a critical path to the finished project.
- We act on our clients behalf managing every detail of the process from land acquisition to finished lot release.
- We work with the engineers to plan the most cost-effective project design.
- With our volume of work we get the most competitive bids.
- We enjoy an excellent reputation with the various Development Services Departments in the region and can accomplish things that others cannot.

Having us on your team will help assure your success!

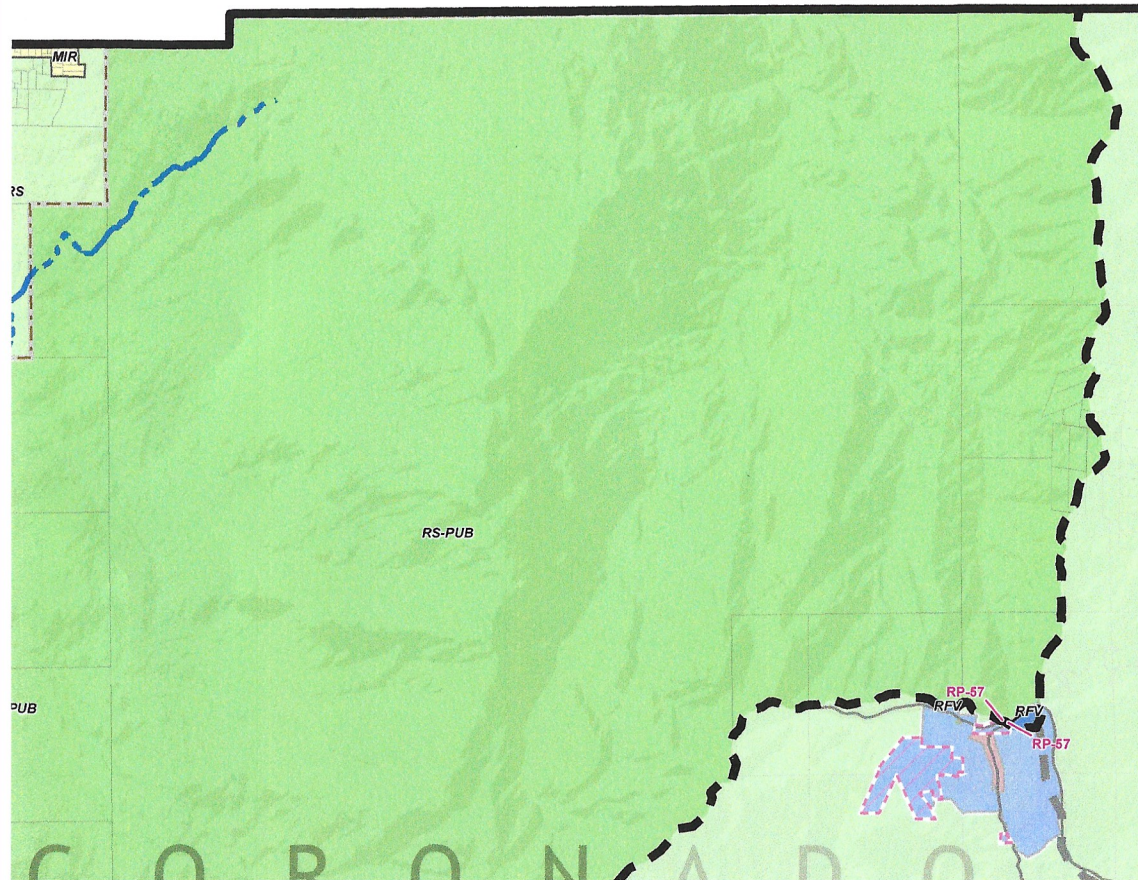
















CURRENT
LOW INTENSITY URBAN

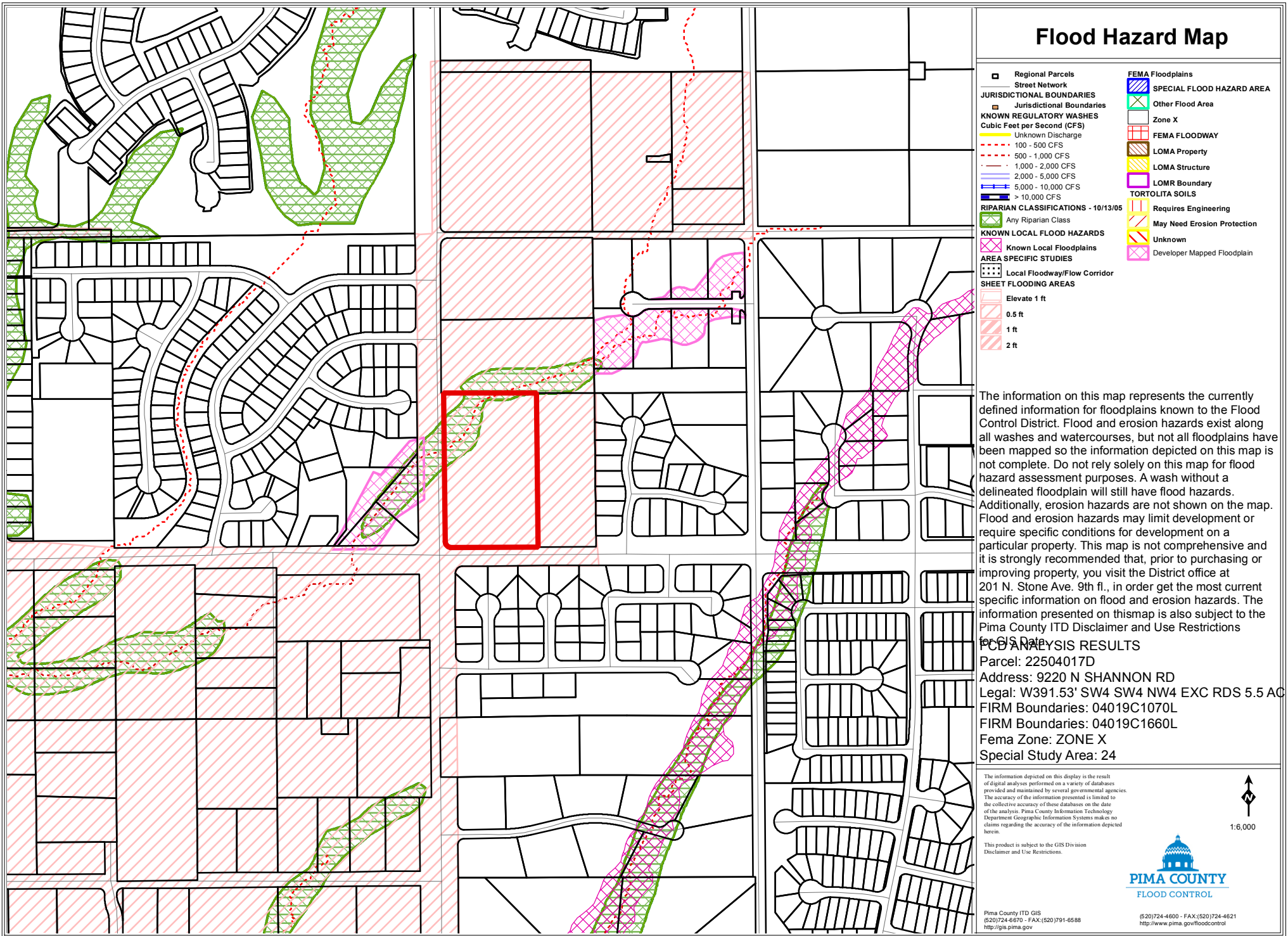
DRAFT

January 28, 2015

Planning and Zoning Commission Study Session



-  Activity Centers (MU, CAC, MFC, NAC)
-  Higher Intensity Urban (HIU)
-  Medium-Low/Medium Intensity Urban (MLIU, MIU)
-  Low Intensity Urban (LIU-3.0, LIU-1.2, LIU-0.5, LIU-0.3)
-  Rural Forest Village (RFV)
-  Rural Crossroads (RX)
-  Medium Intensity Rural (MIR)
-  Low Intensity Rural (LIR)
-  Resource Extraction (RE)
-  Industrial (I, HI)
-  Planned Development Communities (PDC)
-  Resource Sensitive (RS)
-  Resource Sensitive--Major Parks/Protected Areas (RS-PUB)
-  Resource Conservation (RC)--County-owned Preserve Lands



Painter, Brooke

From: Christian, David
Sent: Friday, January 8, 2021 2:59 PM
To: Painter, Brooke
Subject: FW: Golder Ranch Fire Dept. / NE Corner of Shannon and Overton 5.5 acres / Brokerage Proposal / J Vincent Company
Attachments: Golder Ranch CMA.pdf; Golder Ranch detailed CMA.pdf; Golder Ranch aerial 1.pdf; Golder Ranch zoning.pdf; Golder Ranch comp plan.pdf

From: J Vincent Company <jvincentcompany@gmail.com>
Sent: Wednesday, December 30, 2020 1:00 PM
To: Christian, David <dchristian@grfdaz.gov>
Subject: Golder Ranch Fire Dept. / NE Corner of Shannon and Overton 5.5 acres / Brokerage Proposal / J Vincent Company

Hello Dave

It was nice talking with you yesterday.

