

GOLDER RANCH FIRE DISTRICT GOVERNING BOARD MEETING PUBLIC NOTICE AND AGENDA

**Tuesday, April 18, 2023 9:00 a.m.
3885 East Golder Ranch Drive, Tucson, Arizona**

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, April 18, 2023. The meeting will be held 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.

5. PRESENTATIONS

A. PRESENTATION OF PERSONNEL

- NEW HIRES
 - Fire Accreditation Project Manager Keith Holland
 - IT Specialist Barry Johnston
 - Records Specialist Jenny Wong

Behavioral and Loyalty Oaths will be administered

6. CONSENT AGENDA

The consent portion of the agenda is a means of expediting routine matters, such as minutes or previously discussed or budgeted items that must be acted upon by the Board. Any item may be moved to Regular Business for discussion and possible action by any member of the Board.

A. APPROVE MINUTES- MARCH 21, 2023 REGULAR SESSION

**B. APPROVE AND ADOPT THE FOLLOWING UPDATED POLICIES: 500 PATIENT CARE
REPORTS & 505 CONTROLLED SUBSTANCE ABUSE**



7. REPORTS AND CORRESPONDENCE

A. FIRE CHIEF'S REPORT – CHIEF BRANDHUBER

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

B. PLANNING ASSISTANT CHIEF'S REPORT – CHIEF ABEL

- UPDATES ON THE FOLLOWING AREAS:
 - ASSISTANT CHIEF'S ACTIVITIES
 - PLANNING
 - LOGISTICS
 - FACILITIES MAINTENANCE
 - FLEET
 - SUPPLY
 - FIRE AND LIFE SAFETY

C. EMERGENCY RESPONSE/PROFESSIONAL DEVELOPMENT ASSISTANT CHIEF'S REPORT – CHIEF ROBB

- UPDATES ON THE FOLLOWING AREAS:
 - EMERGENCY RESPONSE
 - PROFESSIONAL DEVELOPMENT
 - HEALTH AND SAFETY
 - WILDLAND
 - HONOR GUARD/PIPES AND DRUMS
 - SPECIAL OPERATIONS
 - COMMUNITY SERVICES AND PUBLIC RELATIONS

8. REGULAR BUSINESS

A. DISCUSSION AND POSSIBLE ACTION TO DETERMINE THE COURSE OF ACTION FOR BOARD CANDIDATES NOT AVAILABLE TO ATTEND THE SPECIAL SESSION BOARD MEETING

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



9. FUTURE AGENDA ITEMS

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

- Regularly scheduled meeting – May 16, 2023

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

Wally Vette, Clerk of the Board
Golder Ranch Fire District

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

If any disabled person needs any type of accommodation, please notify the Golder Ranch Fire District 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: Shannon Ortiz 4/12/2023 at 6:00 p.m.



**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 18, 2023

SUBJECT: Fire Board Reports

ITEM #: 3

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This item allows for the Fire Board Members to report to the public and/or staff any events, meetings, conferences, etc. they may have attended and/or points of interest that took place throughout the month.

RECOMMENDED MOTION

No motion is necessary for this agenda item.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

DATE: April 18, 2023

SUBJECT: Call to the Public

ITEM #: 4

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

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

RECOMMENDED MOTION

No motion is necessary for this agenda item.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

DATE: April 18, 2023

SUBJECT: PRESENTATION OF PERSONNEL

ITEM #: 5A

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This is the time for recognizing new personnel and personnel who have achieved employment milestones or have achieved other distinctions.

- NEW HIRES
 - FIRE ACCREDITATION PROJECT MANAGER KEITH HOLLAND
 - IT SUPPORT SPECIALIST BARRY JOHNSTON
 - RECORDS SPECIALIST JENNY WONG

RECOMMENDED MOTION

No motion required for this agenda item.

- GRFD CAREER HISTORY:
- PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:
- PERSONAL OR SPECIAL NOTES OF INTEREST:

EMPLOYEE RECOGNITION

Employee Name: Barry Johnston

Date of Hire:

Current Position: IT Support Specialist

Reason for Recognition: New Hire

Prepared by:

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

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

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

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

- **GRFD CAREER HISTORY:**

- New Hire

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

I'm Happy to be here and be a part of the Golder Ranch team. I have been interested in IT since I was a kid. I've worked in IT professionally for the last 4 years. During which I worked as an IT generalist for EP Builders, independently doing house calls and field work during covid, and working on my Computer Science degree.

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

In my personal time, I enjoy hiking with my 2-year-old Red Heeler named Piper. I also enjoy Mountain Biking, On/Off Road Motorcycling, Target Shooting, and all things Tech. I also appreciate cinema and have an embarrassingly large and growing movie and TV Show collection. I'm always looking for good recommendations on cool things to watch!



EMPLOYEE RECOGNITION

Employee Name: Jenny Wong

Date of Hire: April 27, 2023

Current Position: Records Specialist

Reason for Recognition: New Hire

Prepared by:

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

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

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

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

- **GRFD/CAREER HISTORY:**

Jenny began last Monday, which was one of the most difficult weeks in Golder history. She was a good sport and went with the flow. She jumped right in and helped with clean-up at the funeral, preparation and clean-up for Chief Karrer's luncheon and was able to attend a Change of Command Ceremony all in her first week. Her eagerness to help where needed makes her a great fit for the District.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Jenny has a bachelor's degree from the University of Arizona. Her work background includes working for Banner University Medical Center, Pima County Health Department and she was most recently a Case Processing Specialist for the Pima County Consolidated Justice Court. Her work experience assisting the public and working with records for a government agency made her a perfect fit for the position.

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

Jenny's parents own a restaurant in Tucson called New Asia. She helps them with their business on her days off. She has two Turtles, named Bobo and Tong Tong, which mean 'Precious' and 'Sugar' in Cantonese, another language that she speaks.

We are excited to have Jenny as part of the team and look forward to all that she will do in Records!



**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 18, 2023

SUBJECT: APPROVE MINUTES –MARCH 21, 2023 REGULAR SESSION

ITEM #: 6A

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

In compliance with A.R.S. §38-431.01, approval of:

A. MARCH 21, 2023 REGULAR SESSION MEETING MINUTES

RECOMMENDED MOTION

Motion to approve the April 18, 2023 Consent Agenda.

**GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
REGULAR SESSION MINUTES
Tuesday, March 21, 2023 9:00 a.m.
3885 East Golder Ranch Drive, Tucson, Arizona**

1. CALL TO ORDER/ROLL CALL

Chairperson Vicki Cox-Golder called the meeting to order on March 21, 2023 at 9:00 a.m.

Members Present: Chairperson Vicki Cox-Golder, Board Clerk Vette, Board Member Steve Brady, and Board Member Sandi Outlaw

Staff Present: Fire Chief Karrer, Assistant Chief Abel, Assistant Chief Robb, Deputy Chief Cesarek, Fire Marshal Akins, Division Chief Perry, Director Delong, Director Christian, Director Rascon, Attorney Aversa, Local 3832 Paramedic Ryan Ward, and Board Services Supervisor Ortiz

2. SALUTE AND PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

3. FIRE BOARD REPORTS

Board Member Outlaw commended the Union for doing a great job on the archery event for a great cause.

4. CALL TO THE PUBLIC

There were no public issues presented at this time.

5. PRESENTATIONS

A. ARIZONA FIRE CHIEF'S EXECUTIVE BOARD LIFETIME ACHIEVEMENT PRESENTATION TO CHIEF KARRER

Chief Karrer reported that this will be done at the Change of Guard event.

B. PRESENTATION OF PERSONNEL

- RETIREMENT
 - Lead Fleet Technician Lee Barbeau
- PROMOTIONS



- Captain Jacob Kassulke
 - Captain Eric Melen
 - Deputy Chief of Essential Services Eric Perry
- YEARS OF SERVICE RECOGNITION
 - Engineer Bryan Scafede 15 years
 - Firefighter Anthony Rios 5 years
 - Paramedic Tyler Drury 5 years

Chief Karrer stated Mr. Barbeau was unable to attend the meeting. A presentation will be done for him at another time.

Chief Karrer announced that Captain Kassulke and Captain Melen were pinned at their stations, with their crews, at their request.

Chief Karrer recognized the promotion of Eric Perry from Division Chief to Deputy Chief. Chief Brandhuber gave a presentation on Chief Perry's fire service.

Captain Hastings recognized Engineer Bryan Scafede for his fifteen years of service to the District.

Chief Karrer recognized Firefighter Anthony Rios for his five years of service to the District.

Captain Strieter recognized Paramedic Tyler Drury for his five years of service to the District.

6. CONSENT AGENDA

- A. APPROVE MINUTES- FEBRUARY 14, 2023 SPECIAL SESSION
- B. APPROVE MINUTES- FEBRUARY 14, 2023 EXECUTIVE SESSION
- C. APPROVE MINUTES – FEBRUARY 21, 2023 REGULAR SESSION
- D. APPROVE AND ADOPT THE FOLLOWING UPDATED POLICY- 402 FIRE INVESTIGATIONS

MOTION by Board Clerk Vette to approve the March 23, 2023 Consent Agenda

MOTION SECONDED by Board Member Brady

MOTION CARRIED 4/0

7. REPORTS AND CORRESPONDENCE

- A. FIRE CHIEF'S REPORT – Chief Karrer presented the Fire Chief's report to the Governing Board.



Paramedic Ryan Ward presented on behalf of President Jones for the Union. He announced the Local 3832 raised \$10,000 at the Jose Samaniego Archery Event. The proceeds will go to a mental health agency. He thanked the Board for their support. The Union also held a hockey event, in which they sold 100 tickets. Paramedic Ward thanked Chief Karrer for his service to the District and the State of Arizona.

- B. PLANNING ASSISTANT CHIEF'S REPORT – Chief Abel presented the Planning Division's report to the Governing Board. Chief Cesarek mentioned that mechanic Phil Cantua was recognized in Texas as the Arizona Mechanic of the Year award. Chief Cesarek also gave an update on the Hanley building project.

Chairwoman Cox-Golder asked Chief Abel if he would continue to serve on the Impact Board after he retires. Chief Abel explained that he would.

Board Clerk Vette asked about the recent lithium battery fire. Fire Marshal Akins responded that the fire, that occurred on February 14th, had no property loss, only content loss. The fire occurred on the exterior of the building.

Board Clerk Vette asked if there is a way to identify which locations have lithium batteries. Fire Marshal Akins responded that she could contact various agencies to see if this is possible.

- C. ESSENTIAL SERVICES ASSISTANT CHIEF'S REPORT – Chief Brandhuber presented the Essential Services report to the Governing Board.

