

**GOLDER RANCH FIRE DISTRICT  
GOVERNING BOARD MEETING  
PUBLIC NOTICE AND AGENDA  
Tuesday, January 16, 2024, 9:00 a.m.  
1600 East Hanley Boulevard, Oro Valley, Arizona 85737**

*Pursuant to ARS § 38-431.02, ARS § 38-431.03 and ARS § 38-431.05, the Golder Ranch Fire District Governing Board will meet in Regular Session that begins at approximately **9:00 a.m. on Tuesday, January 16, 2024**. The meeting will be held at the Fire District Headquarters Board Room, which is located at **1600 East Hanley Boulevard Oro Valley, Arizona 85737**. The order of the agenda may be altered or changed by direction of the Board. The Board may vote to go into Executive Session, which 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**

- RETIREMENT
  - SCOTT ROBB, ASSISTANT CHIEF
- PROMOTIONS
  - CHRIS CHARNOKI, DIVISION CHIEF OF EMS
  - ADAM HASTINGS, DIVISION CHIEF OF PROFESSIONAL DEVELOPMENT
  - JEREMY NORTH, DIVISION CHIEF OF HEALTH AND SAFETY
  - JOHN SPANARELLA, BATTALION CHIEF
- NEW HIRE
  - JUSTIN MINK, PROCUREMENT & SUPPLY SPECIALIST

*Behavioral and Loyalty Oaths will be administered.*



## **6. CONSENT AGENDA**

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

A. APPROVE MINUTES- DECEMBER 19, 2023, REGULAR SESSION

## **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
  - BOARD SERVICES
  - FINANCE
  - HUMAN RESOURCES
  - INFORMATION TECHNOLOGY
  - PUBLIC/MEDIA RELATIONS
  - COMMENDATIONS/THANK YOU CARDS RECEIVED
- LEADERSHIP TEAM REPORT – PRESIDENT JONES

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

- UPDATES ON THE FOLLOWING AREAS:
  - COMMUNITY RISK REDUCTION
  - FIRE AND LIFE SAFETY
  - COMMUNITY SERVICES

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

- UPDATES ON THE FOLLOWING AREAS:
  - PLANNING
  - LOGISTICS
  - FACILITIES MAINTENANCE
  - FLEET
  - SUPPLY

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

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



## **8. REGULAR BUSINESS**

- A. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF CITIZEN MEMBERS, LEE MAYES AND ALLISON DELONG, TO THE GRFD PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM'S LOCAL PENSION BOARD
- B. DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION 2024-0001 TO DECLARE DISTRICT ITEMS AS SURPLUS AND DIRECTION TO STAFF TO ADD DECLARED SURPLUS ITEMS TO A PUBLIC AUCTION SITE OR SELL TO A NEIGHBORING OR MUTUAL AID FIRE DISTRICT/DEPARTMENT
- C. 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 – February 20, 2024

## **10. CALL TO THE PUBLIC**

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

## **11. ADJOURNMENT**

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Sandra Outlaw, Clerk of the Board  
Golder Ranch Fire District

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

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

Posted by: Shannon Ortiz 1/9/2024 at 5:00 p.m.





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: January 16, 2024

SUBJECT: Fire Board Reports

ITEM #: 3

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

### BACKGROUND

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

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: January 16, 2024

SUBJECT: Call to the Public

ITEM #: 4

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

### BACKGROUND

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

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: January 16, 2024

SUBJECT: PRESENTATION OF PERSONNEL

ITEM #: 5B

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

### BACKGROUND

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

- RETIREMENT
  - Scott Robb, Assistant Fire Chief
- PROMOTIONS
  - Chris Charnoki- Division Chief of EMS
  - Adam Hastings, Division Chief of Professional Development
  - Jeremy North, Division Chief of Health and Safety
  - John Spanarella, Battalion Chief
- NEW HIRE
  - Justin Mink, Procurement and Supply Specialist

### RECOMMENDED MOTION

No motion required for this agenda item.

# **EMPLOYEE RECOGNITION**

Employee Name: Scott Robb

Retirement

**Prepared by:**

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

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

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



- **GRFD/CAREER HISTORY:**

It is with mixed emotions that we bid farewell to a remarkable individual who has been an integral part of our fire service family for the past 21 years. Today, we extend our heartfelt gratitude and congratulations to Scott Robb as he embarks on a well-deserved retirement from the Golder Ranch Fire District.

Scott's journey with us began in 1999 as a reserve firefighter, and over the years, he has climbed the ranks, serving with unwavering dedication in various roles such as Paramedic, Captain, Training Chief, Deputy Chief, and Operations Assistant Chief. His commitment and passion for the fire service have been evident in the multitude of positions he has held, showcasing a rare stretch of experience and leadership.

One of Scott's greatest contributions to our district members was his pioneering work in firefighter health and wellness. His development of the "Self Leadership" educational program, studied by the University of Arizona, has proven to be a groundbreaking initiative, significantly reducing stress in critical areas. Scott's dedication to enhancing the well-being of our firefighting team will leave a lasting impact on the organization.

In addition to his professional achievements, Scott holds a bachelor's degree in applied management from Grand Canyon University and is on track to complete his MBA with an emphasis on Finance at Southern Utah University in October 2023. His pursuit of knowledge and academic excellence mirrors his commitment to constant improvement and growth.

As Scott transitions into the next chapter of his life, he accepted an offer as the owner/CEO of a well-established organization in the aerospace industry. This new venture allows him to blend his passions for flight, leadership, and national security into one fulfilling endeavor.

Over the past 24 years, Scott has been a pillar of strength, fostering a sense of love, support, and camaraderie within our fire district. The highs and lows of life have been shared with his best friends, creating enduring bonds that have made even the most daunting challenges worth enduring.

Scott's love for Golder Ranch has been evident throughout his career, with a commitment to the success of the organization and its members at the highest level. His creative mind, combined with his genuine love for all external and internal customers, has truly made him one of a kind in the fire service.

To Scott's wife Angela and children, Audrey, who is currently serving in the US Navy, and Scotty Jr., a senior in High School, we extend our gratitude for sharing him with us and for the sacrifices made along the way. We appreciate your understanding and support throughout this incredible journey.

As we say goodbye to Scott Robb, let us celebrate the legacy he leaves behind and express our sincere appreciation for his years of service. We are incredibly proud of what we have achieved together and with your leadership and friendship.

Congratulations on your retirement, Scott, and best wishes for all your future endeavors!



# **EMPLOYEE RECOGNITION**

Employee Name: Chris Charnoki

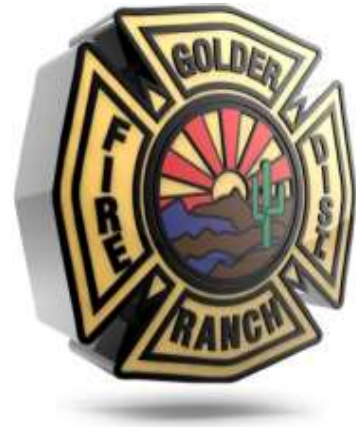
Date of Hire: 7/17/17

**Current Position:** Administrative EMS Captain

Reason for Recognition: Job Promotion

**Prepared by:** Chris Charnoki

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



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

***Please return to Human Resources via email by the 25<sup>th</sup> of the month, prior to the Board Meeting.***

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- **GRFD CAREER HISTORY:**

My full time fire service career started in July of 2000 and since then I have had an opportunity to serve multiple communities while working for Rural Metro from 2000 - 2014, Mountain Vista 2014 - 2017, and currently with GRFD since July 2017. During my time with GRFD I have had opportunities to work in multiple positions within the organization, be part of multiple committees and be part of some amazing changes. Some of those include:

Engine/Ladder Captain, Shift EMS Captain, Administrative EMS Captain, Acting Battalion Chief, UAEMS and implementation of quarterly EMS Skills Labs, Handtevy, AREST, Change in Medical Direction and Culture Committee

