

GOLDER RANCH FIRE DISTRICT GOVERNING BOARD MEETING PUBLIC NOTICE AND AGENDA

**Tuesday, July 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, July 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

- YEARS OF SERVICE
 - MICHAEL MCDADE- 5 YEARS
 - DEB METZGER- 5 YEARS
 - ADAM JARROLD- 20 YEARS
 - COLIN RYAN- 20 YEARS
 - RODOLFO SANTACRUZ- 20 YEARS
 - RANDY SCHULZKUMP- 20 YEARS

6. CONSENT AGENDA

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

A. APPROVE MINUTES- JUNE 20, 2023 REGULAR SESSION



- B. APPROVAL OF RESOLUTION NUMBER 2023-0007 DECLARING AUGUST 2023 DROWNING IMPACT AWARENESS MONTH AT GOLDER RANCH FIRE DISTRICT
- C. APPROVE AND ADOPT THE FOLLOWING UPDATED POLICIES: 210 SOLICITATION OF FUNDS, 314 CONFINED SPACE RESCUE RESPONSE, 316 TRENCH RESCUE, 317 CARBON MONOXIDE DETECTOR ACTIVATIONS, 319 HAZARDOUS MATERIALS RESPONSE, 323 DISPOSITION OF VALUABLES, 331 GROCERY SHOPPING ON DUTY, 705 MOBILE DATA TERMINAL USE, 706 ACCESS BOX SYSTEMS KEY ACCOUNTABILITY, 707 COMMUNICATIONS OPERATIONS, 912 FIRE STATION SAFETY, 1009 EMERGENCY RECALL, AND 1015 PERSONAL PROJECTS ON DUTY
- D. APPROVE AND ADOPT THE JOINDER AGREEMENT WITH THE GOLDER RANCH FIRE DISTRICT GOVERNING BOARD AND THE NORTH TUCSON FIREFIGHTERS ASSOCIATION IAFF LOCAL 3832 WITH THE WASHINGTON STATE COUNCIL OF FIRE FIGHTERS EMPLOYEE BENEFIT TRUST, AS ADMINISTRATOR OF THE IAFF MEDICAL EXPENSE REIMBURSEMENT PLAN
- E. APPROVE AND ADOPT RESOLUTION 2023-0008 APPROVING AND FORMALLY ADOPTING THE EMPLOYER PARTICIPATION AGREEMENT WITH NATIONWIDE RETIREMENT SOLUTIONS, AS ADMINISTRATOR OF THE POST EMPLOYMENT HEALTH PLAN FOR NON-COLLECTIVELY BARGAINED PUBLIC EMPLOYEES

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 DIVISION'S REPORT- DEPUTY CHIEF CESAREK
 - UPDATES ON THE FOLLOWING AREAS:
 - PLANNING
 - LOGISTICS
 - FACILITIES MAINTENANCE
 - FLEET
 - SUPPLY



- FIRE AND LIFE SAFETY

C. EMERGENCY RESPONSE/PROFESSIONAL DEVELOPMENT REPORT – ASSISTANT 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 REGARDING THE GOLDER RANCH FIRE DISTRICT RECONCILIATION AND MONTHLY FINANCIAL REPORT

9. FUTURE AGENDA ITEMS

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

- Regularly scheduled meeting – August 15, 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

Sandra Outlaw, Clerk of the Board
Golder Ranch Fire District

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

If any disabled person needs any type of accommodation, please notify the Golder Ranch Fire District 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 7/12/2023 by 6:00 p.m.



GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

DATE: July 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: July 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: July 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.

- YEARS OF SERVICE
 - MICHAEL MCDADE, FLEET MAINTENANCE TECHNICIAN I
 - DEB METZGER, HUMAN RESOURCES SUPERVISOR
 - ADAM JARROLD, BATTALION CHIEF
 - COLIN RYAN, CAPTAIN
 - RODOLFO SANTACRUZ, ENGINEER
 - RANDY SCHULZKUMP, ENGINEER

RECOMMENDED MOTION

No motion required for this agenda item.

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: July 18, 2023

SUBJECT: APPROVE MINUTES – JUNE 20, 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. JUNE 20, 2023 REGULAR SESSION

RECOMMENDED MOTION

Motion to approve the July 18, 2023 Consent Agenda.

GOLDER RANCH FIRE DISTRICT GOVERNING BOARD MEETING

REGULAR SESSION MINUTES

Tuesday, June 20, 2023 9:00 a.m.

3885 East Golder Ranch Drive, Tucson, Arizona 85739

1. CALL TO ORDER/ROLL CALL

Chairperson Vicki Cox-Golder called the meeting to order on June 20, 2023 at 9:00 a.m.

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

Staff Present: Fire Chief Brandhuber, Assistant Chief Robb, Deputy Chief Cesarek, Deputy Chief Grissom, Deputy Chief Perry, Deputy Chief Pearce, Division Chief Price, Director Delong, Director Christian, Director Rascon, Attorney Aversa, Local 3832 President Jones, and Records Specialist Wong

2. SALUTE AND PLEDGE OF ALLEGIANCE

All in attendance recited the Pledge of Allegiance.

3. FIRE BOARD REPORTS

Board Member Steve Brady was a “hot dog roaster” at EMS’s cookout event. He stated he had a good time.

Board Member Tom Shellenberger stated that on May 26th, Local 3832 President Jones took him to Stations 370, 372, 373, and 378. He also stated that Station 373 relocated a Gila monster and responded to a medical call while he was on the tour. Board Member Shellenberger stated he had a good tour and will have a final tour sometime in July.

Vice Chairperson Wally Vette made a comment about his church on Sunday.

4. CALL TO THE PUBLIC

There were no public issues presented at this time.

5. PRESENTATIONS

A. PRESENTATION OF PERSONNEL

- NEW HIRES

- DAN HABINEK COMMUNITY EDUCATION SUPERVISOR
- JESUS CABADA FLEET MAINTENANCE TECHNICIAN
- PROMOTION
 - BRENDA DRUKE-PROMOTION TO DEPUTY FIRE MARSHAL

Chief Brandhuber welcomed new hires Dan Habinek and Jesus Cabada. Deputy Chief Perry introduced the new Community Education Supervisor, Dan Habinek and Lead Technician Charlie Raney introduced the new Fleet Maintenance Technician, Jesus Cabada to the Governing Board.

Chairperson Vicki-Cox Golder administered the behavioral and loyalty oaths to both new hires.

Fire Marshal Akins presented Brenda Druke as a new Golder Ranch Fire District (GRFD) Fire and Life Safety Deputy Fire Marshal. Deputy Fire Marshal Druke was pinned by retired Captain Druke.

6. **CONSENT AGENDA**

- A. APPROVE MINUTES- MAY 16, 2023 REGULAR SESSION
- B. APPROVE AND ADOPT THE FOLLOWING UPDATED POLICIES: 233 APPRAISAL OF PROGRAMS; 303 RAPID INTERVENTION/TWO-IN TWO-OUT; 305 TACTICAL WITHDRAWAL; 404 ALTERNATIVE MATERIALS AND METHODS REQUESTS; 407 HAZARDOUS MATERIALS DISCLOSURES; 502 PATIENT REFUSAL OF PRE-HOSPITAL CARE; 614 FIREFIGHTER HEALTH, SAFETY AND SURVIVAL TRAINING; 909 PERSONAL ALARM DEVICES; 1029 BADGES; AND 1030 IDENTIFICATION CARDS
- C. APPROVAL OF AMENDMENT NUMBER 16 TO AN INTERGOVERNMENTAL AGREEMENT BETWEEN GOLDER RANCH FIRE DISTRICT AND NORTHWEST FIRE DISTRICT FOR DISPATCH SERVICES

MOTION by Board Member Brady to approve the June 20, 2023 Consent Agenda
MOTION SECONDED by Vice Chairperson Vette
MOTION CARRIED 5/0

7. REPORTS AND CORRESPONDENCE

- A. FIRE CHIEF'S REPORT – Chief Brandhuber presented the Fire Chief's report to the Governing Board. He stated he will meet with the EMS staff later in the day and that will complete his tour of meeting with everyone. Chief Brandhuber mentioned that GRFD received a radio grant in 2022. The District along with eight other agencies were recipients of the grant. GRFD is the lead agency, which means it will make the initial purchase and will be reimbursed 90%, the other agencies will then contribute their portion of the 10%. The Board will see a check request for \$2.4 million, this is for the radio grant that was approved in 2022.

Chairperson Vicki Cox Golder asked about the medical marijuana topic mentioned in the board report.

Chief Brandhuber replied that crews are asking about the use of medical marijuana for various medical reasons. Everyone in the District is in a safety sensitive position. So staff is doing their due diligence, to see if this can be done. Human Resources is researching best practices and speaking with the insurance carrier. Right now it is in the exploratory phase to see if this is something possible that can be done.

Board Member Brady asked Chief Brandhuber about the chief's conference.

Chief Brandhuber replied that fire districts across the country are facing the same challenges such as recruitment, retention and training. They also addressed myths such as generational differences. His key take away is that there really are not that big of generational differences. People are people. The key part is communicating, motivating and empowerment.

Assistant Chief Robb told the Board he appreciated the opportunity to attend the conference. Assistant Chief Robb said he was optimistic about the future of Golder Ranch because of the support of the Board.

Vice Chairperson Vette asked if the District has a lobbyist.

Chief Brandhuber replied the District does has a lobbyist that works with the District on local and state issues.

Vice Chairperson Vette asked on the status of the COVID reimbursement.

Director Christian answered that there is good new for the ARPA (American

Rescue Plan Allocation) funding. The District should expect approximately \$2.4 million. He submitted a request for \$2.7, which was mainly operational costs. At a minimum, he expects to be reimbursed \$2.2 million.

Chairperson Vicki Cox-Golder asked if the funds were earmarked.

Director Christian replied the funds were reimbursement for expenses already paid. It is to make the District whole.

Board Member Shellenberger asked about the status of financing of the five engines.

Chief Brandhuber stated the loan was funded. The payment was withheld until the trucks were received. The trucks were finally received and the funds were transferred.

- LEADERSHIP TEAM REPORT – PRESIDENT JONES- President Jones presented the report from the Leadership Team. He reported members of the Local attended the PFFA (Professional Fire Fighters of Arizona) Conference. Five people attended and they learned a lot.
- B. PLANNING DIVISION'S REPORT-Deputy Chief Cesarek presented the Planning Division's report. He stated that about a year ago, Fire and Life Safety (FLS) implemented a compliance engine. This allowed contractors to upload data, however getting them to do so was a small challenge. The major contributors are now contributing. The Hanley project is still continuing. There was a delay due to doors. Pinal County approved a variance request for Station 378 related to watershed.
- C. EMERGENCY RESPONSE/PROFESSIONAL DEVELOPMENT REPORT-Assistant Chief Robb presented the Emergency Response/Professional Development report to the Governing Board. Assistant Chief Robb provided an update about Battalion Chief Jarrold who was off duty and performed CPR on a member of the public. He received word the gentleman was discharged. AC Robb commended BC Jarrold for his community service and going above and beyond off-duty and for having the awareness to recognize the issue.

Chairperson Vicki-Golder Cox commented that the wait times in emergency rooms appear to have improved.

AC Robb replied that they have however, it is an ongoing thing.

8. REGULAR BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATIONS FOR THE GOLDER RANCH FIRE DISTRICT GOVERNING BOARD POSITION OF CLERK FOR THE REMAINDER OF CALENDAR YEAR 2023

MOTION by Board Member Brady to nominate Board Member Outlaw as Clerk of the Golder Ranch Fire District Governing Board for the remainder of the 2023 calendar year

MOTION SECONDED by Board Member Shellenberger

MOTION CARRIED 5/0

- B. PUBLIC HEARING ON THE GOLDER RANCH FIRE DISTRICT BUDGET FOR FISCAL YEAR 2023 – 2024

- OPEN THE PUBLIC HEARING – Chairperson Cox Golder opened the public hearing for any comments from the public at 9:33 a.m. There were no public comments made.
- CLOSE THE PUBLIC HEARING – Chairperson Cox Golder closed the public hearing at 9:33 a.m.

NO MOTION NEEDED FOR THIS AGENDA ITEM

- C. DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION #2023-0005 APPROVING AND FORMALLY ADOPTING THE GOLDER RANCH FIRE DISTRICT ANNUAL BUDGET FOR FISCAL YEARS 2023-2024 AND 2024-2025

MOTION by Vice Chairperson Vette to approve Resolution #2023-0005 formally adopting the Golder Ranch Fire District budget in the amount of \$48,161,396 with a proposed mil rate of \$2.500 and a bond debt service mil rate of \$0.140 for fiscal year 2023-2024.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 5/0

- D. DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION #2023-0006 APPROVING THE APPROPRIATION OF THE GOLDER RANCH FIRE DISTRICT END OF FISCAL YEAR 2022-2023 GENERAL FUND BALANCE

Finance Director Christian stated this is done every year. The funds need to be properly reserved to be compliance with prescriptions. He said the District has approximately \$18.8 million in reserves. The funds need to be formally reported and

identified so they can be reported in the financial statements and available to the District according to its policies.

Board Member Brady asked if the reserve fund was 10%.

Finance Director Christian replied the contingency reserve fund is not a percentage perse. It is a hard number of \$4 million.

MOTION by Board Member Brady to approve Resolution 2023-0006 appropriating the end of fiscal year General Fund balance in accordance with GRFD Principles of Sound Financial Policy.

MOTION SECONDED by Board Clerk Outlaw

MOTION CARRIED 5/0

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

Finance Director Christian presented the monthly financials and reconciliation for Golder Ranch Fire District to the Governing Board.

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

MOTION SECONDED by Vice Chairperson Vette

MOTION CARRIED 5/0

9. **FUTURE AGENDA ITEMS**

- Regularly scheduled meeting – July 18, 2023

10. **CALL TO THE PUBLIC**

There were no public issues presented at this time.

11. **ADJOURNMENT**

MOTION by Chairperson Vicki Cox-Golder to adjourn the meeting at 9:45 a.m.

MOTION SECONDED by Board Member Brady

MOTION CARRIED 5/0

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Community Relations

DATE: July 18, 2023

SUBJECT: APPROVAL OF RESOLUTION NUMBER 2023-0007 DECLARING AUGUST 2023
DROWNING IMPACT AWARENESS MONTH AT THE GOLDER RANCH FIRE
DISTRICT

ITEM #: 6B

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☒ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Nationally, August is recognized as Drowning Impact Awareness month by healthcare professionals, first responders and community partners nationwide. Historically, the incidents of drowning rise in August and while no one knows exactly why this is, some suspect it has to do with children returning to school and/or that parents become more comfortable with their children in the water and consequently are not as vigilant about the level of supervision. Whatever the reason, the hope is that when government institutions come together to uniformly recognize August as a month when we raise the community's awareness about drowning prevention and water safety, the result is a reduction in water related incidents.

RECOMMENDED MOTION

This item is included in July 18, 2023 Consent Agenda.



GOLDER RANCH FIRE DISTRICT

Fire ~ Rescue ~ Ambulance
3885 E. Golder Ranch Drive
Tucson, Arizona 85739

Chief Tom Brandhuber

RESOLUTION NO. 2023-0007

A RESOLUTION OF THE GOVERNING BOARD OF THE GOLDER RANCH FIRE DISTRICT DECLARING THE MONTH OF AUGUST AS “DROWNING IMPACT AWARENESS MONTH” IN THE DISTRICT

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

WHEREAS, Arizona’s future prosperity depends upon the long-term health, safety, and well-being of the nearly two million children and teens in our state; and

WHEREAS, drowning is a top cause of injury and death for children and teens in Arizona, affecting not only the victims, but also families, emergency personnel, and our society as a whole; and

WHEREAS, child drownings are nearly 100 percent preventable; and

WHEREAS, research-proven strategies can save lives, including constant and capable supervision, restricting access to water, use of life jackets, swimming lessons for adults and children at the appropriate age, and rapid emergency response, including CPR; and

WHEREAS, awareness of the problem is just the first step; evidence-based programs to bring these strategies to families is the best way to save lives; and

WHEREAS, during the month of August, Drowning Prevention Coalition of Arizona, in collaboration with state and local governments, community organizations, and private citizens, will be engaging communities throughout Arizona in a coordinated and comprehensive response



GOLDER RANCH FIRE DISTRICT

Fire ~ Rescue ~ Ambulance
3885 E. Golder Ranch Drive
Tucson, Arizona 85739

Chief Tom Brandhuber

NOW, THEREFORE, I, VICKI COX GOLDER, CHAIRPERSON OF THE GOLDER RANCH FIRE DISTRICT, do hereby proclaim August 2023 as Drowning Impact Awareness Month and urge all communities and citizens of Arizona to participate in efforts to reduce drowning risk, strengthen families, and protect children and teens.

Given under my hand in these free United States in the State of Arizona, on the 18th day of July, 2023, and to which I have caused the Seal of the Golder Ranch Fire District to be affixed and have made this proclamation public.

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

ATTEST:

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

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Eric Perry, Deputy Chief

DATE: July 18, 2023

SUBJECT: APPROVE AND ADOPT THE FOLLOWING UPDATED POLICIES: 210 SOLICITATION OF FUNDS, 314 CONFINED SPACE RESCUE RESPONSE, 316 TRENCH RESCUE, 317 CARBON MONOXIDE DETECTOR ACTIVATIONS, 319 HAZARDOUS MATERIALS RESPONSE, 323 DISPOSITION OF VALUABLES, 331 GROCERY SHOPPING ON DUTY, 705 MOBILE DATA TERMINAL USE, 706 ACCESS BOX SYSTEMS KEY ACCOUNTABILITY, 707 COMMUNICATIONS OPERATIONS, 912 FIRE STATION SAFETY, 1009 EMERGENCY RECALL, 1015 PERSONAL PROJECTS ON DUTY

ITEM #: 6C

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:

POLICIES: 210 Solicitation of Funds, 314 Confined Space Rescue Response, 316 Trench Rescue, 317 Carbon Monoxide Detector Activations, 319 Hazardous Materials Response, 323 Disposition of Valuables, 331 Grocery Shopping On Duty, 705 Mobile Data Terminal Use, 706 Access Box Systems Key Accountability, 707 Communications Operations, 912 Fire Station Safety, 1009 Emergency Recall, 1015 Personal Projects On Duty

MOTION

Motion to approve the July 18, 2023 Consent Agenda.

Access Box Systems Key Accountability

706.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to provide information about the access box systems and the roles and responsibilities of district members with regard to access-key security, storage and accountability. This policy shall apply to all buildings or sites within the Golder Ranch Fire District jurisdiction where it has been determined that an access-keyed device is needed or has been provided for accessibility for emergency responders (AA C R4-36-201).

706.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

Access tag - Attached to each key in an access box to identify its function.

Access box - A locked box used for securely storing the keys to a gate, building, or rooms within a building. Common brands include Knox and Supra, though this is not all inclusive.

Access box master key - A key carried on all fire apparatus that enables district members to unlock any keyed access box within the jurisdiction.

706.2 POLICY

Best Practice MODIFIED

It is the policy of the Golder Ranch Fire District to participate in a rapid entry system program, providing safe and secure non-destructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief or the authorized designee shall appoint an access box key coordinator, who shall be responsible for ensuring the accountability of all Golder Ranch Fire District issued access box master keys.

706.3 ACCESS BOX KEY ACCOUNTABILITY

Best Practice MODIFIED

No individual member shall be issued an access box master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code. Once the master key is released, it should be used to access the keyed device at the location of the emergency and be immediately returned to the secured unit.

The Fire Chief is ultimately accountable for access box master keys issued to the District. Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation through the chain of command by the end of the assigned shift.

Maintenance and security of the access box master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated.

Access Box Systems Key Accountability

If the key cannot be recovered, all access box master keys in the jurisdiction may have to be replaced at district expense.

706.4 LOCK-UP OF KEYS IN ACCESS BOXES

Best Practice **MODIFIED**

Access boxes are shipped to the property owner in the open position. After the box has been installed, the property owner must contact the Golder Ranch Fire District to request a lock-up of the box. Fire prevention staff will assist the property owner in arranging for a lock-up. All keys should be tagged and ready for placement in the access box upon the arrival of the prevention staff.

Members receiving requests for lock-up should refer the owner to the appropriate prevention staff member or get the owner's contact information. All requests shall be forwarded to the appropriate prevention staff member.

Communications Operations

707.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

707.1.1 FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE

Federal

All Golder Ranch Fire District radio operations shall be conducted in accordance with FCC procedures and guidelines.

707.2 POLICY

Best Practice

The Golder Ranch Fire District will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and Dispatch Center. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and for local and regional interagency/multi-agency incidents.

707.3 COMMUNICATIONS LOG

Best Practice

It shall be the responsibility of the dispatchers in Dispatch Center to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the personnel who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- (a) Location of incident reported
- (b) Type of incident reported
- (c) Date and time the report was received
- (d) Name and address of the reporting party, if possible
- (e) Incident number
- (f) Time of dispatch
- (g) Apparatus dispatched to the incident, including member identification numbers
- (h) Time of apparatus arrival

Communications Operations

- (i) Requests from members during the incident
- (j) Time the apparatus returned to service
- (k) Disposition or status of the reported incident
- (l) The time of any Incident Commander (IC) requested or automatic timed Personnel Accountability Report (PAR) or building collapse clocks

707.4 RADIO COMMUNICATIONS

Best Practice

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of other companies, divisions or groups, including their locations and the nature of the tasks or objectives to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

707.4.1 APPARATUS IDENTIFICATION

Best Practice

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with Dispatch Center. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and Dispatch Center once the mobile unit has been properly identified.

707.4.2 HANDHELD RADIO ALIASES

Agency Content

Prior to the start of shift, personnel will verify that the handheld radio they are using has the appropriate alias assigned to it. Different aliases may include but are not limited to Firefighter, Paramedic, Engineer, or Captain. If a temporary radio is provided, the recipient must ensure that the dispatch center has the radio assigned to the appropriate position.

707.4.3 RADIO TESTING

Best Practice MODIFIED

Members assigned to an apparatus for a shift should check for radio functionality at the beginning of each shift to ensure that the mobile and portable radios are working as designed.

Radios that are inoperable or malfunctioning shall be placed out-of-service, flagged appropriately, and documented on the districts reporting system.

Fire Station Safety

912.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish safety procedures for the Golder Ranch Fire District members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

912.2 POLICY

Best Practice

It is the policy of the Golder Ranch Fire District that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy, for the safety of themselves, other members and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

912.3 PROCEDURE

Best Practice **MODIFIED**

For the safety of all occupants, the on-duty Captain at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station:

- (a) Personal protective equipment (PPE)
 - 1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions or burns as a result of contact with flying particles, hazardous substances or projections. This includes, but is not limited to, working with grinders, drills, saws, welding equipment, mowers, edgers and while working under vehicles.
 - 2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns or exposure to chemicals (e.g., working with trimmers, pruners, other tools).
 - 3. Wear hearing protection in compliance with the Hearing Conservation and Noise Control Training Policy.
- (b) Housekeeping and personal hygiene
 - 1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms and apparatus rooms in a clean, orderly and sanitary condition.
 - 2. Clean and repair the source of water leaks quickly to avoid mold growth.

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Fire Station Safety

3. Smoking is prohibited in the building or near any entrance, exit, window or ventilation system, as provided in the Smoking and Tobacco Use Policy (ARS § 36-601.01).
 4. Avoid using compressed air to blow dirt, chips or dust from clothing while it is being worn.
 5. Maintain cooking appliances and eating utensils in good working order.
 6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
- (c) Cooking
1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
 2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
 3. Do not let pot handles extend over the counter.
- (d) Safe lifting
1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
 2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle.
 3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.
- (e) Walking surfaces and exits
1. Ensure all primary exit routes are obvious, marked with an "Exit" sign and free of obstructions.
 2. Remove any objects that block hallways and/or passageways.
 3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, outdoor walkways, etc.
 4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
 5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
 6. Ensure all areas of the building are adequately illuminated.
 7. Ensure beds are located to cause minimum interference during dressing.
- (f) Apparatus floor
1. Exercise caution and use handrails when exiting apparatus.
 2. Maintain apparatus doors in a safe, operable condition.