Board Clerk Vette asked a question about Dove Mountain. Chief Brandhuber clarified that Dove Mountain is not in Golder Ranch Fire District's boundaries.

Chairwoman Cox-Golder asked who could request medical records. Board Services Supervisor Ortiz explained that the majority of records requests are submitted by patients however, when third parties request medical records, a HIPAA authorization form is required. In addition, the District requires a notarized signature of the patient on the HIPAA authorization form.

- D. EMERGENCY RESPONSE/PROFESSIONAL DEVELOPMENT ASSISTANT CHIEF'S REPORT – Chief Robb presented the Emergency Response/Professional Development report to the Governing Board.

Chairwoman Cox-Golder had a question about the PPE committee and about hoods.

Chief Karrer responded that the NFPA comes up with recommendations however, they are not requirements.

8. REGULAR BUSINESS



A. AUTHORIZATION OF THE GRFD GOVERNING BOARD TO ADVERTISE FOR THE VACANT GRFD GOVERNING BOARD POSITION

MOTION by Board Clerk Vette to authorize the advertisement of the vacant GRFD Governing Board position.

MOTION SECONDED by Board Member Outlaw

MOTION CARRIED 4/0

B. APPOINTMENT OF HUMAN RESOURCES DIRECTOR ALLISON DELONG TO GRFD PSPRS LOCAL PENSION BOARD

Chief Brandhuber explained today's best practices recommend not to have the Fire Chief on the PSPRS Local Pension Board but to have someone that is familiar with disability retirement. He would recommend appointing HR Director Delong to the GRFD PSPRS Local Pension Board given her knowledge in the field, she has agreed to serve on the Board.

MOTION by Board Clerk Vette to appoint GRFD Human Resources Director, Allison Delong as the GRFD PSPRS Local Pension Board member as the administrative personnel representative and replacement of outgoing Fire Chief Randy Karrer.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 4/0

C. DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION 2023-0003 TO DECLARE DISTRICT ITEMS AS SURPLUS AND DIRECTION TO STAFF TO ADD DECLARED SURPLUS ITEMS TO A PUBLIC AUCTION SITE OR SELL TO A NEIGHBORING OR MUTUAL AID FIRE DISTRICT/DEPARTMENT

Chief Cesarek explained this agenda item is to declare a 1999 Pearce Saber as surplus.

MOTION by Board Member Outlaw to approve Resolution 2023-0003 declaring unit 1111 as surplus to the needs of the District and direction for staff to place the item on the public auction site or sell to a neighboring or mutual aid fire district, department or emergency service provider.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 4/0

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

Director Christian presented the GRFD reconciliation and monthly financial report.

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

MOTION SECONDED by Board Member Outlaw

MOTION CARRIED 4/0



9. **FUTURE AGENDA ITEMS**

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

- Regularly scheduled meeting – April 18, 2023

The Board determined there will be a special session board meeting on April 6th at 1 p.m. to interview candidates to fill the vacant board seat.

The Board also established a date for the upcoming budget study session, which will be May 1st from 10 a.m. to 1 p.m.

10. **CALL TO THE PUBLIC**

Chief Karrer said it has been a pleasure working with everyone. He thanked the Governing Board for the opportunity to work for the District. He said it truly is a great place to work.

11. **ADJOURNMENT**

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

MOTION SECONDED by Board Member Brady

MOTION CARRIED 4/0

Wally Vette, Clerk of the Board
Golder Ranch Fire District



**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Pete Paddock, Captain

DATE: April 18, 2023

SUBJECT: APPROVE AND ADOPT THE FOLLOWING UPDATED POLICIES: 500 PATIENT CARE REPORTS & 505 CONTROLLED SUBSTANCE ACCOUNTABILITY

ITEM #: 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:

APPROVE AND ADOPT THE FOLLOWING UPDATED POLICIES: 500 PATIENT CARE REPORTS & 505
CONTROLLED SUBSTANCE ACCOUNTABILITY

RECOMMENDED MOTION

Motion to approve the April 18, 2023 Consent Agenda.

Patient Care Reports

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage and disclosure (ACC § R9-25-201).

500.1.1 DEFINITIONS

Administrative Medical Director (AMD): Physician responsible for providing Administrative and Online medical direction for an EMS Agency.

Electronic Pre-Hospital Care Reports (ePCR) - Patient care reports authored and submitted electronically into a Pre-Hospital Information & EMS Registry System (AZ-PIERS) that is compliant with the National EMS Information System (NEMSIS).

Emergency medical patient (patient) - A person who is suffering from a condition that requires medical care, hospitalization, or both, in order to preserve the person's health, life or limb (ARS § 41-1831).

Emergency Medical Services (EMS) - Medical and transport services required following an accident or an emergency medical situation (ARS § 36-2201):

- For on-site emergency medical care.
- To transport the sick or injured by a licensed ground or air ambulance.
- Using emergency communications media.
- Using emergency receiving facilities.

Emergency receiving facility - A licensed health care institution that offers EMS, is staffed 24 hours a day and has a physician on call (ARS § 36-2201).

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased
- A medical assessment that includes a full set of vital signs has been performed

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an Emergency Medical Technician (EMT), an emergency receiving facility, or a hospital to have a medical problem that requires the immediate treatment and/or transportation

Patient Care Reports

capabilities of the EMS system, but who declines medical care despite being advised of their condition and the risks and possible complications of refusing medical care.

500.2 POLICY

It is the policy of the Golder Ranch Fire District to follow the patient documentation and distribution guidelines developed by the local or regional EMS coordinating systems, the AMD, the Arizona Bureau of EMS & Trauma System (BEMSTS), AZ-PIERS, and Arizona law.

500.3 PROCEDURE

A Patient Care Report (PCR) shall be completed for every patient response. Report narratives will be completed according to compliance training. This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport or is involved in a multi-casualty incident.

A PCR and a documented patient refusal signature must be completed for all patients who refuse evaluation, treatment and/or transport.

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the district's incident reporting system to document that assistance was offered and declined.

The PCR should be completed as soon as possible after providing patient care and must be completed by the end of shift. An electronic report shall be available to the emergency receiving facility after the ePCR is completed. An ePCR must be provided to the AMD as required by Arizona law (ACC § R9-25-201).

An EMS evaluation, performed minimally by a qualified district member, may or may not be required for non-medical requests for assistance, such as "service calls" or "back-to-bed" requests. A PCR shall be completed for any person meeting the patient criteria.

For continuous quality improvement, the local or regional EMS coordinating systems, district EMS supervisors, the AMD, the designated emergency receiving facility and any involved hospital shall review their copies of the PCR and discuss any areas of concern.

500.4 DISTRIBUTION OF PCR COPIES

An electronic report shall be made available to the emergency receiving facility after the report is completed. An ePCR shall be made available to the AMD as required by Arizona law (ACC § R9-25-201).

500.5 PCR STORAGE

PCRs shall be maintained and secured in a manner consistent with the Patient Medical Record Security and Privacy Policy.

Patient Care Reports

500.6 OPIOID OVERDOSE REPORTING

Any member who responds to a call where opioid overdose is suspected shall obtain the required information for reporting to the Arizona Department of Health Services (DHS) (AAC § R9-4-602).

GRFD shall ensure that the required information for suspected opioid overdose is submitted to DHS within five business days of the incident as defined in AAC § R9-4-602.

Controlled Substance Accountability

505.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the supply, use, and accountability of controlled substances carried or administered by the Golder Ranch Fire District (GRFD) (21 CFR 1300.01 et seq.).

505.1.1 DEFINITIONS

Controlled substance - A drug, substance, or immediate precursor listed in any schedule of the federal Controlled Substances Act, including any substance added or rescheduled by the Arizona State Board of Pharmacy.

Unit - Any ambulance, first response engine, truck or rescue company.

505.2 POLICY

It is the policy of GRFD to ensure the availability of the proper medications for emergencies and to comply with all applicable local, state, and federal regulations governing the supply, use, and accountability of all controlled substances (21 CFR 1300.01 et seq.; Title 21 USC Controlled Substances Act).

505.3 STORAGE AND INVENTORY

To prevent the unauthorized access of controlled substances during an incident, the controlled substances must either be in direct possession of a paramedic or locked in a secured area.

The Emergency Medical Services (EMS) supervisor will determine the locking mechanism to be utilized on vehicles that contain controlled substances. Controlled substances shall be secured in the locked mechanism at all times unless in the direct possession of the paramedic assigned to that unit. Each individual drug box should be locked or sealed. Should the security device or seal be found broken, or a drug box opened, the contents need to be inspected and inventoried immediately by an authorized EMCT.

If the security device or seal on the drug box is discovered missing while performing patient care or after arriving at the hospital:

1. Continue patient care; you may continue to utilize the contents of the box.
2. If the medication needed is not present, consider requesting another unit to meet on scene, but do not delay response or transport.
3. Conduct an inspection and inventory.
4. Notify the EMS employer/supervisor.
5. Notify the administrative medical director of a depleted, visibly adulterated, or missing controlled substance.

Golder Ranch Fire District

Policy Manual

Controlled Substance Accountability

All personnel authorized to handle controlled substances shall follow this procedure unless prior written permission to deviate from this policy is obtained from the EMS Division Chief or the authorized designee:

- (a) All controlled substances are to be secured by district members in the designated locking mechanism provided by the District.
- (b) At each shift change, an incoming and outgoing paramedic shall, in each other's presence, inspect the quantities, the integrity of the containers, and the expiration dates of the controlled substance inventories. Inspection of any supply of agents/controlled substances needs to address all the following:
 - 1. Expiration dates
 - 2. Deteriorated or contaminated agents
 - 3. Container/label damage
 - 4. Altered labels
 - 5. Tampered seals
 - 6. Depleted supply levels
 - 7. Missing agents
- (c) Each paramedic shall attest to the quantity available by printing and signing their full name and certification number on the drug box log and/or in the district's electronic inventory platform. At no time shall an individual enter a name or signature on behalf of another person. If any of the conditions are noted:
 - 1. Document any of the conditions.
 - 2. Obtain a replacement for each affected agent for which the minimum supply is not present; and
 - 3. Notify the administrative medical director of a depleted, visibly adulterated, or missing controlled substance.
- (d) If the inventory of any controlled substance results in a discrepancy, the currently assigned paramedic must immediately attempt to reconcile the amount missing. If the discrepancy cannot be reconciled, immediate notification shall be made to the Captain, the Battalion Chief, and the on-duty EMS Captain (EC). The on duty EC shall be responsible for the completion and submission of the online Drug Enforcement Administration (DEA) Form 106, Report of Theft or Loss of Controlled Substances (21 CFR 1301.76), and reporting the missing medication to the EMS Division Chief and Administrative Medical Director (AMD).
- (e) If the unit is dispatched to an incident before the daily inventory occurs, the inventory and reconciliation shall be done as soon as practicable upon returning to the station. If the outgoing paramedics have already left the station, the on-duty paramedic and the Captain from the on-duty shift shall conduct the inventory and reconciliation process together.
- (f) In the event the assigned Paramedic works two or more consecutive shifts on the same unit. the paramedic shall perform an inventory of any controlled substances and

Controlled Substance Accountability

attest to the quantity available by printing and signing the drug box log and/or the district's electronic inventory platform at each scheduled shift change.