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Firefighter I and II – Arizona State Fire Training - November 1999; Certified Paramedic - April 2003; Incident Safety Officer; Arizona State Fire Training – March 2006; Swift Water Rescue I - Arizona State Fire Training – June 2007; Leadership I – Arizona State Fire Training – July 2007; Leadership II - Arizona State Fire Training – July 2007; Leadership III - Arizona State Fire Training – August 2007; ICS – FEMA - 100 (October 2007), 200 (October 2007), 300 (April 2015), 400 (July 2015), 700 (June 2005) and 800 (November 2007); Fire Instructor I – Arizona State Fire Training – October 2014; Blue Card Incident; Commander Program – June 2016; Fire Officer I – Arizona State Fire Training – November 2016; Fire Inspector I – Arizona Fire Training – September 2018; Handtevy Instructor – December 2018 ;Battalion Chief Prep Class - July 2020 Leadership IV & V - July 2020; Fire Officer Designation – Center of Public Safety and Excellence – December 2021; AREST Advanced Cardiac Care Instructor – July 2022; AREST BLS/CPR Instructor – July 2022; Certified Ambulance Compliance Officer – May 2023; Fire Instructor II – May 2023

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

My philosophy and it comes from Mark Von Appen:

Do Your Job, Treat People Right, Give All Out Effort & Have An All In Attitude

Life Priorities:

My sons and family, God, Country, The Dallas Cowboys, & Tacos

# **EMPLOYEE RECOGNITION**

Employee Name: Adam Hastings

Date of Hire:

**Current Position:**

Reason for Recognition: Promotion to Division Chief

**Prepared by:**

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

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

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

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- **GRFD/CAREER HISTORY:**

Adam came to Golder Ranch as a member of Mountain Vista and before that worked for Rural Metro. He was an EMS Captain and eventually moved to Training/Professional Development a couple years ago during a time of transition and changed the way education is provided to recruits and suppression personnel.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

While in training, Adam led a great team of individuals who took Golder Ranch training opportunities to new levels. His leadership can be seen because three of the cadre have promoted to engineer while assigned to professional development. He oversaw three academies and successfully designed multi-agency training opportunities that changed the way we respond to calls.

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

On a personal note, credit must go to his wife Kelly and kids Parker, Emery, and Bode because Adam is one of the hardest working people I have ever met and I can appreciate the time he spends at GRFD is time spent away from his family. He is a dedicated visionary and ran three academies when he was the Training Captain. Each one produced Golder Ranch Firefighters that were well-trained, professional, and absolutely prepared for their careers. He restructured the way training is done for academies, engineers, and captains and created processes that he will now support as the Division Chief of Professional Development.



# **EMPLOYEE RECOGNITION**

Employee Name: **Jeremy North**

Date of Hire: **July 25, 2001**

Current Position: **Captain**

Reason for Recognition: **Promotion to Division Chief**

Prepared by: **Adam Jarrold**

Date of Board Meeting: **January 16, 2024**



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## **GRFD/CAREER HISTORY:**

- Jeremy North has been with the Golder Ranch Fire District for almost 25 years. He started with the District in 1999 as a reserve firefighter and promoted to full-time in 2001.
- He promoted to Engineer in 2004
- He promoted to Captain in 2014
- Training Captain in 2019
- Health and Safety Captain in 2022

## **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

- Pima County Sheriffs Award, 2012 (bee call)
- Certificate of Recognition for patient care, 2017 (373C- Smalls allergic reaction)
- 2020 Golder Ranch Fire District Firefighter of the Year
- Recipient of Fire Chief's coins
- My pride and joy.....Academy Class 2019-01 and 2021-01

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

- Married to my smarter half, Jen and have two sons Ty and Jacob
- Enjoy working on endless projects and side jobs and spending time with my family.
- Being a father, husband, son, brother and uncle bring me the greatest joy of life.

# **EMPLOYEE RECOGNITION**

Employee Name: John Spanarella

Date of Hire:

**Current Position:** Captain

Reason for Recognition: Job Promotion



**Prepared by:**

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

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***Please return to Human Resources via email by the 25<sup>th</sup> of the month, prior to the Board Meeting.***

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

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- **GRFD CAREER HISTORY:**

Academy 14-1, 15 month probation (extended 3 months due to a failure of vent drill). Promoted to Engineer in 2017. Promoted to Captain in December of 2020

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

Division Supervisor/Complex Safety Officer trainee (finish this season)/Type 3 Operations Section Chief  
Pima County Office of Emergency Management Operations Section Chief Trainer  
AZ State Fire Training Committee Member  
Associates in Fire Science in 2019  
Finishing Bachelor's Degree in January  
Starting master's program in April

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

Amazing wife (Training Captain at RMFD), 8 children (4 older girls, 4 younger boys) 13 Grandkids, 2 100+ lb. dogs.

# **EMPLOYEE RECOGNITION**

Employee Name: Justin Mink

Date of Hire: 1/4/24

**Current Position:** Procurement and Supply Specialist

Reason for Recognition: New Employee



**Prepared by:** Division Chief Price

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

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***Please return to Human Resources via email by the 25<sup>th</sup> of the month, prior to the Board Meeting.***

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

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- **GRFD CAREER HISTORY:**

Justin's previous work experience in procurement stems from World View Enterprises and U of A.

- **PROFESSIONAL ACCOMPLISHMENTS/ACHIEVEMENTS:**

n/a

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

Justing is an Arizona navtive. CDO Graduate. He enjoys playing golf.





# GOLDER RANCH FIRE DISTRICT

## BEHAVIORAL OATH

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date



# GOLDER RANCH FIRE DISTRICT

## LOYALTY OATH OF OFFICE

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

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

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: January 16, 2024

SUBJECT: APPROVE MINUTES – DECEMBER 19, 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. DECEMBER 19, 2023, REGULAR SESSION

### RECOMMENDED MOTION

Motion to approve the January 16, 2024, Consent Agenda.



**GOLDER RANCH FIRE DISTRICT  
GOVERNING BOARD MEETING  
PUBLIC NOTICE AND AGENDA**

**Tuesday, December 19, 2023, 9:00 a.m.  
1600 East Hanley Boulevard, Oro Valley, Arizona 85737**

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

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

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

Staff Present: Fire Chief Brandhuber, Assistant Chief Cesarek, Assistant Chief Perry, Assistant Chief Grissom, Deputy Chief Rutherford, Deputy Chief Hilderbrand, Deputy Chief Jarrold, Deputy Chief Wilson, Deputy Fire Marshal Akins, Local 3832 President Jones, Human Resources Director Delong, Finance Director Christian, Information Technology Director Rascon, Division Chief Price, and Board Services Supervisor Ortiz

**2. SALUTE AND PLEDGE OF ALLEGIANCE**

All in attendance recited the Pledge of Allegiance.

**3. FIRE BOARD REPORTS**

Board Member Brady said he and Chaplain Wright visited all the stations and gave them goodies on Thanksgiving Day. He also attended the open house for the recruits and commended staff for a great event. Board Member Brady also said the District received a \$350.00 donation.

**4. CALL TO THE PUBLIC**

Chief Brandhuber thanked Chairperson Vicki Cox Golder for her generous gifts to the children of GRFD personnel. This year 296 children received a gift from her. He presented her with an oversized card signed by personnel and their children.

**5. PRESENTATIONS**

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



Chief Brandhuber thanked Ruth and everyone who helped raise \$19,000. The funds are used to purchase gifts at the Shop With a Firefighter event for the children who live in the district and tri-community.

Captain Jones added Shop With a Firefighter took place on December 14<sup>th</sup>. Thanks to the Catalina Crusader's fundraiser they were able to take 143 kids shopping this year.

## B. PRESENTATION OF PERSONNEL

### • PROMOTIONS

- ADIN DEMASI, CAPTAIN
- RYAN WARD, CAPTAIN
- RYAN KREITNER, ENGINEER
- JIMMY LABAS, ENGINEER
- ANTHONY RIOS, ENGINEER
- SAMUEL YANKOVICH, ENGINEER

Captain Sanchez introduced Adin DeMasi for his promotion to Captain. His wife pinned him with his kids present.