A little bit about myself is that I've been a land broker in Tucson for over 22 years. All I do is vacant land. Below is a link to my Bio on my website

<https://jvincentcompany.com/company-bios>

If you google my company name "J Vincent Company", you can see my google reviews. As I mentioned too, I have friends in your fire dept that you can reference. Ryan Sather, Kason Kreviston, and Mark Tenney.

Here is the marketing campaign I put together for my clients

<https://jvincentcompany.com/market-exposure>

And here are some of my recent closings.

<https://jvincentcompany.com/recent-sold-land>

and here

<https://jvincentcompany.com/listings/sold-listings>

I would be happy to help the Fire Dept sell the surplus land on Shannon and Overton. I will give you the breakdown of what I think it is worth and why. But an appraisal from a good land appraiser company is suggested and would help you as well. I would contact Carolyn Van Hazel cvanhazel@valbridge.com 520-230-8063.

I think it's a beautiful piece of land with potential. Located at a hard corner of an intersection, flat, and in a desired area. And next to an amazing Fire Dept! So you would think that its values would be much higher than what I'm about to tell you.

The unfortunate problem with this property is the "entitlements". What you can actually build on it. The zoning is what's called SR (Suburban Ranch) in Pima County. SR is a rural large lot zoning that allows 1 home per 3.3 acres. Your land is 5.5 acres so you can only build 1 home. Because it is not 6.6 which would allow you to split it in 2. So you would think the obvious alternative is to rezone the property to higher density residential or commercial. Like other properties in the area. A lot easier said than done. In order to rezone the property it must be in the County's Comprehensive plan to have a chance at rezoning it to that preferred zoning. Unfortunately, poor planning by the county slated this property as (LIU 0.3) which is a large lot plan designation. So basically you can't rezone to more density than the current density. So there is a possibility that you can do what's called a comprehensive plan amendment. But the 3 problems with that are the following... It takes lots of time. 1 year on a comprehensive plan amendment and 1 year on a re-zoning. 2nd is that it costs

lots of money. In order to effectively do this, someone would have to hire a planning firm. The cost would be around \$40,000 is my guess. So the other option is to sell subject to Comp Plan / Rezoning. And have the Buyer do this. But the 3rd problem is that developers only typically do this for larger projects. Like 20 acres or more. Because the risk is worth the reward. Anyways, I hope you are following me on all this. I can further explain to you and your staff if needed. Through a conference call or whatever you suggest.

So with ALL this being said, I think the value of the land is worth its AS/IS value. For 1 nice home estate with lots of acreage. I attached comps in the area for this. They come in at \$33,926 per acre. Which would be \$186,593 for the entire 5.5 acres. I would probably start the value of the listing at 250,000. But the sale may fall in the low 200's or high 100's. If you, an appraiser, or anyone else can prove me wrong on these values, I am all open ears. Because the more money I can sell the property for, the more money I can make. For a land listing of this kind I would charge 6%. 3 % to a cooperating broker if needed. But you wouldn't pay more than the 6. I prefer a 12 month listing but may consider a 6 or 8 month term to start. It just takes me a lot of time, money, blood, sweat and tears to get a property on the market. I do a lot more than most Brokers. If your department agrees I can draft a simple listing for review.
(FYI-see attached maps and comps supporting all this)

Let me know if you have any questions, and let me know that you received this OK.

Thank you for the opportunity and Happy New Year!!

--



LandLot CMA

Listings as of 12/30/20 at 12:33 PM

Page 1

inside 2.03 mi. radius search from 9187 N Placita San Isidro, Tucson, AZ 85742, USA. Status of 'Closed'. Lot Acres between 3 and 6. Sold Date between '06/30/2019' and '12/30/2030'. **Selected Listings Only**

CLOSED Properties

MLS #	Type	Address	Lot#	L Price	S Price	Acres	\$/Acre	Cls Dt	H/Sld	DOM/CDOM	TRS	Sub Lot	Zone	TOPO	Hrse	All d	Deed	Rst	Wtr	Loc
21930559	Residential	0 W Hardy Road		\$175,000	\$85,000	4.43	\$19,187.36	03/13/2020	Cash	46/46	12-13-22	No	Tucson - SR	Flat	Y-Zon	Yes	Avail			
21904453	Residential	3750 W Pecos Way 3	3	\$105,000	\$100,000	3.58	\$27,932.96	03/19/2020	Cash	329/329	12-13-17	No	Pima County - SR	Flat	Y-Zon	No	Avail			
21904454	Residential	3750 Pecos Way 4	4	\$110,000	\$100,000	3.31	\$30,211.48	04/08/2020	Cash	196/196	12-13-17	No	Pima County - SR	Flat	Y-Zon	No	Avail			
21904458	Residential	3750 W Pecos Way 5	5	\$100,000	\$100,000	3.44	\$29,069.77	05/27/2020	Cash	Owner Carryback	380/380	12-13-17	No	Pima County - SR	Flat	Y-Zon	No	Avail		
21905525	Residential	3841 W Flying Diamond Drive		\$135,000	\$135,000	3.53	\$38,243.63	08/15/2019	Conventional	122/122	12-13-7	No	Pima County - SR	Flat	Y-Zon	No	Avail			
21928076	Residential	9650 N Camino Del Plata		\$220,000	\$195,000	3.31	\$58,912.39	09/15/2020	Cash	303/303	12-13-16	No	Pima County - SR	Slo	No	No				

Total Listings 6

Med \$/Acre 29,640.63
Avg \$/Acre 33,926.26
Avg DOM 229

Report Count 6

Summary

Status	Total	Average Price	Lo Price	Hig Price	Median	Avg DOM
Closed	6	\$119,167	\$85,000	\$195,000	\$100,000	229
Total	6	\$140,833	\$100,000	\$220,000	\$100,000	229
Price Differential	87.23					

Price statistics for closed listings based on sold price. All other statuses and Totals based on current list price.

Comparable Properties

21904453



3750 W Pecos 3 Way
Tucson AZ

21904454



3750 Pecos 4 Way
Tucson AZ

21930559



0 W Hardy Road
Oro Valley AZ

List Price	\$105,000	\$110,000	\$175,000
Original List Price	\$115,000	\$119,000	\$175,000
Sold Price	\$100,000	\$100,000	\$85,000
Status	Closed	Closed	Closed
Status Date	03/20/2020	04/08/2020	03/13/2020
Days on Market	329	196	46
Cumulative Days on Market	329	196	46
Bedrooms	0	0	0
Total Baths	0	0	0
Combined SqFt	0	0	0
Lot Dimensions	457X1120X15X447X438	52x438x447x275x483x182	341"x579'x331'x581'
Lot Acres	3.58	3.31	4.43
Year Built	0	0	0
Construction Status			
# of Covered Prkng	0	0	0
# of Fireplaces	0	0	0
Price	\$100,000	\$100,000	\$85,000