- (g) A drug box log and/or electronic inventory report shall be available for random inspection and review by the EMS Division Chief or assigned designee, AMD and local, state, or federal regulatory representatives to ensure compliance.
- (h) At the end of the month the shift Captain shall review the drug box log for completeness. After review, the shift Captain shall scan the drug box log and upload it to the proper electronic storage file and send the completed drug box log to the EMS Division.
- (i) The EMS Division will retain and maintain the drug box log and electronic inventory reporting files according to district, AMD, local, state, and federal record retention law.

505.3.1 STANDARD CONTROLLED SUBSTANCE INVENTORY

- (a) The standard complement of controlled substances shall be established by the District's AMD and the EMS Division Chief or authorized designee.
- (b) Any modification to the standard complement of controlled substances shall be directed by the District's AMD and the EMS Division Chief or authorized designee.
- (c) The supply of controlled substances will be obtained from any of the district's automated storage and retrieval units, the district's-controlled substances safe or other authorized source.
- (d) Only paramedics, EMS Captains and Battalion Chiefs are authorized to vend controlled substances from the medication vending machine (MVM)s. A witness, a paramedic or EMT, is required in order to access controlled substances from the MVM. When vending controlled substances from any MVM the paramedic will need to scan their assigned RFID along with a witness' RFID.
- (e) After a controlled substance is vended, the paramedic will need to update the drug box log and the electronic inventory platform.

505.4 CONTROLLED SUBSTANCE ADMINISTRATION AND DOCUMENTATION

- (a) Only paramedics shall administer controlled substances. Each time a controlled substance is administered to a patient, the paramedic shall document the following information on the patient care report:
 - 1. Date and time of administration
 - 2. Patient name
 - 3. Patient address or scene location/identifier
 - 4. Drug name
 - 5. Dose of each administration
 - 6. Route of administration
 - 7. Effects of medication

Controlled Substance Accountability

- (b) In addition, the following information shall be recorded on the drug box log and in the electronic inventory platform:
 - 1. Date of administration
 - 2. Incident number
 - 3. Drug administered
 - 4. Printed first and last name and signature of paramedic who administered the controlled substance
- (c) If the entire amount of a controlled substance is not administered by the transporting paramedic, a licensed staff member for the hospital that received the patient shall witness the proper waste of the remaining amount. The hospital staff member's signature and name must be obtained on the ePCR waste signature page and in the ePCR narrative. If waste of a controlled substance occurs at the incident, another paramedic or Captain must witness the waste, the full name and signature must be obtained in the ePCR Waste signature page and in the ePCR narrative. The amount of waste should also be documented in the ePCR.
- (d) When a controlled substance is restocked from an MVM, the paramedic shall scan their RFID and along with a witness' RFID prior to vending medication. At that time the controlled substance should be inspected, locked in the proper locking mechanism and updated on the drug box log and in the electronic inventory platform.

505.4.1 ADDITIONAL DOCUMENTATION FOR TRANSFERS

If a controlled substance is administered and the care of the patient is transferred to a GRFD transporting paramedic who resupplies the administering unit, the information listed 505.4.b must appear on the transporting medic's ePCR, both unit's drug box logs and in the electronic inventory platform.

If a paramedic transfers the care of a patient to a transporting paramedic prior to the administration of the entire dosage of a controlled substance, any remaining controlled substance shall be provided to the transporting paramedic. The transporting paramedic will exchange the used controlled substance for a full vial to make the suppression unit whole. Both units are responsible for updating their respective drug box log and update the electronic inventory platform. If additional medication is needed after the patient care transfer, the controlled substance shall be used from the inventory of the transporting paramedic.

505.4.2 UNIT RESUPPLY

If a controlled substance is initially administered from a GRFD unit on scene, the GRFD transporting unit may resupply the administering unit on-scene.

The transporting unit shall be responsible for obtaining the resupply from the district's MVM.

An administering paramedic may opt to obtain the resupply of a controlled substance from the district's MVM any time it is operationally appropriate instead of resupplying from the transporting or other on-scene district unit.

Controlled Substance Accountability

Resupply or exchange from a non-district unit is not authorized. If the care of a patient is transferred to a non-district unit, the administering GRFD paramedic will obtain the resupply from the district's MVM.

505.5 ACCOUNTING FOR EXPIRED OR DAMAGED CONTROLLED SUBSTANCES

Controlled substances due to expire or that are damaged may be replaced as follows:

- Note the expiration date or damage, the date of replacement, and the source of restock on the district's drug box log and in the electronic inventory platform.
- Confirm the attached flag is legible and in good condition,
- Place the expired drug or damaged container in the supplied metal lock box at a hub station to be returned to the designated supplier.

This process may also be used to replace controlled substances due to expire within 15 days.

505.6 CONTROLLED SUBSTANCE SUPPLY AND RESUPPLY

The following are the responsibilities of the AMD's power of attorney (POA):

- (a) The POA shall submit a completed DEA Form 222 to the designated district supplier to order controlled substances in order to maintain established levels.
- (b) Upon receipt of the controlled substance from the supplier, the POA shall inventory the controlled substance received to ensure that the type and quantities ordered match the type and quantities received and are reflected on the corresponding DEA Form 222 (21 CFR 1305.12; 21 CFR 1305.13).
- (c) The POA will immediately place the controlled substance in the controlled substance vault or MVM and ensure that inventory is reconciled with any electronic data files.
- (d) The POA will inventory the controlled substance vault and any MVM monthly to ensure the existing inventory is reconciled with any electronic data files. The record of these inventories is to be printed and maintained as provided in the records retention schedule and for a minimum of two years (21 CFR 1304.04).
- (e) Any inventory or reconciliation discrepancies shall immediately be brought to the attention of the EMS Division Chief and the AMD and a DEA Form 106, Report of Theft or Loss of Controlled Substances, shall be completed and submitted, if required (21 CFR 1301.76).

505.7 ACCOUNTABILITY

The EMS Division shall:

- (a) Review the controlled substance daily reports and the controlled substance disposition and restock records monthly for completeness, compliance with established procedure, consistency with the data entered, comparison to the signatures on file, and any other issues that may require follow-up or investigation.
- (b) Create, complete, maintain, and annually update the district's signature log.

Golder Ranch Fire District

Policy Manual

Controlled Substance Accountability

- (c) Randomly inspect controlled substance daily reports and the controlled substance disposition and restock records on units for completeness, compliance with established procedure, consistency with the data entered, comparison to the signatures on file, and any other issues that may require follow-up or investigation.
- (d) Ensure copies of controlled substance daily reports and the controlled substance disposition and restock records are maintained as provided in the records retention schedule and for a minimum period of two years (21 CFR 1304.04).
- (e) Ensure the Custodian of Records is provided enough information for applicable state reporting requirements.
- (f) Notify the EMS Division Chief of any item that deviates from this policy.

505.7.1 STATE REPORTING

GRFD shall ensure that any incidents responded to by the District that are subject to applicable state reporting requirements are reported appropriately, including but not limited to reporting to the Arizona Department of Health the dispensing of naloxone or another opioid antagonist in accordance with AAC § R9-4-602.

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

DATE: April 18, 2023

SUBJECT: FIRE CHIEF'S REPORT

ITEM #: 7A

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This allows for the fire chief to provide updates to the governing board on the following areas:

- Meetings/Trainings and Events Attended
- Political & Public Safety Interactions
- District Activities
- Personnel
- Commendations/Thank You Cards Received
- Essential Services
- Board Services
- Finance
- Human Resources
- Information Technology

Also under this agenda item the Local 3832 President will present their report to the Governing Board.

- Leadership Team Report – President Jones

RECOMMENDED MOTION

No motion is necessary for this agenda item.



CHIEF'S REPORT

Fire Chief – Tom Brandhuber

March 2023

Letter sent by Chief Brandhuber to all GRFD personnel on March 31, 2023:

To all members of the Golder Ranch Fire District,

It is with great humility and gratitude that I assume the role of Fire Chief, following in the footsteps of Chief Randy Karrer, a distinguished leader, who has served this department with honor and distinction for many years.

I want to assure you that I am committed to working collaboratively with every member of this department to ensure that we continue to deliver the highest level of service possible to the public, our public safety partners, and to our personnel.

As we move forward, we will navigate through challenges and opportunities in a way that respects the past, while also embracing the future. To do this, we must prioritize effective communication, transparency, and collaboration. It is important that we work together as a team to identify the areas where we need to change, strengthen, and to develop a plan to make those enhancements. We must give a voice and opportunity to everyone to bring forth ideas, concerns, and solutions. When decisions are made the why will be explained.

Training, education, and technology are of critical importance in fire and emergency services. With our Strategic Plan to guide us in a fiscally responsible manner, we commit to investing in our personnel and providing the resources necessary to ensure that we are equipped with the latest tools and technologies to carry out our duties safely, efficiently, and effectively.

The final commitment I have is to each of you, who make up our incredible organization. We are not able to be “Community First” unless our people have been taken care of. ‘Taken care of’ means that you have your physical, mental, and professional development needs addressed so that you can be happy and successful at home and work.

Thank you for what each and every one-of you do to help GRFD be such a phenomenal organization to be part of.

Tom



ESSENTIAL SERVICES REPORT

Essential Services – Tom Brandhuber

March 2023



Assistant Chief's Activities for the Month

(Chief Brandhuber's report for March during which time he was still assistant chief).