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Fire Station Safety

3. Maintain adequate clearance for vehicles under apparatus doors.

(g) Equipment, machinery and tools

1. Observe safety precautions when operating all equipment, machinery and tools.
2. Avoid using defective equipment, such as ladders with broken rungs or power equipment without proper safety protection. Repair or replace defective equipment before use.
3. Mount all equipment and machinery securely to the surface on which it sits.
4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields and spindle/nut/flange coverage.
5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
6. Grinders are inspected on a regular basis.
7. Ensure all power tools are adequately grounded.
8. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
9. Portable ladders shall be adequate for their purpose, in good condition and have secure footing.
10. Fixed ladders shall be equipped with side rails, cages or special climbing devices.

(h) Electrical wiring, fixtures and controls

1. Maintain 36 inches of clear access around all electrical control panels.
2. Label electrical switches and circuit breakers with their purpose.
3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
4. Ensure all extension cords are properly grounded and approved.
5. Avoid using flexible cords and cables as a substitute for fixed wiring.
6. Avoid hanging electrical cords on pipes, nail hooks, etc.
7. Check all electrical cords for fraying or exposed plug wiring.
8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits or other faults that could render them unsafe for use.

(i) Fire extinguishers and fire prevention

1. Ensure fire extinguishers are of the proper type for the expected hazards.
2. Maintain portable fire extinguishers in a fully operable condition.
3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.

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Fire Station Safety

4. Test the fire alarm system at least annually.
 5. Ensure a qualified person services the sprinkler system at least annually.
 6. Check smoke detectors periodically to ensure they are working properly.
 7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (j) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning and the name and address of the manufacturer, importer or responsible party.
 2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms or secondary containment.
 3. Store hazardous materials separately from food, food preparation and eating areas.
 4. Store ignitable liquids in an approved, vented, flammable and combustible liquids storage cabinet.
 5. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
 6. Store cylinders of compressed gas in an upright position, away from combustible materials.
 7. Avoid wearing or storing turnout gear in the living quarters or buildings.
 8. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes and upholstered furniture.
 9. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
 10. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
 11. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.

Emergency Recall

1009.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish the right of the Golder Ranch Fire District to recall off-duty employees in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources. The policy also establishes the procedures to be used to recall off-duty employees, in accordance with state and federal laws and the memorandum of understanding.

1009.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Automatic aid - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, communities or fire districts.

Mutual aid - Apparatus and firefighters who are dispatched, upon request, by the responding fire department. Mutual aid is defined by a signed contractual agreement between the Golder Ranch Fire District and neighboring jurisdictions.

1009.2 POLICY

Best Practice

It is the policy of the Golder Ranch Fire District to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employees working at the scene, and to ensure adequate resources are available for additional emergency calls. In some instances, this may require the emergency recall of employees.

1009.3 PROCEDURES

Best Practice

The Fire Chief or any other chief officer, Battalion Chief or Incident Commander (IC) may initiate an emergency recall by providing Dispatch Center or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

1009.3.1 TRIGGERING INCIDENTS

Best Practice

The types of incidents that may require the initiation of an emergency recall include, but are not limited to:

- One major incident affecting a localized or widespread area.
- Two or more incidents causing a high demand for resources at different locations.
- Numerous incidents causing a peak demand on the entire resource system.

Emergency Recall

- Any time designated by the Fire Chief or the authorized designee.

1009.3.2 DISPATCH CENTER RESPONSIBILITIES

Best Practice **MODIFIED**

The Fire Chief or the authorized designee should be responsible for developing and implementing an emergency recall procedure that complies with state and federal laws and memorandum of understanding. Dispatch or the other designated resource should follow the established procedure when implementing an emergency recall.

1009.3.3 FIREFIGHTER RESPONSIBILITIES

Best Practice

Firefighters should reply to an emergency recall immediately or provide notification within 10 minutes with their status and estimated time of arrival. If applicable, they should report for duty with their personal protective equipment.

1009.3.4 EXCEPTIONS

Best Practice **MODIFIED**

Members may not refuse an emergency recall notice unless not fit for duty. Firefighters who receive an emergency recall notification and are under the influence of any impairment, such as medications or alcohol, should advise the caller of the impairment and should not report for duty.

1009.4 OTHER RESOURCES

Best Practice **MODIFIED**

The District will attempt utilize automatic and mutual aid prior to initiating an emergency recall.

If sufficient resources cannot be assembled by an emergency recall, the district may consider other options such as uniformed personnel working 40-hour schedules.

Personal Projects On-Duty

1015.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1015.2 POLICY

Discretionary

It is the policy of the Golder Ranch Fire District to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the Captain or Battalion Chief may deny or revoke permission for a personal project while on-duty.
- (d) District equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All district policies must be followed while engaged in the personal project.

1015.3 PROHIBITED PERSONAL PROJECTS

Discretionary **MODIFIED**

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the District is compensating the member.
- (b) Any project that has no personal, career-related or promotional value.
- (c) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

Solicitation of Funds

210.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure that fundraising activities associated with the District are consistent with its mission, values and legal status. This policy applies to all fundraising activities involving the District or the use of the District name, insignias, equipment or facilities.

210.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Fundraising - The collection of money through donations, sales or event programming for the purpose of charitable donation or organizational budget enhancement.

210.2 POLICY

Best Practice

It shall be the policy of this district that all fundraising activities involving on-duty members or use of district equipment for the financial benefit of the District must be authorized by the Fire Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the District. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or giveaways to attendees of district-sponsored or hosted events, or to events when members attend as representatives of the District.

210.3 GUIDELINES

Best Practice

Fundraising activities or events involving the District should incorporate:

- (a) Compliance with applicable federal, state and local laws and regulations.
- (b) Compliance with district and governing-body policies.
- (c) A benefit to the District that is consistent with the District mission.
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors.
- (f) Identification of the individual soliciting funds as a volunteer, a member of this district or a hired solicitor.

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- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.
- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology, and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored.
- (i) Respect of donors' privacy and a commitment that the District will not sell donors' names and contact information.

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

210.4 DISTRICT-SPONSORED EVENTS

Best Practice

The following also apply to district-sponsored fundraising events:

- (a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.
- (b) At least one member should be present during the entire event.
- (c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.
- (d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.
- (e) Funds raised should be deposited no later than the next business day.
- (f) All donors should receive a receipt for the amount of their donation. In efforts involving a less formal "drop" collection, receipts need not be issued unless requested.
- (g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.
- (h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.
- (i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants. Proper safety apparel shall be worn when in roadways or traffic areas.

210.5 FUNDRAISING ON BEHALF OF OTHERS

Best Practice

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Solicitation of Funds

Fundraising for the benefit of a nonprofit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the District is permissible provided that the fundraising standards and event prerequisites listed above are followed.

Any materials associated with a third-party fundraising activity shall be approved by the Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the District and the organizers of the activity that includes:

- (a) Written verification that the event is for a charitable purpose.
- (b) Assignment of responsibility to the organizers for all direct costs incurred for the event.
- (c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- (d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other district funds.

The District reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

Confined Space Rescue Response

314.1 PURPOSE AND SCOPE

State

This policy provides guidance on various confined space entries pursuant to Arizona Division of Occupational Safety and Health (ADOSH) rules (29 CFR 1910.146; AAC § R20-5-602).

314.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Attendant - An individual stationed outside one or more permit spaces to monitor the authorized entrants and who performs all duties assigned.

Confined space - A space that:

- (a) Is large enough and so configured that a person can bodily enter and perform work.
- (b) Has limited or restricted means for entry or exit.
- (c) Is not designed for continuous human occupancy.

Entry - The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry permit - Written or printed document that is provided by the District to allow and control entry into a permit-required confined space to perform work in the space.

Entry supervisor - The person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing and overseeing entry operations, and for terminating entry as required.

Permit-required confined space - A confined space that has one or more of the following characteristics:

- (a) Contains or has a potential to contain a hazardous atmosphere.
- (b) Contains a material that has the potential for engulfing an entrant.
- (c) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section.
- (d) Contains any other recognized serious safety or health hazard.

314.2 POLICY

State

It is the policy of the Golder Ranch Fire District to establish permit-required confined space incident response guidelines in compliance with applicable regulations, ADOSH, and required training

Confined Space Rescue Response

and equipment to reasonably ensure members' safety while they are performing permit-required, confined space rescues.

314.3 GENERAL REQUIREMENTS

State

District procedures shall meet the standards and requirements set forth in 29 CFR 1910.146 and this policy (AAC § R20-5-602).

District standards and procedures will include, but are not limited to:

- (a) The requirements of an entry permit.
- (b) Training requirements for members entering into confined spaces.
- (c) Equipment requirements.
- (d) Notification to members entering a confined space of any known or suspected hazards that the member may face during entry and any other information necessary to enable the attendant to monitor safe entry by the member.
- (e) Requirements for members entering confined spaces.
- (f) Requirements of the entry supervisor.
- (g) Requirements for members who are assisting others within the confined space.

314.4 PROCEDURES

State

District members should be trained to identify and measure atmospheric hazards within confined spaces. Reasonably practicable attempts at self-rescue or nonentry rescue should be made prior to any entry.

District members should adhere to National Institute for Occupational Safety and Health (NIOSH) guidance and comply with 29 CFR 1910.146 when performing a confined space rescue (AAC § R20-5-602).

Any time there is questionable action or lack of movement by the worker inside the confined space, a verbal check should be made. If there is no response, district rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

314.4.1 PRECAUTIONS

Best Practice

No ignition sources should be introduced into the confined space when atmospheric hazards are attributable to flammable or explosive substances or to lighting and electrical equipment.

Members should perform continuous atmospheric monitoring during all confined space rescue operations. If atmospheric conditions change adversely, members should exit the confined space until appropriate precautions for any new hazards are developed and implemented.

Confined Space Rescue Response

Work time should be closely monitored because heat stress emergencies may be caused by a warm atmosphere inside a confined space.

314.4.2 HAZARD EVALUATION/PERMIT REQUIREMENTS

State

If members of the District respond to an incident requiring permit-required confined space entry, a written hazard evaluation shall be performed. The hazard evaluation shall include, but is not limited to (29 CFR 1910.146; AAC § R20-5-602):

- (a) Recognition, determination and declaration of the situation as a permit-required confined space incident, including the date, time and location.
- (b) Denial of entry to unprotected persons.
- (c) Assessment of all readily available confined space documentation (e.g., Safety Data Sheets, any existing permits, plans or blueprints of the space).
- (d) Assessment of the purpose of the entry, number of victims, locations and injury conditions.
- (e) Discussions with witnesses, a supervisor and other sources of information.
- (f) Assessment of any current or potential space hazards, in particular, any hazards that led to the necessary rescue.
- (g) Measures used to isolate the space and eliminate or control the hazards.
- (h) Communications procedures used by entrants and attendants.
- (i) Determination and declaration if a body is recovered or a victim is rescued.

314.5 TACTICAL GUIDELINES

Best Practice

314.5.1 PRIMARY ASSESSMENT

Best Practice

Upon arrival, the first-in company should:

- Establish command and provide a report of conditions.
- Assess immediate hazards to rescuers, contact witnesses or otherwise look for clues as to the cause of the confined space emergency.
- Conduct a survivability profile of the victims, including the number, location and condition of the victims and how long they have been trapped.
- Establish communication with the victims, if possible.
- If applicable, locate any confined space permit that has information about the space.
- Determine whether the operation will be a rescue or a recovery.

Confined Space Rescue Response

314.5.2 SECONDARY ASSESSMENT

Best Practice

After completing the primary assessment, the first-in company should:

- Determine the type of confined space and what type of products are used or stored in the space.
- Identify any known hazards (e.g., electrical, mechanical, stored energy).
- Determine the stability of the confined space and conduct a hazardous materials size-up.

314.5.3 INCIDENT COMMANDER RESPONSIBILITIES

Best Practice

MODIFIED

- Determine if adequate technician-level trained personnel are on-scene to safely complete the rescue.
- Determine whether the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, intrinsically safe lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment, victim removal equipment).
- Establish a perimeter and ventilation, if needed.
- Assign resources, which should include a confined space technician certified safety officer.
- Ensure all utilities are locked-out, including electrical, gas and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and backup personnel are wearing the proper level of personal protective equipment (PPE) (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA) and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.
- Ensure district-approved procedures are followed to perform the rescue.

314.5.4 VICTIM ASSISTANCE

Best Practice

MODIFIED

- If possible, the entry team should bring a supply of breathable air for the victims.
- Rescuers shall not remove their SCBA and give them to the victims.
- If indicated and practicable, C-spine precautions should be taken.
- After treatment for immediate life-threatening injuries, the victims should be packaged appropriately for extrication (e.g., backboard, rescue basket).

Confined Space Rescue Response

314.5.5 VICTIM TRANSFER

Best Practice

Immediately after reaching the point of egress, the victims should be transferred to awaiting medical personnel.

314.6 TERMINATION OF THE RESCUE

Best Practice **MODIFIED**

At the conclusion of the rescue, the Incident Commander should:

- Account for all personnel.
- Ensure all tools and equipment used for the rescue/recovery are removed (unless there has been a fatality, then consideration may be given to leaving tools and equipment in place for investigative purposes).
- Ensure proper decontamination procedures are implemented if personnel or equipment have been contaminated during the operation.
- Determine if a formal critical incident stress debriefing is warranted and, if so, implement as appropriate.

Trench Rescues

316.1 PURPOSE AND SCOPE

State

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations (29 CFR 1926.650 et seq.; AAC § R20-5-602).

316.1.1 DEFINITIONS

State

Definitions related to this policy include:

Excavation - Any man-made cut, cavity, trench or depression in the ground.

Trench - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet (29 CFR 1926.650; AAC § R20-5-602).

316.2 POLICY

Best Practice

It is the policy of the Golder Ranch Fire District to adopt and maintain a written response program with standardized procedures and relevant training to minimize the exposure to hazardous conditions to rescue personnel during trench or excavation rescues.

316.3 PROCEDURES

State MODIFIED

The first-in company shall attempt to determine the following:

- (a) Determine the reporting party
- (b) Reason for victim entrapment
- (c) Number of victims and location
- (d) Rescue vs recovery
- (e) Type of material covering the victims (e.g., dirt, sand, rock)

A trench rescue technician certified safety officer should be assigned to:

- (a) Monitor the status of all personnel involved in the rescue.
- (b) Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).

A hazard zone should be established within a 50-foot perimeter around the incident site. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.

Trench Rescues

Emergency rescue equipment, such as breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during trench rescue. (29 CFR 1926.651; AAC § R20-5-602):

When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered (29 CFR 1926.651; 29 CFR 1926.652; AAC § R20-5-602):

- (a) Adequate ventilation has been established.
- (b) When ventilation is in place, the air quality is being periodically tested.
- (c) If water accumulation is a factor, protection from water hazards is in place.
- (d) Adequate protection for people working in the trench or excavation, in the form of shields, supports or sloping, and benching systems have been established.

If the rescue effort is extended, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

316.3.1 PRECAUTIONS

Agency Content

Members should perform periodic atmospheric monitoring during all trench rescue operations. If atmospheric conditions change adversely, members should exit the trench until appropriate precautions for any new hazards are developed and implemented.

Work time should be closely monitored because heat stress emergencies may be caused by a warm atmosphere inside a trench.

Secondary collapse must always be considered as a potential hazard during trench rescues. Suffocation, extreme pressure, and trauma can all occur due to the weight of a cave-in. There may be times when it is necessary to place the safety of the firefighter above the rescue of a victim who clearly has no chance of survival.

Carbon Monoxide Detector Activations

317.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

317.2 POLICY

Best Practice

Exposure to CO can be hazardous to health. It is the policy of the Golder Ranch Fire District to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

317.3 RESPONSIBILITIES

Best Practice

317.3.1 ARRIVING UNITS

Best Practice

Arriving units should establish National Incident Management System/Incident Command System (NIMS/ICS) practices according to the Incident Management Policy. In addition, arriving units shall:

- (a) Assess for necessary rescue and safely move potential victims from the affected location. Activate a medical response if necessary.
- (b) Evaluate the situation through interviews prior to entering the building.
- (c) Assess airflow ventilation conditions and general building conditions.
- (d) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.
- (e) Have facepieces on and air flowing:
 1. Whenever information is inadequate to rule out toxic levels of CO.
 2. If anyone has displayed symptoms of CO poisoning.

317.3.2 INVESTIGATING PERSONNEL

Best Practice MODIFIED

Personnel investigating a reported CO detector activation should take the following actions:

- (a) Remove occupants and unnecessary personnel from the affected area.
- (b) Interview the occupant and/or reporting party to obtain background information on the activation, the past history of the activated detector and activities in the building at the time of the activation.
- (c) Examine the activated detector to ensure that it is a CO detector and is in good condition.

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Carbon Monoxide Detector Activations

- (d) Determine if the activated detector is low-oxygen or CO-detecting, if possible.
- (e) If responding personnel carry a CO detector, it may be used to assist in determining a source of CO.
- (f) Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.
- (g) Check appliances for improper use, poor maintenance or obvious faulty installation or operation.
- (h) If the source of CO is identified, personnel should take the following actions:
 - (a) If the source is a vehicle, open flame device or other source not intended for interior use, remove the source from the building or shut off the device and ventilate the building thoroughly.
 - (b) If the source is an improperly operating appliance, shut off the appliance and the appliance's main line valve and ventilate the building thoroughly.
 - (a) Encourage the occupant to have the appliance serviced by a reputable service technician or a plumbing and heating contractor.
 - (b) Do not attempt to repair or alter an appliance or heating unit.
 - (c) Do not ventilate the building with gasoline-powered smoke ejectors.
 - (d) Do not shut off the building's main gas valve unless necessary to control the problem.
- (i) If the source of CO is not identified, personnel should take the following actions:
 - (a) Consider requesting a response by the gas company. If it is necessary to leave the scene prior to arrival of the gas company, the occupants should be advised to remain out of the building until a gas company representative arrives.

Hazardous Materials Response

319.1 PURPOSE AND SCOPE

Best Practice

Hazardous materials (HAZMAT) may include toxic, flammable, corrosive, explosive, radioactive, or reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

Training related to HAZMAT response is addressed in the Hazardous Materials Training Policy.

319.2 POLICY

State

It is the policy of the Golder Ranch Fire District to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents (29 CFR 1910.120; AAC § R20-5-602).

319.3 RESPONSIBILITIES

Best Practice

All HAZMAT responses should be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS) in accordance with Arizona standards for emergency response and applicable federal laws.

319.3.1 INITIAL ACTIONS

Best Practice MODIFIED

If available, information should be provided by Dispatch Center to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid, corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak), and any known dangerous properties of the materials.

The first-arriving unit approaching the incident should use caution, approach from upwind and uphill of the incident, establish Incident Command, and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial Incident Action Plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to district personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include but are not limited to the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards, Safety Data Sheets

Hazardous Materials Response

(SDS), HAZMAT business plans, manifests, or bills of lading, National Fire Protection Association (NFPA) placards, U.S. DOT placards, and United Nations substance identification numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, district specialists, or manufacturers of the materials involved.

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment, and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards, and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

319.4 INCIDENT ACTION PLAN

Best Practice **MODIFIED**

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific personal protective equipment (PPE), and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command, and command post location.
- (b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers.

When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include but are not limited to:

- ICS-201 Incident Briefing.
- ICS-202 Incident Objectives.
- ICS-203 Organization Assignment List.
- ICS-204 Assignment List.
- ICS-205 Incident Radio Communications Plan.
- ICS-206 Medical Plan.
- ICS-207 Incident Organization Chart.

Hazardous Materials Response

- ICS-208 Safety Message/Plan.

319.5 RESOURCE CONSIDERATIONS

Best Practice **MODIFIED**

Most HAZMAT incidents will require the IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

The response to a HAZMAT incident may require a large amount of specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military, or private industry.
- (b) Specialized operators or contractors to address post-response mitigation, removal, cleanup, and required disposal of material.
- (c) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (d) Activation of local or regional Arizona HAZMAT emergency response teams for assistance.
- (e) United States Coast Guard assistance for spills affecting waterways.
- (f) Public works and road departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under federal regulations and Arizona law. It is also important to consider the limitations of available PPE and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

319.6 NOTIFICATIONS

Best Practice

Managing the response to a HAZMAT incident may involve required notifications to various local, regional, state, or federal agencies. ICs should consider notifying the following agencies when applicable or required:

- (a) The public, media, and other affected entities, such as schools and businesses
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) Local and regional elected officials and emergency management personnel
- (d) Arizona Division of Emergency Management
- (e) Arizona State Fire Marshal
- (f) Arizona Department of Health Services
- (g) Arizona Department of Environmental Quality
- (h) Arizona Department of Transportation

Golder Ranch Fire District

Policy Manual

Hazardous Materials Response

- (i) Arizona Department of Public Safety
- (j) Arizona Department of Agriculture, Environmental Services Division
- (k) Arizona Game and Fish Department
- (l) Arizona Radiation Regulatory Agency (radioactive incidents)
- (m) Arizona Corporation Commission (oil distribution incidents)
- (n) United States Environmental Protection Agency National Response Center

Disposition of Valuables

323.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

323.2 POLICY

Best Practice

The Golder Ranch Fire District will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

323.3 PROCEDURE

Best Practice **MODIFIED**

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the Incident Commander or the member's commanding officer. When local law enforcement is available, valuable property should be transferred to legal custody.

If the valuables cannot be secured and belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital and document the transfer of valuables in the official report of the incident.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and include it in the call report.

A member should take valuables into custody only in unusual cases and with a supervisor's approval. The valuables should be inventoried, and the inventory should list any obvious damage. A supervisor should witness the inventory by documenting the inventory list in the call's Fire Record Management system report.

Members should document the disposition of any reasonably identifiable valuables in the incident report. When applicable, notification to local law enforcement should be made.

Grocery Shopping On-Duty

331.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

331.2 POLICY

Best Practice

MODIFIED

It is the policy of the Golder Ranch Fire District to encourage suppression personnel to bring an adequate supply of food to work to meet their nutritional needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

331.3 PROCEDURE

Best Practice

MODIFIED

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b) Companies choosing to grocery shop while on-duty shall make shopping a part of the daily routine to avoid making a separate trip.
- (c) Companies shall shop within their initial response area or at the closest store approved by the Battalion Chief.
- (d) Multiple company stations shall have one unit shop for the entire station.
- (e) Daily grocery shopping for the entire station is to be accomplished in one visit to the store.
- (f) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (g) Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- (h) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (i) One crew member should remain with the unit at all times for apparatus security, response readiness and public/community outreach.
- (j) Apparatus shall not be parked in red zones, along red curbs, in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.

Mobile Data Terminal Use

705.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the guidelines for use of the Mobile Data Terminal (MDT) in the apparatus to access incident and resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

705.2 POLICY

Best Practice

The MDT shall be used for official district business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the District are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire companies should be communicated by voice and MDT unless otherwise authorized by the Battalion Chief.

705.2.1 USE WHILE DRIVING

Best Practice

Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the Captain or other crew member who is not driving and has access to the MDT.

705.2.2 DOCUMENTATION OF ACTIVITY

Best Practice **MODIFIED**

MDTs and voice transmissions are used to record the member's daily activity. To ensure the most accurate recording of these activities, the following are required:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it shall be entered into the computer-aided dispatch system by a dispatcher.