21904458



**3750 W Pecos 5 Way
Tucson AZ**

21905525



**3841 W Flying Diamond Drive
Tucson AZ**

21928076



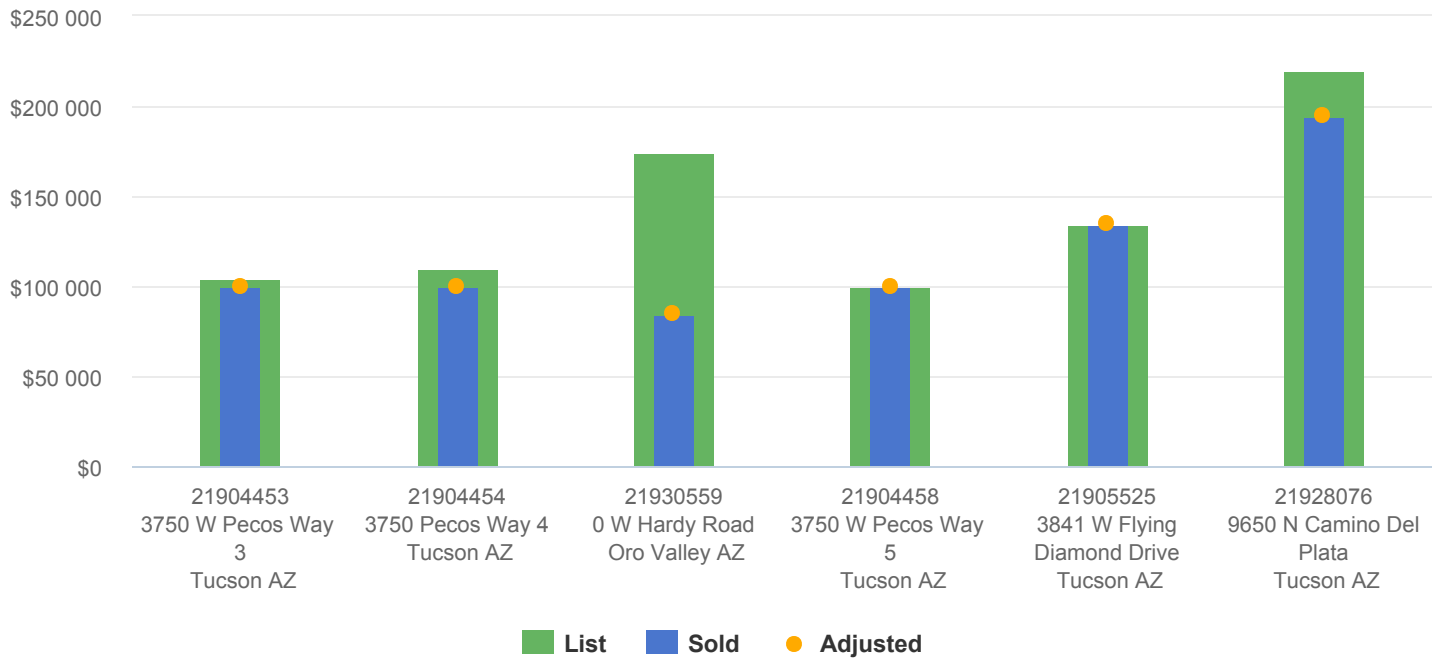
**9650 N Camino Del Plata
Tucson AZ**

List Price	\$100,000	\$135,000	\$220,000
Original List Price	\$105,000	\$149,000	\$245,000
Sold Price	\$100,000	\$135,000	\$195,000
Status	Closed	Closed	Closed
Status Date	05/27/2020	08/15/2019	09/15/2020
Days on Market	380	122	303
Cumulative Days on Market	380	122	303
Bedrooms	0	0	0
Total Baths	0	0	0
Combined SqFt	0	0	0
Lot Dimensions	560x182x483x338	487' x 315' x 488' x 315'	301X459X303X455
Lot Acres	3.44	3.53	3.31
Year Built	0	0	0
Construction Status			
# of Covered Prkng	0	0	0
# of Fireplaces	0	0	0
Price	\$100,000	\$135,000	\$195,000

Price Analysis

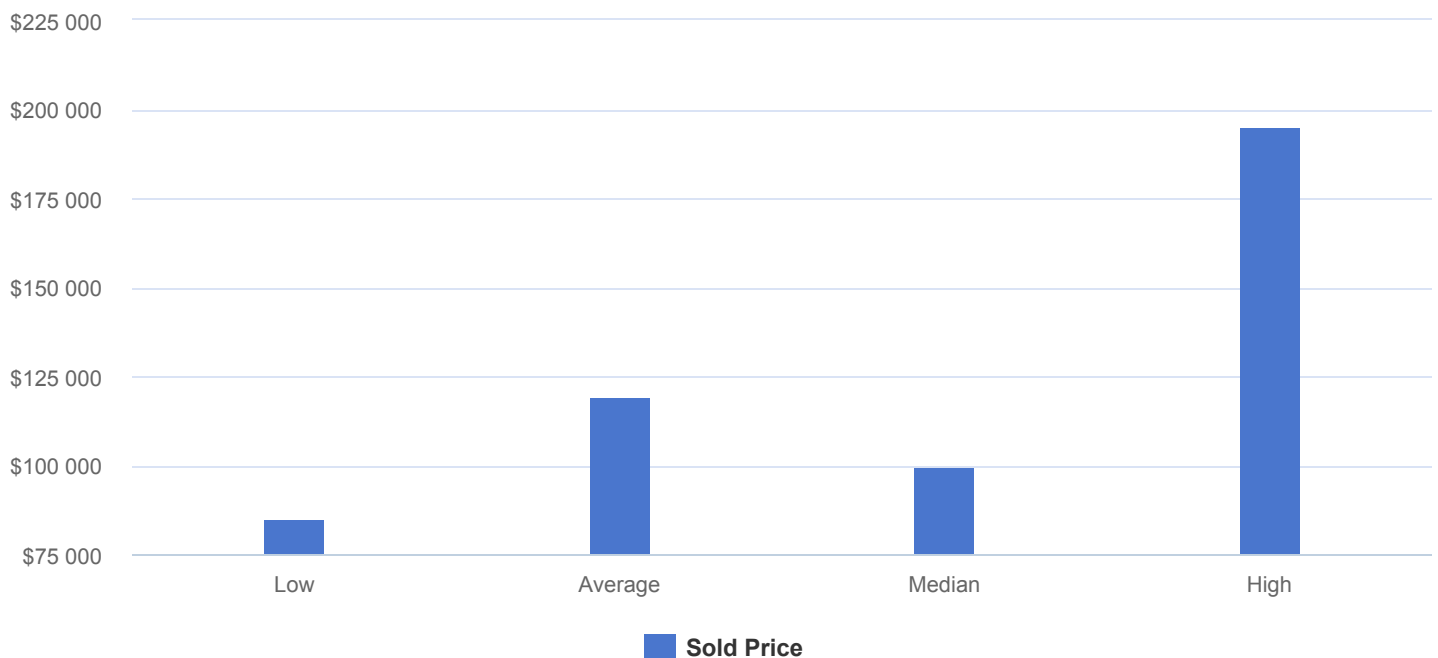
List, Sold and Adjusted Prices

Closed Listings



Low, Average, Median, and High Sold Prices

Closed Listings



Summary of Closed Listings

MLS #	Address	List Price	DOM	CDOM	Sold Date	Sold Price	Total	Adjusted
							Adjustments	Price
21904453	3750 W Pecos Way 3, Tucson AZ	\$105,000	329	329	03/19/2020	\$100,000	-	\$100,000
21904454	3750 Pecos Way 4, Tucson AZ	\$110,000	196	196	04/08/2020	\$100,000	-	\$100,000
21930559	0 W Hardy Road, Oro Valley AZ	\$175,000	46	46	03/13/2020	\$85,000	-	\$85,000
21904458	3750 W Pecos Way 5, Tucson AZ	\$100,000	380	380	05/27/2020	\$100,000	-	\$100,000
21905525	3841 W Flying Diamond Drive, Tucson AZ	\$135,000	122	122	08/15/2019	\$135,000	-	\$135,000
21928076	9650 N Camino Del Plata, Tucson AZ	\$220,000	303	303	09/15/2020	\$195,000	-	\$195,000

Low, Average, Median, and High Comparisons

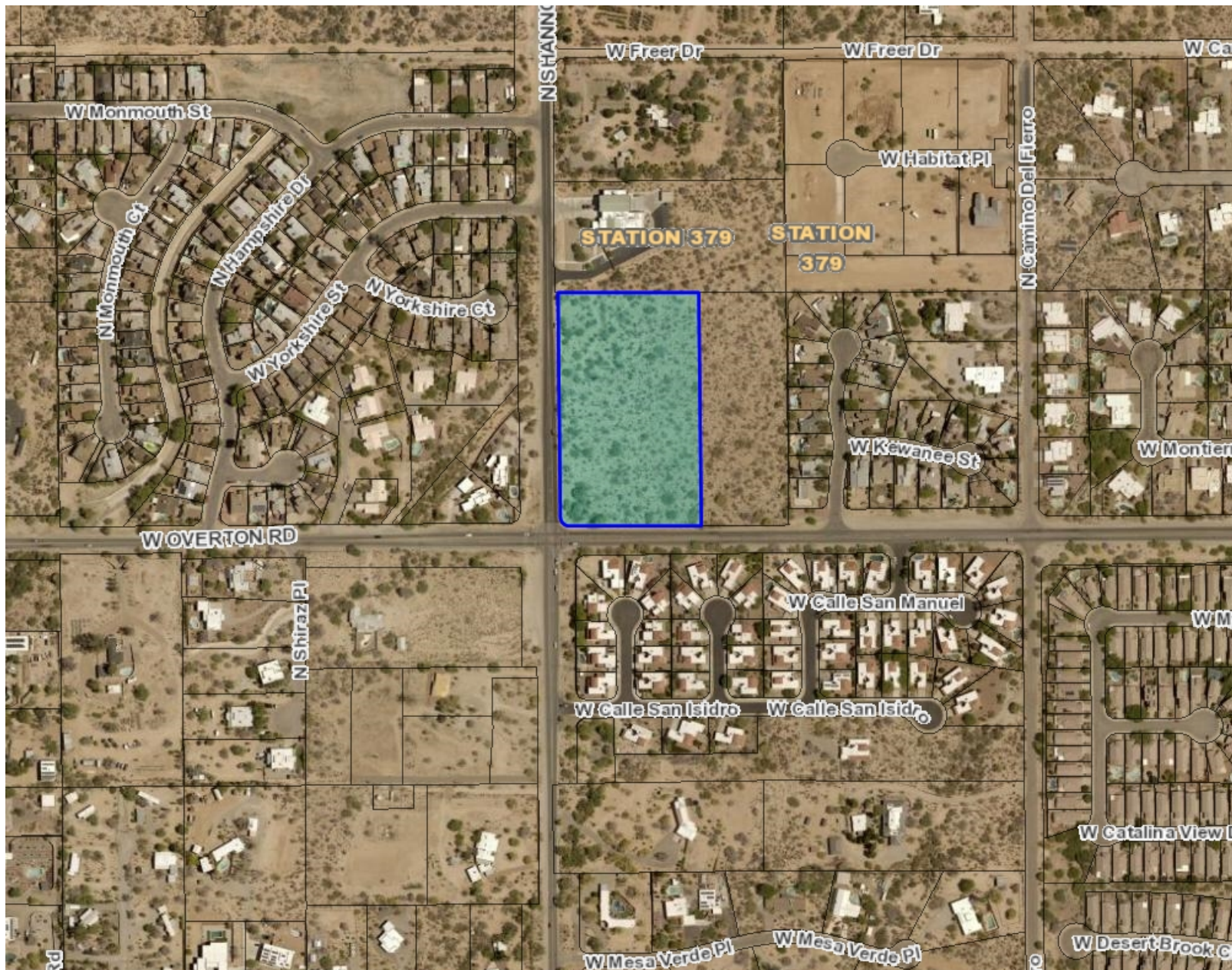
Closed			Overall	
Low		\$85,000		\$85,000
Average		\$119,167		\$119,167
Median		\$100,000		\$100,000
High		\$195,000		\$195,000