- Attended Chief Karrer's direct reports meetings
- Attended the Town of Oro Valley Executive Leadership meeting
- Attended the GRFD March Board meeting
- Attended the Center for Public Safety Excellence conference on accreditation
- Participated in the benefits for FY 2023/2024 planning meeting
- Held direct reports meeting with my staff
- Held monthly Arizona Ambulance Association meeting
- Continued the Budget process for FY 2023/2024
- Met with Rex Scott Pima County Supervisor District, NWFD Chief Bradley, and RMFD Chief Isselhard
- Met with Sheriff Nanos Pima County Sheriff

- Attended monthly Pima Fire Chiefs Association
- Attended Chief Karrer's Luncheon
- Attended Change of Command Ceremony

Essential Services

Deputy Chief Eric Perry - Essential Services Board Report for April 2023

- 1) Center for Public Safety Excellence Accreditation Progress
 - a) Three documents are needed.
 - i) Community Risk Assessment – Standards of Cover Project:
 - (1) Completed and placed on our external website. Work in progress to update our response packages to reflect this document.
 - ii) Strategic Plan Progress
 - (1) Goal 1: Maintain and enhance financial resources to ensure the district meets its performance delivery goals and objectives.
 - (a) Budgets have been submitted and are going through the vetting process prior to presentation to the board.
 - (2) Ensure qualified uniformed and non-uniformed staffing is in place to meet both the current and forecasted needs.
 - (a) Currently staffing is in a good position.
 - (b) Working to project upcoming position needs, particularly with the upcoming labor budget.
 - (3) Ensure that diversity, equity and inclusiveness are part of GRFD culture, branding, marketing, hiring and promotional efforts.
 - (a) Social media has focused on highlighting the diversity that we have in the district.
 - (b) Recruitment officer has been implemented and has been utilized for outreach in several high school age settings.
 - (4) Develop a formal, sustainable community risk reduction plan (CRR) that is reviewed and measured on an annual basis.
 - (a) Community Education Supervisor has been filled, starts May 27th.
 - (5) Develop a risk management plan that includes all elements of risk at GRFD including but not limited to financial, health, wellness and safety of employees, service delivery liability, property, cybersecurity, and employment liabilities.
 - (a) No progress currently due to fire chief transition.
 - (6) Ensure an adequate inventory of supplies, equipment and apparatus is consistently in place to adequately and safely perform emergent and non-emergent services.
 - (a) Continuing to evaluate partnerships and increase the list of inventory suppliers

- (b) Vehicle replacements being evaluated to plan for increased lead times.
- (7) Evaluate and enhance the current health, wellness and safety program Grissom utilizing industry best practices.
 - (a) Have met with a contractor to review the NFPA 1500 assessment process.
 - (b) Have rolled out carcinogen reduction policy for new engines as well as existing with modifications to the procedures.

iii) Self-Assessment Manual

- (1) Writing is in process by multiple subject matter experts agency-wide.
 - (a) We are on track to complete this as scheduled by August 2023 to apply to the CPSE to become accredited.
 - (b) First drafts returned and being revised.

2) ISO upgrade project:

- a) We are focusing on accreditation (and the inherent continuous improvement process it entails) to assist us with our ISO level.
 - i) ISO focuses on structure fire capability, prevention, education, and water supply.
 - ii) The accreditation focus is on the continuous improvement of ALL programs in the agency, including ISO.
 - iii) No changes currently

3) Work Process Improvements:

- a) Pete Paddock/Adam Jarrold/Adam Kroger developed a quick reference radio channel guide for responses in the northern part of the district.
- b) This will be put on the grfdaz.gov/fire site for reference by crews responding.

4) Lexipol Policy Project:

- a) A project management system for completing tier 2 and below policies has been developed.
 - i) Completion of this project will assist with increasing our ISO score as well as with accreditation.
 - ii) Captain Peter Paddock remains assigned to this project. Paramedic Jackie Frazier-Rademacher is out on FMLA for 12 weeks.

5) Other Projects:

- a) Fire Accreditation Project Manager in place
 - i) Meeting with managers to determine project mgmt needs district wide.
 - ii) This position will be responsible for the ongoing upkeep, maintenance, and progress reporting for the Accreditation documents.
 - iii) I anticipate this position assisting the rest of the agency with managing and tracking projects district-wide to enable better accountability and progress reporting to executive leadership and the board.
- b) Community Education Supervisor position – job offer accepted, member starts 5/27 and will be introduced to the board in June.

- i) This position was the previous board-approved public educator.
- ii) This position will be directed to complete and maintain the agency's community risk reduction plan.

Board Services

Board Services Supervisor Ortiz responded to 20 records requests for the month of March.

The breakdown is as follows:

Environmental Reports	-
Outstanding Code Violations/Inspection Report	-
Fire Reports	1
Incident Reports	-
Medical Records	19
Billing Records	-
Other	-
	-

Fingerprinting and i9's taken at the front desk in the month of January:

Fingerprints	428
I9	55

March 1, 2023 Board Services Supervisor attended the Thrive and Adapt Continuation Class moderated by Brandy Ferrer of Pathfinder Strategies. It was a great session where middle management had the opportunity to have sessions with higher level chiefs.

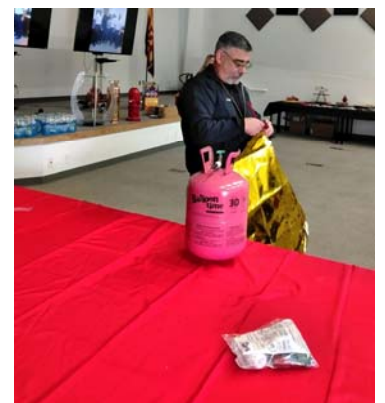
A GRFD Local Pension Board Public Safety Personnel Retirement System (PSPRS) meeting is scheduled on May 1, 2023 at 2 p.m. This meeting will include the approval of the recent new hires in the PSPRS system. The new recruits have been mailed their mandatory notification.

A special board meeting is scheduled on April 28, 2023 at 1 p.m. to interview candidates for the Governing Board vacancy. There is one candidate that will be out of town. The GRFD Governing Board will need to decide on how they would like to address this issue. This item will be on the Board agenda at the advice of the District attorney.

Essential Services purchased Chief Karrer a wooden flag that serves as a chief's coin holder custom made by one of our own firefighter's, Alex Cameron, as a retirement gift from the division.



Board Services, Human Resources, Finance, Fleet and Professional Development all worked together to prepare for Chief's Karrer's retirement luncheon which was a huge success!



Cyber Risk (part 6: Conclusion) :

Cybercrime is an ever evolving and growing threat to local, State and Federal Governments across the country.

Savvy risk management requires making smart use of strategies to manage that risk, including reducing risk by implementing cyber security controls, absorbing risk with self-insurance, and transferring risk to the insurance market by purchasing commercial insurance policies with the right kind of coverage and properly sized co-insurance.

Key to a successful risk mitigation plan is to

1. Understand the basics of your cybersecurity situation.
2. Correctly quantifying risk
3. Examining the potential insurance coverages
4. Periodic reassessment of the government's data and system controls.

Human Resources

HR participated in all regularly scheduled meetings, and completed all regular duties. Additionally, we were involved in the following:

Recruitments

- Fleet Maintenance Tech (level TBD)
- Recently Closed:
 - Fire Chief
 - IT Specialist
 - Systems Administrator-LAN
 - Anticipated start date: April 17, 2023
 - Records Specialist
 - Fire Accreditation Project Manager
 - Community Education Supervisor
 - Anticipated start date: May 30, 2023
- Future Upcoming:
 - Budget Analyst

Congratulations!

- **New Hires:**
 - Jenny Wong, Records Specialist
 - Keith Holland, Fire Accreditation Project Manager
 - Jesus Limas, Systems Administrator - LAN
- **Promotions:**
 - Tom Brandhuber to Fire Chief

Projects

- Meet with John Ashton of Securis regarding 2023-2024 Workers Compensation rates.
- Attended 2023 Economic Outlook Luncheon.
- The HR team has filled all but the Fleet Technician position. Practical skills assessments and interviews are in process.
- HR, Chiefs, and Labor have continued discussions with Crest Insurance to plan 2023-2024 benefits Open Enrollment. We have had the kick-off meeting, and three follow-ups.
- The new accreditation process has kicked off. The HR and Board Services Team are looking forward to participating and learning new things.
- Paycom Implementation (replacing ADP):
 - Paycom is fully implemented.
 - Next items:
 - Moving forms into Paycom (SRI, disciplinary documents, etc.)
 - Assessing changes to the current performance evaluation process and implementing the new process in Paycom
- New Performance Evaluation committee – has begun
 - We are currently identifying participants
 - Evaluating performance evaluation options
 - Assessing what electronic performance evaluations will look like in Paycom
- Job Descriptions being moved to the GRFD Intranet site
- Policy reviews and updates – *please see policy section of board packet*

Employee Recognition

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



GRFD Employee Years of Service Recognition - April		
Employee Name	Hire Date	Years of Service
AKINS, JENNIFER	04/05/2010	13
AVEY, BRENT	04/05/2010	13
DE MASI, ADIN F	04/05/2010	13
MILLER, JOHNNY	04/05/2010	13
RINDER, JEREMY DANIEL	04/05/2010	13
MYERS III, JOHN LESLIE	04/13/2020	3
FILENER, DANIEL CURTIS	04/04/2022	1
HELVIG, WES	04/04/2022	1