Captain Sanchez presented Ryan Ward for his promotion to Captain. His wife pinned him.

Captain Hastings introduced Ryan Kreitner for his promotion to Engineer. His wife pinned him.

Captain Port presented Jimmy Labas for his promotion to Engineer. He was pinned by his wife (who is also an GRFD employee) Brandy.

Captain Ryan Miller introduced Anthony Rios for his promotion to Engineer. His wife pinned him with his son present.

Captain Hastings introduced Sam Yankovich. He was pinned by his wife with his child present.

Chairperson Cox-Golder presented Chief Brandhuber with his ten-year pin.

## 6. **CONSENT AGENDA**

A. APPROVE MINUTES- NOVEMBER 21, 2023, REGULAR SESSION

B. APPROVE AND ADOPT THE GOLDER RANCH FIRE DISTRICT'S REGULAR GOVERNING BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2024

**MOTION** by Vice-Chairperson Vette to approve the December 19, 2023, Consent Agenda



**MOTION SECONDED** by Board Member Brady  
**MOTION CARRIED 5/0**

The Governing Board went on a recess at 9:36. The meeting was reconvened at 9:37 a.m.

**7. REPORTS AND CORRESPONDENCE**

- A. FIRE CHIEF'S REPORT – Chief Brandhuber presented the Fire Chief's report to the Governing Board. Chief Brandhuber mentioned he attended the Struggle Well Program. It is a mental health class that presents new ways to view trauma and challenges in life. The program focuses on post-traumatic growth as opposed to post-traumatic disorder. He is committed to offering this program to everyone in the district because the district's people are its most valuable resource. It will be rolled out in March of next year.

- Director Delong presented the Human Resources report to the Governing Board. She had nothing further to add.

Chairperson Cox Golder saw Director Delong's report, she stated that in the position that Director Delong is in, she is in a position to positively impact so many others. Chairperson Cox Golder gave Director Delong credit for her innovation and advocacy. Chairperson Cox Golder mentioned she saw a couple of PSPRS disability applications and several worker's comp and injury cases in the HR report. She asked if the numbers were common.

Director Delong thanked Chairperson Cox Golder for her recognition of the HR team. Director Delong responded two disability applications is not many, however, they are significant. Director Delong continued to explain the numbers fluctuate, however, with growth comes an increase in the number of applications.

- Director Rascon presented IT's report to the Governing Board. He had nothing further to add.
- LEADERSHIP TEAM REPORT – President Jones presented the Leadership team report to the Board. He wished the Board a Merry Christmas and a Happy New Year. President Jones stated the Player's Pub event was held December 2<sup>nd</sup>. They raised \$19,000. He thanked Ruth and the Catalina Crusaders for all their work. The Shop with a Firefighter event was held on December 14<sup>th</sup>. They were able to take 143 kids shopping. He was pleased to help so many families. The Union will be sending out flyers for the BBQ & Archery Event scheduled for March 2<sup>nd</sup>. President Jones mentioned the calendars are now on sale for \$20.00. Proceeds from the calendar sales will go to charity.

- B. COMMUNITY RISK REDUCTION DIVISION'S REPORT-



Chairperson Cox Golder said Assistant Chief Perry and Project Manager Holland did a phenomenal job with the accreditation. When the assessors spoke to her they spoke highly of the district. She is so proud of the District and all that it has accomplished. She thanked Chief Perry and PM Holland for their work.

Assistant Chief Perry presented the Community Risk Reduction report to the Governing Board. Assistant Chief Perry said the one thing that made it special to him was how much the accreditation team was impressed by all of the district's employees. He thanked Deputy Chief Hilderbrand and the recruitment team for the two recruitment open houses they held. They were very successful.

Chairperson Cox Golder asked about the Green Valley day truck he mentioned in his report.

Assistant Chief Perry responded one of the things he is looking at is trying to staff, potentially, a part time truck for service calls. He talked to Green Valley about their truck because they have a very successful program.

- C. SUPPORT SERVICES DIVISION'S REPORT-Assistant Chief Cesarek presented the Support Services' report to the Governing Board. He also gave an update on the Station 378 construction project.

Chairperson Cox Golder asked what the Andy and Adam Super Awesome Radio Class was.

Assistant Chief Cesarek said Andy Smith and Adam Jarrold are giving radio classes to crews and self-named their class the Andy and Adam Super Awesome Radio Class.

Vice Chairperson Vette asked how many fans need to be replaced on the trucks.

Assistant Chief Cesarek answered the Logistics team is working on it.

- D. EMERGENCY MEDICAL SERVICES & FIRE RESPONSE DIVISION'S REPORT-Assistant Chief Grissom presented the EMS & Fire Response and Professional Development report to the Governing Board.

Assistant Chief Grissom reported the battalion chief process was completed and the promoted individuals will be presented at the next board meeting. He thanked everyone who assisted with the process. He wished the Governing Board a Merry Christmas.

Chairperson Cox Golder read in Assistant Chief Grissom's report about several members who attended an UTV off road train-the-trainer course. She asked where they trained.

Assistant Chief Grissom thanked Chairperson Cox Golder for the question. He explained the wildland team has UTVs (utility terrain vehicles) they use for wildland events and for



special operation rescues. It is a special train-the-trainer course so personnel can learn to safely operate the vehicle.

## **8. REGULAR BUSINESS**

- A. DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATIONS FOR THE GOLDER RANCH FIRE DISTRICT GOVERNING BOARD POSITIONS OF CHAIRPERSON, VICE-CHAIRPERSON AND CLERK FOR A ONE-YEAR TERM FOR CALENDAR YEAR 2024

**MOTION** by Vice-Chairperson Vette to nominate Vicki Cox Golder as the Chairperson of the Golder Ranch Fire District Governing Board.

**MOTION SECONDED** by Board Member Shellenberger

**MOTION CARRIED 5/0**

**MOTION** by Board Clerk Outlaw to nominate Wally Vette as the Vice-Chairperson of the Golder Ranch Fire District Governing Board.

**MOTION SECONDED** by Board Member Brady

**MOTION CARRIED 5/0**

**MOTION** by Board Member Shellenberger to nominate Sandra Outlaw as the Clerk of the Golder Ranch Fire District Governing Board.

**MOTION SECONDED** by Board Member Brady

**MOTION CARRIED 5/0**

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

**MOTION** by Board Member Brady to appoint Wally Vette as Chairperson of the Golder Ranch Fire District's Public Safety Personnel Retirement System Local Pension Board in pursuant to A.R.S. §38-847(A)(3).

**MOTION SECONDED** by Board Member Shellenberger

**MOTION CARRIED 5/0**

- C. DISCUSSION OF WIRE TRANSFER SCHEDULE FROM PIMA COUNTY TREASURER FOR THE GENERAL FUND ACCOUNT

Finance Director Dave Christian explained The District has used 'Warrant' checks (i.e. paper checks) to transfer funds from the Pima County Treasurer's account. These warrant checks have become problematic for JP Morgan Chase bank to release funds in a timely manner. As such, we would like to schedule a bi-monthly transfer of the Districts O&M monthly cash needs. This schedule will permit the District to keep sufficient operation cash in the Chase accounts while maximizing the interest earnings on the state investment pool. The schedule is based on total projected cash needs for



the remainder of the fiscal year. Bonded CIP funds will still require a periodic warrant check.

**D. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF THE ARIZONA MUTUAL AID COMPACT**

Chief Brandhuber explained this is an existing contract that needs to be renewed. Legal has reviewed it.

Board Member Brady asked if there is a list of who is a part of the contract.

Chief Brandhuber answered the contract is available to every fire district and municipal fire department in the State and he is not aware of an agency that is not a part of it.