Overall Market Analysis (Unadjusted)

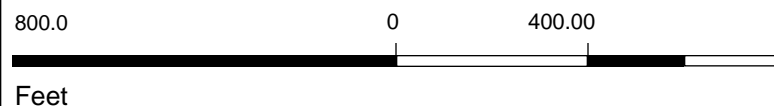
Status	#	List Vol.	Avg. List Price	Sold Vol.	Avg. Sold Price	Avg. Sale/List Price	Avg. Lot Acres	Avg. List \$/Lot Acres	Avg. Sold \$/Lot Acres	Avg. DOM	Avg. CDOM
Closed	6	845,000	140,833	715,000	119,167	0.87	4	39,307.38	33,926.26	229	229
Overall	6	845,000	140,833	715,000	119,167	0.87	4	39,307.38	33,926.26	229	229

Legend

☐ Parcels

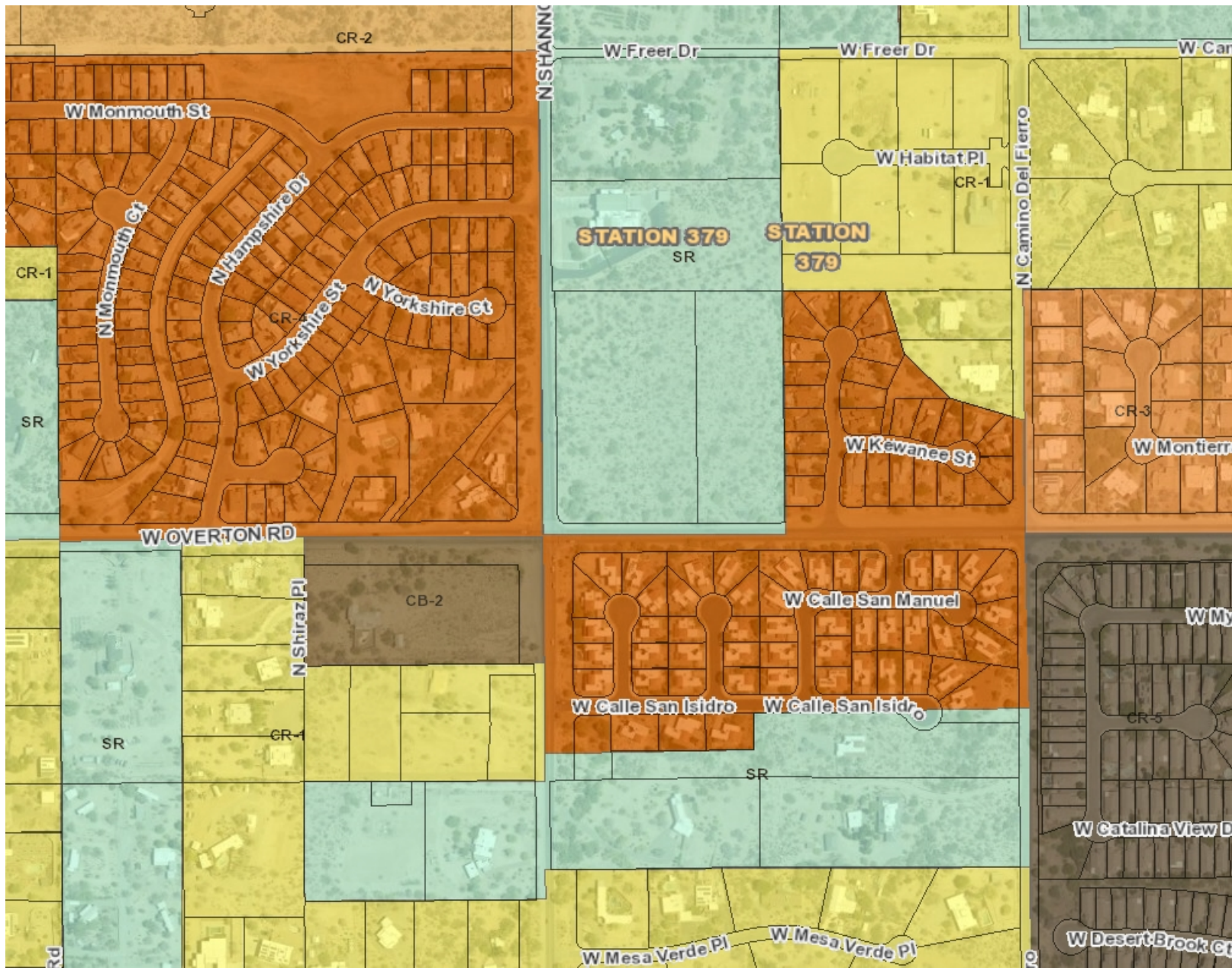


Notes:



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map are subject to Pima County's ITD GIS disclaimer and use restrictions.

12/30/2020



Legend

- ☐ Parcels
- Zoning - County
- CB-1
 - CB-1(H)
 - CB-2
 - CB-2(H)
 - CI-1
 - CI-2
 - CI-3
 - CMH-1
 - CMH-2
 - CPI
 - CR-1
 - CR-2
 - CR-2(H)
 - CR-3
 - CR-4
 - CR-4(H)
 - CR-5
 - CR-5(GC)
 - CR-5(H)
 - GR-1
 - GR-1(H)



Notes:

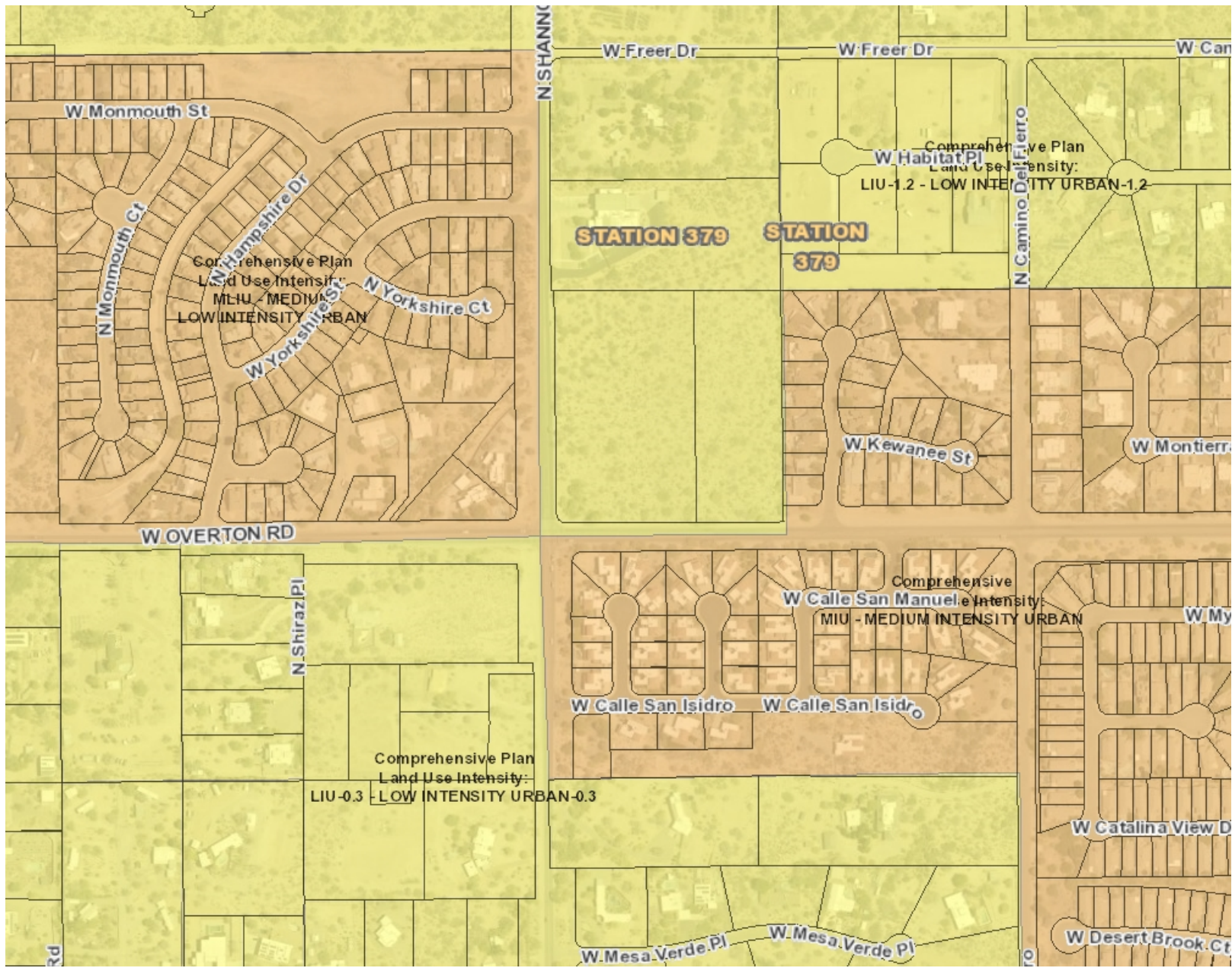
800.0 0 400.00

Feet



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map are subject to Pima County's ITD GIS disclaimer and use restrictions.

12/30/2020



Legend

☐ Parcels

Land Use Intensity

- Community Activity Center
- Neighborhood Activity Center
- Multifunctional Corridor
- Multiple Use
- Planned Development Community
- Higher Intensity Urban
- Medium Intensity Urban
- Medium Low Intensity Urban
- Low Intensity Urban-3.0
- Low Intensity Urban-1.2
- Low Intensity Urban-0.5
- Low Intensity Urban-0.3
- Rural Crossroads
- Rural Forest Village
- Medium Intensity Rural
- Low Intensity Rural
- Industrial
- Heavy Industrial
- Resource Sensitive
- Resource Conservation
- Resource Extraction



Notes:

800.0

0

400.00

Feet



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map are subject to Pima County's ITD GIS disclaimer and use restrictions.

12/30/2020

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Randy Karrer, Fire Chief

DATE: January 19, 2021

SUBJECT: DISCUSSION AND POSSIBLE ACTION TO APPROVE THE SERVICE AGREEMENT
WITH LEXIPOL FOR AN AMOUNT NOT TO EXCEED \$26,000 OF BUDGETED
FUNDS FOR POLICY DEVELOPMENT AND UPDATE

ITEM #: 8B

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☐ Staff ☐ Fire Chief ☐ Legal Review

BACKGROUND

Lexipol is a policy program that will help us to stay current in an ever changing environment. Chief Fred Pearce has done significant research on this topic and has spoken with many other agencies that have utilized this program with great success. One of them is the Oro Valley Police Department.

In short, in these very litigious times, I feel it is very important to ensure our policies and procedures are not just effective and efficient but also compliant with current law.

Chief Pearce is available for questions.

RECOMMENDED MOTION

Motion to approve the service agreement with Lexipol for an amount not to exceed \$26,000 of budgeted funds for policy development and update.



Golder Ranch Fire District

MEMORANDUM

Date: 7/16/2019

To: DC Hurguy

From: BC Pearce

Subject: SOP Project – Assessment and Recommendations

Summary:

As you can imagine this is a large undertaking. While looking to bring our policies and procedures up to date, I'm also looking to build a sustainable model so we never get this far behind again. If we continued within the current framework, even with a new manual, mine would be a futile effort that would need repeated again in five to ten years. Instead of committing time, energy and ingenuity on patching up our decisions of the past, forever bailing out old policy, we need to bring Golder out of the dark ages and take a progressive long lasting organized approach to managing our SOP's. We need to adopt a system like Lexipol that will keep us up to date without significant oversight once implemented.

Assessment:

- Our policy book.
The initial action plan included a thorough needs assessment of all our current policy. I engaged in answering three questions for each: Do we enforce it? Is it our standard practice? Does it need updating? After reviewing 375 SOP's, 244 need revised.
- Our system.
We have grown quickly, and our policy manual was not built for change. It has taken extreme effort on the part of many motivated individuals over the years to effectively impact our policy manual. It is not a system that encourages updating, we remain stagnant because of it. Based on my research we are not alone, many other agencies I have spoken with have identical issues.
- Risk Management.
While I initially considered this a project as a way to help manage our people and our systems, I've come to realize it as more than that, it is also an instrument for managing our districts risk both legally and practically. Many of our practices are in direct conflict with our policy.
- Limitations.
As I reviewed each policy it became clear to me my limitations. I can update for best practices, update old content and develop a better internal system, but those would only be half measures. The legal side of the policy manual is out of my realm of expertise. To keep them updated accurately to reflect current Arizona revised statutes,



Golder Ranch Fire District

MEMORANDUM

OSHA & Federal law, and NFPA standards would be a full time job.

I'm also pursuing a friendlier way to share our policies with all our people and a streamlined approach for vetting, reviewing and updating. Basically a long term approach to sustain a legally working policy and procedure manual. None of the in house options I have researched are truly sustainable without a fulltime policy chief.

Research:

We need to consider this project as not only the building of a functional, practical and applicable policy manual but also one that has the framework that will outlast us all. Setting today and future Golder Ranchers up for success.

I've contacted several agencies that have recently gone through the process of taking their policy and procedure manual out of the dark ages. Each agency, although unique, began in the same place we are currently. A mishmash of policy written by firefighters with unintentional bias, verbiage "borrowed" from here and there, some dating back to the 1970's, in our case only as vintage as 1998. Each agency was looking to create a solid working foundation, with policies and procedures that would stand up to the scrutiny of firefighters, chiefs, and lawyers.

Most have chosen to use a company called Lexipol founded by Gordon Graham the father of Risk Management in public safety. Since the company launch in 2003, Lexipol has grown to represent more than 3,000 public safety agencies across the United States. His company checks all the boxes each agency needed and looks like a good fit for us:

- *Lexipol Sales Pitch:*

Golder Ranch Fire District is looking for a way to access comprehensive policies to limit agency risk and enhance personnel safety. By using Lexipol, you will achieve peace of mind knowing your policies are up-to-date and legally defensible. The incorporated policy training component reinforces your staff's understanding of policies and provides individual training acknowledgement. Once you have high-quality policies in place, you want to be sure your personnel use them. The Lexipol program offers online access to your agency's policies through a web-based platform and mobile app. This flexibility allows your personnel to easily reference policies and complete training in the field. Using

Lexipol's program will provide Golder Ranch Fire District with:

- *Policies that reflect up-to-date industry standards and best practices*
- *Content specific to the laws and practices of Arizona*
- *Daily scenario-based training that reinforces your agency's policies*
- *Timely updates in response to new legislation and case law*



Golder Ranch Fire District

MEMORANDUM

Quotes from people we know regarding Lexipol:

"It brought OVPD out of the dark ages"-John Teachout, OVPD

"You can change anything you want but you are paying them to make sure your policies meet the legal requirements of a fire department, I wouldn't go back to the old way." -Jason Allen, Camano Island Fire Rescue

"Why did we change? Because we are a bunch of firefighters with college degrees trying to make heads or tails of things like HR FLSA law, Lexipol does that for you."- Ed Mezulis, Sedona Fire

"We like the platform, and would not go back. It tells you if it is state statute, federal regulation, best practice or your own content. We did not touch the state or federal pieces. We are still in the transition now but about 2 years, you could do it in a year if you had someone with enough time to dedicate to it." - BJ Jungmann Fire Chief, City of Burnsville

"We would never go back, you can set groups to review policy and collaborate. It took us 18 months to redo all our policy and roll it out to the troops."- Tom Kruger, Fire Chief, Lincolnshire-Riverwoods Fire

"We looked at Lexipol, but decided to redo our policy in house, hosting it on Microsoft office 365 SharePoint" - Collin Wyckoff, Captain NWFD

Recommendations:

Do I think Lexipol is the answer to all our problems? No, it will still take a considerable effort to bring our manual up to date, but it is a significant step in the right direction. I strongly recommend we switch gears from an internal process to utilizing their services for a sustainable manual. Each agency I interviewed stated the most difficult part was the transition from old policy to new. It took anywhere from eighteen months to three years to completely roll out the new policies. Some had designated staff to manage the process, some did not. This included cross referencing our policies with the Lexipol package, combining and creating a viable SOP manual. Vetting all changes with our staff and labor group. Releasing policy in manageable chunks for staff to reasonable accept and understand.