IT Applications Group Activities/Projects

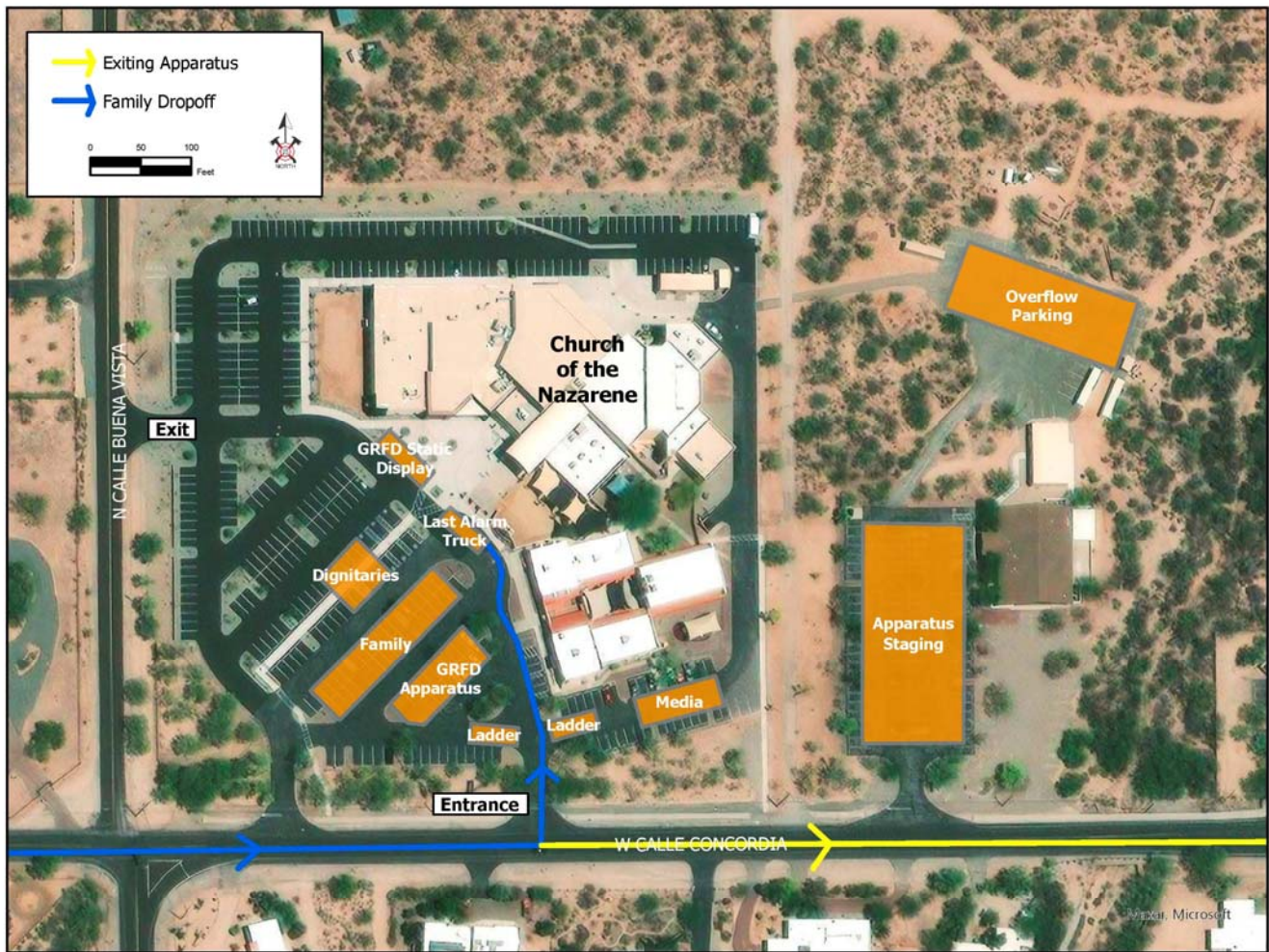
The GRFD IT Applications group has been working on the following projects:

- The application group has been focused on dealing with ongoing tickets, doing regular maintenance, and dealing with documentation on new issues.
- Since our medical direction changed with Banner, IT was tasked to create a virtual environment for Adrienne Hollen, the Data Analyst at the University of Arizona. Adrienne will be conducting all the QI processes for all of our calls, and will be reporting to the main doctors at Banner.
- The Applications team will be attending the OperativeIQ conference that will be held from May 7th - 11th. We look forward to looking at any new features or improvements that OPiQ has to offer for this year and also continue to network and build relations with their staff.

IT GIS Activities/Projects

- Ambulance predictive modeling project for Chief Pearce
 - Calculate reliability for district units as well as percentages of calls not handled by the first due units calculate the percent for each call type that was transported in 2022
- The golf course pre-plans project completed
 - The final golf course was added to the preplans
 - Future additions will include golf courses outside our district but we might respond due to auto aid.
- Continual collaboration with Tucson Fire, Public Safety, and Northwest Fire GIS folks to streamline the process of pulling data from dispatch and automating this process
 - Test sample 2022 data pull from dispatch and work on issues with data

- Test monthly report from James at Tucson Fire District and resolve issues found in the data pull
 - Ongoing project
- Pre-plans improvement project
 - Prepped map and created workflow for adding building and apartment numbers into the Mobile Data Terminal (MDT); this will enable the numbers to show up directly in the MDT
 - Trained Chad in the data entry for building and unit numbers
 - Ongoing project
- Wildland risk assessment map request
 - Include Wildfire Hazard Potential Index overlaid with our fire district and emergency service zones; possible inclusion of data density
 - Map attached
- Swift water rescue project
 - Continue working with GIS folks from NWFD, TFD and Pima County Regional Flood Control District (RFCD) and Information Technology (IT) departments – add GRFD engine crews for access to the app
 - Ongoing project
- Telecommunications database updates
 - Work with Herman to build and update our telecommunications data by adding new points for towers or lines for wires/cables and completing all empty fields
 - Create a map for the new path from Station 374 to Station 378
 - Map attached
 - Ongoing project
- Yearly hydrant inspection started – work with Johanna, Brad, Oro Valley Water, and our new contact at AZ Water to streamline and ensure all 4,570 fire hydrants within our district are inspected and repaired as needed
 - Station 375 requested assistance with errors in data for the hydrant location
 - Ongoing project
- Incident planning project – Chief Abel, Chief Perry, Fire Marshal Akins, BC Jarrold
 - Assist with maps for planning, printing, and other miscellaneous requests
 - Map attached
- Small miscellaneous requests/projects:
 - Attended CPSE in Excellence Conference, Orlando, FL – on the accreditation process, ran February 27 to March 3.
 - Request from Chief Brandhuber on the % of rural area in the Southeast Region of Arizona = 98%
 - BC Lee Muscarella requested assistance with our Certificate of Necessity boundaries; explained our status on updating the boundaries
 - GIS training in online spatial analysis tools is available to use as well as tips and tricks in using ArcPro mapping software
 - A district map request for Chief Robb
 - Wildland data share for Fire Marshal Akins
 - Assist with luncheon set up and clean up for retiring Chief Karrer



IT Systems Group Activities/Projects

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

- The System group has been focused on setting up hardware and software for users related to the new organizational move and new inspectors.
- We are very happy to introduce our new employee to the System group Barry Johnston. Barry has been interested in IT since he was a kid. He has worked in IT professionally for the last 4 years. During which he worked as an IT Generalist for EP Builders, independently doing house calls and field work during Covid, and he is also working on his Computer Science degree.

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Pat Abel, Assistant Chief

DATE: April 18, 2023

SUBJECT: PLANNING ASSISTANT CHIEF'S REPORT

ITEM #: 7B

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This allows for the logistics/planning assistant chief to provide updates to the Governing Board on the following areas:

- Assistant Chief's Activities
- Planning
- Logistics
- Facilities Maintenance
- Fleet
- Supply
- Fire and Life Safety

RECOMMENDED MOTION

No motion is necessary for this agenda item.



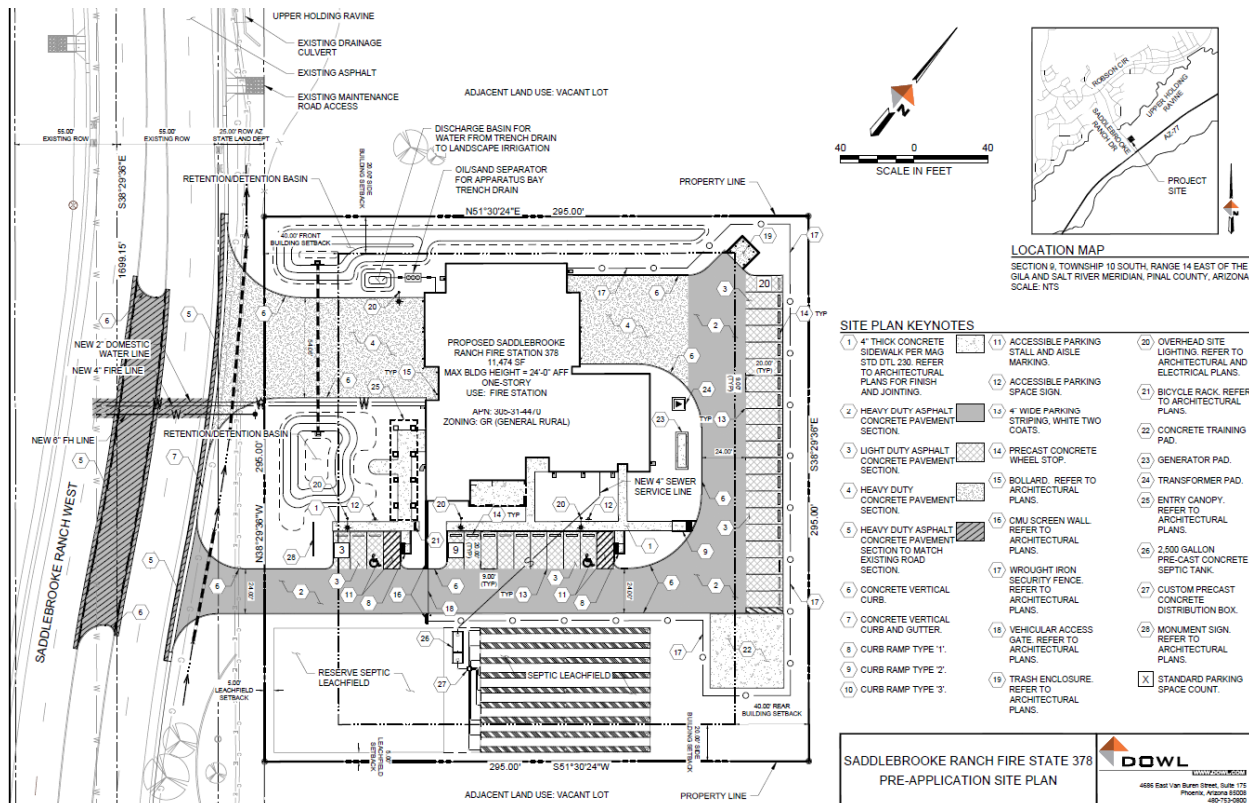
ASSISTANT CHIEF'S REPORT

Assistant Chief's Activities for the Month

March 2023

Meetings Attended & General Information

- The chiefs and I participated in our regular Fire Chief's Monday morning command staff meeting.
- I participated in the first Tuesday of the month Fire Chief status meetings with managers and division chiefs.
- Planning, Logistics Division (Fleet, Facilities & Fire Supply) – Accreditation process is ongoing. Fire & Life Safety, Logistics & Planning are all on track. Working through next fiscal year budgets and Capital Improvement Plan (CIP).
- I continue to attend and serve on the following teams and committees:
 - Arizona Fire Chief's Association (Pima County Regional Representative)
 - Arizona Mutual Aid Committee
 - Optimist Club
 - GRFD events planning group
 - Arizona State Local Assistant State Team (LAST)
 - IMPACT of Southern AZ - Board Member (Chair) – Last month IMPACT extended my term and voted to have me serve as President of the board until June 2024 to help with the transition of the board.
- Station 378 (SaddleBrooke Ranch) update – we should be getting close to finalizing the elevations / sections and hope to be complete in 2 weeks with that effort. It can then be shared with the HOA for their comments prior to WSM finishing the construction documents for permit submittal and final GMP. The estimated schedule is:
 - IT & Planning / Logistic worked on the station USDD station alerting plan.
 - Completed Construction Documents are being worked by WSM to send to the SaddleBrooke HOA / Robson for review.
 - The civil engineer has been working directly with Pinal County for approval of the building permit.
 - Below is the site plan for New Station 378



- We continue to participated in our benefits committee meeting with Crest to discuss next fiscal year's opportunities and impact.
- GRFD Command Staff met with the NWFD Command Staff to discuss a variety of topics to include communications, operations, future challenges & opportunities with the regional response / automatic aid process.
- We attended an AZ Fire Chiefs Assoc. (AFCA) Mutual Aid Committee. We are updating our plans and plan to exercise them over the next 6 months statewide.
- Our entire organization participated in one way or another to accomplish the mission of honoring Captain Watts, his family and our organization. I'm very proud of everyone and how we all came together as a team to accomplish that mission. I am also grateful for the LAST team and their assistance during our difficult time. I love how we all take care of our GRFD family. Thank you Fire Board and GRFD family for all your support and trust.
- Many of us participated in the video for Chief Karrer's retirement party. The video was well organized and the end product came out great. The luncheon for Chief Karrer and our GRFD family was well attended and went well.
- The Change of Command ceremony was well attended. A tribute to both Chief Karrer & Brandhuber's leadership, locally and statewide. It was a breath of fresh air after such a difficult week. I look forward to my last few months working with Chief Brandhuber & command staff as we transition under his leadership.