**MOTION** by Vice-Chairperson Vette to approve the Arizona Mutual Aid Compact as presented.

**MOTION SECONDED** by Board Member Shellenberger

**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. He reported things begin to slow down in November. Projected revenues were down 5 percent; however this is not substantial. Property tax revenue was down. Miscellaneous revenue was also down. He anticipated more wildland revenue. Interest revenue is doing far better than anticipated. Ambulance revenue is still consistently beating the projections, not by a large amount, but by a fair amount. In expenses, labor was much higher than projected. Health insurance was much higher than forecasted. There was an outlay for a type-3 engine. These two factors were drivers in the unfavorable variance. All-in-all the district came in not far from what was projected it was unfavorable by 17%. Year-to-date things appear much better. The district is favorable in all of the revenue categories. It is \$3.7 million favorable in revenue, this is largely driven by the grants, the federal grant. The district was also 8% favorable in property tax revenue.

Chairperson Cox Golder asked how the district is doing so well in interest revenue.

Director Christian said this is due to the Treasurer's Investment Pool. The district is doing much better than in the past. In costs, the district is doing unfavorable in labor. This is due to health insurance costs as well as injury costs. There is a large number of people who are on light duty. This affects the return to work screening costs. All of these factors together are driving factors to create a 3% unfavorable variance in labor costs. The district is currently at \$9.8 million proceeds. It has added to cash year-to-date.



**MOTION** by Clerk 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**

The next regularly scheduled meeting will be on January 16, 2024

**10. CALL TO THE PUBLIC**

There were no public issues presented at this time.

**11. ADJOURNMENT**

**MOTION** by Board Member Brady to adjourn the meeting at 10:12 a.m.  
**MOTION SECONDED** by Vice Chairperson Vette  
**MOTION CARRIED 5/0**

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Sandra Outlaw, Clerk of the Board  
Golder Ranch Fire District  
S/O





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Tom Brandhuber, Fire Chief

MTG. DATE: January 16, 2024

SUBJECT: FIRE CHIEF'S REPORT

ITEM #: 7A

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

### BACKGROUND

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

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

Also, under this agenda item the Local 3832 President will present the Union's report to the Governing Board.

- Leadership Team Report – President Jones

### RECOMMENDED MOTION

No motion is necessary for this agenda item.





# FIRE CHIEF'S REPORT

Tom Brandhuber

*December 2023*



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## Chief's Activities for the Month

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- Participated in the Oro Valley Tree Lighting Celebration
  - Read the Polar Express with OVPD Chief Riley
- Had a group dinner with the CPSE, Center for Public Safety Excellence, assessors.
- Participated in several interviews and out-briefs with CPSE assessors.
- Met with several Captains testing for the Battalion Chief positions.
- Participated in a call with DHS regarding House Bill 2609 which begins Jan 2024.
  - Several new rules and requirements for CON holders.
  - Minimal impact to GRFD.
- Attended the 5-day struggle well course with three other GRFD personnel and 15 law enforcement personnel.
  - Phenomenal program that addresses the issues facing first responders in a proactive way.

- Will start rolling out the program to every member of GRFD in 2024
  - Increase resiliency, reduce negative behaviors, address the suicide issue.
- Attended the shop with a Fire Fighter event.
  - Awesome job by L3832, Target, Autumn as well as everyone who showed up to help.
- Held the Battalion Chief interviews.
- Attended the GRFD December board meeting.
- Gave the graduation speech to the Pima Fire Academy Graduates at their graduation ceremony at Pima Community College.
- Attended the Leadership team meeting (labor/management).
- Attended the Oro Valley Town Manager Executive Leadership Meeting.
- Cooked a lot of pancakes at the District annual Children Christmas party.
  - Took several pies to my face.
- Attended the Employee District and Labor annual Holiday party.
  - Handed out annual awards to deserving personnel.
- Held weekly executive leadership team meetings (Deputy Chiefs-Assistant Chiefs-Directors)
- Promoted new Battalion/Division Chiefs
- Various meetings with personnel
- In a lawsuit brought by a former employee against the local pension board, the Judge ruled in favor of the local pension board.
- The District received a notice of claim related to a collision involving a GRFD vehicle which has been turned over to the District's defense counsel.



# DECEMBER REPORT

Tom Brandhuber



*December 2023*

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## Community/Media Relations

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### Events:

- Station Tours at 370
- Station Tours at 380
- Station Tour at 374
- Player's Pub 22<sup>nd</sup> Annual Toy Drive
- Oro Valley Tree lighting
- Delivery of Santa to Catalina Elks Lodge
- Delivery of Santa to Copper Creek Elementary
- Hanukkah Festival
- Meet and Greet Open House
- "Float with Firefighters," a meet and greet opportunity with our firefighters at Fairwinds Senior Living

- Holiday luncheon in SaddleBrooke 1 with Lady Niners presenting monetary donations for Shop With A Firefighter
- Shop With A Firefighter event at Target
- Pima County Sheriff's Department Annual Awards Ceremony
- Partnered up with El Conquistador and Aviva Children's Services to host toy drive at resort
- Several toy donation pick up by crews
- Quail Ridge blood pressure testing
- Cox Media Production meeting
- Optimist Club meeting
- KGUN 9 media coverage of recruitment of firefighter
- KVOA Wildland interview with Captain Colin Port
- Media coverage on toy drive with Aviva Children's Services

#### Community Presence:

- Community alert on hiker rescue in the Honeybee Canyon area
- Community alert and joint press release with the Arizona Department of Forestry on Spirit Dog 200-acre fuels reduction project near the community of Catalina
- Press Release and online posts on promoted Battalion and Division Chiefs
- Online posts promoting Player's Pub Toy Drive and North Tucson Firefighters Local 3832 calendar up for purchase
- Online posts on Open House "Meet and Greet" along with month long promotion of recruit firefighter application process
- Online posts on 2023 employee awards
- Online posts on December board meeting moments
- Online posts Shop With A Firefighter event thanking all who donated and made the event possible
- Online posts on recently promoted Battalion and Division Chiefs
- Holiday safety information shared with community
- Merry Christmas online posts
- Online posts for community awareness on new location to Hanley building
- Created more graphics for Recruit Firefighter application process with link to application
- Created digital flyer for toy drive at El Conquistador as well as promoted event online and through the media
- Created video and online posts on "Stay Alive, Don't Drive and Drive" featuring Captain Ryan Ward
- Created several slides for Dashboard highlighting special events and employee awards
- Created graphic on Christmas tree disposal information

- Created graphic to promote blood drive with Red Cross
- Highlight on annual HAZMAT training with focus on monitoring of carbon monoxide responses
- Highlight on Ride to School in a Fire Truck winners
- Highlight of our participation during the Oro Valley Tree Lighting Festival
- Highlight of 380 C-Shift crew taking part in "Floats with Firefighters" community outreach event
- Highlight of Engine 372 delivering Santa and Mrs. Claus Catalina Elks Lodge
- Highlight of video created by Captain Ward showing a special holiday light show with Golder Ranch Fire emergency vehicles
- Highlight of Deputy Chief Adam Jarrold accepting the Public Safety Achievement Medal at the Pima County Sheriff's Department Annual Award Ceremony
- Highlight of Golder Ranch Christmas breakfast
- Highlight of Station 377 C-Shift creative Christmas card
- Highlight of Catalina Chorale stopping by fire stations to sing

#### Social Media and Online Presence Totals:

- Facebook reach is 40,500 and post engagement is 15,650
- Instagram account reach is 4,500
- Twitter impressions are at 11,500; top tweet was on 377 C-Shift Christmas card

#### Future Projects and Events:

- Hero Fund USA media interview and district involvement
- Guns and Hoses kickball tournament
- New slides and communication opportunities on Dashboard
- Updating PSAs with Cox Media





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# Board Services

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Record Specialist (RS) Wong responded to 17 records requests for the month of December.