705.2.3 STATUS CHANGES

Best Practice **MODIFIED**

All changes in status (e.g., arrival at scene, in service) will be transmitted either verbally over the radio or through the MDT system. Members responding to multi-company emergency incidents shall advise changes in status verbally over the radio to assist other companies responding to the same incident. Other changes in status may be entered by depressing the appropriate keys on the MDT. Under normal operating conditions, a status change shall not be sent to a dispatcher via a message format.

Mobile Data Terminal Use

705.2.4 EMERGENCY ACTIVATION OF THE MDT

Best Practice **MODIFIED**

If the emergency signal is activated on the MDT, the dispatcher will call the company on the radio to confirm the safety of the members. If there is no emergency, the company should answer that the members are safe. If there is no response from the company or the company answers in a way other than indicating their safety, the dispatcher shall proceed as follows:

1. Patch Emergency channel to working channel(if assigned to an incident)
2. ", are you code 4?" If no answer after 60 seconds or "code 4" is not used:
3. Initiate code 99 procedures using best known location

A code 99 response will include:

- Law enforcement
- Command Nest (BC, EC)
- Closest Suppression

705.3 MDT CONSIDERATIONS

Best Practice **MODIFIED**

705.3.1 RESERVE MDT

Agency Content

If personnel must swap into a reserve apparatus the crew will proceed as follows:

- Remove crew from current MDT and sign out
- Sign into reserve apparatus MDT and add crew
- Call dispatch and provide the reserve apparatus's shop number. Dispatch will update unit alias to the shop number provided.

705.3.2 NON-FUNCTIONING MDT

Best Practice

If possible, members will not use apparatus with malfunctioning MDTs. If members must operate an apparatus in which the MDT is not working, members shall notify Dispatch Center. It shall be the responsibility of Dispatch Center to record all information that will then be transmitted verbally over the fire radio.

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Ben Jones, Union President

DATE: July 18, 2023

SUBJECT: APPROVE AND ADOPT THE JOINDER AGREEMENT WITH THE GOLDER RANCH GOVERNING BOARD AND THE NORTH TUCSON FIREFIGHTERS ASSOCIATION IAFF LOCAL 3832 WITH THE WASHINGTON STATE COUNCIL OF FIRE FIGHTERS EMPLOYEE BENEFIT TRUST, AS ADMINISTRATOR OF THE IAFF MEDICAL EXPENSE REIMBURSEMENT PLAN

ITEM #: 6D

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

The Golder Ranch Fire District Governing Board voted to approve the request from the North Tucson Firefighters Association IAFF Local 3832 in FY22 to identify and participate in a retirement medical expense reimbursement plan. The North Tucson Firefighters Association IAFF Local 3832 has identified the IAFF Medical Expense Reimbursement Plan, administered by the Washington State Council of Fire Fighters Employee Benefit Trust. This plan is designed to allow participation by dues-paying union members, a separate plan has been identified for non-unionized employees.

RECOMMENDED MOTION

Motion to approve the July 18, 2023 Consent Agenda.

If item is removed from consent agenda the motion will be as follows:

Motion to approve the joinder agreement with the Washington State Council of Fire Fighters Employee Benefit Trust as the administrator of the District's retirement medical expense reimbursement plan for dues-paying union members and further authorize the Fire Chief to sign the joinder agreement on behalf of the District.

**JOINDER AND SPECIAL AGREEMENT
FOR PARTICIPATION IN
IAFF MEDICAL EXPENSE REIMBURSEMENT PLAN**

1) Parties to Agreement. The parties to this Agreement are North Tucson Firefighters Association IAFF Local 3832 (*insert name and number of IAFF Local*) (hereafter, "IAFF Local"), the Golder Ranch Fire District (hereafter, the "Employer"), and the Washington State Council of Fire Fighters Employee Benefit Trust (hereafter, "Trust"), as administrator of the IAFF Medical Expense Reimbursement Plan (hereafter, "Plan"). The Plan provides retiree medical expense reimbursement benefits.

2) Contribution commitment. The undersigned IAFF Local acknowledges receipt of a copy of the Trust Agreement governing the Washington State Council of Fire Fighters Employee Benefit Trust (hereafter, "Trust Agreement"). IAFF Local has delivered a copy of the Trust Agreement and Plan to the Employer. IAFF Local represents that the Employer has agreed to transfer mandatory contributions to the Trust from payroll for all IAFF Local members in the Defined Class, as designated herein.

3) Request to participate. Request is hereby made that all employees in the Defined Class be participating employees in the Plan. In consideration of the granting of this request, the IAFF Local hereby agrees to be bound by the terms, conditions and provisions of this Agreement and said Trust Agreement and Plan.

4) Monthly contribution rate. The IAFF Local Employer (*circle one*) will transfer per pay period contributions in the amount of \$ 75.84 to the Plan on behalf of all employees in the Defined Class, as defined below.

"Defined Class" means all Golder Ranch Fire District employees that pay union dues to be a union member of IAFF Local 3832.

The contribution consists of \$ 37.92 of employee contribution made on behalf of employees in the Defined Class, and IAFF Local represents and affirms that employee contributions will be transferred to the Plan only on behalf of employees in the Defined Class. The Employer will deduct the employee contributions on a pre-tax basis from the pay of employees in the Defined Class. Employees in the Defined Class may not individually elect against participation in the Plan or select a different monthly or percent of leave contribution amount.

The contribution consists of \$ 37.92 of employer contribution made on behalf of employees in the Defined Class, and the Employer represents and affirms that employer contributions will be transferred to the Plan only on behalf of employees in the Defined Class. These contributions will be made on a pre-tax basis. Employees in the Defined Class may not individually elect against participation in the Plan or select a different monthly or percent of leave contribution amount.

5) **No individual election to participate**. **Employer and IAFF Local certifies that employees in the Defined Class may not individually elect against participation in the Plan or select a different monthly or percent of leave contribution amount.**

6) Contribution reporting. The Employer will electronically submit to the Trust Office a report of contributing employees, with sufficient identifying information pursuant to the reasonable rules of the Trust, for each contribution sent to the Trust within 14 days of the contribution transfer. The Employer shall also provide an initial report of contact and identifying information for all contributing employees, in a format reasonably requested by the Trust Office, and shall send updates to this information to the Trust Office whenever Employer has notice of changes to the information. Employer will cooperate with reasonable requests from Trust Office to update contact information for contributing employees and terminating employees of the IAFF Local.

7) Contribution delinquencies. The Employer and IAFF Local acknowledge that the Trust Agreement contains provisions regarding pursuit of delinquent contributions, and the Employer and IAFF Local agree to cooperate with the Trustees in proceedings to recover such delinquent contributions. The Employer and IAFF Local acknowledges that federal law imposes penalties on the Employer for late contributions, currently for contributions received by the Plan more than 90 days after the date the salary would have been payable to the employee.

8) Pooled Sharing of Risk and Costs. The IAFF Local acknowledges that the Plan pools all contributions; that the Trust and Plan operate based on a multiemployer basis, sharing costs and risk between all participants, and not based only on the employees in this IAFF Local; and that the monthly benefit levels will be set based on actuarial projections for the entire Plan population, and not based only on the employees in this IAFF Local.

9) Term. This Agreement shall be effective upon the Plan's receipt of the first contribution and shall remain in effect unless terminated. Written notice of termination must be received by either party prior to the first day of the month in which participation is to be terminated. The Employer and IAFF Local acknowledge Article XI Section 6 of the Trust Agreement and acknowledge that upon termination of this Agreement there will be no refund of any contributions to the employees, the Employer, or the Association, except as benefits paid according to the Plan or as required by law.

10) Refund or Rebates. No Employer or employee of the Defined Class shall be eligible for rebates or refunds of any contributions made, except as reimbursement of Covered Expenses under the Plan or as approved by the Board of Trustees and allowed under applicable law.

For IAFF Medical Expense Reimbursement Plan of
Washington State Council of Fire Fighters
Employee Benefit Trust:

For IAFF Local:



Trustee, IAFF MERP (Signature)

IAFF Local Authorized Signature

Print Name

BENJAMIN JONES

Print Name

Date

06 July 2023

Date

Trustee, IAFF MERP (Signature)

Print Name

Date

For Golder Ranch Fire District:

_____	_____
For Employer Signature	FIRE CHIEF Title

_____	_____
TOM BRANDHUBER	(520) 954-4996
Print Name	Phone

Date

Contact person at Employer's office:

ALLISON DELONG / HR DIRECTOR

(Name and Title)

(520) 345-2786 / ADELONG@GRFDZ.GOV

(Phone and Email)

3885 E GOLDER RANCH DR, TUCSON, AZ 85739

(Street Address)

Contact person at IAFF Local:

JAMES E GLOVER / GLOVERUSA@GMAIL.COM

(Name and Email Address)

(520) 440-3127

(IAFF Local Phone)

311 W SPRING VALLEY PLACE, ORO VALLEY, AZ 85704

(Street Address)

[For Trust Office use only]

Received and processed by Trust Office: _____
(Date)

c/o Vimly Benefit Solutions, Inc.
P.O. Box 6, Mukilteo, WA 98275
Phone: (425) 367-0743
Fax: (866) 676-1530
Email: IAFF-MERP@vimly.com

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Allison Delong, Human Resources Director

DATE: July 18, 2023

SUBJECT: APPROVE AND ADOPT RESOLUTION #2023-0008 APPROVING AND FORMALLY ADOPTING THE EMPLOYER PARTICIPATION AGREEMENT WITH NATIONWIDE RETIREMENT SOLUTIONS, AS ADMINISTRATOR OF THE POST EMPLOYMENT HEALTH PLAN FOR NON-COLLECTIVELY BARGAINED PUBLIC EMPLOYEES

ITEM #: 6E

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☒ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

The Golder Ranch Fire District Governing Board voted to approve the request from the Fire Chief in FY22 to identify and participate in a retirement medical expense reimbursement plan for non-unionized employees to match the plan identified by the North Tucson Firefighters Association IAFF Local 3832. The Fire Chief, in coordination with the District's insurance broker and the Benefits Committee have identified the Nationwide Retirement Solutions Post Employment Health Plan. This plan is designed to allow participation by non-unionized employees.

RECOMMENDED MOTION

Motion to approve the July 18, 2023 Consent Agenda.

If motion is removed from consent agenda, the motion should be as follows:

Motion to approve Resolution #2023-0008 formally adopting the Employer Participation Agreement with Nationwide Retirement Solutions, as administrator of the Post Employment Health Plan for non-collectively bargained public employees and further authorize the Fire Chief to sign the agreement on behalf of the District.



Nationwide®

Employer Data Sheet

Post Employment Health Plan (PEHP)

PO Box 182797, Columbus, OH 43218-2797
Phone: 877-677-3678 • Fax: 877-677-4329 • NRSforu.com

1. Plan Type

Select one: ☐ NACo ☐ City ☐ IAFF-FC Program ☐ Other: _____

Select one: ☐ Collectively Bargained ☒ Non-Collectively Bargained

2. Employer Information

Employer Name: Golder Ranch Fire District Employer Number: _____

Physical Address:

Street: 3885 E Golder Ranch Drive

City: Tucson State: AZ ZIP: 85739

Mailing Address (for priority/overnight): ☒ same as physical address

Street: _____

City: _____ State: _____ ZIP: _____

Number of Eligible Employees: _____ Employer Tax ID Number (from W2): 86-0339693

Employer Contact:

Name: _____ Title: _____

Phone: _____ Email: _____

3. Advisory Committee Information

Employer/Management Representative:

Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Employee/Union Representative:

Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

4. Funding Options

☐ Equal Dollar Contributions to the Universal Reimbursement Account (05)

\$ _____ per eligible employee

☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Semi-Monthly ☐ Other: _____

☐ Equal Percentage of Salary Contributions to the Insurance Premium Reimbursement Account (06)

_____ % per eligible employee

☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Semi-Monthly ☐ Other: _____

☐ Unused Sick Leave/Vacation Contributions to the Insurance Premium Reimbursement Account (06)

_____ % per eligible employee

☐ Annually ☐ At Retirement

5. Benefits Center Information

Center Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Benefits Center Contact:

Name: _____ Phone: _____

Fax: _____ Email: _____

6. Certification

I certify that the information listed on this form is true and accurate. I understand I am responsible for updating this information should it change. I also certify that I have the authority to make the designations I have provided on this form.

Plan Sponsor:

Name (please print): _____ Title: _____

Signature: _____ Date: _____

Financial Service Representative (FSR):

Name (please print): _____ Title: _____

Signature: _____ Date: _____

Agent Number (if applicable): _____

**The Post Employment Health Plan
for Public Employees**

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All Rights Reserved

ARTICLE I

DEFINITIONS

As used in this Plan, and except as otherwise provided herein, the following terms shall have the meaning hereinafter set forth:

- 1.1. **“Account”** means an account established for a Participant or Eligible Employee pursuant to Section 6.1 hereof.
- 1.2. **“Administrator”** means the person or entity designated by the Plan as possessing authority to manage the operation and administration of the Plan in accordance with the Plan document adopted by the Employer. The Administrator shall be Nationwide Retirement Solutions, Inc., its successors and assigns (NRS) unless and until NRS resigns or is removed by the Advisory Committee representatives (as defined in the Trust Agreement) in accordance with Article 8.
- 1.3. **“Advisory Committee”** means a group made up of one representative of each participating employee group and one representative for each participating employer, participating in the associated Trust evidenced by the Trust Agreement issued to the Employer by the Administrator. The employee and the employer representative shall not be the same individual. Representatives of the employee groups are referred to as Employee Advisory Committee members. Representatives of Employers are referred to as Employer Advisory Committee members.
- 1.4. **“Association”** refers to the National Association of Police Organizations.
- 1.5. **“Benefit”** means any payment made pursuant to Article 5 hereof.
- 1.6. **“Code”** means the Internal Revenue Code of 1986, as amended from time to time.
- 1.7. **“Contribution”** means any contribution made to the Plan pursuant to Article 4 hereof.
- 1.8. **“Dependent”** means the Participant’s spouse or any person who, in relation to the Participant, satisfies the requirements under Code Section 152(a).
- 1.9. **“Effective Date”** means the date on which the fully executed Participation Agreement is processed by NRS.
- 1.10. **“Eligible Employee”** means a current employee of the employer who receives contributions under the Plan on his or her behalf.
- 1.11. **“Employee”** means an individual who is employed by the Employer.
- 1.12. **“Employer”** means a state or local government or political subdivision thereof in that adopts the Plan by entering into a Participation Agreement with the Administrator.
- 1.13. **“Entry Date”** means the date the Employer makes the first contribution to the Plan on behalf of such Eligible Employee.
- 1.14. **“Health Care Insurance Premium”** means any amount used to purchase insurance coverage for health benefits, hospitalization, or other medical care as defined in Code Section 213(d)(1).
- 1.15. **“Mandatory Employee Contribution”** means Eligible Employee contributions which are to be made as a condition of employment with the Employer and required to be made under terms of the Employer’s Participation Agreement. Such contributions shall be picked up by the Employer and are deemed to be employer contributions and are not taxable income to the employee.
- 1.16. **“Participant”** means a former Employee, or the surviving Dependents thereof, who has an Account under the Plan and is eligible to receive distributions under the Plan or who may receive contributions under the Plan on his or her behalf.
- 1.17. **“Participation Agreement”** means the agreement between the Employer and the Administrator by which the Employer adopts the Plan, which sets forth the responsibilities of the Administrator, and

the terms of the Employer's adoption of the Plan, including: (a) the Employer's rate of contribution to the Plan, and (b) the Employees of the Employer who are eligible to receive contributions and participate in the Plan.

- 1.18. **"Plan"** means The Post Employment Health Plan for Public Employees, as set forth in this document.
- 1.19. **"Plan Year"** means the calendar year.
- 1.20. **"Post-Employment Health Benefit"** means a payment made pursuant to Section 5.1 hereof.
- 1.21. **"Qualifying Medical Care Expenses"** means those expenses incurred solely for "medical care," as defined in Code Section 213(d)(1), rendered to the Participant or his Dependents from the time the Participant is an Eligible Employee entitled to receive a contribution under the Plan.
- 1.22. **"Trust Agreement"** means the agreement described in Article 2 hereof, establishing the Trust for The Post Employment Health Plan for Public Employees.
- 1.23. **"Trust Fund"** means all money and assets held by the Trust for the Post Employment Health Plan for Public Employees, and all earnings and profits thereon, less the payments made therefrom in accordance with the terms of this Plan.
- 1.24. **"Trustee"** means the Trustee, or any successor Trustee, designated in accordance with the terms of the Trust Agreement.
- 1.25. **"Valuation Date"** means each day in which the New York Stock Exchange and the Administrator's home office are open for business.

ARTICLE II

TRUST

- 2.1. **Trust Agreement.** All Contributions shall be paid into, and all Benefits provided for herein shall be paid from, the Trust Fund. The Trust Agreement shall be in such form and contain such provisions as the parties may deem appropriate, including, but not limited to, provisions with respect to the powers and authority of the Trustee, the authority of the Administrator and Trustee to amend the Trust Agreement, the authority of the Administrator to settle the accounts of the Trustee on behalf of all persons having an interest in the Trust Fund, and the authority to remove a Trustee and appoint a successor trustee. When entered into, the Trust Agreement shall form a part of the Plan, and all rights and benefits that may accrue to any person under the Plan shall be subject to all the terms and provisions of the Trust Agreement.
- 2.2. **Trust Fund.** In no event shall any part of the principal or income of the Trust Fund be paid to or reinvested in the Employer, or be used for any purpose whatsoever other than the exclusive benefit of the Participants, Eligible Employees and their Dependents and defraying the reasonable expenses of the Plan. Notwithstanding the preceding, Contributions shall be returned to the Employer only under the following circumstances:
 - a. If the Employer makes a Contribution by a mistake of fact, acknowledging such mistake of fact in writing to the Administrator and within one year of the mistaken Contribution;
 - b. If the Internal Revenue Service determines that the Trust is not tax-exempt under Code Section 501(a); or
 - c. If the Internal Revenue Service determines that the Trust has unrelated business taxable income under Code Section 512(a)(3)(E).
- 2.3. **Investment of Trust Fund.** The Trustee shall invest and reinvest the Trust Fund and the income therefrom in accordance with the terms of the Trust Agreement.

- 2.4. **Valuation of the Trust Fund.** The value of the Trust Fund shall be determined as of each Valuation Date, if applicable, as follows:
- a. The value per share of a security listed for trading on a national securities exchange shall be the closing price per share at which such security was traded on the exchange on the day as of which the value is to be determined (or, if such security was not traded on that day, on the last preceding day on which it was traded); provided, that if a security is listed for trading on two or more national securities exchanges, the national securities exchange upon which principally it is traded shall be deemed to be the only such exchange on which it is listed;
 - b. The value of any other investment shall be the fair market value thereof on the day as of which the value is to be determined, as determined by the Trustee, the Administrator or the agent of either the Trustee or Administrator; and
 - c. There shall be added/deducted from the value of the investments any income or liabilities due or accrued and properly chargeable thereto.

ARTICLE III

ELIGIBILITY TO PARTICIPATE

- 3.1. **Eligibility to Participate.** Each Employee shall become an Eligible Employee as determined by the Employer and shall be entitled to receive a contribution to the Plan as set forth in the Participation Agreement on the Entry Date coincident with or next following the later of (a) the date on which he becomes an Eligible Employee, or (b) the Effective Date of this Plan.
- 3.2. **Contributions Required for Eligible Employees.** Subject to Section 9.2, the Employer shall make Contributions on behalf of each Eligible Employee as determined by the Employer in accordance with to the terms of the Participation Agreement.
- 3.3. **Dispute as to Eligibility.** In the event of a dispute as to the eligibility of any individual to receive a contribution to the Plan, the decision of the Employer with respect to such eligibility shall be final and conclusive for all purposes.

ARTICLE IV

CONTRIBUTIONS

- 4.1. **Contributions to the Plan.** The Employer shall make contributions to the Plan on behalf of each Eligible Employee or Participant in such amount as the Employer determines and communicates to the Administrator from time to time to fund Post Employment Health Benefits.
- Amounts contributed may not be used for any purpose other than as provided by Code Sections 105, 106, 501(c)(9) and applicable Treasury regulations. All Contributions shall be made in a manner which satisfies the nondiscrimination rules found in Code Section 105(h) or other applicable law, provided however that Contributions determined as a percentage of the Eligible Employee's compensation and earnings thereon shall be accounted for separately and shall be used under Section 5.1 only to reimburse Health Care Insurance Premiums.
- 4.2. **Lump sum Contributions.** If the Employer has a compensated absence policy under which all Employees accumulate compensated absence pay, it may require all or a specified portion of accumulated compensated absence benefits be contributed to the Plan. Compensated absence may include any combination of vacation pay, sick pay, or other accumulated absence pay as specified by the Employer.

- 4.3. **Mandatory Employee Contributions.** The Employer may require that all Eligible Employees contribute Mandatory Employee Contributions to the Plan as a condition of employment with the Employer. In the event Contributions are required of Eligible Employees, the Employer shall specify the amount of the Contribution either as a dollar amount or as a percentage of the Eligible Employee's compensation. Such amount or percentage shall not be subject to change on the part of the Eligible Employee, and the Eligible Employee shall not be entitled to receive such Contributions in the form of cash or other benefit. The Employer shall remit such contributions to the Trustee.
- 4.4. **Determination of Amount of Contributions.** The Trustee and the Administrator shall not be under any duty to inquire into the correctness of the Contributions paid over to the Trustee hereunder; nor shall the Trustee or Administrator be under any duty to enforce the payment of the Contributions to be made hereunder. The Eligible Employees and their bargaining unit shall have sole responsibility and duty to enforce Employer's contribution obligations.
- 4.5. **Transfers from other Health Reimbursement Arrangements.** The Plan may accept, as permitted by law, transfers of assets held in other health reimbursement arrangements including other arrangements being administered by the Administrator, provided that such assets were contributed to a plan providing permissible benefits. The Administrator may develop procedures necessary to comply with the requirements of this Section 4.5.

ARTICLE V

BENEFITS

- 5.1. **Post-Employment Health Benefits.** Upon an Eligible Employee's severance from employment with the Employer for any reason, including death, the Eligible Employee or his Dependents shall become a Participant in the Plan. Upon such time the Participant shall be entitled to be reimbursed from the Plan for Qualifying Medical Care Expenses and for Health Care Insurance Premiums incurred by the Participant or Dependents subject to the limits set forth in Section 5.3 hereof, provided that such expenses will not be taken as a deduction on the Participant's or Dependents' federal income tax return. If at any time following the Eligible Employee's severance from employment, he or she is reemployed by the Employer, the Participant shall no longer be entitled to reimbursement under the Plan until the Participant once again severs employment with the Employer. Post-Employment Health Benefits shall be funded in accordance with Article 4 hereof into the Plan from which benefits will be paid and in accordance with the Code.
- 5.2. **Notice by Employer.** The Employer shall certify to the Administrator the date of a Eligible Employee's severance from employment with the Employer. The Administrator shall rely on any such certification in determining when the Eligible Employee becomes a Participant and the extent to which a Participant or his Dependents shall be entitled to a Benefit under the Plan. In the case of an Eligible Employee's or Participant's death, the Trustee shall require proof of the Eligible Employee's or Participant's death prior to paying any Benefit to a Dependent or medical service provider on behalf of a deceased Eligible Employee under this Article 5
- 5.3. **Benefit Limits.** Any Qualifying Medical Care Expense or Health Care Insurance Premium paid in accordance with Section 5.1 hereof is limited to the Participant's respective account balance as of the Valuation Date immediately preceding the date the claim for such Benefit is submitted to the Trustee. If a claim for Benefits exceeds the account balance at such date, the Trustee will pay the claim to the extent of the account balance. If the Participant's account balance subsequently increased, the Participant must resubmit a current claim form for reimbursement.