Grant Cesarek- Deputy Chief

- Attended all staff meetings for the month
- Assisted FLS and Logistics with budget preparation
- Reviewed accreditation documents and comments from Chief Perry
- Safety topics and district services presentation at SaddleBrooke
- Multiple meetings and walks of the Hanley project to fine tune our drawings
- Worked with the representative from Allegion doors for a scope to bid the software and hardware to upgrade the door lock system
- Supported Chief Price and the fleet team as they got the first of five new engines in service. Good collaboration between fleet, professional development and safety to train our personnel on these new vehicles
- Conference call with WSM architect about 378 electrical design
- Last week of the month was consumed with funeral planning
- Had the distinct honor of being the master of ceremony at the change of command ceremony, hopefully I represented the district well.

Hanley Update

- During the month, the construction team completed the half drywall of new walls, inspections, and then final drywall installation
- Final on all electrical, many changes to outlet locations to maximize the space
- Inspections complete on plumbing, wall electrical, and drywall screw inspection
- Tape and texture of walls started the last week on March, continues into April
- HVAC units continue to have long lead times, expected to arrive late June
- Integrated A/V onsite to complete the Ethernet wiring and wiring for all conference spaces in the building
- Working on bids for roller shades along all store front windows and furniture purchases

Michael Price - Division Chief of Logistics/Fleet, Equipment & Facilities

- Service Desk used for repair or service requests: March
 - Fleet: 46 requests
 - Facilities: 39 requests
 - Supply: 27 requests

Facilities

District Stations

- All Fire Extinguisher inspections are complete at all GRFD facilities.

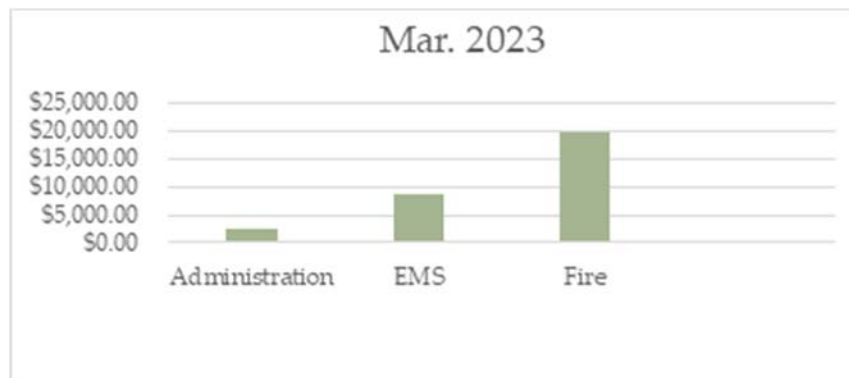
- Annual Generator PM completed at Stations 370& 372
- New beds & Lockers installed at Station 373 & 377 Captain's Offices
- 370 Ground Fault wiring repair in Fire Alarm System main campus
- 373 New Overhead doors installed
- 374 Generator leak
- 375 Fire riser repaired
- 380 HVAC repaired, 2 new microwaves

Daily repairs, scheduled preventative maintenance, regular maintenance & construction projects are on going

Fleet

Monthly vehicle parts Costs

- Administration - \$2,667.95
- EMS – \$8,507.53
- Fire – \$19,792.26



Procurement Specialist

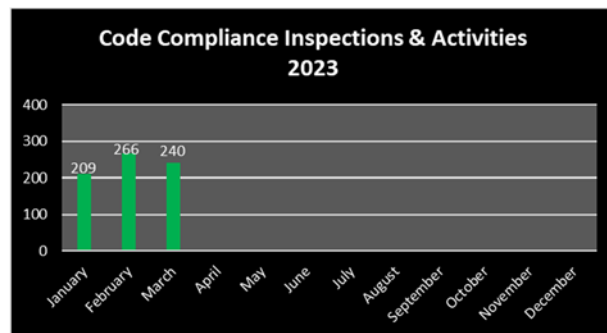
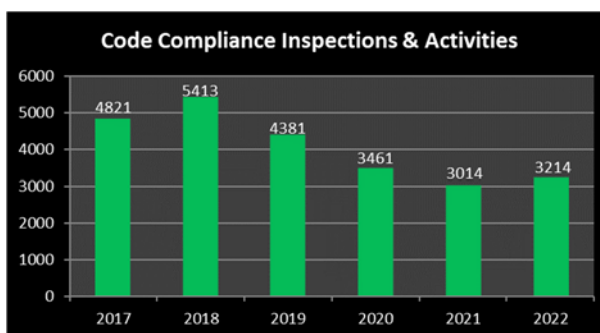
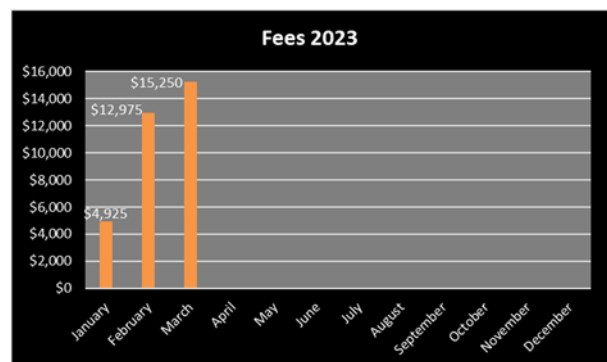
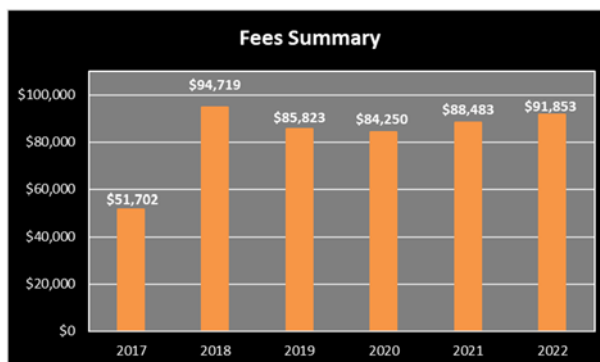
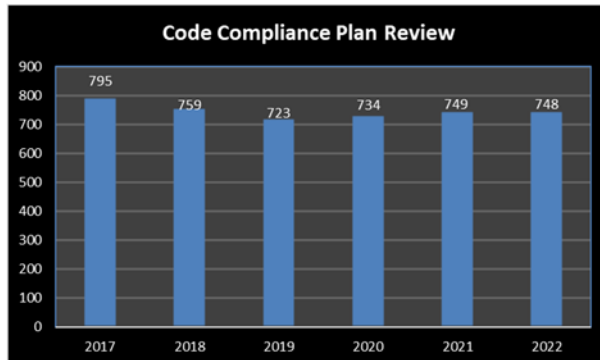
Procurement

- Purchased \$21,662.78 worth of Fire Supplies
- Purchased \$4,805.03 worth of Admin Supplies

Inventory Management

- Outfitted AP 379 with 75 sets of PPE for Exchange Program
- Verified and adjusted all PPE assets in OPIQ
- Issued Bunker Gear to Academy Class 22-02

Fire and Life Safety Services



Top 3 Inspections	Quantity
Prevention/re-inspection	92
Residential	59
Commercial	35

Commercial Projects Summary

New projects for this month = **Green**

ZONE 1 Stations 378, 372, 373, 370, 374	ZONE 2 Stations 375, 377	ZONE 3 Stations 376, 379	ZONE 4 Stations 380
Splendido Remodel 13500 N Rancho Vistoso	Design Center T.I. 8454 N Oracle	Davis Pediatric T.I. 10520 N La Canada	Canyon Community Bank T.I. 7981 N Oracle
Desert Palms PT T.I. 12142 N Rancho Vistoso	Freddy's CO2 11143 N Oracle	Highland Clubhouse T.I. 10702 N Highlands	Northwest Corp T.I. 7400 N Oracle Ste 225/239/235
Nicos T.I. 15665 N Lupine	ROCHE Building 3 T.I. 1910 E Innovation Park	Goodwill T.I. 10560 N La Canada	Sprouts T.I. 7665 N Oracle
The Motive Wellness 2530 E Vistoso Commerce	Oro Valley Dental Group T.I. 750 E Pusche View	The X Noodle T.I. 11931 N First Ste 102	Saffron T.I. 7607 N Oracle
Golder Ranch Vineyard 64496 E Edwin	Basis Administration T.I. 10134 N Oracle	Beautiful Savior F.A. 7570 N Thornydale	Dr. Chin Dentistry T.I. 7520 N Oracle Ste 200
Pima Eye Institute T.I. 1884 E Innovation Park	Tangerine Dental T.I. 1880 E Tangerine Ste 190	Circle K T.I. 10410 N La Canada	AMG Medical Aesthetics T.I. 7356 N La Cholla
Camp Bow Wow Fire Alarm 16725 N Oracle	Flex Gymnastics T.I. 11085 N Oracle	Resurrection Lutheran T.I. 11575 N First	Casa Linda Apartments T.I. 699 W Magee
Thin Blue Line T.I. 1171 W Rancho Vistoso Ste 159	Trusting Connections T.I. 1880 E Tangerine Ste 150	TOV Community Center T.I. 10555 N La Canada	United Urology Medical T.I. 7470 N Oracle Ste 202
Fairfield Homes Sales Office T.I. 3355 E Haswer	PRCA MPR 9500 N Oracle	TOV Community Center T.I. 10555 N La Canada	United Urology Surgical T.I. 7470 N Oracle Ste 201
Harbor Freight T.I. 13005 N Oracle	Stacks Book Club T.I. 1880 E Tangerine Ste 140		Discount Tire T.I. 8125 N Oracle
Healthy Skin T.I. 2295 E Vistoso Commerce	Linda Vista Luxury Rentals 375 E Linda Vista		Landlord Improvement 7350 N La Cholla
Who Received Project Final Inspection	Steam Pump BBQ/Bunk/Pusch 10901 N Oracle		Long Realty T.I. 8580 N Oracle
Athletico PT T.I. 11941 N First Ste 151	Oro Valley Hospital T.I. 1551 E Tangerine		Arroyo Verdre Apartments 8020 N La Cholla
Dairy Queen T.I. 16054 N Oracle	Aspen Dental T.I. 10580 N Oracle Ste 100		Eegee's T.I. 7911 N Oracle
PowHer House Fitness T.I. 15615 N Oracle Ste 155	TOV Pusch Ridge Golf T.I. 10000 N Oracle		Cabali Tiki T.I. 8195 N Oracle Ste 125
Pizza Hut T.I. 7350 N La Cholla Ste 114	Bailey Vet T.I. 10140 N Oracle		Cold Beer & Cheeseburgers T.I. 7315 N Oracle Ste 141
Walmart T.I. 2150 E Tangerine	Lewis & Ivey Salon T.I. 1880 E Tangerine Ste 160		Brutal Doodle Tatoo T.I. 7980 N Oracle Ste 100
	3 Degree Saunna Spa T.I. 1930 E Tangerine Ste 100		
	NW Urgent Care 10568 N Oracle Ste 110		
	NW Primary Care 10568 N Oracle Ste 150		
	Shell Building 10556 N Oracle		
	Nautical Bowls T.I. 10515 N Oracle Ste 167		
	Sportsclips T.I. 2060 E Tangerine Ste 142		