The breakdown is as follows:

Environmental Reports	1
Outstanding Code Violations/Inspection Report	1
Fire Reports	0
Incident Reports	-
Medical Records	15
Other	-

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

Fingerprints	101
I9	21

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On Wednesday, December 6<sup>th</sup>, RS Wong and Board Services Supervisor Ortiz attended the Arizona Municipal Clerks' Association (AMCA) Athenian Dialogue on Zoom. This was an all-day session where there were different attendees from different states. The dialogue was on the book *Rising Strong* by Brene Brown. It was about the process to overcome challenges and steps to live a wholehearted life. RS Wong submitted her assessments from the Athenian Dialogue as well as AMCA's Fall/Winter Best Practices to obtain points towards her Certified Municipal Clerk's certification.

On Saturday, December 9<sup>th</sup>, RS Wong and her family attended the Golder Ranch Fire District's Annual Holiday Breakfast. They all had a great time. A BIG thank you to all that organized the event!

On Monday, December 18<sup>th</sup>, Records Specialist Wong and Board Services Supervisor Ortiz attended an AMCA Region 7 quarterly meeting. It was an offsite meeting that included a tour at the Pima County Recorder's Downtown Office and a meet and greet with Pima County Recorder, Gabriella Cázares-Kelly. Attendees included clerks from Oro Valley, Tucson and Sahuarita. The meeting served as a platform for information exchange, fostering greater awareness and collaboration within Region 7 and the Pima County Recorder's Office.

In November RS Wong and Board Services Supervisor Ortiz attended an AMCA Fall Best Practices. One of the sessions included how other city and town clerks prepare their board packets. Board



Services Supervisor Ortiz was able to see how others process the board packets but was also able to see their board memos. She was impressed by how professional and streamlined they were. As a result, she has re-designed the GRFD Governing Board memo. The content is the same, however, it has been re-designed to be more modern and includes the GRFD logo.

Board Services attended the Administrative Holiday Party on Wednesday, December 20<sup>th</sup>, and had a great time. There were plenty of desserts, smiles, and laughter!

Some other tasks that were completed by RS Wong were: adding documents into Document Locator (GRFD's electronic management system), placing documents into their corresponding files, reviewing, proof-reading documents, and covering the front desk. Documents regarding the Records Retention Schedules set forth by the Secretary of State were updated into Golder Ranch Fire District's drive for reference. Boxes of records that have a Certificate of Records Destruction created for them were transferred to Administration North for storage until they meet their retention.

Throughout the month of December, RS Wong has continued to respond to emails, phone calls, and walk-ins providing information on the process of obtaining records from Golder Ranch Fire District and responding to records requests.

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## Finance Report

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The Building Blocks of Better Financial Communication (Cont. from last month.) :

Over the last few months, I have discussed some of the limitations people have in understanding really large and complex financial data. There are essentially four strategies for helping people understand financial data. This month, I will change gears and discuss how the government can catalyze action by using 'emotional' numbers.

Sometimes a finance officer needs to inspire action in the users of information. They may need to use numbers to make the case, but actions are more likely to be spurred by emotion rather than logic. The finance officer can fuse the logic of numbers with a presentation that engages the emotional part of our thinking.

The foundational technique for catalyzing action with emotional numbers is to use vivid comparison, to relate the number of some other experience that looms large in the minds of the audience. For example, after the 2008 Great Recession some creative public finance officers would compare potential new revenue problems to what the local government experienced during the recession. This might provide a visceral sense of the scale of the response that might be required.

To make numbers personal to the audience imagine a recession is coming and the financial officer is forecasting a decline in revenue. The finance officer recommends slowing down hiring and freezing hiring for non-essential positions. As a way of getting department managers to think about the



gravity of the situation, one technique would be to ask the managers to plan for layoffs by determining what positions would be considered essential and which would be non-essential for ranking the order of a layoff. Once the manager has to think of the problem at the individual level, and how those individuals might be affected, full appreciation of the problem might be achieved.

Another way to make numbers personal would be to help people touch and feel the things that public money accomplishes. For example, the city of Decatur, GA held an event where people could visit a fire station to see and touch the suppression equipment. The city would also include information about how much the individual members of the public paid per person for the equipment. The sense of equity a taxpayer gets when they can feel and see what they get for their tax dollars is very visceral and very personal.

In summary, there are many effective ways to communicate complex financial data:

1. Translate the numbers to the human scale
2. Facilitate the 'grasp' of the numbers by using ratios or rates of change
3. Catalyze action by making the numbers personal and emotional

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## Human Resources

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

### **Recruitments:**

- Recently Closed:
  - Procurement and Supply Specialist - External
- Currently Open:
  - Firefighter Academy – External
  - IT Specialist - External
- Upcoming:
  - Fleet Maintenance Supervisor – TBD

### **Welcome to the Team!**

- Justin Mink, Procurement and Supply Specialist



## **Current HR Trends:**

As we begin a new calendar year, here are a few HR trends that we are keeping an eye on:

### **Recruitment/Hiring:**

The number of people who are not currently in the labor force but want a job saw a larger proportional increase...with growth of nearly 10% over the year.

As for industry growth, the government sector saw the largest share of new payroll entries with the addition of 55 thousand jobs last month, followed by the healthcare and leisure and hospitality industries which both added about 40 thousand new jobs, while the social assistance industry added 21 thousand, and the construction and retail industries each added 17 thousand to their ranks.

The Golder HR team is taking this as positive news and hoping for increased responses from candidates seeking employment in 2024.

On the administrative side, HR is excited to see if the move of Headquarters, closer to the heart of Oro Valley, will have a positive impact on future administrative recruitments.

### **Earnings:**

Over the course of the 2023-year, hourly earnings were up a little over 4%.

AZ minimum wage beginning January 1, 2024, is \$14.35. Which is a 3.6% increase from 2023.

Currently all GRFD salaries are above the minimum wage, however, HR must keep it on our radar. As the minimum wage rises it impacts our lower paid employees and devalues our wages in general. We must remain cognizant of this, as employees may have opportunities to work in other industries with less responsibility but with nearly competitive pay, this has an impact on our ability to recruit and retain. The biggest differing factor for Golder is that we also have a comprehensive and competitive benefits package to offer, which they are not as likely to find within other industries. Typically, candidates find that the market supports high pay with less benefits. However, while candidates are pleasantly surprised by the robust offering of benefits, they share that they see benefits as a deduction from pay and therefore an overall reduction of earnings.

The Golder HR team believes that we are on the right track and doing the right things for recruitment and retention, including earnings. HR will continue to reinforce and market what a great place this is to work and how supportive our Governing Board is to the general wellbeing of all employees.

## **HR Team Projects:**

This time of year finds us beginning a new calendar year and in the middle of the fiscal year. While we find ourselves very busy, we are excited about the projects we are working on and looking forward to seeing fruition from them!

Below is a high-level peek at the projects that we are enjoying:

- HR is partnering with Professional Development for the next Firefighter Academy. Currently, candidates are completing their video interviews in preparation for the next phase of the process.
- 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 5 people on that list.
- HR has also been working closely with Health and Safety to:
  - Prepare for Administrative personnel to receive annual physicals from 1582, the same organization Suppression personnel use.
  - Finalize the process for Retirees to participate in annual physicals, at their own expense, from 1582. The exam itself will mirror the Administrative one.
  - Finalize an exposure protocol through Tucson ER & Hospital to protect our employees as they care for patients.
- HR is involved with the website committee. Our goal is to update the website to ensure it delivers resources and valuable information to both internal and external users.
- Performance Evaluation committee:
  - Thank you to the following participants: Alicia Roberson (Finance), Jesus Limas (IT), Charlie Raney (Fleet), Nick Boone (Cpt), James Glover (PM/Union), Brenda Druke (FLS).
  - First meeting will be on Thursday, January 11, 2024.
  - Evaluating performance evaluation options.
  - Assessing what electronic performance evaluations will look like in Paycom.
- HR has begun providing HR Know, our salary survey consulting firm, with the necessary information to begin our biennial salary survey for our organization.
  - The kick-off call is scheduled for Wednesday, January 17, 2024.
  - This will result in a report to present to the Board with the budget documents for consideration.
  - Salaries will be compared to the list of identified agencies outlined in the MOU.
- HR is gathering, analyzing, and reviewing the department's budget data for the upcoming budget building season.
  - We are also available to assist our peers with job analysis, position requests, and ensuring proper labor allocation for proposed positions.
- HR leads the Benefit Committee. We are currently meeting with our insurance broker, Crest, to review our utilization of benefits and associated costs as we near the next Open Enrollment.