Timeline:

Optimistic: 9 months

Realistic: 12 months

Pessimistic: 18 months

Estimate of costs:

Lexipol - based on up to 200 front line Firefighters

\$26,729 - Year one subscription and support package

\$14,584 - Subsequent annual subscription



Golder Ranch Fire District

MEMORANDUM

Alternatives

NWFD utilizes a cloud based file sharing services called SharePoint, simply a system they had in place that they utilize for hosting and managing their SOP's. It is functional, however the cost for us to adapt the same platform would be approximately 36k annually. That is all without the benefit of the legal expertise and backing of a company like Lexipol.



Golder Ranch Fire District

MEMORANDUM

Date: 9/29/2020

To: Chief Brandhuber, Chief Hurguy & Chief Robb

From: DC Pearce

Subject: Cost Benefit Analysis of Lexipol

As discussed, there are several benefits of transitioning our SOP manual to Lexipol, including but not limited to;

- Policies that reflect up-to-date industry standards and best practices
- Content specific to the laws and practices of Arizona
- Daily scenario-based training that reinforces your agency's policies
- Timely updates in response to new legislation and case law

With regards to the fiscal impact to the organization, GRFD has the opportunity to save over \$280,000 over the next five years in direct savings and cost avoidance, based on the analysis below.

COST BENEFIT ANALYSIS - Lexipol vs In House

QUANTITATIVE ANALYSIS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
	Implementation	Implementation 1/2	Maintenance	Maintenance	Maintenance	
COSTS						
Project implementation costs (Merging SOP's)	\$ 12,145.00					\$ 12,145.00
SOP Manager - Deputy Chief	\$ 107,892.20					\$ 107,892.20
Employee Related Expenses	\$ 32,367.66					\$ 32,367.66
Software Annual Subscription*	\$ 13,815.90	\$ 13,815.90	\$ 13,815.90	\$ 13,815.90	\$ 13,815.90	\$ 69,079.50
TOTAL COSTS	\$ 166,220.76	\$ 13,815.90	\$ 13,815.90	\$ 13,815.90	\$ 13,815.90	\$ 221,484.36
COST SAVINGS & AVOIDANCE	0%	50%	70%	70%	70%	
Reduced staffing cost - DC free to do other duties	\$ -	\$ 55,564.48	\$ 77,790.28	\$ 80,123.98	\$ 82,527.70	\$ 296,006.45
Reduced DC Employee Related Expenses	\$ -	\$ 16,669.34	\$ 23,337.08	\$ 24,037.20	\$ 24,758.31	\$ 88,801.93
Specialty lawyer Fees (1/3 of annual budgeted funds)	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 120,000.00
TOTAL COST AVOIDANCE	\$ -	\$ 72,233.83	\$ 101,127.36	\$ 104,161.18	\$ 107,286.02	\$ 504,808.38
TOTAL BENEFITS	\$ (166,220.76)	\$ 58,417.93	\$ 87,311.46	\$ 90,345.28	\$ 93,470.12	\$ 283,324.02

*fees subject to change based on the number of user licenses needed (ie new firefighters)

The detailed cost benefit analysis compares the cost of Lexipol versus the cost of a Deputy Chiefs salary and ERE over a five-year period. This length of time was chosen based on initial set up time of twelve to eighteen months, with on-going maintenance in years three, four, and five. In year two we anticipate the DC will only spend half the year working on the implementation, and in years three through five only one third of the time as maintenance and oversight.

Direct savings to the organization is based on the ability to allocate other responsibilities to the Deputy Chief assigned to this project, with cost avoidance attributed to specialty attorney fees and potential litigation due to out of date or legally inconsistent policies. To determine specialty



Golder Ranch Fire District

MEMORANDUM

attorney fees, we reviewed the budget allocation, which is \$90,000 for FY21. With a complete legally sound and defensible policy manual that is routinely updated we should be able to avoid at least one third of these costs and limit our liability.



AGREEMENT FOR USE OF SUBSCRIPTION MATERIAL

Agency's Name: Golder Ranch Fire District
Agency's Address: 3885 E Golder Ranch Dr
Tucson, Arizona 85739

Attention: Fred Pearce

Lexipol's Address: 2611 Internet Boulevard, Suite 100
Frisco, Texas 75034

Prepared By: Jeffrey Hopper

Effective Date: _____
(to be completed by Lexipol upon receipt of signed Agreement)

The Agreement for Use of Subscription Material is between Lexipol, LLC, a Delaware limited liability company ("**Lexipol**"), and the Agency identified above. The Agreement consists of (a) this cover sheet; (b) **Exhibit A** (Subscriptions Being Purchased and Subscription Fees) attached to this cover sheet, (c) **Exhibit B** (General Terms and Conditions) attached to this cover sheet, and (d) **Exhibit C** (Scope of Services) attached to this cover sheet. Capitalized terms that are used in Exhibit A and not defined therein shall have the respective meanings given to them in Exhibit B.

Golder Ranch Fire District

Lexipol

Signature: _____

Signature: _____

Print Name: _____

Print Name: Van Holland

Title: _____

Title: Chief Financial Officer

Date Signed: _____

Date Signed: _____

EXHIBIT A

SUBSCRIPTIONS BEING PURCHASED AND SUBSCRIPTION FEES

Agency is purchasing the following:

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Fire Policy Manual & Daily Training Bulletins w/Supplemental Publication Service w/Fire Operations Procedures (12 Months)	USD 15,646.00	10%	USD 1,564.60	USD 14,081.40
	Subscription Line Items Total			USD 1,564.60	USD 14,081.40
1	Fire Standard Policy Cross-Reference	USD 2,250.00		USD 0.00	USD 2,250.00
1	Fire Agency-Specific Content Extraction	USD 2,195.00		USD 0.00	USD 2,195.00
1	Fire Tier I Implementation & Tier II Implementation	USD 7,534.00		USD 0.00	USD 7,534.00
	One-Time Line Items Total			USD 0.00	USD 11,979.00
				USD 1,564.60	USD 26,060.40
Discount:					USD 1,564.60
TOTAL:					USD 26,060.40

*Fire pricing is based on 200 Fire Authorized Staff. Cross Reference Professional Services pricing is based on 300 pages.

*The above subscription services, and when applicable, implementation services, shall be invoiced by Lexipol upon the execution of this Agreement.

Discount Notes

10% Manager Approved Annual Subscription Discount

GENERAL TERMS AND CONDITIONS

1. **Definitions.** For purposes of this Agreement, each of the following terms will have the meaning indicated in this Section:

1.1 **Agency's Account.** "**Agency's Account**" means the account by which Agency accesses the Subscription Materials.

1.2 **Agreement.** "**Agreement**" means (a) the cover sheet to which these General Terms and Conditions are attached, (b) Exhibit A (Subscriptions and Services Being Purchased and Related Fees) attached to that cover sheet, (c) these General Terms and Conditions, and (d) Exhibit C (Scope of Services).

1.3 **Initial Term/Contract Year.** "**Initial Term**" means the twelve-month period commencing on the Effective Date and "**Contract Year**" means each twelve-month period commencing on each anniversary of the Effective Date, except as may otherwise be modified by Section 2.1 Term below.

1.4 **Derivative Work.** "**Derivative Work**" means a work that is based on the Subscription Material or any portion thereof, such as a revision, modification, abridgement, condensation, expansion, or any other form in which the Subscription Material or any portion thereof may be recast, transformed, or adapted. For purposes of this Agreement, a Derivative Work also includes any compilation that incorporates any portion of the Subscription Material. Further, "**Derivative Work**" includes any work considered a "derivative work" under United States copyright law.

1.5 **Effective Date.** "**Effective Date**" means the date specified on the cover sheet to which these General Terms and Conditions are attached.

1.6 **Subscription Materials.** "**Subscription Materials**" means the policy manuals, supplemental policy publications, daily training bulletins and other materials provided by Lexipol to Agency from time to time during the term of this Agreement under the subscriptions purchased by Agency as specified in Exhibit A.