Fire Marshal Akins

- Attended FLS budget and labor budget meetings
- Completed red card walk for wildland fire investigations
- Met with NFPA representative regarding NFPA Link vs. NFPA codes online subscription
- Attended re-occurring meetings to include TOV pre-construction/DRC/Traffic, Joint Fire Investigations, Fire Chief Status, BC/DC, Chief Planning and Logistics, GRFD Fire Board, SAFMA, AFMA, Shark Tank, and FLS Staff.

Education/Committees/Training Activities

- DFM White attended the AFMA meeting
- DFM White and Inspectors Filener, Helvig, Ross, and Hurley attend the SAFMA meeting
- Inspectors Druke, Ross, and Helvig attend the joint fire investigator meeting
- DFM White and Inspectors Druke, Filener, Helvig, Ross, and Hurley completed the red card walk for wildland investigations
- Inspector Filener attend AZIAAI Arson II class

GRFD Fire Investigations

Date	Type of Call	Property Use	Estimated Property Loss	Estimated Content Loss	Estimated Property Save	Estimated Content Save
01/06/23	House Fire	One-Two Family Dwelling	\$31,253	\$10,418	\$177,098	\$93,758
01/09/23	House Fire	One-Two Family Dwelling	\$25,648	\$2,565	\$487,310	\$253,914
01/13/23	Vehicle Fire	One-Two Family Dwelling	\$8,000	\$0	\$0	\$0
01/31/23	House Fire	One-Two Family Dwelling	\$166,257	\$97,828	\$220,490	\$95,546
02/03/23	Vehicle Fire	One-Two Family Dwelling	\$1,125	\$200	\$6,375	\$200
02/14/23	House Fire	One-Two Family Dwelling	\$0	\$2,000	\$264,324	\$130,162
03/21/23	Building Fire	Commercial - Business	\$337,637	\$180,877	\$144,701	\$60,292
		TOTAL	\$569,920	\$293,888	\$1,300,298	\$633,872

- On March 1, 2023, an apartment fire was reported in the Northwest Fire District.
 - GRFD assisted with the origin and cause investigation
- On March 18, 2023, a house fire was reported in the Northwest Fire District.
 - GRFD assisted with the origin and cause investigation
- On March 21, 2023, a commercial fire was reported in the Golder Ranch Fire District.
 - The area of origin was in a storage closet
 - The fire is classified as undetermined

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Scott Robb, Assistant Chief of Emergency Response & Professional Development

DATE: April 18, 2023

SUBJECT: EMERGENCY RESPONSE/PROFESSIONAL DEVELOPMENT ASSISTANT CHIEF'S REPORT

ITEM #: 7C

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

This allows for the operations assistant chief to provide updates to the Governing Board on the following areas:

- Emergency Response
- Professional Development
- Health and Safety
- Wildland
- Honor Guard/Pipes and Drums
- Special Operations
- Community Services and Public Relations

RECOMMENDED MOTION

No motion is necessary for this agenda item.



ASSISTANT CHIEF'S REPORT

Emergency Response/Professional Development – Scott Robb

March 2023



Driver Operator Class

EMS

EMS Training

- Golder Ranch Fire District's (GRFD's) most recent paramedic graduates completed a two-week Regional Paramedic Integration Course (Huge Success).
- EMS Division has developed a New Paramedic Preceptor Program for all new Paramedics entering the field.
- EMS Division has cancelled April 2023 Trimester Skills Lab and will be made-up in July.

Other Items of Interest

- GRFD's O2 replacement program has been finalized with Matheson and supplies have been trickling in.
- All oxygen racks and lifts have been ordered and received.
- The EMS Division has received all the controlled medications and will meet with Medical Direction on 4/13/2023 to create training and the deployment to Operations.
- Ambulances 1106 and 1800 have been registered and inspected by AzDHS, all have passed.

2022 Cohort Paramedic Program

- Public Safety and Emergency Service Institute (PSESI) and Pima Community College (PCC) "Shift Friendly" Paramedic Program is going very well for GRFD's students.

- GRFD is supporting (4) individuals who successfully complete PCC's competitive process. reference reg. memo [Shift Friendly Paramedic Program](#)
 - (4) personnel tested
 - (4) personnel have been selected and earned a seat through the competitive process
 - (4) personnel are doing very well
- (4) GRFD students will begin vehicular clinicals in February 2023
- Graduation early summer of 2023

EMS Team

- Emergency Department wait times have improved, we continue to have tight communication and working with hospital liaisons to find efficient ways of maintaining quick patient transfers.
- Continued collaboration with all hospital partners and EMS agencies.
- Continued monthly meetings with the EMS Team to continuously improve communication across all three shifts with EC talking points.
- The Administration EC's, Ops. EC's, continue to meet with GRFD's Medical Director and Deputy Director from Banner University Medical Group (BUM-G)
- (2) EMS Captains (EC's) are attending Incident Safety Officer (ISO) Class in Phoenix
- Continued work on Performance Indicator's (PI's) for accreditation.
- Services for EMS Captain Randall Watts

Monthly EMS Stats

Month of March Details

Transports+/- From Last Month

Interfacility +/- From Last Month

MD372	0	0	0	0
MD376	0	0	0	0
MD379	0	0	0	0
PM370	75	-2	1	-2
PM371	0	0	0	0
PM372	1	1	0	0
PM373	89	12	0	-3
PM374	0	0	0	0
PM375	97	-27	2	-1
PM376	101	8	2	2
PM377	87	-9	0	-3
PM379	0	0	0	0
PM380	113	-10	0	-1
PM381	23	-7	1	1

Transports+/- for the Month

Total Transports for the Month to Date: 586

+/- From Last Month **-34**
Total Responses 594
Transport % 99%

Interfacility +/- for the Month

Total Interfacility for the Month to Date: 6

+/- From Last Month **-7**

Fiscal Year Details for 2022-23

Transports

Fiscal Year to Date: 5,130
Last Fiscal Year to Date: 5,119
+/- From Last Year: 11
Total Responses: 5,195

Transport% 99%

Interfacility

Transports Fiscal Year to Date: 86
Last Year to Today Last Year: 134
+/- From Last Year: **-48**

Professional Development

Courses/Training

- Six people began the Driver Operator/Aerial Operator course
 - Course is running from February 28th- May 1st, 2023
- Instructor I Course
 - Course is scheduled to run from April 17th -May 1st, 2023 on a firefighter-friendly schedule
- Instructor II Course
 - Course is scheduled to run from May 15th-June 1st, 2023 on a firefighter-friendly schedule

2022-01 Probationary Year

- Probationary firefighters have completed Module III (their final Module)
- Module III testing took place March 1st and 2nd
- All 22-01 probationary firefighters are now done with their probationary year

2022-02 Probationary Year

- Module I books were due March 20, 2023
- Module II books are due June 5, 2023
- Module I & II testing will take place June 13th, 14th, and 15th



23-01 Lateral Academy

Academy Onboarding 2023-01

- Badge pinning ceremony took place on March 2, 2023
- First date in the field was March 6, 2023

23-02 Probationary Year

- Module I & II books will be due June 5, 2023
- Module I & II testing will take place June 13th, 14th, and 15th

Miscellaneous

- CRD Spring 2023 began March 6, 2023 and is scheduled to run through April 13, 2023
 - Plan to cover Ladder Operations, Multiple Lines, and Vehicle Extrication

Car Seat Program

- Four car seat installs were done in the month of March

Health and Safety

ACE Certification

- Determining need for recerts and new certifications
- 14 personnel from GRFD completed first class, online self-paced platform
- Second class scheduled for May 1, 2023
- Sent multiple personnel to O2X conference (March 21-22)
- Peer Fitness trainers for coordination and implementation of 90-day improvement plan

PPE Committee

- LN Curtis with hood discussion, particulate hoods being mandated by 2024, will have 1 year to comply with NFPA standard
- 48 jackets, 23 pants returned with repairs from AZ PPE for turnout loan program
- Extractor capital purchase request completed

- AP 379 in service soon with all necessary loaner program turnouts (50 sets)
- Safety Committee met March 9th at station 380, next meeting scheduled for April 13th

CLEAN CAB Concept

- Developing standards and distribution of information, received specs of our newly purchased apparatus (SOP being developed/reviewed). Sending for approval.