This involves assessing our current offerings and making any necessary adjustments. We love hearing employee feedback, so we know what's working and what could be improved – or maybe what you'd like to see that we haven't thought of yet.

- Open Enrollment is anticipated to take place in May – more details to come as we get closer.
- Policy reviews and updates – *please see policy section of board packet.*

### **Employee Recognition**

*Congratulations on your Golder anniversary!*

*Thank you for being such amazing team members!*



Employee Name	Hire Date	Years of Service
FIMBRES, LENNY	01/09/2006	18
LESLIE, MICHAEL ALLEN	01/09/2006	18
PETERSEN, RONNIE SCOTT	01/09/2006	18
SCHOLEY, RANDY WAYNE	01/09/2006	18
CARLSON, TREVOR JOHN	01/09/2012	12
GAMEZ, IGNACIO ERNESTO	01/09/2012	12
LUNDEBERG, ADAM MICHAEL	01/09/2012	12
MARTINEZ, DANNY	01/09/2012	12
PORT, COLIN MARCUS	01/09/2012	12
WRIGHT, STEVEN K	01/29/2016	8
CHAVEZ, REYMUNDO ANDRES	01/24/2022	2
MACE, MYLES	01/24/2022	2
MILLER, JAMES CHASE	01/24/2022	2
MOFFITT, BRETT ANDREW	01/24/2022	2
MUSCARELLA, SHAY MITCHELL	01/24/2022	2
TROWBRIDGE, MATTHEW ALAN	01/24/2022	2
BROOKSHIER, TINA MARIA	01/03/2023	1

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## IT Applications Group Activities/Projects

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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.
- Another major project is the start of the configuration for the new ImageTrend suite. This new software will be part of a unified ImageTrend platform. All divisions will be affected by the new software upgrades.

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## IT GIS Activities/Projects

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GIS major December projects were:

- Continual collaboration with Tucson Fire, Public Safety, and Northwest Fire GIS folks to streamline the process of pulling data from dispatch and automating this process.
  - Review the latest data pulls from Computer Automated Dispatch (CAD) and troubleshoot Mutual Aid response data inconsistencies.
  - Ongoing project
- Another major focus has been on the Accreditation process and supporting the evaluation team.
- The new Mobile Data Computer (MDC) map update is also almost ready for rollout. GRFD GIS works with Tucson Fire, 911 Public Safety, and Northwest Fire GIS to ensure a successful deployment.

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## IT Systems Group Activities/Projects

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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.
- We have been focused on several technology support contracts as new people and applications come on board all contracts must be reevaluated and updated.
- The Systems group will be adding another layer of security when connecting to VPN. The change will occur on Wednesday, January 10th. The upgrade will ensure that an added layer of security is required for remote access to resources.
- We are currently focused on setting up new audio-video equipment in support of the new dashboard application.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Eric Perry, Assistant Chief of Community Risk Reduction

MTG. DATE: January 16, 2024

SUBJECT: COMMUNITY RISK REDUCTION ASSISTANT CHIEF'S REPORT

ITEM #: 7B

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☐ Fire Chief ☐ Legal Review

### BACKGROUND

This allows for the Support Services Assistant Chief to provide updates to the Governing Board on the following areas:

- Community Risk Reduction
- Fire and Life Safety
- Community Services

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



# ASSISTANT CHIEF'S REPORT

Community Risk Reduction – Eric Perry

December 2023

## Assistant Chief's Activities

Meetings and Events participated in:

- Attended weekly District Executive Leadership Team meetings.
- Attended weekly alignment meetings with the Fire Chief and ACs (assistant chiefs).
- Attended biweekly strategy session with Deputy Chief (DC) Hilderbrand and Fire Marshal (FM) Akins to develop mission and vision for Community Risk Reduction (CRR) division.
- Participated as an assessor for the Battalion Chief testing process strategy and tactics portion.
- Participated in interviews for the new Battalion Chiefs.
- Attended Admin Holiday Party.
- Attended GRFD Holiday Breakfast (flipped many misshapen pancakes!).

Projects:

- Accreditation site visit was completed and we are being recommended for accreditation.
- Therapy dog visitation program is still under development and has been delegated to Maggie Hernandez.
- Continuing to work with on the Narcan Leave Behind program with EMS.
- Developing a website working group to make appropriate changes to the district website to ensure compliance with applicable laws as well as to streamline for district residents.
- Reviewing accreditation findings and recommendations in a lead up to budget season.

## Community Risk Reduction

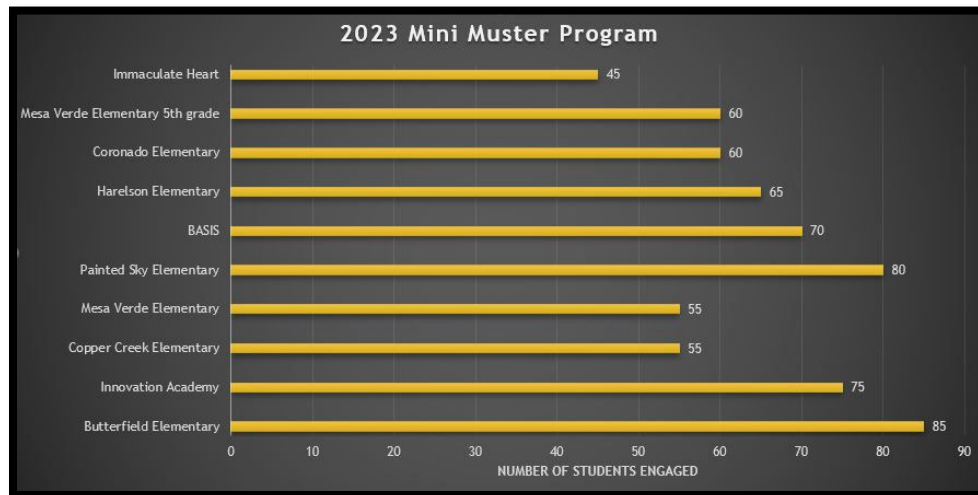
Community Education Supervisor Habinek – Presentations and Activities:

- Attended “Ride to School in a Fire Engine” and station tour with Station 375 B-Shift crew.
- Organized and participated in several safety presentations:
  - Saddlebrooke 1 quarterly unit gathering safety presentation
  - Catalina/Oro Valley Lions Club safety presentation
  - Coyote Ridge HOA fire safety presentation
  - Watermark Retirement Community fire extinguisher safety presentation
- Attended Safe Kids Pima County meeting. Topics included refugees and updates regarding General Safe Kids in Pima County, road safety, home safety, and water safety.





- Mini-muster season was a huge success! Not only did we impact approximately 650 students, but the biggest takeaway for those students was learning about escape routes and meeting places! Ten of our twelve schools participated, including the first-ever held at Immaculate Heart Academy. Hopefully twelve out of twelve next year!