Only claims for Qualifying Medical Care Expenses and Health Care Insurance Premium Reimbursements incurred from the time the Participant is an Eligible Employee entitled to receive a contribution hereunder will be payable under the Plan.

- 5.4. **Timing and Method of Benefit Payment.** All Benefit payments shall be made via check or direct deposit as specified by the Participant or service provider receiving payment directly on behalf of a deceased Eligible Employee and as soon as administratively practicable following the date a claim for Benefits is submitted to the Administrator.
- 5.5. **Prohibition on Alienation.** The rights of a Participant or Dependent to receive a Benefit shall not be subject to alienation or assignment, and shall not be subject to anticipation, encumbrance or claims of creditors except to the extent required by applicable law.
- 5.6. **Forfeitures.** If an Eligible Employee or Participant has no Dependents on the date notice of death is provided to the Administrator and no Dependent is identified and no request to pay Qualifying Medical Care Expenses directly to a service provider, on behalf of a deceased Eligible Employee, is received within 180 days of the date on which the Administrator was notified of an Eligible Employee or Participant's death, the balance in the Participant's account will be forfeited.
- Benefit payments for Qualifying Medical Care Expenses which, if paid, would result in discrimination in violation of Code Section 105(h), its regulations or any other applicable provision of law shall also be forfeited. A Participant's account may also be forfeited if the Administrator is unable to locate the Participant within 36 months after the Administrator sends a letter by certified U. S. mail, postage prepaid, to the Participant's last known address.
- Any amount forfeited under this Section 5.6 shall be allocated as soon as administratively practicable following, the date on which the Administrator determines that a forfeiture has occurred to the Accounts of all other Eligible Employees and Participants who (i) are (or were) employed by the Employer and (ii) have an account balance on the Valuation Date. Forfeitures shall be allocated among the Eligible Employee and Participants in accordance with procedures established by the Administrator.
- 5.7. **Designation of Beneficiaries Prohibited.** Unless otherwise permitted by law, designation of beneficiaries under the Plan is not permitted.

ARTICLE VI

ELIGIBLE EMPLOYEE AND PARTICIPANT ACCOUNTS

- 6.1. **Separate Accounts and Records.** The Administrator shall maintain separate Accounts in the name of each Eligible Employee and Participant having an interest in the Trust Fund. For all Eligible Employees or Participants with an account balance, a statement of that Eligible Employee's or Participant's Account as of the last day of each calendar quarter shall be distributed or made available within 15 days after the end of each quarter showing:
- a. The Eligible Employee's or Participant's account balance;
 - b. Contributions credited to the Eligible Employee's or Participant's Account;
 - c. Qualifying Medical Care Expenses and Health Care Insurance Premiums paid from the Participant's Account; and
 - d. Administrative fees paid from the Eligible Employee's or Participant's Account gains and losses of the Trust Fund allocated to the Eligible Employee's or Participant's Account.
- 6.2. **Valuation of Accounts.** As of each Valuation Date, all income and gains (realized and unrealized) of the Trust Fund for the period since the immediately preceding Valuation Date (or, if there is no prior Valuation Date, since the Effective Date) shall be credited to, and all losses (realized and unrealized) and expenses of the Trust Fund for such period shall be charged to, the Eligible Employee's or Participants' Accounts in proportion to their balances as of the next preceding Valuation Date (or as of the Effective Date, if there is no prior Valuation Date), provided, however, that if there has been a withdrawal from a Participant's Account since the next preceding Valuation Date, such Participant's

Account balance at the Valuation Date, rather than the next preceding Valuation Date, shall be used to allocate income, gains, losses and expenses to such Participant's Account.

6.3. Participant Transfers to another Plan.

- a. Subject to Section 6.3(b), if an Eligible Employee is no longer entitled to receive contributions from the Employer but remains employed by the Employer and as a result of such employment contributions on behalf of the Eligible Employee is required to another Voluntary Employees' Beneficiary Association (VEBA) which is established pursuant to Section 501(c)(9) and administered by the Administrator, then the Eligible Employee may elect to transfer his or her Account to the other VEBA.
- b. A transfer contemplated in Section 6.3(a) shall only be permitted if such transferred assets will be used to provide benefits similar to those provided by this Plan and the transfer does not jeopardize the tax-exempt status of the Trust.

ARTICLE VII

CLAIMS PROCEDURE

- 7.1. **Written Claims.** All claims for Benefits shall be made in writing in accordance with such procedures as the Administrator shall prescribe, including deadlines, documentation requirements and forms.
- 7.2. **Denied Claims.** If a claim for Benefits is denied in whole or in part, the Administrator shall furnish the claimant a written notice setting forth the reason for the denial, including reference to pertinent Plan provisions, describing any additional material or information that is required from the claimant and explaining why it is required, and explaining the review procedure set forth in Section 7.3 hereof. Such notice shall be given within five (5) business days of the denial.
- 7.3. **Review Procedure for Denied Claims.** Within 60 days of the written notice of the denial of any claim for Benefits, a claimant may file a written request for a review of such denial by the Administrator. Any claimant seeking review of a denied claim is required to submit comments in writing. Within 60 days after its receipt of a request for review of a denied claim, the Administrator shall render a written decision on its review which references the Plan provisions on which its decision is based.

ARTICLE VIII

ADMINISTRATION OF THE PLAN

- 8.1. **The Administrator.** The Administrator shall be NRS unless and until NRS resigns or is removed. The Administrator shall have the authority to control and manage the operation and administration of the Plan in accordance with this plan document and the responsibility of filing and distributing reports and returns with or to government agencies and Eligible Employees and Participants, and their Dependents as required under the Code and other applicable law.

The Administrator, by a written instrument, may delegate its responsibilities to control and manage the operation and administration of the Plan and the responsibility to file reports and returns.

To the extent permitted by law, the Trust shall indemnify each employee of the Administrator and any agent or person who has been appointed by the Administrator, against any liability (not reimbursed by insurance) incurred in the course of the administration of the Plan, except liability arising from his own negligence or willful misconduct.

- 8.2. **Agents.** The Trustee may employ such agents, including counsel, as it may deem advisable for the administration of the Plan. Such agents may not be Eligible Employees or Participants.
- 8.3. **Removal or Resignation of Administrator.** The Administrator may resign as administrator at any time by a written instrument delivered to all Advisory Committee representatives giving notice of such resignation. The Administrator may be removed, for cause relating to performance that fails to meet

generally accepted standards, practices and procedures applicable to persons providing similar types of administrative services. The Administrator shall be removed for the reasons stated above via a majority vote process. Each Employee Advisory Committee representative's vote is multiplied by the number of Eligible Employee and Participants represented by that committee member and similarly the Employer Advisory Committee representative's vote is multiplied by the number of Eligible Employees and Participants covered by that Employer, for each plan participating in the relevant trust. The Advisory Committee shall remove the Administrator by a written notice delivered to the Administrator. In the event of a dispute over the execution of the duties of the Administrator, the dispute shall be subject to arbitration between the Administrator and a representative(s) established by the Advisory Committee. The Administrator shall be granted 180 days to cure any deficiencies identified by the arbitrator before any removal may be considered effective. Any notice of removal or resignation of the Administrator shall be effective 60 days after receipt by the Administrator or Advisory Committee representatives, as the case may be, or at such other time as is agreed to by the Administrator and the Advisory Committee representatives. In addition, a majority of the Advisory Committee representatives may remove the Administrator without cause during the last month of each Plan Year. If, within 60 days after notice of resignation or removal of the Administrator, the Advisory Committee representatives have not designated a successor Administrator, the Administrator may apply to any court of competent jurisdiction for the appointment of a successor Administrator.

- 8.4. **Successor Administrator.** The Administrator, subject to the veto right described below, may appoint a successor Administrator. The Administrator shall provide 30 days' advance notice to the Advisory Committee that it has designated a successor Administrator. Based on a majority vote, where each Employee Advisory Committee representative's vote is multiplied by the number of Eligible Employees and Participants and similarly the Employer Advisory Committee representative's vote is multiplied by the number of Participants and Eligible Employees for each plan participating in the relevant trust, is used to determine voting outcomes. If sufficient objecting votes are submitted in writing to the Administrator within 30 days after the date of the Administrator's notification mailing, the designation shall not become effective. If there is no sufficient objection, the Administrator shall deliver to the Trustee copies of: (a) a written instrument executed by the Administrator appointing such successor, and (b) a written instrument executed by the successor in which it accepts such appointment. Such instruments shall indicate their effective date.

If a vacancy in the office of Administrator occurs and the Administrator has not appointed a successor Administrator in accordance with the preceding paragraph, the Advisory Committee representatives in accordance with the voting procedures described in the preceding paragraph shall appoint a successor Administrator and shall deliver to the Trustee copies of (a) a written instrument executed by Advisory Committee representatives appointing such successor, and (b) a written instrument executed by the successor in which it accepts such appointment. Such instruments shall indicate their effective date. If the Administrator is removed by Advisory Committee representatives in accordance with Section 8.3 hereof, the written instrument removing the Administrator shall also appoint a successor Administrator. Any successor Administrator shall have all the powers and duties of the original Administrator.

- 8.5. **Administrative Fees.** The Administrator shall be paid from the Trust Fund an administrative fee for each Eligible Employees and Participant equal to an amount specified in the Participation Agreement between the Administrator and the Employer. Such fees shall be charged against the Eligible Employees' and Participants' Account balances.
- 8.6. **Powers of the Administrator.** The Administrator shall have all such powers as may be necessary to carry out the provisions of the Plan, and the actions taken and the decisions made by the

Administrator shall be final and binding upon all parties. The powers of the Administrator shall include, but not be limited to, the following:

- a. To determine, in accordance with the plan document, all questions relating to the amount of any Benefits and all questions pertaining to claims for Benefits and procedures for claim review;
 - b. To prescribe procedures, in accordance with the plan document, to be followed by Participants in filing claims for Benefits;
 - c. To prepare and distribute information, in accordance with the plan document, explaining the Plan to Eligible Employees and Participants;
 - d. To appoint or employ individuals to assist the Administrator in the administration of the Plan and any other agents deemed advisable, including banking, legal, accounting, and actuarial counsel;
 - e. To resolve all other questions arising under the Plan, in accordance with the plan document;
 - f. To take any such further action as the Trustee shall deem advisable in the administration of the Plan in accordance with the plan document; and
 - g. To direct the Trustee to pay claims for Benefits either by issuing claims checks or by delegating the authority to issue claims checks in accordance with Section 7.1 hereof.
- 8.7. **Records.** The acts and decisions of the Administrator including such records as may pertain to the computation of Benefits of any claimant shall be duly recorded.
- 8.8. **Defect or Omission.** The Administrator shall notify the Employer of, and shall assist Employer with the cure of any defect, omission or inconsistency in this Plan for correction.
- 8.9. **Liability of Administrator.** Except for its own negligence or willful misconduct, neither any Employee of the Administrator nor any agent or other person appointed by the Administrator shall be liable to anyone for any act or omission in the course of the administration of the Plan.

ARTICLE IX

AMENDMENT AND TERMINATION

- 9.1. **Amendments.** The Administrator reserves the right to amend this Plan at any time in such manner as it may be necessary or advisable in order to qualify and retain the qualification of the Trust Fund as a voluntary employees' beneficiary association (Association) in accordance with Code section 501(c)(9) or to comply with applicable law upon 60 days written notice to the Employer. Any such amendment may, by its terms, be retroactive; and to amend, alter, modify or suspend, in whole or in part, any provision or provisions of this Plan at any time, retroactively or otherwise, by written notice to the Trustee, the Employers and the Association representatives. In any event, no such amendment shall:
- a. increase the duties or obligations of the Trustee or Employer without their written consent;
 - b. decrease any Participant or Eligible Employee's Account balance; or
 - c. cause or permit any portion of the corpus or income of the Trust to revert to, or become the property of, or be used for the benefit of the Employer, or divert any portion of the corpus or income of the Trust for purposes other than the exclusive benefit of the Participants, Eligible Employees and their Dependents.
- 9.2. **Termination and Discontinuance of Contributions.** The Employer may terminate or discontinue contributions to the Plan at any time by notice to the Administrator and Trustee. Upon termination of the Plan and subject to Section 9.3, the Administrator shall maintain the Accounts of each Participant and Eligible Employee who is or was an Employee of such Employer, and shall pay Benefits to each such Participant in accordance with the terms of the Plan or as permitted by law. Expenses of the

Trust fund and administrative fees shall be charged against such Participants' and Eligible Employees' Accounts for as long as such Accounts are maintained by the Administrator.

9.3. **Employer Transfers to another Plan.** The Employer may request that the assets held in the Plan be transferred to another Association or Administrator provided that the Employer provides evidence to the Administrator that the following conditions are met:

- a. The transferee Association is exempt under Code Section 501(c)(9);
- b. The transferred assets will be used to provide similar benefits;
- c. The participants of each trust Association share an employment-related bond;
- d. The transfer is not used to avoid the applicable requirements of Code Section 501(c)(9) and the regulations thereunder that otherwise would apply to each association;
- e. The receiving Association or Administrator has agreed to receive the transfer; and
- f. The Employer, in writing, holds harmless the Administrator for acting on Employer's instructions to transfer the Plan to another Association or Administrator.

When, to the satisfaction of the Administrator, the Employer has produced evidence sufficient to satisfy the conditions of this Section 9.3, the Administrator will transfer the assets of the Plan to the other Association or Administrator as soon as administratively practical. In no event shall such transfer occur later than one hundred and eighty (180) days following the Administrator's receipt of the sufficient evidence contemplated by this Section. Additionally, the Administrator may develop procedures in connection with this Section 9.3 including, without limitation, what documentation is necessary to evidence satisfaction of the requirements of this section. Expenses of providing such evidence shall be paid by the Employer. In the event a transfer of the Plan assets is authorized, the Administrator may retain sufficient funds for the satisfaction of all current reported claims.

ARTICLE X

MISCELLANEOUS

- 10.1. **Rights of All Interested Parties Determined by Terms of the Plan.** The Plan and Trust are voluntarily entered into by the Employer. The Trust shall be the sole source of Benefits provided under the Plan, and in no event shall the Administrator or the Employer be liable or responsible therefore. The Plan shall be binding upon all parties thereto and all Participants and Eligible Employees, and upon their respective heirs, executors, administrators, successors, and assigns, and upon all persons having or claiming to have any interest of any kind or nature under the Plan or the Trust.
- 10.2. **No Employment Rights Created.** The creation and maintenance of the Plan shall not confer any right to continued employment on any Employee, and all Employees shall remain subject to discharge to the same extent as if the Plan had never been established.
- 10.3. **Number and Gender.** Where necessary or appropriate to the meaning hereof, the singular shall be deemed to include the plural, the plural to include the singular, the masculine to include the feminine and neuter, the feminine to include the masculine and neuter, and the neuter to include the masculine and feminine.
- 10.4. **Notice to Employees.** Notice of the existence and the provisions of this Plan and amendments thereto shall be communicated by the Employer to all persons who are, or who become Eligible Employees or Participants.
- 10.5. **Notification of Address.** Each person eligible to receive Benefits shall notify the Administrator in writing of his address and any change of address thereafter. Any communication, statement or notice addressed to such person at his last address as filed with the Administrator (or if no address was filed with the Administrator, then his last address shown by the Employer's payroll records) will be binding

upon such person for all purposes of this Plan, and neither the Employer nor the Administrator shall be obligated to search for or ascertain the whereabouts of any such person.

10.6. **Headings.** The headings and subheadings in this Plan are inserted for convenience and reference only and are not intended to be used in construing this Plan or any provision hereof.

10.7. **Governing Law.** This Plan shall be construed according to the law of the State of Ohio and applicable Federal Law and all provisions hereof shall be administered according to the law of the State of Ohio and applicable federal law.

IN WITNESS WHEREOF, the undersigned has executed this Plan to become effective the 1st day of July , 20 23 for the:

(Plan Name)

By: _____
(Signature)

(Printed Name)

(Title)

**Employer Participation Agreement
for the Post Employment Health Plan
for Non-Collectively Bargained Public Employees**

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Nationwide Retirement Solutions, Inc.
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This Participation Agreement ("Agreement"), effective as of the _____ day of _____, 20_____, (the "Effective Date"), by and between the undersigned employer (the "Employer"), and Nationwide Retirement Solutions ("NRS"), as the administrator (the "Administrator") of the Post Employment Health Plan for Non-Collectively Bargained Public Employees (the "Plan").

WITNESSETH:

WHEREAS, the Employer is a State or a political subdivision thereof, or an agency or instrumentality of any of the foregoing; and

WHEREAS, the Plan provides post-retirement reimbursement of Qualifying Medical Care Expenses and Health Care Insurance Premiums (as defined in the Plan) for the benefit of eligible government employees who become participants in the Plan, and their dependents; and

WHEREAS, pursuant to this Agreement, the Employer agrees to make contributions pursuant to and in compliance with the Plan and this Agreement and subject to the Internal Revenue Code of 1986, as amended ("Code"), and its accompanying regulations for work performed by its eligible employees ("Contributions"); and

WHEREAS, the Contributions will be held in trust by the Trustee, or its successor, designated under the Trust for the Post Employment Health Plan for Public Employees (the "Trust") for the exclusive benefit of eligible employees, Plan participants, and their dependents; and

WHEREAS, the Employer adopts the Plan by entering into this Participation Agreement with the Administrator; and

WHEREAS, the Administrator accepts the Employer as an Employer under the Plan upon the terms and conditions set forth in the Plan, the Trust and this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants in this Agreement, the Employer and the Administrator hereby agree as follows:

1. By execution of this Agreement, the Employer adopts and agrees to be bound by all of the terms and provisions of the Plan, this Agreement and the Declaration of Trust governing the Trust (the "Trust Agreement" a copy of which the Employer acknowledges receipt thereof) and such subsequent amendments which are adopted as provided in the Trust Agreement. The Employer agrees to be bound by all actions taken by the Administrator and the Trustee pursuant to the powers granted them by the Plan and Trust Agreement. The Employer further acknowledges that under the terms of the Plan, the Administrator's resolution regarding questions relating to administration of the Plan is final and binding upon the Employer, eligible employees and participants.
2. By execution of this Agreement with the Employer, the Administrator agrees to carry out the responsibilities of the Administrator as set forth in the Plan, this Agreement and the Trust Agreement.
3. This Agreement authorizes the Administrator or Trustee to enforce any rights which are provided as a matter of law in favor of the Plan, its eligible employees and participants and their dependents or the Trustee. This provision notwithstanding, if, in the opinion of the Administrator, the terms of the Employer's participation in the Plan conflict or come to conflict with the Code and accompanying regulations, the Administrator may refuse Contributions until such time as the conflict is cured. If an Employer desires to change the terms of its participation in the Plan, such change must be submitted to the Administrator for acceptance prior to its becoming effective and binding on the Administrator. Such acceptance shall not be unreasonably withheld.
4. This Agreement shall apply to only those employees and participants that the Employer has determined are eligible and for whom the Employer agrees to make Contributions to the Plan. The Employer agrees that in determining who is eligible to receive Contributions under the Plan, the Employer will comply with Code section 105(h) and will not discriminate in favor of highly compensated individuals. The

Employer acknowledges that the Administrator has no responsibility to determine which employees or participants of the Employer are eligible to receive contributions under the Plan or to enforce the Employer's compliance with Code section 105(h).

5. Subject to Section 8 of this Agreement, this Agreement shall remain in effect until such time as the Employer withdraws from the Plan pursuant to the withdrawal provision of the Plan document (see Section 9.2). The Employer acknowledges that withdrawal from the Plan, and exhaustion of the assets associated with that Plan will no longer entitle the Employer's representative or its employees' representative to participate in the Advisory Committee created under the terms of the Trust. The Administrator, however, reserves the right to terminate the Employer's participation in the Plan for any of the following reasons:
 - a. should the Employer fail to make Contributions to the Plan;
 - b. if at any time the Employer's terms of participation in the Plan are modified in a manner which affects the operation or administration of the Plan in a manner which is unacceptable to the Administrator or Trustee;
 - c. if at any time the Employer's terms of participation in the Plan are modified in a manner which, in the opinion of the Administrator, jeopardizes the tax qualification of the Trust or the regulatory approval of the Plan or would conflict with applicable law; or
 - d. as otherwise provided in the Plan or Trust Agreement.
6. The commencement and continuation of the Employer's participation in the Plan is contingent upon such commencement or continuation of participation not impairing the attainment, or retention, of the tax exempt status of the Trust under Code section 501(c)(9) .
7. The commencement and continuation of the Employer's participation in the Plan is further contingent upon such commencement or continuation of participation not violating any provisions of the Internal Revenue Code and its regulations or any ruling or guidance published by the Internal Revenue Service ("IRS") applicable to the Plan, including the terms of any IRS ruling issued to the Plan or other applicable law. The Employer acknowledges that failure to comply with the terms of the Plan and Trust may subject it and its employees to adverse tax consequences.
8. In order to provide for the payment of benefits under the Plan, the Employer hereby agrees to make Contributions to the Trust, as it specifies in the attached Employer Data Sheet. The Employer may change its Contributions from time to time, consistent with the objectives of the Plan and applicable law by a mutually agreeable method between the Employer and the Administrator (which method could include updating the PEHP Employer Data Sheet).

With each Contribution to the Plan, the Employer will provide the Administrator with a Contribution Summary Sheet (or similar report) which lists the full name of each employee or participant for whom contributions are made, his or her Social Security number, the amounts to be allocated on behalf of each such employee or participant and whether the contributions should be credited to the 05 or 06 sub-accounts as defined in the Plan document. The Administrator or its designee shall record the Contribution and reconcile the Employer's Contribution Summary Sheet or other report.

The Administrator may reject Contributions that do not comply with the requirements of the Plan, the Trust and the Code. If the Administrator rejects any Contributions, the Contributions and the Contribution Summary Sheet will be returned to the Employer for resolution. The Administrator shall instruct the Trustee to transfer the Contributions in good order from the lockbox to the Trust investment account upon completion of such recording and reconciliation. Contributions shall not accrue income or share in investment gains or losses while they are in the lockbox prior to the transfer to the Trust investment account or while the Administrator seeks resolution of Contributions not received in good order. The Employer understands that failure to make Contribution in a timely manner may result in

sanctions permitted by law, as well as the termination of its participation in the Plan, as provided in rules established in this Agreement.