TIMS (Traffic Safety Incident Management)

- Coordination with Cat-Tow
- Still looking for scheduled class for Train the Trainer
- Tentative availability for additional class instructed by Cat-Tow (date TBD)

Wellness Wednesday (FDSOA) and Training tips (FDNY)

- Proposal for weekly info: Wellness Wednesday (FDSOA) and Training tips (FDNY)

PPE maintenance/cleaning program

- Implementation (7-8-month delivery on new turnouts)
- Extractor/cleaners proposal being developed for NFPA 1851
- Inspection check sheet on OpIQ adjusted
- Instructional class on PPE Exchange program/ cleaning process (North to all personnel)
- Collection/inventory/inspection and cleaning being completed
- Stock AP379 with adequate loaner sets/stock for supply shed (approx. 100 sets)
- 2023-01 Academy in loaners from new stock and loaner program

Covid/Flu monitoring

- Positive cases monitored (numbers decreased, seasonal sickness up)

Physical Fitness, Wellness, Health and Safety

- GPAT early Spring 2023
- Return to work process
 - 4 RTW personnel completed this month
- Outfitting all front-line apparatus with approved collapsible road cones (DOT regulations)
 - 7/10 stations up to par on front-line apparatus (still in ordering phase with Supply)

1582

- Schedule coordination
 - Scheduling of quarter 1 personnel in progress (first appointment email sent)

Wildland

Assignments

- 3/21-3/25 Type 6 was deployed with Captains Waldorf and Strieter and Firefighters Hoffman and Rosas to Yuma on the River Fire.

Current Projects

- WL budget has been submitted.
- Currently working on securing a Type 3 engine from BME.

Training

- 3/11-3/16 WL team members attended the Arizona Wildfire and Incident Management Academy (AWIMA).
- 3/25-3/31 Captain Spanarella attended the Wildland Urban Interface Conference in Reno, NV. He was able to return with a completed Mitigated Action Plan (MAP) to be added to our 2 CWPPs (Pinal and Pima Counties), as well as other WUI updates and info.

Honor Guard/Pipes and Drums

Expenditures

- Honor Guard
 - 0 expenditures this month. Monthly total: \$0.00.
 - District credit card and Honor Guard budget is all squared up.
- Pipes and Drums
 - 0 expenditures this month. Monthly total: \$0.00.

Events

- Honor Guard
 - 3/28 – Randall Watts “Honor Watch.” Multiple meetings leading up to event.
 - 3/29 – Randall Watts funeral. Multiple meetings leading up to event.
 - 3/31 – “Changing of the Guard” ceremony. Multiple meetings leading up to event.
- Pipes and Drums
 - 3/29 – Randall Watts funeral. Lundeberg, Wood, Gamez, and Howe participated.
 - 3/31 – “Changing of the Guard” ceremony. Lundeberg, Wood, Gamez, and prospective new member Holzhauer participated.
 - Our team had assistance from NWFD and TFD’s Pipes & Drums groups to create a larger inter-agency band for both events. We will continue to network with these groups and participate in their events to solidify our relationships.

Special Operations

Training

- In March, some of our GRFD Special Operations members were able to participate in a Heavy Machinery Rescue class, which was taught by the Region. This 1-day, state-certified class provided our members with the knowledge to recognize general hazards associated with machinery search and rescue incidents, including lock-out tag-out procedures. Implementing techniques necessary to operate safely and effectively at incidents involving persons injured or entrapped in a small machine. The focus of the class was performing stabilization, extrication, and disentanglement operations from large machines.
- The Regional TRT drill, which was conducted by GRFD, focused on the Confined Space discipline. This drill, which took place at Metro Water Treatment Facility off of Linda Vista and Shannon, focused on basic set up and deployment of tools and equipment needed to perform these types of calls, plus a full on rescue down a 30-foot man hole. This training was hands-on and encouraged each and every one of our members to jump in and re-familiarize themselves with every piece of equipment. Confined Space incidents are low frequency-high risk calls and keeping up with this skill is extremely important, not only for our residents, but for our personnel as well.

In the News

- 377 B shift crew was featured in a report by KOLD 13. The report focused on Southern Arizona rescue crews preparing year round for swift water incidents due to the wet winter we had this year. Video and article are in the link: <https://www.kold.com/2023/03/27/crews-train-year-round-water-rescues-after-very-wet-winter/>

Calls

- On March 4th, in the area of Lago del Oro and Cloud 9, crews responded to single SUV stuck in a wash. There was a single occupant in the driver seat who was stranded. Water flow was slow-moderate and up to SUV tire. 377 units arrived on scene and were assigned by command to make entry into the water and perform a rescue. Crew safely extricated occupant without any issues.

Golder Ranch in the Community

- **Coordinated multiple events throughout the community:**
 - Life Beyond Books events
 - Cologuard Classic
 - Senior Resource Fair
 - Drowning Prevention Presentation at Saguaro Aquatics
 - Guns and Hoses Kickball Tournament to benefit Project Graduation
 - Change of Command Ceremony preparations
 - Multiple safety presentations throughout Saddlebrooke and Saddlebrooke Ranch
 - 'Don't Be Afraid of Firefighters' presentation at Sunshine School

- KOLD swift water rescue interview with Special Operations team



- **Highlighted great work by crews on social media:**

- Crews responded to a swift water rescue
- Hazmat situation contained
- Trailer fire put out
- Oro Valley Chamber of Commerce building fire put out
- Created public safety video on pulling over to the right for emergency vehicles
- Wildland Team highlight from the Arizona Wildfire and Incident Management Academy
- Highlighted Captain and Deputy Chief promotions
- News From The Ranch episode
- Created St. Patrick's Day video with 'Don't Drink and Drive' safety message
- Created video highlighting our new firefighters
- Sent out press release on Change of Command Ceremony to various media outlets
- Sent out press release on Captain Randall Watts and his funeral service
- Honored Women's History Month with graphics and bios on social media
- Engagement and followers continue to increase on Facebook, Instagram, and Twitter

- **Future projects and community events:**

- Public Safety Day with Tucson Fire
- Special Olympics event with Oro Valley Police Department
- 'Cool Pool Rules' school demonstrations
- Working on social media posts to highlight wildfire danger, rattlesnake season, and pool safety
- Continuing to find new ways to promote job openings within the District
- News From The Ranch
- Organize Push-in Ceremony for Engine 373

Golder Ranch Fire District Call Load Breakdown

March 2023

CALL TYPE	370	372	373	374	375	376	377	378	379	380	TOTAL
Aircraft											0
Brush / Vegetation											0
Building										1	1
Electrical / Motor											0
Fires - All Other	2					1	1				4
Gas Leak											0
Hazmat											0
Trash / Rubbish											0
Unauthorized Burning											0
Vehicle	1						1				2
Total Fire	3	0	0	0	0	1	2	0	0	1	7
Animal Problem											0
Animal Rescue											0
Assist -Other	16	5	40	15	15	6	14	14	10	2	137
Battery Change	2	5	31	3	6			11			58
Bee Swarm					1		1				2
Defective Appliance										1	1
Invalid Assist	3	2	28	9	11	5	4	1	15	14	92
Snake	8	7	15	12	11	20	12	4	13	19	121
Lockout			1								1
Fire Now Out										1	1
Total Service Calls	29	19	115	39	44	31	31	30	38	37	413
Alarms (Fire, Smoke, CO)	3	1	2	9		4	7	1	5	4	36
Cancelled / Negative	12		9	10	8	3	6	3	7	10	68
Smoke / Odor Invest.	2		1	1	1	2	1	2		1	11
Total Good Intent	17	1	12	20	9	9	14	6	12	15	115
Motor Vehicle Accident	7		4	1	5	4	6	5	5	6	43
Rescue-high, trench, water	1										1
Interfacility Transport	1				2	2				1	6
All Other EMS Incidents	69	6	104	91	96	81	114	26	130	137	854
Total EMS Type	78	6	108	92	103	87	120	31	135	144	904
TOTAL ALL	127	26	235	151	156	128	167	67	185	197	1439
Percentage of Call Load	9%	2%	16%	10%	11%	9%	12%	5%	13%	14%	100%
Average Calls Per Day	4.10	0.84	7.58	4.87	5.03	4.13	5.39	2.16	5.97	6.35	46.42
Patients Transported			596								
Last 12 Month Call Load			19127								
Last March Call Load			1461								

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 18, 2023

SUBJECT: DISCUSSION AND POSSIBLE ACTION TO DETERMINE THE COURSE OF ACTION FOR BOARD CANDIDATES NOT AVAILABLE TO ATTEND THE SPECIAL SESSION BOARD MEETING

ITEM #: 8A

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Five candidates have submitted letters of interest and resumes to apply for the GRFD Governing Board vacancy. All five were available for the initial meeting scheduled on April 6, 2023. There is one candidate that will not be able to attend (he will be out of the country) the rescheduled meeting on April 28, 2023. At the advice of the attorney, the questions were included in the board packet, so no candidate has an advantage over the other.

The Board will need to decide to how they would like to proceed in this circumstance.

RECOMMENDED MOTION

OPTION 1:

Motion to allow the candidate to submit responses to the interview questions in an alternative format prior to the special session governing board meeting.

OPTION 2:

Motion to not allow the candidate to proceed in the interview process due to lack of availability on the date of the special session governing board meeting.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Dave Christian, Finance Director

DATE: April 18, 2023

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

ITEM #: 8B

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Presented are the monthly financial reports and cash reconciliation.

RECOMMENDED MOTION

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

Golder Ranch Fire District
Summary Budget Comparison - SUMMARY BUDGET TO ACTUAL **BOARD PACKET**
From 3/1/2023 Through 3/31/2023

Account Code	Account Title	Current Period Budget	Current Period Actual	YTD Budget	YTD Actual
5000	Labor/Benefits/Employee Development	2,656,989.98	2,311,907.13	24,901,630.58	24,488,208.65
6000	Supplies/Consumables	125,000.74	221,143.20	1,298,602.64	1,070,229.95
6500	Vehicle / Equipment Expense	82,834.47	103,767.26	819,450.23	594,131.50
6750	Utilities / Communications	40,323.91	38,005.85	409,337.99	319,144.21
7000	Professional Services	124,275.99	74,541.62	1,269,560.58	854,058.14
7500	Dues/Subscriptions/Maint. Fees	61,814.83	42,309.76	402,720.82	311,641.31
7750	Insurance	0.00	41,950.00	132,396.00	183,328.05
8000	Repairs / Maintenance	51,505.70	36,362.94	452,051.30	353,915.03
9000	Debt Service	2,100.00	3,909.70	1,191,994.00	1,451,384.37
9500	Capital Outlay	254,916.67	95,853.06	2,160,590.03	1,569,658.96
Report Difference		(3,399,762.29)	(2,969,750.52)	(33,038,334.17)	(31,195,700.17)

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: April 18, 2023

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: Tom Brandhuber, Fire Chief

DATE: April 18, 2023

SUBJECT: Call to the Public

ITEM #: 10

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

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

RECOMMENDED MOTION

No motion is necessary for this agenda item.