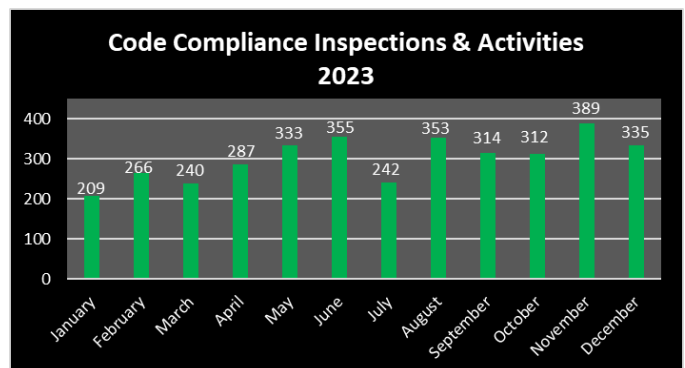
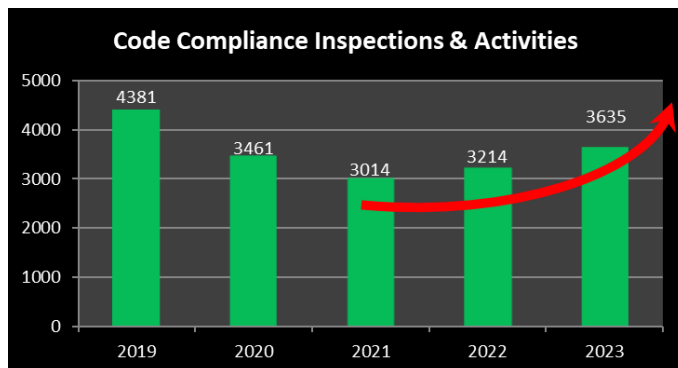
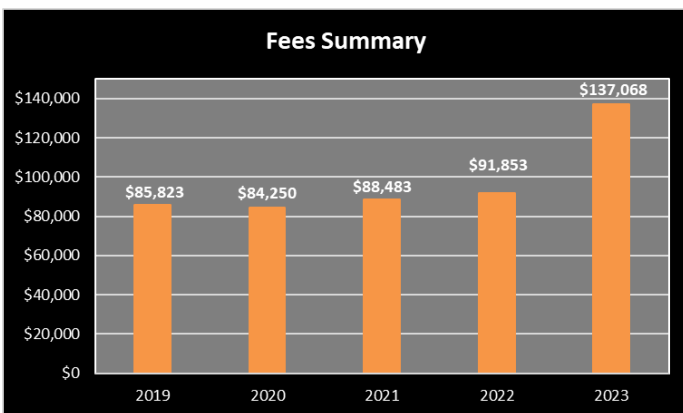
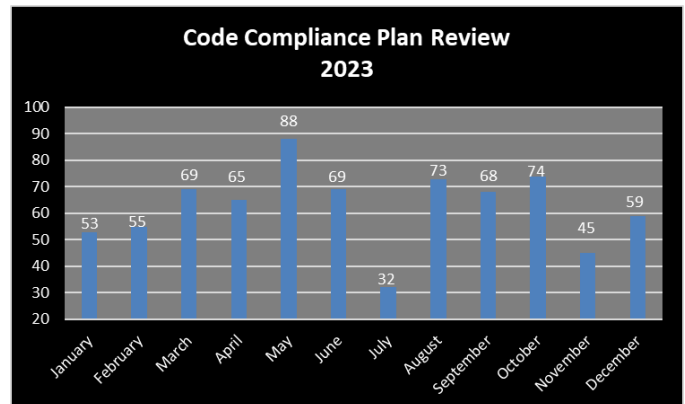
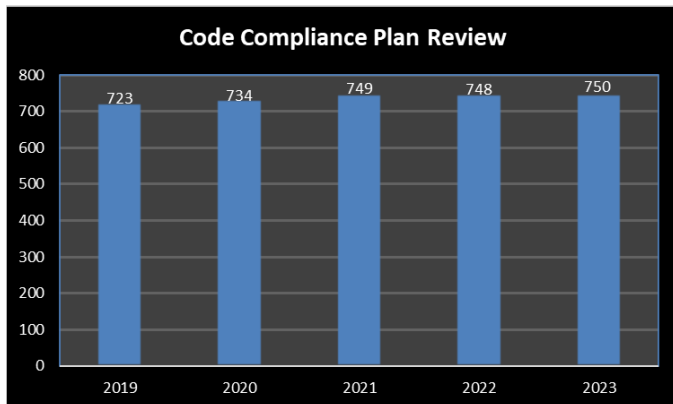


#### Deputy Chief Hilderbrand – Projects and Activities:

- The Recruitment Team held two informational open houses for the firefighter recruit application process. Topics included academy life, physical fitness expectations, engine company readiness drill demonstrations, and Q & A. All spots were filled for both open houses.
- Reorganization of the CPR program continued. Looking to increase communication and benefits to residents.
- Participated in accreditation interviews for Public Education and Professional Development.
- Community Survey pilot project being finalized to gain information about community wants and needs for Community Risk Reduction education plans.
- Public Education program appraisal completed and submitted.







Top 3 Inspections	Quantity
Prevention/re-inspection	193
Residential	52
Commercial	33

## Commercial Projects Summary

New projects for this month = **Green**

ZONE 1 Stations 378, 372, 373, 370, 374	ZONE 2 Stations 374, 375, 376	ZONE 3 Stations 377	ZONE 4 Stations 379	ZONE 5 Stations 380
Painted Sky Fire Alarm 12620 N Woodburne	Shell Building 1826 E Innovation Park	Basis Administration T.I. 10134 N Oracle	Circle K CO2 3712 W Cortaro Farms	Shell Building T.I. 7435 N Oracle
Splendido Remodel 13500 N Rancho Vistoso	ROCHE Building 1 T.I. 1910 E Innovation Park	Flex Gymnastics T.I. 11085 N Oracle	Beautiful Savior Fire Alarm 7570 N Thornydale	Sprouts T.I. 7665 N Oracle
Desert Palms PT T.I. 12142 N Rancho Vistoso	ROCHE Building 3 T.I. 1910 E Innovation Park	Body Fat Training T.I. 11015 E Linda Vista	AMG Medical Aesthetics T.I. 7356 N La Cholla	Saffron T.I. 7607 N Oracle
The Motive Wellness 2530 E Vistoso Commerce	Oro Valley Hospital T.I. 1551 E Tangerine	Aspen Dental T.I. 10580 N Oracle Ste 100	Arroyo Verdre Apartments 8020 N La Cholla	Family Life Radio T.I. 7350 N Oracle
Golder Ranch Vineyard 64496 E Edwin	TOV Community Center T.I. 10555 N La Canada	TOV Pusch Ridge Golf T.I. 10000 N Oracle	Landlord Improvement 7350 N La Cholla	Casa Linda Apartments T.I. 699 W Magee
Thin Blue Line T.I. 1171 W Rancho Vistoso Ste 159	Highland Clubhouse T.I. 10702 N Highlands	Surf Thru Car Wash 11595 N Oracle	Taco Giro T.I. 8320 N Thornydale Ste 110	TMC One T.I. 7510 N Oracle Ste 100
Healthy Skin T.I. 2295 E Vistoso Commerce	Goodwill T.I. 10560 N La Canada	3 Degree Saunna Spa T.I. 1930 E Tangerine Ste 100	Fry's T.I. 3770 W Ina	Title Security T.I. 8500 N Oracle Ste. 100
Vantage West T.I. 15250 N Oracle Ste 150	The X Noodle T.I. 11931 N First Ste 102	La Posada 10930 N First	Villa Cielo Cortaro Apartments 8255 N Shannon	Arizona Mohs Surgery T.I. 7530 N Oracle
Oro Valley Coffee Roasters T.I. 15631 N Oracle	Tangerine Dental T.I. 1880 E Tangerine Ste 190	Hilton Epazote T.I. 10000 N Oracle		Pusch Ridge Auto T.I. 8040 N Oracle
<b>Who Received Project Final Inspection</b>	Oro Valley Massage T.I. 10420 N La Canada Ste 150	Il Sons For Men T.I. 10556 N Oracle		NW Bible Church T.I. 889 W Chapala
Linda Vista Luxury Rentals 375 E Linda Vista	Oro Valley Assisted Living 12380 N Vistoso Park	Red Lobster Fire Alarm 11695 N Oracle		Cabali Tiki T.I. 8195 N Oracle Ste 125
Verizon Wireless 10580 N Oracle Ste 100	Pet Supplies Plus T.I. 10540 N La Canada	Shell Building 9645 N Oracle	*Inspector for this zone is also assigned to the La Posada project	Pusch Ridge Christian Academy 9500 N Oracle
Cross First Bank T.I. 7981 N Oracle	Oro Valley Court T.I. 11000 N La Canada	Dollar Tree T.I. 11865 N Oracle		State Farm T.I. 200 E Magee Ste 130
Arizona Sleep Center T.I. 7600 N La Cholla	Tropical Smoothies T.I. 10335 N La Canada	Urgent Vet Center T.I. 10556 N Oracle Ste 185		Country Financial T.I. 200 E Magee Ste 140
		Shell Building 375 W Linda Vista		Panda Express Kitchen Hood 7848 N Oracle
		Complete Canine T.I. 10140 N Oracle		GI Alliance T.I. 7490 N Oracle
		AT&T T.I. 10556 N Oracle		Baymar Solutions T.I. 180 W Magee Ste. 134
				Landlord Improvement 7400 N Oracle