9. The Employer hereby appoints, and approves of, NRS to provide claims payment services and to act as the Administrator for the Plan. The Employer further agrees that the Administrator's compensation for its services shall be an annual charge per participant or eligible employee of **\$30.00**. The Employer represents and warrants that it has advised its eligible employees or participants of the annual charge. Such charge shall be assessed to each participant or eligible employee's account on the anniversary date, which is one year after the date the initial contribution to the Plan was made, and each succeeding anniversary of such date. The Administrator's annual charge shall remain fixed for the duration of this Agreement unless the Employer and Administrator mutually agree in writing to adjust the charge. The Employer acknowledges that other fees may apply to the Plan, eligible employee or the participant accounts law as described in Section 11 or as required by applicable law.
10. The Employer hereby acknowledges that the Trustee of the Trust will be the Trustee identified in the Trust Agreement, and hereby ratifies the terms of the Trust Agreement, a copy of which has been provided to the Employer. The Employer further acknowledges that the Trust Agreement sets forth the method for appointment and removal of the Trustee.
11. The Employer hereby acknowledges that it has received and reviewed the Group Variable Annuity Contract (the "Variable Annuity") for the Post Employment Health Plans which serves as the funding vehicle for the Trust. The Employer understands and agrees that part of the arrangement between NRS as the Administrator and product provider Nationwide Life Insurance Company includes fees. The Employer further acknowledges that, in addition to the annual charge described in Section 9, a fee equaling an annual rate up to a maximum of 0.50% of the daily net asset value will be assessed on every participant or eligible employee's fund balance in the Variable Annuity. In the Fixed Annuity, this fee is included in the calculation of the net crediting rate.
12. The Employer hereby acknowledges it has received the "Disclosure and Acknowledgement Form" (the "Form") which is incorporated into this Agreement, and further agrees to be bound by the Form.
13. The parties agree that no waiver of any default in performance on the part of the Administrator or the Employer or any breach or series of breaches of any of the terms of this Agreement shall constitute a waiver of any subsequent breach. The parties further agree that resort to any remedies referred to herein shall not be construed as a waiver or any other rights and remedies to which the Administrator is entitled under this Agreement or otherwise.
14. Should any part of this Agreement for any reason be declared invalid, such determination shall not affect the validity of any remaining portion of the Agreement, which remaining portion shall remain in force and effect as if this Agreement had been executed without the invalid portion.
15. 15. The Employer shall indemnify and hold the Administrator harmless for and against all losses, damages, liabilities or expenses (including, but not limited to, reasonable attorney's fees and litigation expenses) which the Administrator may incur as a result of claims based upon any breach by the Employer, its affiliates, agents or employees of any provisions of this Agreement, the Plan Document or related items that are within their reasonable control.
16. The Administrator shall indemnify and hold the Employer harmless for and against all losses, damages, liabilities or expenses (including, but not limited to reasonable attorney's fees and litigation expenses) which the Employer may incur as a result of claims based upon any breach by the Administrator, its affiliates, agents or employees of any provisions of this Agreement, the Plan Document or related items that are within their reasonable control.

17. This Agreement shall be interpreted, and the rights and liabilities of the parties determined, in accordance with the laws of the State of Ohio. The parties consent to the jurisdiction of any Local, State or Federal Court located within Ohio.
18. This Agreement, together with the Plan and the Trust Agreement, contain the entire agreement between the Employer and the Administrator with respect to the respective rights and obligations contemplated herein, and no representation, promise, inducement, or statement of intention relating to the respective rights and obligations contemplated by this agreement has been made by either party which is not set forth herein. This Agreement supersedes in all respects all prior agreements among the parties any may not be modified or amended, except by a duly executed instrument in writing.

IN WITNESS WHEREOF, the Employer has caused this Agreement to be executed on its behalf by a duly authorized officer, and a duly authorized representative of NRS executed this Agreement on behalf of the Administrator.

By: _____
(Employer Printed Name)

(Employer Signature)

Date: _____

By: _____
(Officer of Nationwide as Administrator)

Date: _____



GOLDER RANCH FIRE DISTRICT

Fire ~ Rescue ~ Ambulance
3885 E. Golder Ranch Drive
Tucson, Arizona 85739

Chief Tom Brandhuber

RESOLUTION NO. 2023-0008

A RESOLUTION ADOPTING THE POST EMPLOYMENT HEALTH PLAN (PEHP) FOR PUBLIC EMPLOYEES PROGRAM

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

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

WHEREAS, a Post Employment Health Plan for Public Employees has been established for eligible public employees, pursuant to section 501(c)(9) of the Internal Revenue Code permitting such plans; and

WHEREAS, the Plan may be funded with Employer contributions, mandatory Eligible Employee contributions or combination of both on behalf of the eligible employees in a manner permitted under the Plan; and

WHEREAS, under the PEHP program, Nationwide Retirement Solutions (NRS), Inc. will provide administrative services in exchange for a fee as agreed upon by the Employer and NRS;

NOW THEREFORE THE EMPLOYER DOES HEREBY RESOLVE AS FOLLOWS:

The Golder Ranch Fire District Governing Board hereby adopts this PEHP program on behalf of the eligible employees of the Employer.

BE IT FURTHER RESOLVED The officers of Golder Ranch Fire District are hereby authorized to execute, on behalf of the eligible employees of the Employer, a participation agreement with NRS, authorizing NRS to act as the Administrator of the Plan and the agent of the Employer, and other such agreements and contracts as are necessary to implement the program.

ADOPTED AND APPROVED by the Governing Body of the Golder Ranch Fire District on this 18th day of July 2023, at a duly noticed public meeting of the Golder Ranch Fire District Governing Board.



GOLDER RANCH FIRE DISTRICT

Fire ~ Rescue ~ Ambulance
3885 E. Golder Ranch Drive
Tucson, Arizona 85739

Chief Tom Brandhuber

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

ATTEST:

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

Date



Speciman Copy of Resolution Post Employment Health Plan (PEHP)

PO Box 182797, Columbus, OH 43218-2797
Phone: 877-677-3678 • Fax: 877-677-4329 • NRSforu.com

POST EMPLOYMENT HEALTH PLAN (PEHP) FOR PUBLIC EMPLOYEES PROGRAM

SPECIMEN COPY OF RESOLUTION

On the 18th day of July 2023, the following resolution was adopted by
Golder Ranch Fire District (the Employer):

IN THE MATTER OF ADOPTING THE POST EMPLOYMENT HEALTH PLAN FOR PUBLIC EMPLOYEES (PEHP)
FOR THE EMPLOYEES OF Golder Ranch Fire District (the Employer).

WHEREAS, a Post Employment Health Plan for Public Employees has been established for eligible public employees, pursuant to section 501(c)(9) of the Internal Revenue Code permitting such plans; and

WHEREAS, the Plan may be funded with Employer contributions, mandatory Eligible Employee contributions or combination of both on behalf of the eligible employees in a manner permitted under the Plan; and

WHEREAS, under the PEHP program, Nationwide Retirement Solutions (NRS), Inc. will provide administrative services in exchange for a fee as agreed upon by the Employer and NRS;

NOW THEREFORE THE EMPLOYER DOES HEREBY RESOLVE AS FOLLOWS:

The (City Council, Board of Commissioners, **Governing Body** etc.) of the Employer, meeting in regularly scheduled session, this 18th day of July, hereby adopts this PEHP program on behalf of the eligible employees of the Employer.

The officers and employers of the Employer are hereby authorized to execute, on behalf of the eligible employees of the Employer, a participation agreement with NRS, authorizing NRS to act as the Administrator of the Plan and the agent of the Employer, and other such agreements and contracts as are necessary to implement the program.

This Resolution is intended to include the necessary language for adoption of the PEHP program, but is intended only as example. It is not intended as legal advice and any reliance as such is strictly prohibited. The Employer should consult with legal counsel regarding this language before using it.

Plan Sponsor Representative:

Name (please print): Tom Brandhuber

Signature: _____ Title: Fire Chief



Disclosure and Acknowledgment Form Post Employment Health Plan (PEHP)

PO Box 182797, Columbus, OH 43218-2797
Phone: 877-677-3678 • Fax: 877-677-4329 • NRSforu.com

As with all plans receiving favorable tax treatment under the Internal Revenue Code, the Nationwide Post Employment Health Plan (PEHP) offers you and your employees' significant benefits that also come with important limitations. Your Nationwide representative is prepared to help you understand the Plan's benefits and limitations. Please understand Nationwide nor its representatives may give legal or tax advice. You should consult with your legal and tax advisers before making decisions about establishing PEHP for your employees.

PEHP is funded through a voluntary employees beneficiary association (VEBA), a tax-exempt trust authorized by IRC Section 501(c)(9). PEHP, as a Health Reimbursement Arrangement (HRA), must also comply with the regulatory requirements of HRAs. PEHP is not a retirement plan nor is it a Deferred Compensation Plan. To operate within IRS requirements, PEHP must comply with requirements different than those of retirement plans. Some of those requirements are outlined below:

Please read and initial the following:

1. _____ Contributions must be made solely by the Employer or as a mandatory employee contribution. Contributions of unused vacation and sick leave conversion benefits are permitted, if required of all eligible employees.
2. _____ Benefits paid from the Qualifying Medical Care Expense Sub-account may not discriminate in favor of highly compensated employees. Only equal dollar amount contributions to this Sub-account for all Eligible Employees will be accepted.
3. _____ PEHP is not permitted to accept beneficiary designations. Following an Eligible Employee's or Participant's death, payment of benefits is limited to the Employee's surviving spouse and qualifying dependents. Any account balance remaining after the death(s) of the Employee, any spouse or qualifying dependents will be forfeited and allocated among your remaining Eligible Employees and plan participants, under Rule 152(a) of the Code.
4. _____ Your PEHP is governed by an Advisory Committee comprised of one employer representative and one eligible employee representative. All changes to the Plan, except those required by law, must be approved by the Advisory Committee.

This page is a legal document and part of your PEHP contract. The undersigned has read this document and fully understands its binding effect.

Employer:

Name (please print): _____

Signature: _____ Date: _____

Nationwide Representative:

Name (please print): _____

Signature: _____ Date: _____

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

DATE: July 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.



FIRE CHIEF'S REPORT

Tom Brandhuber

June 2023



Chief's Activities for the Month

- Held weekly executive leadership team meetings (Deputy Chiefs-Assistant Chiefs-Directors)
- Held monthly Fire Chief Status update meeting
- Attended the GRFD June board meeting
- Attended the SAEMS ¼ meeting.
- Attended the annual Securis Board of Directors meeting in Phoenix.
- Attended Chief Abel's retirement dinner
- Attended the Leadership team meeting (labor/management)
- Had lunch meetings with multiple Governing Board members and President Jones
- Attended the Western Fire Chiefs FORCE (Fire Officer and Ranking Chief Executive) Conference with Assistant Chief Robb
- Attended Oro Valley Chamber Mixer with Deputy Chief Grissom
- Participated in multiple meetings discussing the Article 9 re-write (Ground Ambulance Rules)

- Attended with Code Save Ceremony at Station 379 with NWFD, GRFD Crews and NWFD Fire Chief Bradley
- Attended the Southwest Trauma Conference

Thank You Cards, Letters and Emails Received

- Thank you letters were received for Probationary Firefighter Aubrey Littleton and Probationary Firefighter Christopher Ringston
- A thank you card was received for the following personnel who assisted a patient throughout 2022: Paramedic Jason Lowe, Firefighter Justin Morgan, Firefighter Kyle Campbell, Firefighter Stefani Valenzuela, Paramedic Candace Foster, Engineer Thomas “Bubba” Mathews, Captain Andrew Hatfield, Captain Sean Sicurello, Paramedic Eric House, Firefighter Daniel Brandon, Paramedic Daniel Huber, Engineer Abel Gastelum, Engineer Ignacio Gamez, Captain Peter Kintner, Captain Colin Port, Engineer Thomas Logan, Firefighter Brian Madsen, Paramedic Kyle Milligan, Firefighter Jimmy Labas, Paramedic George Boyd, Engineer Joshua Wood, and Firefighter Jacob Lopez
- A thank you card was received for Community Relations Supervisor Lydia Camarillo and Administrative Assistant Maggie Hernandez
- A thank you letter was received for Community Education Supervisor Dan Habinek, Administrative Assistant Maggie Hernandez, Captain Andrew Shultz, Engineer Thomas Logan, Paramedic Brett Moffitt, Probationary Firefighter Jonathan Higgins, Firefighter Shawn Foster, and Firefighter Marc Armenta
- A resident made a donation in-person and thanked the following personnel: Captain Adam Kroger, Captain Kurt Strieter, Engineer Mathew Gary, Engineer Abel Gastelum, Paramedic Tyler Drury, Paramedic Cory Wellman, Paramedic David Deadman, Firefighter Ryan Schobel and Firefighter Jacob Dybis

Fire Service Bill Tracking Report – Week of July 10, 2023

Track: Pension Systems

HB2008 - ASRS; contribution prepayment

Sponsor

Rep. David Livingston (R)

Summary

When an Arizona State Retirement System (ASRS) employer is prepaying the employer's 401(a) pension contributions directly to ASRS, the earnings accrual rate may be the actual rate of return of a short-term investment through ASRS, as requested by the employer and agreed to by ASRS. The requirement for the prepaying employer to elect an amortization schedule by written agreement with ASRS is deleted. Establishes requirements for any prepayment agreement made between ASRS and the state or any state agency. AS SIGNED BY GOVERNOR

Last Action

2023-04-13 G - Signed

HB2009 - ASRS; retirement application; changes

Sponsor

Rep. David Livingston (R)

Summary

A member of the Arizona State Retirement System (ASRS) is allowed to elect to make changes to a retirement application before the member's retirement date, and to exercise a onetime election to make changes to the retirement application within 60 days after the member's retirement date. The member is prohibited from changing the retirement date, and any changes made are retroactive to the retirement date. AS SIGNED BY GOVERNOR

Last Action

2023-04-13 G - Signed

HB2015 - Retirement plans; plan election; rehire

Sponsor

Rep. David Livingston (R)

Summary

For the Public Safety Personnel Retirement System and Corrections Officer Retirement Plan, if an eligible employee who was already a member of the plan is subsequently rehired after a bona fide termination of employment of at least six months with no prearranged reemployment agreement or hired by a new employer, the employee is allowed to make a new election to participate in either the

regular plan or the defined contribution plan before the 90th day after the date of hire. If the employee does not make a new election in that time, the employee's previous election continues. Previously, once an employee made an election, that election was irrevocable for the remainder of the employee's employment with any employer under the system, regardless of whether the employment was continuous. AS SIGNED BY GOVERNOR

Last Action

2023-04-13 G - Signed

HB2028 - PSPRS; contribution rates

Sponsor

Rep. David Livingston (R)

Summary

Beginning with FY2023-24, the contribution rate for members of the Public Safety Personnel Retirement System is reduced to 7.65 percent of the member's compensation, from 11.65 percent. Beginning July 1, 2023, the amount of the member's contribution that exceeds 7.65 percent and that was accumulated between July 1, 2011 through June 30, 2023 may be used in calculating the employers contributions. Retroactive to July 1, 2023. Emergency clause. AS SIGNED BY GOVERNOR

Last Action

2023-05-01 G - Signed

HB2029 - ASRS; supplemental deferral plan; participation

Sponsor

Rep. David Livingston (R)

Summary

A political subdivision or political subdivision entity that is not participating in the Arizona State Retirement System (ASRS) is authorized to elect to allow its employees to participate in a supplemental employee deferral plan that is overseen by ASRS by entering into an agreement with ASRS. AS SIGNED BY GOVERNOR

Last Action

2023-04-13 G - Signed

HB2433 - Pensions; domestic relations orders (Technical correction; occupational safety; exemption)

Sponsor

Rep. David Livingston (R)

Summary

A "domestic relations order" (defined as a court order relating to marital property rights of a spouse or former spouse) is required to value the benefits of a member of the Arizona State Retirement System,

Public Safety Personnel Retirement System, Elected Officials' Retirement Plan, or Corrections Officers Retirement Plan on the earliest date of service of the petition for annulment, dissolution of marriage, or legal separation. AS SIGNED BY GOVERNOR

Last Action

2023-04-11 G - Signed

SB1173 - Public retirement systems; plan election

Sponsor

Sen. J.D. Mesnard (R)

Summary

If a Public Safety Personnel Retirement System (PSPRS) employee who is hired on or after July 1, 2017 and who is an active or inactive member of PSPRS or a participant in the PSPRS defined contribution plan (DC Plan) is subsequently rehired by the employee's previous employer or another employer under PSPRS, the employee's participation in either PSPRS or the PSPRS DC Plan begins on the date the employee is rehired or hired by another employer. If a Corrections Officer Retirement Plan (CORP) employee who is hired on or after July 1, 2018 and who is an active or inactive member of CORP or a participant in the PSPRS DC Plan is subsequently rehired by the employee's previous employer or another employer under CORP, the employee's participation in either CORP or the PSPRS DC Plan begins on the date the employee is rehired or hired by another employer. AS SIGNED BY GOVERNOR

Last Action

2023-03-28 G - Signed

Track: Taxation & Revenue

HB2064 - Property tax exemption; disability; qualifications

Sponsor

Rep. Neal Carter (R)

Summary

For the purpose of the property tax exemption for persons with total and permanent disabilities, the term "person with a total and permanent disability" is defined as a person who is unable to engage in any substantial gainful activity by reason of any physical or mental impairment that is expected to last for a continuous period of at least 12 months or result in death within 12 months as certified by a "competent medical authority" (defined). AS SIGNED BY GOVERNOR

Last Action

2023-04-18 G - Signed

HB2446 - Smart and safe fund; distribution

Sponsor

Rep. Teresa Martinez (R)

Summary

Modifies the distributions from the Smart and Safe Fund by adding joint powers authorities to the list of entities that receive 31.4 percent of Fund monies in proportion to the number of enrolled members in the Public Safety Personnel Retirement System. Retroactive to January 1, 2021. Due to voter protection, this legislation requires the affirmative vote of at least 3/4 of the members of each house of the Legislature for passage. AS SIGNED BY GOVERNOR

Last Action

2023-04-11 G - Signed

SB1063 - Food; municipal tax; exemption...**Sponsor**

Sen. Sonny Borrelli (R)

Summary

Municipalities and other taxing jurisdictions would have been prohibited from levying a transaction privilege, sales, or use tax or fee on the sale of food items intended for human consumption or home consumption (as defined elsewhere in statute and by rule). Would have become effective July 1, 2025. AS VETOED BY GOVERNOR. In her veto letter, the Governor expressed concern about the impact this legislation would have on municipalities and the resulting potential cuts to services or increases in property taxes.

Last Action

2023-03-28 G - Vetoed

SB1172 - Fire district bonding; limitation**Sponsor**

Sen. J.D. Mesnard (R)

Summary

Fire district bonds are prohibited from exceeding 120 percent of the district's statutory debt limitation when combined with the district's current outstanding general obligation debt amount. AS SIGNED BY GOVERNOR

Last Action

2023-04-04 G - Signed

SB1184 - Municipal tax exemption; residential leases**Sponsor**

Sen. Steve Kaiser (R)

Summary

Beginning January 1, 2024, municipalities and other taxing jurisdictions would have been prohibited from levying a transaction privilege, use, or other similar tax or fee on the business of renting or

leasing residential property. Some exceptions. By January 1, 2024, the landlord of real property that is rented or leased for residential purposes and that is located in a municipality or other taxing jurisdiction that levies a transaction privilege tax on the business of renting or leasing residential property would have been required to reduce the amount of rent due by an amount equal to the difference caused by the elimination of the transaction privilege tax on the business of renting or leasing residential property. The Arizona Department of Revenue would have been required to electronically notify each residential rental transaction privilege tax licensee of these provisions. From January 1, 2024 through June 30, 2025, the State Treasurer would have been required to distribute proportionately for each month \$14,945,600 from the portion of the revenues derived from transaction privilege taxes that is not designated as the distribution base to the municipalities that levied a transaction privilege tax on renting or leasing real property for residential purposes during FY2021-22, based on the average amount that the municipality collected from that tax during FY2021-22. Also, municipalities would have been required to use monies paid from revenues collected from a remote seller in the retail transaction privilege tax classification and paid to the municipality as state shared revenue for public safety before any other municipal purpose. Would have applied to tax periods beginning January 1, 2024 and after. AS VETOED BY GOVERNOR. In her veto message, the Governor stated that lowering housing costs is a priority, but that this bill lacks any enforceable mechanism to ensure relief will be provided to renters and includes an appropriation outside of a comprehensive budget agreement.

Last Action

2023-02-23 G - Vetoed

SB1263 - Property tax; revisions (Business personal property; tax exemption)

Sponsor

Sen. J.D. Mesnard (R)

Summary

Personal property used in a trade or business and personal property used for agricultural purposes that is not centrally assessed property is exempt from taxation, instead of only being exempt for up to a maximum amount of \$207,366. Personal property that is devoted to any commercial or industrial use and that is not included in another property tax classification is removed from the list of property classified as class one for property tax purposes. Personal property that is not included in another property tax classification is removed from the list of property classified as class two for property tax purposes. Various specified types of personal property are removed from the lists of property classified as class one, two, four, six, and seven for property tax purposes. Repeals statutes providing valuation guidelines for various types of personal property subject to property taxes. Applies to tax years beginning with 2024. AS PASSED SENATE

Last Action

2023-02-28 H - Hearing Scheduled - 02/28/2023 - Second Reading, Floor 02/28/2023 - Second Reading, Floor

SB1276 - Assessed valuation; class one property

Sponsor

Sen. J.D. Mesnard (R)

Summary

Reduces the assessed valuation of class one property to 16 percent of the full cash value or limited valuation for 2024 and 15 percent of the full cash value or limited valuation beginning January 1, 2025, instead of 16.5 percent for 2024, 16 percent for 2025, 15.5 percent for 2026, and 15 percent beginning January 1, 2027. Establishes a new table of depreciated values for personal property initially classified before tax year 2022 as certain types of class one, two, or six property. Applies to tax years beginning with 2024.

Last Action

2023-03-08 H - DP - House Ways & Means - House Ways & Means

Track: Governance & Regulatory

HB2168 - Good Samaritan; medical assistance

Sponsor

Rep. Quang H. Nguyen (R)

Summary

Extends for five years, to July 1, 2028, the repeal date for statute protecting a person who, in good faith, seeks medical assistance for someone experiencing a drug overdose from prosecution for the possession or use of a controlled substance or drug paraphernalia if the evidence for the violation was gained as a result of the person's seeking medical assistance. Emergency clause. AS SIGNED BY GOVERNOR

Last Action

2023-04-06 G - Signed

HB2212 - Criminal damage; trespassing; critical facilities

Sponsor

Rep. Gail Griffin (R)

Summary

The definition of aggravated criminal damage would have been expanded to include interfering with or otherwise preventing the performance of a normal function of any utility infrastructure or property or the intended course or path of any utility service. The classification for aggravated criminal damage under these circumstances would have been a class 5 (second-lowest) felony, except that the classification would have increased for damages greater than \$1,500. AS VETOED BY GOVERNOR. In her veto message, the Governor stated that this conduct is already covered by several state and federal laws, making this bill unnecessary.

Last Action

2023-04-11 G - Vetoed

HB2377 - Public officers; lobbying; prohibition

Sponsor

Rep. Leo Biasiucci (R)

Summary

A "public officer" (defined) would have been prohibited from engaging in "lobbying" (defined elsewhere in statute), except when acting in the public officer's official capacity. AS VETOED BY GOVERNOR. In her veto message, the Governor stated that this bill creates meaningful first amendment concerns.

Last Action

2023-05-19 G - Vetoed

HB2418 - Police response time; study committee (Law enforcement; response times; requirements)**Sponsor**

Rep. Matt Gress (R)

Summary

Establishes a 13-member Police Response Time Study Committee to solicit ideas on recommendations to maintain or improve emergency call response times and critical law enforcement staffing shortages in Arizona. The Committee is required to submit a report of its findings and recommendations to the Governor and the Legislature by December 21, 2023, and self-repeals July 1, 2024. Emergency clause. AS PASSED HOUSE

Last Action

2023-04-12 S - FAILED - Senate Third Reading - Senate Third Reading

SB1061 - Public officials; home addresses; confidentiality**Sponsor**

Sen. Thomas "T.J." Shope (R)

Summary

An "election officer" and a "public official" (both defined) are added to the list of persons who may request that the general public be prohibited from accessing public records containing that person's identifying information that are maintained by the county or the Arizona Department of Transportation. It is a class 5 (second lowest) felony to knowingly make available on the internet the personal information of an election officer or public official. AS SIGNED BY GOVERNOR

Last Action

2023-05-08 G - Signed

SB1268 - Annexation; notice; approval**Sponsor**

Sen. Janae Shamp (R)

Summary

The requirements for municipal annexation would have been modified to require a petition signed by the owners of 60 percent or more, instead of 50 percent or more, in value of the real and personal property and more than 60 percent, instead of 50 percent, of the persons owning real and personal property that would be subject to taxation by the municipality in the event of annexation. AS VETOED BY THE GOVERNOR. In her veto message, the Governor stated that this bill undermines the consistent, orderly, and successful development of Arizona's communities.