2. **Term and Termination.**

2.1 **Term.** This Agreement is effective upon the execution and delivery of this Agreement by both Lexipol and Agency, and shall continue in effect until the expiration of the Initial Term provided, however, that the term of this Agreement will automatically be extended for successive one-year periods thereafter (each a Contract Year), unless either party gives written notice to the other party to the contrary not less than thirty (30) days prior to the expiration of the Initial Term or the then current Contract Year, as the case may be. Notwithstanding the foregoing, however, this Agreement will be subject to termination as provided in Section 2.2 below.

2.2 **Termination.** This Agreement may be terminated by either party, effective immediately, (a) in the event that the other party fails to discharge any obligation or remedy any default under this Agreement for a period of more than thirty (30) calendar days after it has been given written notice of such failure or default or (b) in the event that the other party makes an assignment for the benefit of creditors or commences or has commenced against it any proceeding in bankruptcy, insolvency or reorganization pursuant to the bankruptcy laws of any applicable jurisdiction.

2.3 **Effect of Expiration or Termination.** Upon the expiration or termination of this Agreement, all of the rights granted to Agency by this Agreement to the subscriptions identified on Exhibit

A shall automatically terminate. The termination or expiration of this Agreement shall not, however, relieve either party from any obligation or liability that has accrued under this Agreement prior to the date of such termination or expiration. The right to terminate this Agreement pursuant to Section 2.2 above shall be in addition to, and not in lieu of, any other remedy, legal or equitable, to which the terminating party shall be entitled at law or in equity. The provisions of Sections 1 (Definitions), 4 (Copyright/ Derivative Works/ Lexipol's Ownership), 5 (Right to Use/ Limitations on Use of Subscription Material and Derivative Works), 7 (Privacy Policy), 8 (Policy Adoption), 9 (Disclaimer of Liability), 10 (Limitation of Liability), 13 (Miscellaneous), and this Section 2.3 shall survive the expiration or termination of this Agreement for any reason whatsoever.

3. Subscription Fees, etc.

3.1 Subscription Fee/Invoicing. Lexipol will invoice Agency at the commencement of the Subscription Service (Initial Term) and thirty (30) days prior to the date for each Contract Year (refer to 2.1 above). Agency will pay to Lexipol the subscription fee specified on Exhibit A within thirty (30) days following Agency's receipt of the invoice for such subscription and renewal fees. All invoices will be sent to Agency at the address for Agency specified on the cover sheet to which these General Terms and Conditions are attached. All payments will be made to Lexipol at the address for Lexipol specified on the cover sheet to which these General Terms and Conditions are attached. Lexipol reserves the right to increase pricing for subsequent Contract Years.

3.2 Taxes/ Past Due Amounts. All amounts required to be paid under this Agreement, unless otherwise stated on Exhibit A, are exclusive of all taxes and similar fees now in force or enacted in the future imposed on the subscriptions purchased by Agency under this Agreement and/or delivery by Lexipol to Agency of Subscription Material, all of which Agency will be responsible for and will pay in full, except for taxes based on Lexipol's net income. In the event any amount owed by Agency is not paid when due, and such failure is not cured within ten (10) days after written notice thereof from Lexipol, then in addition to any other amount due, Agency shall pay a late payment charge on the overdue amount at a rate equal to the lower of (a) one percent (1%) per month, or (b) the highest rate permitted by applicable law.

4. Copyright; Derivative Works; Lexipol's Ownership. Agency acknowledges and agrees that the Subscription Material is a proprietary product of Lexipol, protected under U.S. copyright law, and that Lexipol reserves all rights not expressly granted in this Agreement. Subject to the terms and conditions contained in this Agreement, Lexipol hereby grants Agency the right to prepare Derivative Works, except as limited by the terms of this agreement/ provided, however, that Agency acknowledges and agrees that Lexipol will be the sole owner of all right, title and interest in and to all Derivative Works prepared by or for Agency, including all copyrights and other intellectual property and proprietary rights therein or pertaining thereto, and Agency hereby assigns and transfers to Lexipol all right, title and interest in and to all Derivative Works prepared by or for Agency, including all copyrights and other intellectual property and proprietary rights therein or pertaining thereto. Agency will not remove from any copies of the Subscription Material provided by Lexipol to Agency any copyright notice or other proprietary notice of Lexipol appearing thereon, and shall include such copyright and other notices at the appropriate place on each copy of the Subscription Material and each copy of any Derivative Work made by or for Agency, in any form.

5. Right to Use/ Limitations on Use of Subscription Material and Derivative Works. Subject to the terms and conditions contained in this Agreement, Lexipol hereby grants to Agency a perpetual, personal, fully paid-up, right to use, except as limited by the terms of this agreement the Subscription Material and any Derivative Works prepared by or for Agency, solely for the Agency's internal purposes. Agency will not use, copy, republish, lend, distribute, post on servers, transmit, redistribute, display, in whole or in part, by any means or medium, electronic or mechanical, or by any information storage and retrieval system, any Subscription Material or any Derivative Work prepared by or for Agency other than as expressly authorized by the immediately preceding sentence. Without limiting the generality of the foregoing, Agency will not import, upload, or otherwise make available any

Subscription Material or any Derivative Work prepared by or for Agency into or onto any third party knowledge, document, or other content management system or service without Lexipol's prior written consent. The foregoing does not, however, prohibit or restrict Agency from providing Subscription Material or Derivative Works prepared by or for Agency pursuant to an order from a court or other governmental agency or other legal process, or Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request, nor does it prohibit or restrict Agency from displaying the adopted/approved final policy document on a publicly accessible website for official Agency purposes, so long as Agency includes the appropriate copyright and other proprietary notices on such final policy document as required by Section 4 above.

6. Account Security. Agency is solely responsible for maintaining the confidentiality of Agency's user name(s) and password(s) and the security of Agency's Account. Agency will not permit access to Agency's Account, or use of Agency's user name(s) and/or password(s) by any person or entity other than authorized Agency personnel. Agency will immediately notify Lexipol in writing if Agency becomes aware that any person or entity other than authorized Agency personnel has used Agency's Account or Agency's user name(s) and/or password(s).

7. Privacy Policy. Lexipol will hold all information Agency provides in confidence unless required to provide information in accordance with an order from a court or other governmental agency or other legal process such as a Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request. Lexipol will use commercially reasonable efforts to ensure the security of information provided by Agency. Lexipol's system also uses Secure Socket Layer (SSL) Protocol for browsers supported by Lexipol application(s). SSL encrypts information as it travels between the Agency and Lexipol. However, Agency acknowledges and agrees that Internet data transmission is not always 100% secure and Lexipol does not warrant or guaranty that information Agency transmits utilizing the Lexipol system or online platform is 100% secure.

Agency acknowledges that Lexipol may provide view-only access and summary information (including but not limited to, status of number of policies developed or in development, percentage of staff reviews of developed policies, and percentage of DTBs taken) to the Agency's affiliated Risk Management Authority, Insurance Pool or Group, or Sponsoring Association, if they are actively funding their member Agencies' Subscription Fees.

8. Policy Adoption. Agency hereby acknowledges and agrees that any and all policies and Daily Training Bulletins (DTBs) included in the Subscription Material provided by Lexipol have been individually reviewed, customized and adopted by Agency for use by Agency. Agency further acknowledges and agrees that neither Lexipol nor any of its agents, employees or representatives shall be considered "policy makers" in any legal or other sense and that the chief executive of Agency will, for all purposes, be considered the "policy maker" with regard to each and every such policy and DTB.

9. Disclaimer of Liability. Agency acknowledges and agrees that Lexipol its officers, agents, managers, and employees will have no liability to Agency or any other person or entity arising from or related to the Subscription Materials, or any act or omission by Agency or its personnel pursuant to, or in reliance on, any of the Subscription Materials.

10. Limitation of Liability. Lexipol's cumulative liability to Agency and any other person or entity for any loss or damages resulting from any claims, demands, or actions arising out of or relating to this Agreement or the use of any Subscription Materials shall not exceed the subscription fees actually paid to Lexipol for the use of the Subscription Materials under this Agreement during the twelve-month period immediately prior to the assertion of such claim, demand or action. In no event shall Lexipol be liable for any indirect, incidental, consequential, special, or exemplary damages or lost profits, even if Lexipol has been advised of the possibility of such damages. The limitations set forth in this Section shall apply whether Agency's claim is based on breach of contract, tort, strict liability, product liability or any other theory or cause of action.

11. Non-Transferability. The subscriptions and rights to use the Subscription Material granted by this Agreement are personal to Agency and Agency shall not assign or otherwise transfer the same to any other person or entity.