Last Action

2023-06-05 G - Vetoed

SB1369 - Certified peace officers; hiring reimbursement

Sponsor

Sen. David Gowan (R)

Summary

A law enforcement agency in Arizona or a county, municipality, or political subdivision that employs a peace officer and that pays the costs of the peace officer's certification and training is authorized to seek reimbursement for the costs of the law enforcement officer's training and certification from a "hiring law enforcement agency" (defined). The hiring law enforcement agency is required to reimburse 100 percent of the costs related to the peace officer's certification and training, including travel, housing and salary during the training, if the certified peace officer leaves the original law enforcement agency within 12 months after employment, and to reimburse 75 percent of all costs if the officer leaves after 12 months and no more than 24 months after employment, and to reimburse 50 percent of all costs if the officer leaves after 24 months and no more than 36 months after employment. The hiring law enforcement agency cannot require a certified peace officer to assume responsibility for repaying the peace officer's certification costs. AS SIGNED BY GOVERNOR

Last Action

2023-04-18 G - Signed

SCR1002 - Constitutional amendments; sixty percent approval

Sponsor

Sen. Anthony Kern (R)

Summary

The 2024 general election ballot is to carry the question of whether to amend the state Constitution to require approval by 60 percent of the votes cast on the measure for an initiative or referendum measure that amends the state Constitution to become law, instead of a majority of the votes cast.

Last Action

2023-03-29 H - DPA/SE - House Municipal Oversight & Elections - House Municipal Oversight & Elections

Track: Workers Comp / Risk Pool

HB2431 - Workers' compensation; firefighters; rate deviation (Insurance; existing actions; technical correction)

Sponsor

Rep. David Livingston (R)

Summary

Commercial workers' compensation insurers that cover firefighters and fire investigators are authorized to charge and collect additional premiums from fire districts to offset and recover COVID-19-related claims costs paid by the insurer before July 1, 2023 to the extent the fire district is able to obtain reimbursement for such additional premium charges from the federal American Rescue Plan Act of 2021. The maximum amount of the additional premium each commercial workers' compensation insurer may charge and collect is \$800,000. AS SIGNED BY GOVERNOR

Last Action

2023-05-16 G - Signed

SB1164 - Workers' compensation; fraud investigations; adjudications

Sponsor

Sen. Steve Kaiser (R)

Summary

The Industrial Commission is required to establish a fraud unit to investigate fraudulent activities or statements made in connection with workers' compensation claims. The Commission is required to adopt rules to establish a process for receiving fraud complaints and conducting fraud investigations, and provisions that must be included in the rules are listed. If, on investigation, the fraud unit is satisfied that fraudulent activities or statements were made, the fraud unit may report violations of the law to the reporting employer, self-insured employer, or insurance carrier, to the appropriate licensing agency, and to the appropriate county attorney or the Attorney General for prosecution. Also amends HB2431 as transmitted to the Governor to state that the total aggregate maximum amount of the additional premium each commercial workers' compensation insurer may charge and collect from all fire district insureds is \$800,000. AS PASSED HOUSE

Last Action

2023-06-20 G - Signed

Track: Fire Services / EMS / Ambulance

HB2589 - Emergency medical technicians; military reciprocity

Sponsor

Rep. Kevin Payne (R)

Summary

The standards for certification of emergency medical care technicians (EMTs) are modified to allow certification of a person who has completed training and testing by the U.S. Armed Forces at a level comparable to the National Standards for EMTs. AS SIGNED BY GOVERNOR

Last Action

2023-04-12 G - Signed

HB2717 - Trauma counseling; 911 dispatchers (Communicable disease information; 911 dispatchers)

Sponsor

Rep. Melody Hernandez (D)

Summary

The traumatic event counseling program for public safety employees is expanded to include 911 dispatchers in a primary or secondary public safety answering point who are exposed to any of a list of traumatic events while in the course of duty. AS SIGNED BY GOVERNOR

Last Action

2023-05-01 G - Signed

SB1068 - Police dogs; emergency treatment (Election board workers; political party)

Sponsor

Sen. John Kavanagh (R)

Summary

Each ambulance service is required to authorize its emergency medical care technicians to provide emergency treatment, if trained, to a "police dog" (defined) that is injured in the line of duty and to transport the police dog by ambulance or another emergency medical services vehicle to a veterinary clinic or hospital, if a person is not requiring emergency medical treatment or transport at that time. Ambulance services are authorized to develop written policies and procedures related to providing these services. AS PASSED HOUSE

Last Action

2023-06-20 G - Signed

SB1172 - Fire district bonding; limitation

Sponsor

Sen. J.D. Mesnard (R)

Summary

Fire district bonds are prohibited from exceeding 120 percent of the district's statutory debt limitation when combined with the district's current outstanding general obligation debt amount. AS SIGNED BY GOVERNOR

Last Action

2023-04-04 G - Signed

SB1711 - Ambulances; emergency medical services**Sponsor**

Sen. David Gowan (R)

Summary

Ambulance services providing interfacility transportation in any certificate of necessity area are required to have at least one ambulance attendant that is an emergency medical technician (EMT) or a licensed physician or professional nurse, and one ambulance attendant that is an EMT or an emergency medical responder staffing an ambulance while transporting a patient. Effective January 1, 2024.

Last Action

2023-06-05 G - Signed

Track: Open Meeting Law / Public Records

SB1270 - Open meetings; capacity**Sponsor**

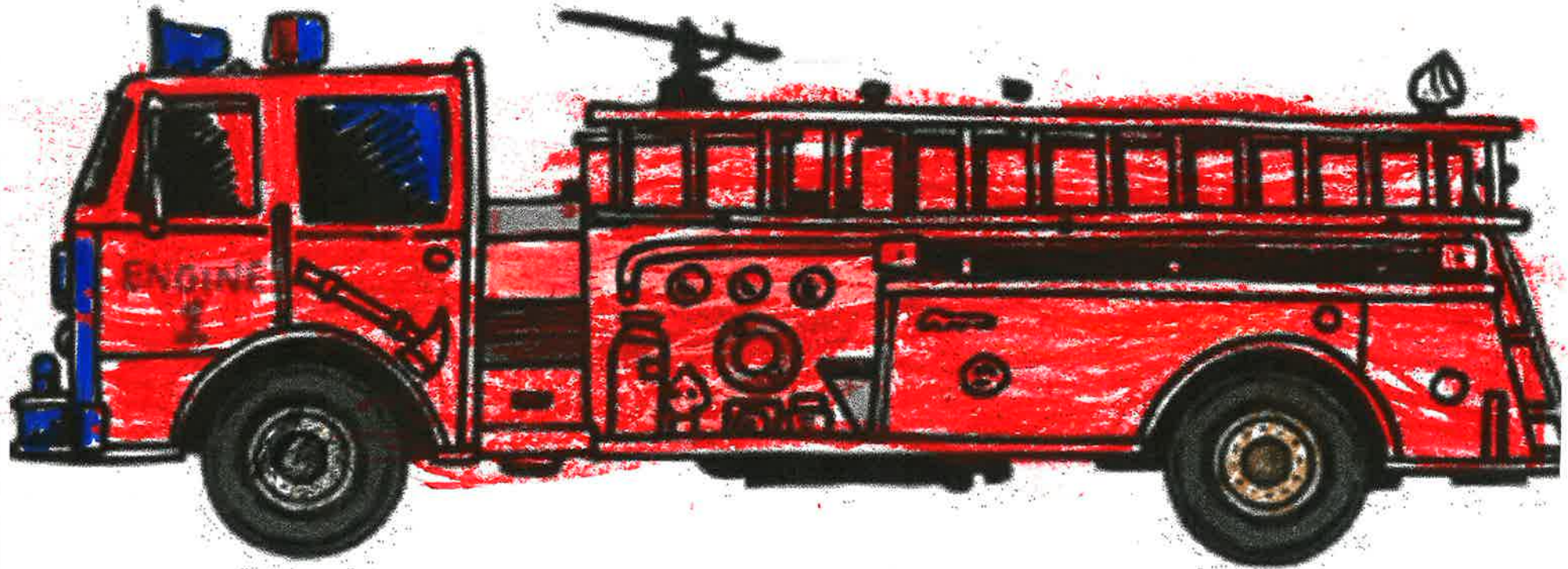
Sen. John Kavanagh (R)

Summary

Schools, school boards, executive boards, and municipalities are required to provide for an amount of seating sufficient to accommodate the reasonably anticipated attendance of all persons desiring to attend the deliberations and proceedings, when feasible. Does not require a public body to relocate a meeting outside of the largest regular meeting room. Except for a meeting through technological devices, the agenda for a public meeting is required to include notice of the time that the public will have physical access to the meeting place. AS SIGNED BY GOVERNOR

Last Action

2023-04-06 G - Signed



Dear Firemen,

Thank you for the tour of the trucks and station.

Your friends,

diven

12/1/10

FIRE TRUCK

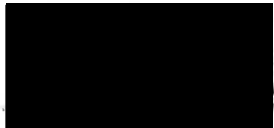


Der Firemen,

Thank you for the tour of the fire trucks and station.

Your friends,

A blue scribbled signature or mark, possibly reading "The Fire".

How can I ever thank you
for helping me with my husband's
many falls, especially last year,
2022. He was 84, and died
November 17, 2022. He also appreciated
your help, I know it was hard for
him to ask. Thank you all
with love, 

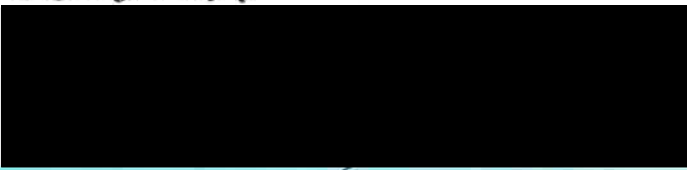
Please note any changes, and
Please return bottom portion with

Thank you for your service!!
GRFD is the BEST!!
(Still waiting for that calendar ??)

REMIT PAYMENT TO:
Golder Ranch Fire District
3885 E. Golder Ranch Dr
Tucson, AZ 85739

6/20/2023

Dear Golder Ranch Fire District,
Wynne Kemmeries
Our family would like to say thank you
for your continued service to our town
of Catalina. My husband is a retired
captain from the City of Raleigh Fire
Dept. so we know that challenges &
~~BS~~ beurocracy you face. Hopefully not
as much as in NC 😊 Anyway... just
wanted to let you know you are
much appreciated!





Life Beyond the Books®

A **challenge coin** represents comrade or unity and proves membership of a certain group, as well as honoring the actions of those who receive them.



Lydia + Maggie, May '23
Thank you so much for your support
for Life Beyond the Books! Golder
Ranch has been so great and continues
to "rock it" every time! The student
survey shows that 88% of students
learned a new skill! We are making
a difference! Have a wonderful Summer!

Trindy



Life Beyond the Books™

LIFE BEYOND THE BOOKS

2022-2023

OUR VISION

All students are
self-sufficient and
ready for life.

IMPACT REPORT



SPENDING PLAN SHAKE-UP

Directions: Each rectangle is worth one activity marker, and all the rectangles need to fit on the form must be filled in to have that item. Housing, clothing, food, and transportation must be accounted for.

HOUSING	CLOTHING
Live with relatives <input type="checkbox"/>	Buy clothes at thrift shops <input type="checkbox"/>
Share apartment or house with others <input type="checkbox"/>	Buy clothes at a discount store <input type="checkbox"/>
Rent a place of your own <input type="checkbox"/>	Buy clothes at department store <input type="checkbox"/>
Buy a home <input type="checkbox"/>	Buy designer clothes <input type="checkbox"/>
FOOD	TRANSPORTATION
Buy one snack and soda each day <input type="checkbox"/>	Walk or bike <input type="checkbox"/>
Cook meals at home, dinner out once a week <input type="checkbox"/>	Hide the bus or join a carpool <input type="checkbox"/>
Purchase frequent fast food lunches, weekly dinner out, and snack at other meals <input type="checkbox"/>	Buy fuel for family vehicle <input type="checkbox"/>
Purchase all meals away from home <input type="checkbox"/>	Buy a used vehicle <input type="checkbox"/>
	Buy a new vehicle <input type="checkbox"/>
OTHER	SAVINGS
Going to the movies <input type="checkbox"/>	Change in piggy bank <input type="checkbox"/>
Concerts <input type="checkbox"/>	Five percent of income <input type="checkbox"/>
Music <input type="checkbox"/>	Ten percent of income <input type="checkbox"/>
Books <input type="checkbox"/>	
Weekly giving to charity <input type="checkbox"/>	
Want Cell, Highlight <input type="checkbox"/>	



BY THE NUMBERS

3 schools

- Coronado K-8
- Cross Middle School
- La Cima Middle School

550+

8th Grade
Students



13 Life Skills
Topics

88 Total
classes

What **Teachers** are saying!

100%

feel Life Beyond the Books fills or partially fills
a gap in current 8th Grade programming

What **Students** are saying!

88%

learned a new skill



What **Career Professionals/Community Partners** are saying!

100% Want to participate next year

“Excellent Program!”

“Financial Education is a **HUGE** need!”

“Thoroughly enjoyed imparting my
knowledge/skills with the students.”

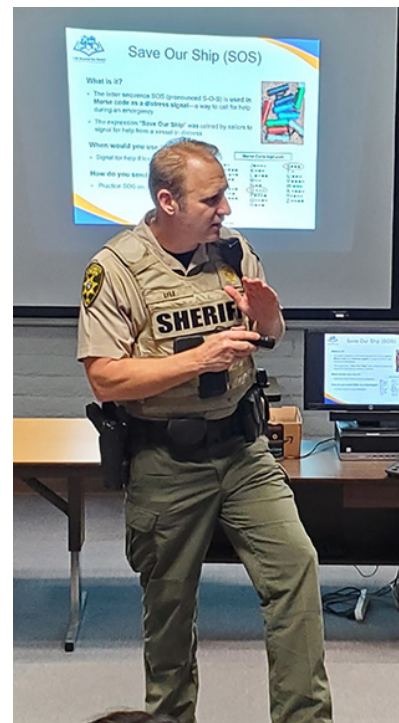
100% Would recommend to
a colleague or friend

“Should expand this program
to other Middle Schools.”

“This has been an extremely
fulfilling program to be a part of.”

LIFE SKILL TOPICS

- Back to Basics
- Basic Budgeting
- Civic Duty
- Cooking
- Communication
- Digital Citizenry
- First Aid
- Fitness
- Graphics & Illustrations
- Hand Tool Usage
- How to Change a Tire
- Security & Crime Prevention
- Stress Management



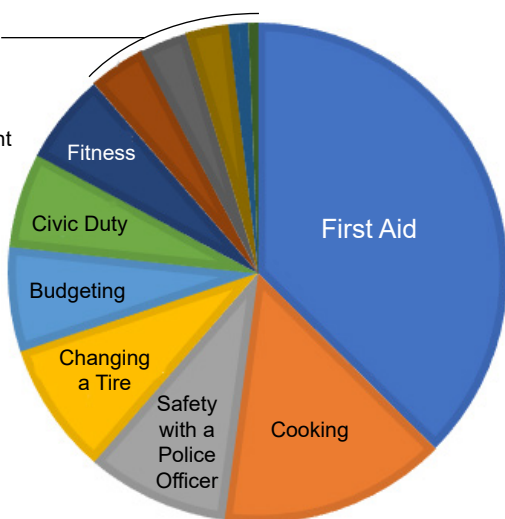
CAREER PROFESSIONALS/COMMUNITY PARTNERS

- Artistic Aesthetics
- Ascension College Planning
- Beseeq Inc.
- Centre Stage Dance Studio
- Commerce Bank of Arizona
- Desert Rat Surf Co.
- Golder Ranch Fire District
- I Believe in Myself
- Illustrations By Esther
- Northwest Fire District
- Oro Valley Police Department
- Pima County Juvenile Court
- Pima County Sheriff's Department
- Pusch It Personal Training
- Ronnie's Handyman & Home Service
- Sign Gypsies
- The Huff Law Firm
- The Practical Chef
- The University of Arizona
- TreadLogic
- Tucson Fire Department

TOP 4 FAVORITE TOPICS?

- 1 First Aid
- 2 Cooking
- 3 Security and Crime Prevention
- 4 How to Change a Tire

- Using Hand Tools
- Back to Basics
- Communications/ Stress Management
- Graphics and Presentations
- Digital Citizenry



WHAT TEACHERS ARE SAYING!

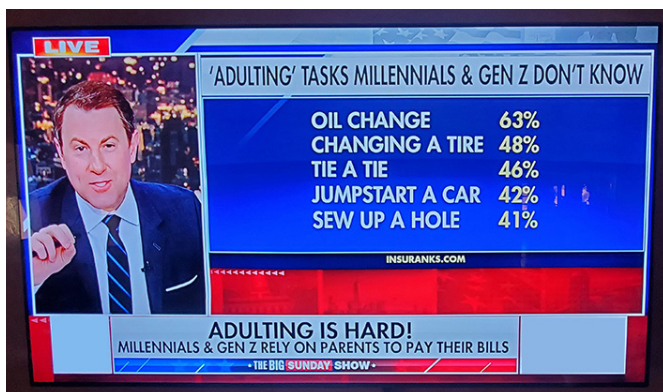
“ ... this was an amazing experience and I loved being able to participate in it this year. ”

“ I enjoy this program and do think it adds value to our curriculum. ”

“ ... students LOVE the cooking! ”

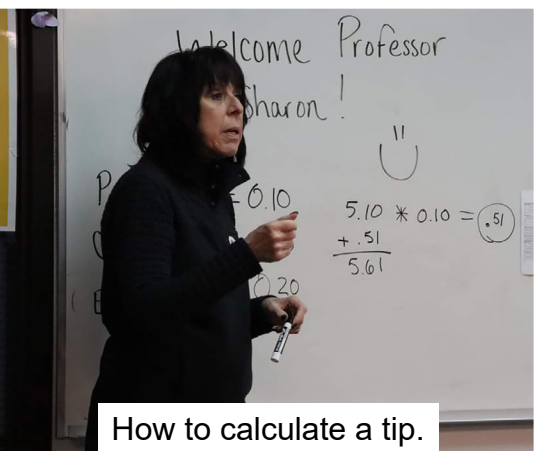
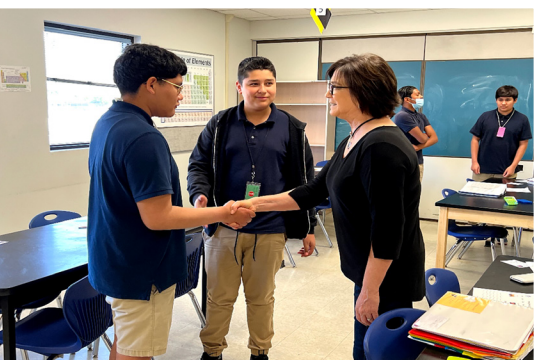
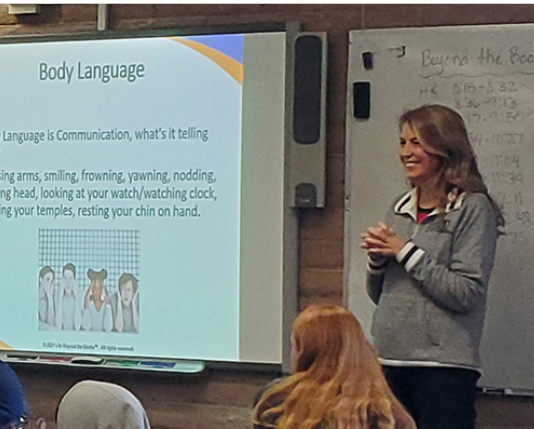
FILLING A NEED

Teaching students about life skills is a real need and is gaining national attention as seen in this news media feature.





Life Beyond the Books™



LIFE BEYOND THE BOOKS

2022-2023

OUR MISSION

To prepare students
for life through
teaching the life
skills needed to run
a home and prepare
for a career.

IMPACT REPORT

6/20/23

Dear Golder Ranch Fire Department Station #379, Maggie & Dan Habinek,

Thank-you for the educational and fun tour of your Fire Station #379. You're a great team and it really shows in how nice your station is and how kind all of you were.

We enjoyed getting to hold the fire hose as the water rushed out. Getting to go through the fire trucks and ambulance was such a thrill. The gift bags were very thoughtful and full of fun stuff.

We cannot wait to come again some time. Thank-you for allowing us to come and visit.

Sincerely,

The Cross Categorical Program at Ironwood Ridge High School, Oro Valley.

ecira pratt ferguson

Seth

MOLSON

Charlie

Juan

Ortiz, Shannon

From: Rodriguez, Freddy
Sent: Tuesday, June 13, 2023 9:38 AM
To: Brandhuber, Thomas; Robb, Scott; Camarillo, Lydia; Ortiz, Shannon
Cc: Kroger, Adam; Gary, Matthew; Gastelum, Abel; Strieter, Kurt; Drury, Tyler; Schobel, Ryan; Wellman, Cory; Dybis, Jacob; Deadman, David
Subject: Donation/Thank you in person

Hello all,

A resident named [REDACTED] came into the office and made a donation for the help he received from GRFD. [REDACTED] was very thankful to the crews from Stations 373 and 372 that saved his life back on [REDACTED]

Thank you to the following personnel:

Captain Adam Kroger
Captain Kurt Strieter
Engineer Matthew Gary
Engineer Abel Gastelum
Paramedic Tyler Drury
Paramedic Cory Wellman
Paramedic David Deadman
Firefighter Ryan Schobel
Firefighter Jacob Dybis

Thank you again! 😊

Freddy Rodriguez
Admin Assistant – Front Desk
Golder Ranch Fire District
3885 East Golder Ranch Drive
Tucson, Arizona 85739
(520) 825-9001 Ext. 5002
www.grfdaz.gov



ESSENTIAL SERVICES REPORT

Essential Services – Tom Brandhuber

June 2023



Essential Services

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

Deputy Chief Eric Perry:

- Continuing work on accreditation
 - Reviewing Performance Indicators with Keith Holland
 - Developing 2nd Edition of Standards of Cover document
 - We have applied for Candidacy, meaning we will have our docs completed and submitted to CPSE by the end of August
 - If recommended for a site visit, we will have a Peer Team out in the September through December.
- ISO regrade will be occurring in the October/November time frame.
- Dan Habinek has jumped into Community Education feet first and I anticipate good things moving forward.

- Keith Holland is also working on building out a Project Management dashboard for the district on Monday.com. He will be doing a basic demo for staff at the next monthly fire chief status meeting.
- Strategic Plan Progress
 - Maintain and enhance financial resources to ensure the district meets its performance delivery goals and objectives.
 - Budgets approved.
 - Ensure qualified uniformed and nonuniformed staffing is in place to meet both the current and forecasted needs.
 - Currently staffing is in a good position.
 - Upcoming BC, Captain, and Engineer testing
 - Ensure that diversity, equity and inclusiveness are part of GRFD culture, branding, marketing, hiring and promotional efforts.
 - Social media has focused on highlighting the diversity that we have in the district.
 - Recruitment officer (Captain Boone) has been implemented and has been utilized for outreach in several settings.
 - Develop a formal, sustainable community risk reduction plan (CRRP) that is reviewed and measured on an annual basis.
 - Community Education Supervisor has started and is in the process of determining programming that we already have as well as programming that we need.
 - He is tasked with developing a CRRP by the end of the 2023/2024 fiscal year.
 - CR371 truck utilizing light duty folks has launched and is providing excellent service for snake calls, etc.
 - 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.
 - No significant progress.
 - Ensure an adequate inventory of supplies, equipment and apparatus is consistently in place to adequately and safely perform emergent and nonemergent services.
 - Continuing to evaluate partnerships and increase the list of inventory suppliers
 - Vehicle replacements being evaluated to plan for increased lead times. Working with leasing company for new staff vehicles.
 - Evaluate and enhance the current health, wellness and safety program Grissom utilizing industry best practices.

- Implemented the new Carcinogen Reduction program during live fire. Working very well in ensuring that crews have clean, carcinogen-free turnouts following live fire.

Board Services

Record Specialist (RS) Wong responded to 22 records requests for the month of June.

The breakdown is as follows:

Environmental Reports	1
Outstanding Code Violations/Inspection Report	-
Fire Reports	3
Incident Reports	-
Medical Records	16
Other	2

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

Fingerprints	64
I9	4

- RS Wong sorted through approximately 13 boxes of paper records and created Certificates of Destruction for these records. The boxes of records have been placed in the shed for storage and destruction once they are ready to be destroyed.
- Staff members including Board Services Supervisor (BSS) Ortiz and RS Wong had a meeting with Chief Brandhuber on June 8th. In this meeting, Chief Brandhuber stated what his goals were as the new Fire Chief and asked the staff if we had any questions for him. The meeting went well.
- BSS Ortiz and other staff members helped RS Wong prepare for her first Board Meeting. RS Wong covered her first Board Meeting while BSS Ortiz attended training. It was a success! RS Wong was thankful for the opportunity.
- RS Wong met with Project Manager (PM) Holland to discuss a possible district wide Records Retention Project. RS Wong was very thankful for PM Holland's help.
- Board Services, Finance, and Geographic Information Systems Analyst Steinnecker had a team lunch together. It was nice bonding time!

RS Wong was trained on how to cover the front desk. There was a day that she was able to help and saw firsthand what questions and inquiries are received from the public and the processes of front desk duties.

- On June 26th, the Board Services and Human Resources teams had a luncheon.
- Throughout the month of June, BSS Ortiz and RS Wong have responded to emails, phone calls, and walk-ins providing information on the process of obtaining records from Golder Ranch Fire District (GRFD) and responding to records requests.
- Some other tasks that were completed by RS Wong were: entered documents into Document Locator (GRFD's electronic management system), placed documents in files in their corresponding filing cabinets, reviewed and proof read documents; assisted the GRFD wildland team with compiling 40 reference guides, transcribed the minutes from the board meeting with the help of BSS Ortiz. RS Wong also updated the master key log for the master box of keys.
- June 20th through June 22nd BSS Ortiz attended her third year of the Arizona Municipal Clerks' Association (AMCA) Academy the week of June 20th thru June 22nd in downtown Phoenix. The sessions included Workplace Culture, Emotional Intelligence, and Cultural Awareness and Responsiveness. This training will allow her to obtain her Masters Municipal Clerk (MMC).
- BSS Ortiz graduated from Arizona State's University's Certified Public Manager Program.
- BSS Ortiz designed and printed posters for the peer support team that included reference material provided by Chief Grissom, steps to take if assistance is needed and contact information for peer support members. Chief Grissom will be delivering them to offices and stations.

Finance Report

2023 Annual Comprehensive Financial Report –ACFR :

At the October or November Board Meeting you will be presented with the 2023 ACFR for Golder Ranch FD. This document, among other things, will reveal the financial condition of the District at 6/30/2023, and if that financial condition is improving or deteriorating. The CAFR will also contain an opinion from the Auditors of Beach Fleishman on the financial information presented as well as the internal controls of GRFD. The rest of the CAFR is made up of the 1. Transmittal Letter 2. The Management Discussion and Analysis (MD&A) and 3 the Notes to the financials. The CAFR will contain other information such as the names and terms of the Board Members, an organization chart of GRFD and a table of contents. It is important to understand that all of these pieces that make up the CAFR are a standard format that has been developed by the GASB. All CAFR's will contain these

same components and in essentially the same order so there will be a fair amount of comparability between a CAFR from Town of Oro Valley, NWFD or any other governmental entity.

The Transmittal Letter is intended to (1) convey “subjective” information that would not be suitable for the MD&A, to (2) formally convey the CAFR to its intended audience, to (3) profile the District to a reader not familiar with it and (4) provide information on the broader economic conditions of the District.

The MD&A is intended to be an introduction, overview, and analysis of the financial statements. Here, we attempt to explain as clearly as possible what the financial statements represent and what they mean. The goal of the MD&A is to assist a reader of the financial statements, no matter how sophisticated, to quickly assess the financial health of the District.

The Foot Notes are an integral part of the Basic Financial Statements. While they will contain some of the same information that is contained in the MD&D, like the financials they are an integral part of, the Foot Notes or Notes, have to be presented in a very specific format. There is no capacity in the Notes for subjective information or analysis.

Human Resources

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

Recruitments

- Recently Closed:
 - Budget Analyst – external – First day anticipated 07.24.2023
- Currently Open:
 - Captain – internal
 - Health & Safety Firefighter – internal
 - Fire Inspectors - external
- Future Upcoming:
 - Assistant Chief(s) – details TBD
 - Engineer - anticipated: October
- **Congratulations:**
 - Shannon Ortiz graduated from ASU on Friday, June 23, 2023, and is now a Certified Public Manager.

Talent Acquisition:

Talent acquisition is multi-faceted, providing HR with a number of things to consider when trying to recruit. The talent acquisition landscape has different challenges today than previously faced. Hiring a new employee is an expensive and time-consuming process.

According to the Society for Human Resource Management (SHRM), it typically costs \$4,425 to hire a new employee, and takes an average of 36 days to fill a position. While this is a national statistic, it is reflective of what the Golder HR team is experiencing.

The national statistics also tell us that, 'nearly 1 in 5 of employees quit in their first week — and 17% leave after the first month'. Thankfully, Golder is not experiencing this short cycle of hiring and resigning.

The Golder HR team, with the support of the Fire Chief, stays informed of these trends with research and education. In addition, we remain flexible in new talent acquisition strategies to remove hurdles, such as extended time-to-fill that causes a negative experience for the candidate. HR has incorporated live video interviewing, which allows more flexibility for us to meet the candidates "in-person" while respecting their time.

The biggest trend we are seeing an impact from now, is that potential candidates are still seeking more work-life balance. According to recent recruitment statistics, 86% of employees want to continue working remotely at least sometimes. While it provides the potential employee flexibility, it also allows HR to broaden our talent pool.

HR is not advocating that we move everyone into a work from home position. Instead, we are experimenting with ways we can allow part-time and as needed, work from home, or more flex scheduling options.

Our culture is a community, we support each other and the District has gone above and beyond to always support the culture. Allowing these work from home and/or flex schedules furthers this cultural mission. For example, if an employee needed to stay home to meet with the AC company, if we allowed them to work from home that day, Golder would not suffer a lost day of productivity. If an employee cannot work a traditional 8-5 schedule because of childcare (drop-off/pick-up), if we allowed them to change their hours to 8:30-5, with a half hour lunch, Golder loses nothing, but gains a supported employee – who will tell others of the supportive culture of Golder.

HR acknowledges that not all positions are suited for work from home, sorry Firefighters. However, we also acknowledge that a firefighter schedule provides days off during business days/hours, providing them opportunity to meet the AC company without missing work. Not all jobs are designed the same, but we commit to treating all our employees with the utmost respect and support.

For the past couple of years, Golder has been allowing some work from home. Thanks to advancements in technology it has become easy to support. With this trial we have experienced no loss in productivity, as reported by the respective Directors/department heads.

This is a culture shift, but one that has significant positive outcomes for Golder and for our future talent acquisition. We are committed to being a great employer with fantastic, happy, and healthy employees.

HR Team Projects

- HR Team and Chief Perry attended National SHRM (Society of Human Resources Managers) conference. There were so many topics and presentations that it was difficult to choose which to attend. Everyone appreciated the opportunity to go!
- The HR and Board Services Team have submitted all the accreditation requirements for each respective department.
- HR is working with Board Services on two PSPRS medical retirement requests. Currently both applications are with the employees for review, completion, and submittal.
- HR is actively working on different disciplinary items, with appropriate Chiefs.
- HR, Finance, Fire Chief, and Labor have completed the work on the IAFF Medical Expense Reimbursement Plan (MERP) and Nationwide Post Employment Health Plan (PEHP). These plans are designed to use pre-tax dollars to fund accounts for each employee, the account can be invested by the employee, and may not be accessed until they meet the retirement requirements as outlined in each plan, then accessed to assist in paying for health premiums.
- HR has been researching stipends versus wage differentials, to better understand the legal considerations, and provide guidance to the Leadership/Union team. This item should be closed at the next Leadership meeting, July 27, 2023.
- HR has finished providing documentation and support to Finance in order to obtain the full amount available from our ARPA funds. ARPA funding is federal monies set-aside by the state, to reimburse us for costs spent during the COVID pandemic. Our work includes research and documentation on the significant number of labor hours put in by HR and Health & Safety to support our COVID pandemic protocols.
- HR is working closely with Health & Safety and Operations to track our people out, or on light duty, due to personal or work-related illness/injury.
 - At this time we have 14 people on that list.
- HR has completed the work for a new vision for our utility trucks and community support. AC Robb did a great job with the idea, framework, and helping to make this a reality for Golder.
 - This has been rolled out to support our light duty assignments.
 - This is a successful program.

- Freddy is being assigned to bring back the Familiar Faces page on the intranet. HR is working with IT to re-design the layout for ease of maintenance. This is a page on our intranet that houses all employee photos and names, it helps for identifying your co-workers in such a growth-positive environment.
- Open Enrollment for employees has been completed. HR is now in the process of closing open enrollment items:
 - These will take the bulk of June to accomplish and is anticipated to rollover into July
 - Contracts are all finalized (2 for The Standard, Nice Healthcare, etc)
 - Working on two new file feeds – this may go into July (Standard Accident, Standard Critical Illness) – Donde file feed is complete
 - Provide census/enrollment reports to vendors
 - Complete the Donde set-up and work with Finance to fund the account(s). This is in process and training will be communicated to all employees shortly.
- Paycom Set-up, next items:
 - Moving forms into Paycom
 - Supervisor Report of Injury (Worker's Comp), disciplinary documents, conflict of employment form, etc.
 - Assessing changes to the current performance evaluation process and implementing the new process in Paycom
- Performance Evaluation committee:
 - We are currently identifying participants
 - Evaluating performance evaluation options
 - Assessing what electronic performance evaluations will look like in Paycom
- 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 -July

Employee Name	Hire Date	Years of Service
GARY, MATTHEW PAUL	07/23/2001	22
MILLER, RYAN SCOTT	07/23/2001	22
NORTH, JEREMY DOUGLAS	07/23/2001	22
ROBB, SCOTT ANTHONY	07/23/2001	22
VALENZUELA, STEFANI KAY	07/23/2001	22
WALDORF, MICHAEL FRANCIS	07/23/2001	22
JARROLD, ADAM	07/21/2003	20
RYAN, COLIN MATTHEW	07/21/2003	20
SANTACRUZ, RODOLFO NUNEZ	07/21/2003	20

SCHULZKUMP, RANDY GERALD	07/21/2003	20
CAVALETTO, CHRISTOPHER CODY	07/25/2005	18
FOSTER, SHAWN KEVIN	07/25/2005	18
JENKINS, KIMBERLY DAWN	07/25/2005	18
SCHOBEL, GARY ALLEN	07/25/2005	18
SEEGMILLER, MIKE	07/25/2005	18
UNGER, KYLE LEE	07/25/2005	18
ESPINOZA, CAROL LYNN	07/31/2006	17
DAILY, MICHAEL GREGORY	07/01/2015	8
MORALES-GERMAN, RAJIV JESUS	07/01/2015	8
AHUMADA, JOSE ALFREDO	07/20/2017	6
BIGELOW, TOMMY	07/20/2017	6
BUDA, CHAD STEVEN	07/20/2017	6
BURGLE, KEITH WILLIAM	07/20/2017	6
CHARNOKI, CHRISTOPHER WILLIAM	07/20/2017	6
CITRO III, ANTHONY JOSEPH	07/20/2017	6
CRAIN, MIKE	07/20/2017	6
DAWKINS, CHRISTOPHER SCOTT	07/20/2017	6
FOSTER, CANDACE CELINE	07/20/2017	6
GARCIA, SAMUEL JOSEPH	07/20/2017	6
GERL, FRANCIS	07/20/2017	6
GLOVER, JAMES EARL	07/20/2017	6
GRAHAM, CHAD ALLEN	07/20/2017	6
HASTINGS, ADAM BRADLEY	07/20/2017	6
HATFIELD, ANDREW WAYNE	07/20/2017	6
JONES, BENJAMIN ALLEN YEATER	07/20/2017	6
KASSULKE, JACOB ARTHUR	07/20/2017	6
KINTNER, PETER	07/20/2017	6
KUKAHIKO, VINCENT JERALD	07/20/2017	6
LOMINAC, ZACH MYERS	07/20/2017	6
LUDEWIG, GRAHAM ARJEN	07/20/2017	6
LUSHBAUGH, KEITH MATTHEW	07/20/2017	6
MCMURRICH, JUSTIN	07/20/2017	6
MELEN, ERIC JOHN	07/20/2017	6
PACHECO, ANDREW JASON	07/20/2017	6
PERRY, ERIC	07/20/2017	6
PETTIT, SHAN	07/20/2017	6
PRICE, MICHAEL DAVID	07/20/2017	6
RAMOS, NANCY	07/20/2017	6

RUTHERFORD, TONY MICHAEL	07/20/2017	6
SANCHEZ, DEAN BRANDON	07/20/2017	6
SATHER, RYAN JAMES	07/20/2017	6
SCHOEPF, SAM RICHARD	07/20/2017	6
SELSOR, MICHAEL WAYNE	07/20/2017	6
SMITH, ANDREW FRANK	07/20/2017	6
TAYLOR, JASON ADAM	07/20/2017	6
TORRES, FELIPE DE JESUS	07/20/2017	6
WHITE, BRADLEY JOHN	07/20/2017	6
WHITE, STEVE BRUCE	07/20/2017	6
YOUNG, MITCHELL WAYNE	07/20/2017	6
MCDADE, MICHAEL DOUGLAS	07/09/2018	5
METZGER, DEB	07/09/2018	5
BARON, JOHN CURTIS	07/22/2019	4
BRADSHAW, LOGAN TYLER	07/22/2019	4
BRANDON, DANIEL ANDREW	07/22/2019	4
CAMERON, ALEC SCOTT	07/22/2019	4
CRUZ MIRANDA, SABAS	07/22/2019	4
DEL PERCIO, TIM KYLE	07/22/2019	4
DOMINGUEZ, ADRIAN NICOLAS	07/22/2019	4
HANSEN, MATT FREDERICK	07/22/2019	4
HOUSE, ERIC DAVID	07/22/2019	4
KOLT, MOLLY KATRINA	07/22/2019	4
KREITNER, RYAN ANDREW	07/22/2019	4
MADSEN, BRIAN	07/22/2019	4
MANZO RUBALCABA, IDELFONSO	07/22/2019	4
MILLIGAN, KYLE	07/22/2019	4
MORAN, PAXTON WADE	07/22/2019	4
POWELL, CADE RYAN	07/22/2019	4
WELLMAN, CORY EDWARD	07/22/2019	4
YANKOVICH, SAMUEL MATTHIAS	07/22/2019	4
ZUNIGA, JOSE PEDRO	07/22/2019	4
KRAMARCZYK, ALEC	07/25/2022	1

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.

IT GIS Activities/Projects

- The GIS group has been working on several projects related to accreditation.
- Becky will be attending the Esri User Conference in San Diego. The Esri conference is the world's largest GIS conference. In addition to technical workshops, the Esri UC offers a wealth of learning opportunities through Demo Theater presentations, special interest group meetings, Lightning Talks, and more.
- Another GIS project that Becky has been working on has been 3D modeling for spatial data. We hope to have some examples soon.

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.
- The Systems group has recently developed a "Fire Guidelines" webpage for Professional Development. The project was actualized through collaboration with Captain Adam Hastings, Jackie Frazier, and Captain Peter Paddock. The focus in this iteration was on the "Recruit Training Academy" page, where trainees can view skill sheets and videos for each subject. To bring about Captain Hastings's vision, I used an Accordion-style layout that efficiently organizes all the content into a single page.
- The Microsoft Office 365 migration goes live this month We will discontinue using golderranchfire.org and use the grfdaz.gov domain going forward. Migrating to Office 365 (now known as Microsoft 365) offers several advantages for organizations. Here are some of the key benefits:
 - Collaboration and Communication: Office 365 provides a comprehensive suite of collaboration and communication tools, including SharePoint, Teams, and Exchange Online. These tools enable seamless teamwork, real-time document collaboration, instant messaging, video conferencing, and more. Users can work together efficiently, regardless of their location, improving productivity and collaboration within the organization.

- Scalability and Flexibility: Office 365 is a cloud-based solution, that allows organizations to scale their resources up or down based on their needs. This flexibility eliminates the need for upfront infrastructure investments, as you can pay for the services on a subscription basis. It also enables remote work, as users can access their files and applications from any device with an internet connection.
- Enhanced Security and Compliance: Microsoft has made significant investments in security measures for Office 365. It includes features like advanced threat protection, data loss prevention, and encryption to safeguard data. Additionally, Office 365 helps organizations comply with various industry regulations and standards, such as GDPR, HIPAA, and ISO 27001, by providing compliance tools and features.
- Always Up to Date: With Office 365, organizations have access to the latest versions of Microsoft Office applications like Word, Excel, PowerPoint, and more. Microsoft regularly releases updates and new features, ensuring that users have access to the most recent tools and functionality. This eliminates the need for manual software updates and helps to stay current with the latest technologies.
- Business Continuity and Disaster Recovery: Office 365 provides built-in redundancy and disaster recovery capabilities. Microsoft ensures high availability and data redundancy across its data centers, reducing the risk of data loss. In the event of a local disaster or hardware failure, data can be restored quickly and easily from the cloud.
- Integration with Existing Systems: Office 365 integrates seamlessly with other Microsoft products and services, such as Azure Active Directory, Power BI, Dynamics 365, and more. This integration allows organizations to leverage their existing infrastructure investments and provides a unified experience for users across different platforms.
- Cost Savings: Migrating to Office 365 can result in cost savings for organizations. It eliminates the need for upfront hardware and software investments, reduces maintenance and infrastructure costs, and provides predictable monthly subscription-based pricing. Organizations can also save on IT support costs as Microsoft handles the management and maintenance of the underlying infrastructure.

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Grant Cesarek, Deputy Chief of Planning

DATE: July 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.



DEPUTY CHIEF'S REPORT

Grant Cesarek- Deputy Chief of Planning

- Attended all meetings for the month, minus one executive staff meeting due to vacation time
- Attended weekly construction meetings for the headquarters project
- Assisted the FLS team with requesting a job posting to fill vacancies in our inspector cadre, Inspector Hurley announced he will be retiring at the end of October
- Completed the monthly logistics/fleet/supply staff meeting. These meetings are being restarted to ensure good communication in our group
- Attended labor management meeting
- The logistics team did a great job finalizing all purchases before the end of the fiscal year, big thanks to the finance team for completing all of our payment requests
- Assumed the RFID door lock project at the end of the month. Preparing the scope of work and request for purchase (RFP) to four qualified vendors, expected to release the RFP by the end of July and receive bids shortly thereafter
- Great to see our new KME trucks going into service, three out in the field, two still being outfitted

Hanley Update

- We are working on the fine tuning inside the building, accent paint colors, minor adjustments to electrical outlets and Ethernet locations.
- Finalized the board dais and staff desk for the board room
- Finalized some artwork/lettering for the common areas
- Prepared for a presentation at the foothills business park meeting scheduled for July 11th to gain approval on building signage and entry way sign at the roadway
- All of the lighting previously on backorder arrived and is installed
- Construction team is planning the above grid inspections with the Town of Oro Valley, once finalized then the ceiling tiles will be completed
- Remaining furniture in storage to be returned the week of July 10th
- Move in plan started at the executive leadership level, IT equipment in each office makes up the greatest amount of equipment being moved to the building

Station 378

- Our architects completed the drawings and specifications for the building, submission to the county expected the first week of July
- Upon review and approval by Pinal County, the date for ground breaking shall be set
- The electrical engineer assisted with final calculations needed to establish service with TRICO
- Calculations also assist us with selection of the emergency power generator at the site, this unit will be ordered just after breaking ground for lead time issues

Michael Price- Division Chief of Logistics

- Service Desk used for repair or service requests: June
 - Fleet: 54
 - Facilities: 39
 - Supply: 31
- NEW KME engine now in service at 376
- NEW KME engine now is service at 379

Facilities

District Stations

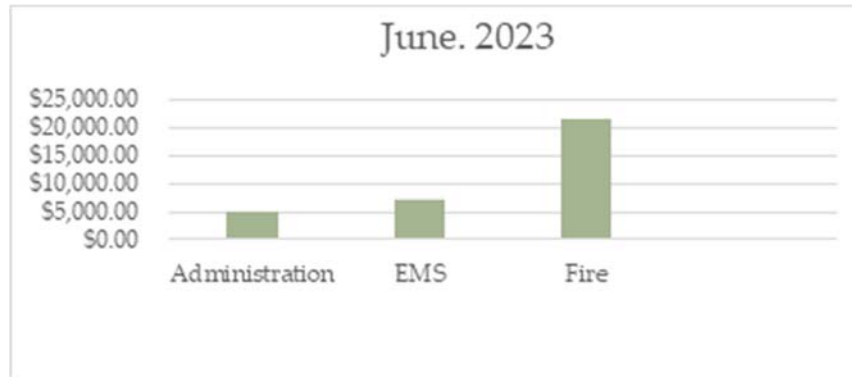
- 6 Legacy beds/headboards were purchased
- 17 Recliners were purchased and delivered to various stations
- All District HVAC & exhaust fan annual preventative maintenance services are complete
- 370 Project 059 is complete. Power installation, new wall oven and resurfacing of kitchen cabinets, drawers, doors & new hardware. Generator repair completed
- 374 Installation of new RFID card reader for front door completed
- 377 Project 063 Turnout Storage remodel is underway. New lockers, gym flooring and equipment was purchased
- 380 Wolf 48" Range being installed, Repair of HVAC System/Compressor completed
- Repair to flow pipe in fleet repaired and repair in admin riser room is complete

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

Fleet

Monthly vehicle parts Costs

- Administration - \$5,163.37
- EMS – \$7,303.45
- Fire – \$21,444.87



Procurement Specialist

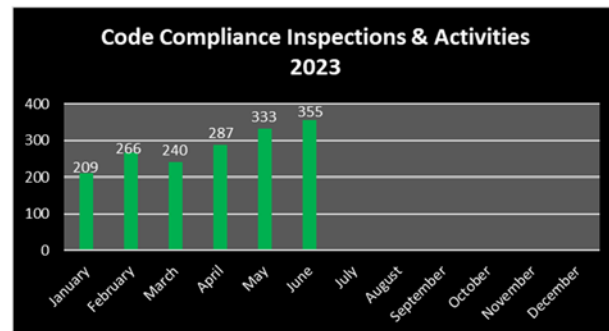
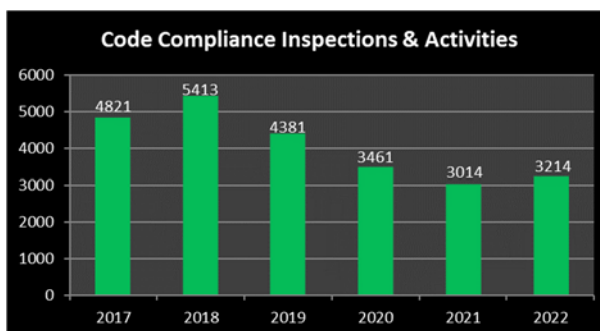
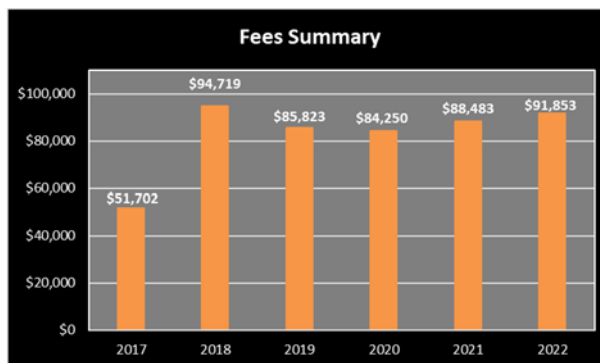
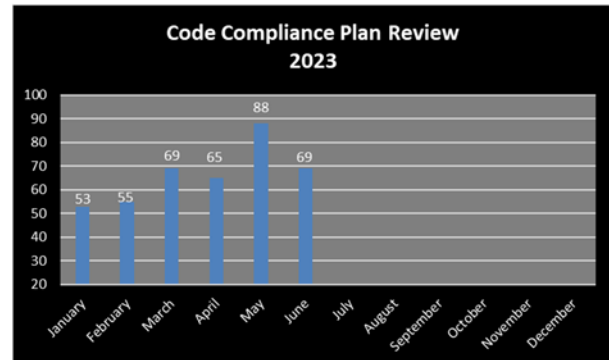
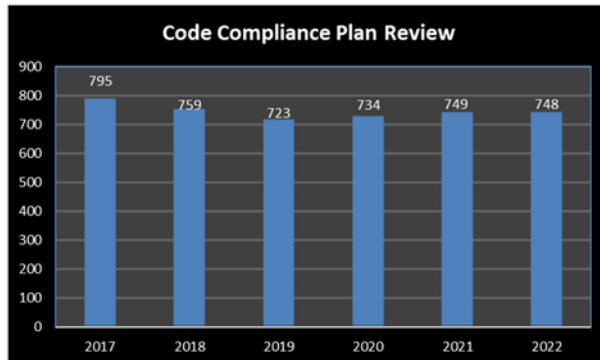
Procurement

- Purchased \$6,810.14 worth of Fire Supplies
- Purchased \$3,423 worth of Admin Supplies

Inventory Mangement

- Received and issued 28 NEW sets of bunker gear to district employees. Great to see our orders finally arriving.