12. Confidentiality. From time to time during the term of this Agreement, either party may be required to disclose information to the other party that is marked "confidential" or the like, or that is of such a type that the confidentiality thereof is reasonably apparent ("Confidential Information"). The receiving party will (a) limit disclosure of any Confidential Information of the other party to the receiving party's directors, officers, employees, agents and other representatives (collectively "Representatives") who have a need to know such Confidential Information in connection with the business relationship between the parties to which this Agreement relates, and only for that purpose (b) advise its Representatives of the confidential nature of the Confidential Information and of the obligations set forth in this Agreement and require such Representatives to keep the Confidential Information confidential and to use it only as permitted by this Agreement (c) keep all Confidential Information confidential by using a reasonable degree of care, but not less than the degree of care used by it in safeguarding its own confidential information and (d) not disclose any Confidential Information received by it to any third party (except as otherwise provided for herein). Notwithstanding the foregoing, however, a party may disclose Confidential Information of the other party pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request, or Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request, or similar method, provided that the party proposing to make any such disclosure will promptly notify, to the extent practicable, the other party in writing of such demand for disclosure so that the other party may, at its sole expense, seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information. Each party shall be responsible for any breach of this Section by any of such party's Representatives.

Miscellaneous.

13.1 Governing Law. This Agreement shall be construed in accordance with, and governed by, the laws of the State of California, without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply.

13.2 Entire Agreement. This Agreement embodies the entire agreement and understanding of the parties hereto and hereby expressly supersedes any and all prior written and oral agreements and understandings with respect to the subject matter hereof, including without limitation any and all agreements and understandings pertaining to the use of the Subscription Materials by Agency. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied in this Agreement. Terms and conditions set forth in any purchase order, or any other form or document of Agency, which are inconsistent with, or in addition to, the terms and conditions set forth in this Agreement, are hereby objected to and rejected in their entirety, regardless of when received, without further action or notification by Lexipol, and shall not be considered binding on Lexipol unless specifically agreed to in writing by it.

13.3 Headings. The captions and other headings contained in this Agreement are for convenience only and shall not be considered a part of or affect the construction and interpretation of any provision of this Agreement.

13.4 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document.

13.5 Amendment. No amendment, modification, or supplement to this Agreement shall be binding unless it is in writing and signed by the party sought to be bound thereby.

13.6 Attorneys' Fees. If any action is brought by either party to this Agreement against the other party regarding the subject matter hereof, the prevailing party shall be entitled to recover, in addition to any other relief granted, reasonable attorneys' fees and expenses of litigation.

13.7 General Interpretation. The language used in this Agreement shall be deemed to be the language chosen by the parties hereto to express their mutual intent. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument or any portion thereof to be drafted, or in favor of the party receiving a particular benefit under the Agreement. No rule of strict construction will be applied against any person or entity.

13.8 Notices. Any notice required by this Agreement or given in connection with it, shall be in writing and shall be given by personal delivery, by certified mail, postage prepaid, or by recognized overnight delivery service to the appropriate party at the address of such party stated on the cover sheet to which these General Terms and Conditions are attached, or such other address as such party may indicate by a notice delivered to the other party in accordance with the terms of this Section. Alternatively, electronic mail or facsimile notice is acceptable when acknowledged by the receiving party.

13.9 Invalidity of Provisions. Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof. Further, if a court of competent jurisdiction finds any provision of this Agreement to be invalid or unenforceable, then the parties agree that the court should endeavor to give effect to the parties' intention as reflected in such provision to the maximum extent possible.

13.10 Waiver. Lexipol's failure to exercise, or delay in exercising, any right or remedy under any provision of this Agreement shall not constitute a waiver of such right or remedy.

End of General Terms and Conditions

Scope of Services

Policy Manual

Constitutionally sound, up-to-date policies are the foundation for consistent, safe public safety operations and are key to reducing risk and enhancing personnel and community safety. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

Policy Updates

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

Supplemental Publication Service

Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

Fire Procedures

Clear and accessible procedures are imperative to ensure safe, effective and consistent emergency response and personnel interactions. Lexipol's fire procedures, based on national best practices, give you critical operational and administrative procedures as well as a template to build on.

- More than 35 best practice procedures designed to support safe and effective operations
- Tactical procedures address the operations most often cited as contributing to firefighter injury or death as well as the most common call types
- Administrative procedures address the areas of highest legal liability as well as best practices for organizational success
- Scenario-based training reinforces live training
- Mobile-friendly decision trees and checklists prevent essential steps from being missed

Agency-Specific Content Extraction

This service is perfect for agencies that wish to populate one or more Supplemental Publication Service (SPS) manuals with their existing content. We'll do the heavy lifting of incorporating your agency's supplemental content (procedures, guidelines, general orders, training guide or a secondary policy manual) into the SPS. Access to an electronic copy of your existing content and a subscription to the Supplemental Publication Service (SPS) is required.

- Data entry of agency procedures or supplemental content into Lexipol's Knowledge Management System (KMS). Note: Lexipol reserves the right to limit the amount of content being imported into the SPS.
- Consistent, professional formatting for your agency's policy-related content
- Hyperlink related content for enhanced end-user experience

Standard Policy Cross-Reference

Making the transition to Lexipol starts with understanding how your agency's current policy content compares with Lexipol's master policy content. Our Standard Policy Cross-Reference service provides a logical method to distinguishing between the two.

- Analysis of your existing policies and procedures to identify content similar to Lexipol's state specific master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual
- Your existing policies returned with annotations and tips to integrate into the Lexipol master content
- One-on-one review with your agency to discuss the cross-reference report

Implementation Policy Tier I: High-Risk Policies

Benefit from our proven, systematic approach to implementing policies. Tier I represents about 20% of the manual, including foundational policies necessary to provide structure and authority to your policy manual, as well as policies addressing high-risk, low-frequency and high-risk, high-frequency incidents. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

Implementation Policy Tier II: High-Liability Policies

Benefit from our proven, systematic approach to implementing policies. Tier II represents about 20% of the manual, including policies that relate to common day-to-day calls for service that have a higher level of potential liability. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Dave Christian, Finance Manager

DATE: January 19, 2021

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

ITEM #: 8C

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 12/1/2020 Through 12/31/2020

Account Code	Account Title	Current Period Budget	Current Period Actual	YTD Budget	YTD Actual
5000	Labor/Benefits/Employee Development	2,370,845.80	2,588,639.49	14,804,739.43	14,964,630.93
6000	Supplies/Consumables	116,997.42	82,364.89	828,184.52	502,243.86
6500	Vehicle / Equipment Expense	57,978.67	47,787.31	347,872.02	282,004.20
6750	Utilities / Communications	31,937.39	18,769.30	233,037.54	220,347.76
7000	Professional Services	101,375.03	59,646.58	638,250.50	458,632.34
7500	Dues/Subscriptions/Maint. Fees	16,889.60	198.00	166,011.27	137,207.82
7750	Insurance	4,833.33	29,839.00	64,211.98	91,191.00
8000	Repairs / Maintenance	95,573.50	52,711.33	281,741.00	258,768.80
9000	Debt Service	2,250.16	3,116.46	13,500.96	23,631.33
9500	Capital Outlay	18,291.66	47,949.46	1,100,030.00	600,300.13
Report Difference		(2,816,972.56)	(2,931,021.82)	(18,477,579.22)	(17,538,958.17)

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Randy Karrer, Fire Chief

DATE: January 19, 2021

SUBJECT: 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 CONSULTATION OR LEGAL ADVICE REGARDING AN UPDATE ON EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) COMPLAINTS RECEIVED, NOTICE OF CLAIM RECEIVED, AND POSSIBLE PENDING LITIGATION

ITEM #: 8D

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

This item allows the Golder Ranch Fire District Governing board to obtain legal advice regarding an EEOC complaints received, a notice of claim that was received, and possible pending litigation.

RECOMMENDED MOTION

Motion to enter into Executive Session pursuant to A.R.S. §38-431.03.A(3) for the purpose of legal advice with the attorney.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Randy Karrer, Fire Chief

DATE: January 19, 2021

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

ITEM #: 8E

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☒ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

BACKGROUND

This item allows the Golder Ranch Fire District Governing Board to adjourn into executive session to discuss and review Fire Chief Randy Karrer's employment contract, including compensation.

RECOMMENDED MOTION

Motion to enter into Executive Session pursuant to A.R.S. §38-431.03.A(1) for the purpose of discussion and review of the fire chief's employment contract including compensation

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Randy Karrer, Fire Chief

DATE: January 19, 2021

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE FIRE CHIEF'S
EMPLOYMENT CONTRACT INCLUDING COMPENSATION

ITEM #: 8F

REQUIRED ACTION: ☐ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☒ Legal Review

BACKGROUND

This item is to allow the Golder Ranch Fire District Governing Board to discuss in open session Fire Chief Randy Karrer's employment contract, if deemed appropriate.

RECOMMENDED MOTION

Motion to be determined at the meeting, if necessary.

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Brooke Painter, Board Services Manager

DATE: January 19, 2021

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: Randy Karrer, Fire Chief

DATE: January 19, 2021

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. ** Please see revised instructions to speakers at the bottom of the agenda.

RECOMMENDED MOTION

No motion is necessary for this agenda item.