Fire and Life Safety Services



Top 3 Inspections	Quantity
Prevention/re-inspection	147
Residential	77
Commercial	73

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	Circle K CO2 3712 W Cortaro Farms	Canyon Community Bank T.I. 7981 N Oracle
Desert Palms PT T.I. 12142 N Rancho Vistoso	ROCHE Building 3 T.I. 1910 E Innovation Park	Highland Clubhouse T.I. 10702 N Highlands	Sprouts T.I. 7665 N Oracle
The Motive Wellness 2530 E Vistoso Commerce	Basis Administration T.I. 10134 N Oracle	Oro Valley Chamber T.I. 1822 E Innovation Park	Saffron T.I. 7607 N Oracle
Golder Ranch Vineyard 64496 E Edwin	Tangerine Dental T.I. 1880 E Tangerine Ste 190	Goodwill T.I. 10560 N La Canada	Dr. Chin Dentistry T.I. 7520 N Oracle Ste 200
Global Recording Network F.A. 16131 N Vernon	Flex Gymnastics T.I. 11085 N Oracle	The X Noodle T.I. 11931 N First Ste 102	AMG Medical Aesthetics T.I. 7356 N La Cholla
Shell Building T.I. 1826 E Innovation Park	GNC Live Well T.I. 10515 N Oracle Ste 145	Beautiful Savior F.A. 7570 N Thornydale	Family Life Radio T.I. 7350 N Oracle
Pima Eye Institute T.I. 1884 E Innovation Park	PRCA MPR 9500 N Oracle	Circle K T.I. 10410 N La Canada	Casa Linda Apartments T.I. 699 W Magee
Camp Bow Wow Fire Alarm 16725 N Oracle	Linda Vista Luxury Rentals 375 E Linda Vista	Fry's Strabucks T.I. 3770 W Ina	TMC One T.I. 7510 N Oracle Ste 100
Thin Blue Line T.I. 1171 W Rancho Vistoso Ste 159	Stretch Lab T.I. 10515 N Oracle Ste 169	Oro Valley Massage T.I. 10420 N La Canada Ste 150	Discount Tire T.I. 8125 N Oracle
Harbor Freight T.I. 13005 N Oracle	Body Fat Training T.I. 10515 N Oracle Ste 1101/111	Resurrection Lutheran T.I. 11575 N First	Arizona Mohs Surgery T.I. 7530 N Oracle
Healthy Skin T.I. 2295 E Vistoso Commerce	Steam Pump BBQ/Bunk/Pusch 10901 N Oracle	TOV Community Center T.I. 10555 N La Canada	Landlord Improvement 7350 N La Cholla
Who Received Project Final Inspection	Oro Valley Hospital T.I. 1551 E Tangerine		Long Realty T.I. 8580 N Oracle
Northwest Corp T.I. 7400 N Oracle Ste 225/239/235	Aspen Dental T.I. 10580 N Oracle Ste 100		Dr. Roberts Dentistry T.I. 7921 N Oracle
Medix Infusion T.I. 2918 W Ina Ste 100	TOV Pusch Ridge Golf T.I. 10000 N Oracle		Arroyo Verde Apartments 8020 N La Cholla
Nautical Bowls T.I. 10515 N Oracle Ste 167	Bailey Vet T.I. 10140 N Oracle		Eegee's T.I. 7911 N Oracle
United Urology Medical T.I. 7470 N Oracle Ste 202	Lewis & Ivey Salon T.I. 1880 E Tangerine Ste 160		NW Bible Church T.I. 889 W Chapala
United Urology Surgical T.I. 7470 N Oracle Ste 201	3 Degree Saunna Spa T.I. 1930 E Tangerine Ste 100		Cabali Tiki T.I. 8195 N Oracle Ste 125
Stacks Book Club T.I. 1880 E Tangerine Ste 140	NW Urgent Care 10568 N Oracle Ste 110		Cold Beer & Cheeseburgers T.I. 7315 N Oracle Ste 141
Oro Valley Dental Group T.I. 750 E Pusche View	NW Primary Care 10568 N Oracle Ste 150		Brutal Doodle Tattoo T.I. 7980 N Oracle Ste 100
Fairfield Homes Sales Office T.I. 3355 E Haswer	Shell Building 10556 N Oracle		
Freddy's CO2 11143 N Oracle	Sportsclips T.I. 2060 E Tangerine Ste 142		

Fire Marshal Akins

- Attended meeting with Oro Valley regarding Oro Valley Church of the Nazarene parking
- Attended a three hydrant flow test in Oro Valley with multiple inspectors
- 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, TOV Traffic Safety, and FLS Staff

Education/Committees/Training Activities

- DFM White, Inspectors Helvig and Filener, and Permit Tech Cathy attended the joint fire investigator meeting with NWFD, OVPD, and PCAO
- Inspector Helvig is now AZIAAI F.I.T. certified

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	Mobile Home	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	Mobile Home	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
04/06/23	Building Fire	One-Two Family Dwelling	\$3,465	\$1,733	\$343,083	\$171,541
04/19/23	House Fire	One-Two Family Dwelling	\$0	\$300	\$261,005	\$130,203
04/23/23	Vehicle Explosion	Travel Trailer	\$20,000	\$1,000	\$0	\$9,000
05/08/23	House Fire	One-Two Family Dwelling	\$28,258	\$14,129	\$254,322	\$127,161
05/25/23	House Fire	One-Two Family Dwelling	\$300	\$100	\$312,454	\$156,277
06/07/23	House Fire	One-Two Family Dwelling	18241	9121	\$164,173	\$82,086
06/14/23	House Fire	One-Two Family Dwelling	\$59,055	\$47,244	\$177,167	\$70,867
		TOTAL	\$699,239	\$367,515	\$2,812,502	\$1,381,007

- On June 7, 2023 a house fire was reported in the Golder Ranch Fire District
 - The fire was caused by combustibles against the water heater
 - The area of origin was in the laundry room
 - Fire was classified as unintentional
- On June 14, 2023 a house fire was reported in the Golder Ranch Fire District
 - The fire was caused by unattended cooking
 - The area of origin was in the kitchen
 - Fire was classified as unintentional
- On June 14, 2023, a commercial fire was reported in the Northwest Fire District
 - GRFD assisted with the origin and cause investigation

- On June 15, 2023, a mobile home fire was reported in the NWFD
 - GRFD assisted with the origin and cause investigation
- On June 20, 2023, a mobile home fire was reported in the NWFD
 - GRFD assisted with the origin and cause investigation
- On June 21, 2023, a commercial fire was reported in the NWFD
 - GRFD assisted with the origin and cause investigation

GOLDER RANCH FIRE DISTRICT

BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

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

DATE: July 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

June 2023



Live Fire Training

EMS

EMS Training

- Three GRFD paramedics graduated on June 12, 2023 at 6:00 p.m. at the Pima Community College (PCC) West Campus.
 - Congratulations to Ryon Peoples, Alec Cameron, and Hector Medel.
- The EMS Division delivered the “Jumpstart” Program to the new medics.
 - June 13th through June 16th.
- EMS Division cancelled April 2023 Trimester Skills Lab and will be made up in July.
- July’s Skills Lab has been finalized and schedule was sent out.
 - Ref. Reg. Memo 23-064 [July’s EMS Skills Lab- Pediatric and Adult Cardiac Arrest](#)
- University of Arizona EMS (UAEMS) training issued monthly via Vector Solutions.
 - June’s topics were Life Saving Interventions, Drowning & Diving injuries, and Disaster and Trauma Triage.

Other Items of Interest

- GRFD’s O2 replacement program has been finalized with Matheson.

- Training and deployment are forthcoming.
- Tentatively dated for the week of July 10th.
- All oxygen racks and lifts have been ordered and received (lifts arrived on 7/5/23).
- The new Power Pro 2 Gurneys by Stryker are scheduled for delivery on July 13th.
 - All Power Loaders have been installed.
- The EMS Division is actively recruiting to expand our current group of American Heart Association (AHA) Basic Life Support (BLS) CPR instructors.
 - Ref. Reg. Memo [AHA BLS CPR Instructor Recruitment.](#)
- The EMS Division will be supporting several GRFD paramedics for this year's Southwest Regional Trauma Conference.
 - Ref. Reg. Memo [Southwest Regional Trauma Conference.](#)
- Code Save presentation to Station 379 B-shift on PM 334. See picture below.



EMS Team

- Emergency Department (ED) wait times have been leveling out. We continue to have tight communication 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 EMS Captain (EC) talking points.
- The Administrative EC and Operations ECs continue to meet with GRFD's Medical Director and Deputy Director from Banner University Medical Group (B-UMG), focusing primarily on policies and processes.
- EMS Division completed their Performance Indicator's (PIs) for accreditation.

- Administrative EC Charnoki completed his Compliance Officer Certification through Page, Wolfberg & Wirth (PWW). He now joins both Deputy Chief Grissom and Division Chief Rutherford in this very distinguished group.
- Administrative Paramedic Morales-German obtained his Handtevy Instructor certification and is currently working on BLS/CPR Instructor certification.
- ECs continue to monitor the narcotics process. The program is working as intended.
- ECs continue to collaborate with tight communication with area EDs for smooth and quick offload times.

Monthly EMS Stats

Month of June Details

Transports+/- From Last Month

MD372	0	0
MD376	0	0
MD379	0	0
PM370	83	9
PM371	0	0
PM372	1	1
PM373	94	26
PM374	0	0
PM375	66	-50
PM376	95	-6
PM377	85	-16
PM379	0	0
PM380	126	22
PM381	22	-14

Inter-facility +/- From Last Month

0	0
0	0
0	0
0	-1
0	0
0	0
0	0
0	0
0	-2
0	-4
0	0
0	0
0	-1
0	0

Transports +/- for the Month

Total Transports for the Month to Date: 572
 +/- From Last Month **-28**
 Total Responses 579
 Transport % 99%

Inter-facility +/- for the Month

Total Inter-facility for the Month to Date: 0
 +/- From Last Month **-8**

Fiscal Year Details for 2022-23

Transports

Fiscal Year to Date:	6,943
Last Fiscal Year to Date:	6,914
+/- From Last Month	29
Total Responses	7,027
Transport %	99%

Inter-facility

Transports Fiscal Year to Date:	105
Last Year to Today Last Year:	166
+/- From Last Month	-61

Professional Development



Live Fire Training

Courses/Training

- Instructor I Course
 - All 16 people that completed the course from GRFD and Northwest Fire District (NWFD) passed the Arizona State Test and are officially certified in Instructor I.
- Instructor II Course
 - Course ran from May 15th – June 1st, 2023 on a firefighter-friendly schedule.
 - State testing took place on May 31st.
 - 10 people completed the course from GRFD and NWFD.

2022-02 Probationary Year

- Module II books were due June 5, 2023.
- Module I & II testing took place June 13th, 14th, and 15th.

- Module III books are due August 14, 2023.

23-01 Probationary Year

- Module I and II books were due June 5, 2023.
- Module I & II testing took place June 13th, 14th, and 15th.
- Module III books are due August 14, 2023.

Miscellaneous

- 2023 Spring II CRD Live Fire took place June 12-28, 2023.
 - Covering live fire dynamics using fire control and ventilation.

Car Seat Program

- Three car seat installs were done in the month of June.

Health and Safety

ACE Certification

- Candidates successfully completed course and PASSED exam for certification!

O2X Conference App

- To be distributed to all class participants plus 20 extra (GTFF).

Peer Fitness Training (PFT)

- Trainers for coordination and implementation of 90-day improvement plan.
- Coordinating PFT availability to ALL GRFD personnel.

Administrative Fitness Group

- Live Fire 2023 is complete – gym access is back open for use anytime! Everyone is welcome!
- Working on establishing a midday “hot gym” yoga and pliability workout access in the near future.

Live Fire

- Health & Safety assisted with the 2023 Spring II CRD Live Fire training.
 - Implemented and coordinated the turnout exchange program throughout the training.
 - AZ PPE delivered a new large capacity, 55-pound extractor and new detergents for the event.
 - 32 sets of turnouts from the exchange program were utilized for all suppression personnel, therefore, eliminating any damage or exposure to their primary issued PPE.
 - Garments were inspected and washed daily and reused for the entire process, reducing any repair or replacement costs to issued gear.



Safety Committee

- Meeting was June 8th at station 380 (0900).
 - Policy 907 – Heat Illness Prevention Program.
 - Incident Safety Officer (ISO) policy and procedure for on-scene responsibilities to include TFD and NWFD.
 - Extractor install and use.
 - In-service training developed and anticipating purchase and delivery of units.
 - Discuss turnout specifications and new “cuffed” system and received NWFD specs.
 - FF Collaborative Research Program (ABOR study).

PPE Committee

- Combined LN Curtis with hood discussion, particulate hoods being mandated by 2024, will have 1 year to comply with NFPA standard.
- Working with NWFD for a bulk purchase to meet the needs of both organizations and the hood exchange program.
- AP 379 in service with all necessary loaner program turnouts, reduced available sets to 50.
 - The system has been utilized on numerous fires and working through small details.
 - Great work by staff of AP379.

TIMS (Traffic Safety Incident Management) coordination with Cat-Tow (Catalina Towing)

- Four new GRFD TIMS Instructors: Captain Jeremy North, Captain Dean Stevens, Captain Andrew Smith, and Battalion Chief Adam Jarrold.
- Class coordination with Nate from Cat-Tow being scheduled when we have an available classroom.
- TESLA MVA: developing IAP and presentation on situational awareness.

PPE maintenance/cleaning program

- PPE maintenance/cleaning program implementation (improved 5-6-month delivery on new turnouts).
- Extractor/cleaners delivery and installation plan.

- 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 (50) and stock for Supply shed (50).

Covid/Flu monitoring

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

Physical Fitness, Wellness, Health and Safety

- GPAT early fall 2023.
- Return to work (RTW) process.
 - 7 suppression personnel were cleared for full duty in the last 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 3
- EC 377 identification tags in for SAFETY on all hazardous scenes, still anticipating the delivery of SCBA identifiers.
- Working with AP379 to develop PowerPoint training for all REHAB operations and turnout exchange to share with Tucson Fire Department (TFD) and NWFD.

Wildland

Assignment

- No personnel currently on assignment.

Recent Assignments

- 6/4/23 – Biosphere brush fire – GRFD Wildland team along with State Land crews responded to an approximately 8-acre brush near the Biosphere.
- 6/5/23 – Hwy 77 – Wildland team responded to assist with approximately ½-acre roadside brush fire.
- 6/14/23 – Camino de Manana – Wildland team responded to assist with approximately 3-acre brush fire.
- 6/19/23 – Town of Oracle – Wildland team responded with Type 6 to assist Oracle Fire Department with approximately 2-acre brush fire.
- 6/19-6/21/23 – Wildland team sent a Type 6 with B. Labas, S. Petersen, K. Strieter, and D. Sparkman to Kelvin Fire near Kearny, AZ to assist with a 250-acre fire.
- 6/30/23 – Wildland team sent a Type 3 with B. Labas, S. Petersen, K. Strieter, and D. Sparkman to Yuma near Laguna Dam and west of Mittry Lake to assist with the West Main Fire that was 1,021 acres.

Training

- 7/2/23 – Field Map Training with Department of Forestry and Fire Management in the auditorium. GRFD Wildland Team members participated in map training along with 27 other people from different agencies including Pinon Pine, Flagstaff, Concho, Taylor-Snowflake, Mayer, and Helmet Peak.

Honor Guard/Pipes and Drums

Expenditures

- Honor Guard
 - One expenditure this month – Unger uniform alteration at Rebecca's Alterations. Monthly total: \$60.00.
 - We had a refund on the HG credit card this month of \$3,200.08. Several members cancelled their trip due to captain's testing and personal reasons. Only one member is attending and he has his own personal lodging accommodations. Pipes & Drums has only three members attending so fiscally it made sense to cancel the VRBO and purchase a few hotel rooms.
 - District credit card and Honor Guard budget is all squared up.

Events

- Honor Guard
 - Cancelled: Monthly Honor Guard team meeting
 - 6/3 – TFD Firefighter Ball
 - 6/12 – Pima Community College medic graduation, Miller and Colby attended
- Pipes and Drums
 - Nothing to report

Special Operations

Training

- In June, our Special Operations Team was busy with in house training, continuing their preparation for the upcoming Monsoon season. Crews were able to travel up to the Valley and train at the Salt River.
- There were no regional drills or certification classes put on this month.

Calls

- With the increase in temperatures, the GRFD Special Operations Team has had a slow month with hiker rescues. In one incident, station 377 crews responded with PCSO and SARA to a dehydrated hiker, deep into the canyon of the Linda Vista Trail. Crews were able to make access and patient was air lifted to base for further evaluation and treatment. GRFD crews, again, worked seamlessly with our neighboring partners.

Community & Media Relations

Events:

- Water and summer safety presentation at Coronado Head Start
- 3 Public Safety Announcement (PSA) videos with Northwest and Tucson Fire
- Pusch Ridge Apartments summer safety presentation
- Heat safety and brush fire interview with KOLD News
- Special Operations and Wildland teams highlighted in Monsoon Special for KGUN 9 News
- Code Save challenge presentation

Community Presence:

- Online post on hiker rescue on Linda Vista Trail
- Informed community on several brush fires in the area and brush fire prevention
- Sent out online alert on smoke in the area to inform residents of live fire training and later gave community a look into what live fire training looks like inside the burn tower
- Informed community on hiker rescue of two people who ventured off the trail with no water
- Honored the 19 Granite Mountain Hotshots to mark a decade since the deadly Yarnell Hill Fire
- Shared drone video of kitchen fire near Thornydale and Magee
- Kicked off monsoon with a look back at a major swift water rescue
- Shared photos of tortoise and Gila monster rescues
- Showcased several media interviews that Golder Ranch Fire took part in
- Created online posts to highlight new and current employees on their certification milestones and promotions
- Congratulations post on Paramedics' graduation
- Highlighted crews taking part in end-of-summer activities at Ironwood Elementary
- Highlighted fathers throughout the district for Father's Day
- Highlighted Fleet team for Automotive Service Professionals Day
- Created special online post to showcase Golder Ranch crews going above and beyond in community
- Shared station tour photos of Ironwood Ridge High School's Cross Cat Program and promoted station tour option on our website
- National Donut Day social media post mentioning law enforcement partners received high engagement numbers online

Social Media and Online Presence Totals:

- Facebook impressions roughly 208,000, reach is 78,000 and engagement 24,000
- Instagram accounts reached in June was roughly 3,850
- Twitter impressions 74,000, top media tweet was on the Granite Mountain Hotshots

Future Projects and Events:

- Create firework video
- Oro Valley Chamber meeting and awards breakfast
- Social media posts on PSA videos with Tucson Fire and Northwest Fire on grill, heat and pool safety
- Upgrade Instagram account with blue check mark
- Advertise YouTube page
- Advertise job openings within district
- Notify community on Red Cross Blood Drive



**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Dave Christian, Finance Director

DATE: July 18, 2023

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

ITEM #: 8A

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

BACKGROUND

Presented are the monthly financial reports and cash reconciliation.

RECOMMENDED MOTION

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

Golder Ranch Fire District
Summary Budget Comparison - SUMMARY BUDGET TO ACTUAL **BOARD PACKET**
From 6/1/2023 Through 6/30/2023

Account Code	Account Title	Current Period Actual	Current Period Budget	Current Period Budget Variance - Original	YTD Actual	YTD Budget	YTD Budget Variance - Original
5000	Labor/Benefits/Employee Development	3,532,444.00	2,424,182.86	(1,108,261.14)	33,028,030.73	32,091,193.28	(936,837.45)
6000	Supplies/Consumables	342,594.28	124,700.74	(217,893.54)	1,608,476.60	1,680,204.86	71,728.26
6500	Vehicle / Equipment Expense	105,609.37	97,834.47	(7,774.90)	915,309.38	1,082,953.64	167,644.26
6750	Utilities / Communications	37,180.47	42,031.51	4,851.04	419,566.32	526,272.26	106,705.94
7000	Professional Services	109,040.04	134,273.99	25,233.95	1,110,642.58	1,642,011.55	531,368.97
7500	Dues/Subscriptions/Maint. Fees	74,388.67	62,783.83	(11,604.84)	488,163.83	557,235.31	69,071.48
7750	Insurance	123.00	0.00	(123.00)	184,473.05	176,528.12	(7,944.93)
8000	Repairs / Maintenance	73,254.22	49,005.70	(24,248.52)	509,790.22	599,068.40	89,278.18
9000	Debt Service	3,168,589.87	3,126,473.00	(42,116.87)	4,420,174.80	4,322,667.00	(97,507.80)
9500	Capital Outlay	3,218,353.15	3,360,776.67	142,423.52	4,886,518.99	5,589,275.04	702,756.05
Report Difference		(10,661,577.07)	(9,422,062.77)	(1,239,514.30)	(47,571,146.50)	(48,267,409.46)	696,262.96

**GOLDER RANCH FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

DATE: July 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: Shannon Ortiz, Board Services Supervisor

DATE: July 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.