### Fire Marshal Akins:

- Attended a pre-application meeting with the Town of Marana for a proposed subdivision near Twin Peaks and Linda Vista.
- Participated in the prevention program, fire investigation program, and water supply meetings with the accreditation evaluators.
- Participated in the interview panel portion of the Battalion Chief testing process.
- Attended Shop with a Firefighter event.
- Ordered food truck inspection stickers for Payson, Mesa, Chandler, El Mirage, Gilbert, Fountain Hills, Buckeye, Queen Creek, Kingman, Timber Mesa, Sedona, Florence, and City of Maricopa Fire. Stickers for Scottsdale, Northwest, Tucson, Rural Metro, Rio Rico, Corona de Tucson, Sierra Vista, Davis Monthan, Green Valley, Bisbee, and Drexel Heights Fire have previously been ordered.

- Attended re-occurring meetings to include TOV pre-construction/development review committee (DRC)/traffic, Joint Fire Investigations, Fire Chief Status, Executive Leadership, GRFD Fire Board, Southern Arizona Fire Marshals Association (SAFMA), Arizona Fire Marshals Association (AFMA), GRFD Shark Tank, TOV Traffic Safety, and Fire & Life Safety (FLS) staff.

#### Education/Committees/Training Activities:

- Deputy Fire Marshal (DFM) Druke and Inspector Helvig attended a Firewise Training at Prescott Fire.

#### 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
07/09/23	Brush Fire	One-Two Family Dwelling	\$0	\$0	\$397,542	\$0
07/26/23	House Fire	One-Two Family Dwelling	\$129,748	\$72,983	\$194,623	\$30,137
08/02/23	Building Fire	Commercial - A3	\$81,222	\$81,222	\$730,995	\$324,887
08/11/23	House Fire	One-Two Family Dwelling	\$7,236	\$1,809	\$354,550	\$179,084
09/02/23	Building Fire	One-Two Family Dwelling	\$15,211	\$12,684	\$10,157	\$0
09/19/23	Building Fire	One-Two Family Dwelling	\$21,016	\$4,203	\$399,308	\$205,959
09/21/23	Mobile Home	One-Two Family Dwelling	\$7,500	\$5,000	\$0	\$0
09/25/23	Building Fire	One-Two Family Dwelling	\$30,174	\$7,544	\$271,566	\$143,326
09/26/23	Vehicle Fire	Travel Trailer	\$8,000	\$12,000	\$0	\$0
10/07/23	House Fire	One-Two Family Dwelling	\$172,000	\$30,000	\$43,000	\$0
11/18/23	Commercial Fire	Business/Educational	\$3,083	\$1,542	\$6,163,156	\$3,081,578
12/09/23	Building Fire	One-Two Family Dwelling	\$113,847	\$28,462	\$455,386	\$256,154
		<b>TOTAL</b>	<b>\$1,288,276</b>	<b>\$624,964</b>	<b>\$11,832,785</b>	<b>\$5,602,132</b>

- On December 5, 2023, a vehicle fire was reported in Northwest Fire District.
  - GRFD assisted with the origin and cause investigation.
- On December 7, 2023, a residential fire was reported in Rincon Valley Fire District.
  - GRFD assisted with the origin and cause investigation.
- On December 9, 2023, a residential fire was reported in Golder Ranch Fire District.
  - The area of origin was in the garage due to an overload power strip.
  - The fire is classified as unintentional.
- On December 29, 2023, a residential fire was reported in Northwest Fire District.
  - GRFD assisted with the origin and cause investigation.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Grant Cesarek, Assistant Chief of Support Services

MTG. DATE: January 16, 2024

SUBJECT: SUPPORT SERVICES ASSISTANT CHIEF'S REPORT

ITEM #: 7C

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

### BACKGROUND

This allows for the Support Services Assistant Chief to provide updates to the Governing Board on the following areas:

- Assistant Chief's Activities
- Planning
- Logistics
- Facilities Maintenance
- Fleet
- Supply

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



# ASSISTANT CHIEF'S REPORT

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Grant Cesarek – Assistant Chief Support Services

December 2023

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- Busy month with meetings and events, all were a great success and wonderful to see all of our families for breakfast and at the awards party.
- Was part of the Chief's panel for Battalion Chief, great candidates and selections.
- Assisted our team with selecting our new procurement/supply tech, Justin Mink.
- Continued work with new access security software for our door locks, Aspen Technologies has started the replacement of locks at other district locations. There will be no impact on current badges as we make this addition.
- Attended shop with a fire fighter, such a great event to see take place and speaks to the impact our personnel have on the community.
- Attended the Labor Leadership meeting.
- Great job to Adam Jarrold with receiving the Public Safety Achievement Medal from the Pima County Sheriff's Department, the ceremony was well attended and well done.

## Headquarters Update

- Continuing to outfit the building and address issues as they arise.
- The business park HOA has completed the bids for monument signage updates at Oracle Rd.

## Station 378 Update

- Weekly construction planning meetings took place, minus one due to vacation plans.
- Our civil and architectural teams resubmitted plans which included all updates as requested from the first submittals. At the time of this packet development there is no news on the status of plans, by the time of the board meeting there will be new information to provide.

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## Adam Jarrold- Deputy Chief

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- Met with several Battalion Chief candidates as they prepared for the BC test.
- Met with the accreditation team for categories 6 and 11 items.
- Worked on ensuring that the items we have listed on our PCWIN radio subscription are accurate to radios that are deployed in the field.
- Continued work on AFG Radio Grant items. All items have arrived.
- Attended Family Holiday Party.
- Assisted with Battalion Chief testing process
- Sat on oral board panel for new procurement tech
- Taught several more Andy and Adam's super awesome radio class to field crews

- Humbled to receive the Public Safety Achievement medal from Pima County Sheriff's Department
- Attended Adult Holiday Party
- Attended Fire District Board Meeting
- Completed two employee evaluations for Captains I oversaw prior to moving to Deputy Chief
- Traveled to Missouri to visit my wife's family for Christmas

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## Keith Holland – Project Manager

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- Coordinated the Peer Assessor Team on-site visit. (3-7 December)
- Attended the Family Holiday Party
- Attended the Adult Holiday Party
- Participated in the Station 378 weekly update meeting
- Attended the Memorial Service for the Massie Family Matriarch
- Attended the AZ Continuous Improvement Consortium Meeting (Virtual)
- Attended the online Monday.com user forum.
- Attended the December Fire Board Meeting
- Attended the Administrative Holiday Celebration
- Attended the Image Trend implementation Kick-off meeting

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

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- Began process for CIP projects for FY 24/25
- Awarded bids to paint and floor contractors to begin work in January for Admin North
- Completed Xfinity Cable project for stations
- Two Dodge Chassis have been secured for two new ambulances Delivery August 2024
- ACE hardware accounts in process of being re-structured
- Annual Hose and Ladder Testing scheduled for January
- On boarding of new procurement and Supply Specialist Justin Mink

### Service Tickets:

- Facility Maintenance Repair 44
- Fleet Maintenance 39
- Fire Supply 12

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## Facilities

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Summary of items addressed at district facilities:

- Preventative maintenance inspections were completed on all district generators.

- Landscaping cleanup was completed at Headquarters & Manivee properties.
- Preventative maintenance inspections on backflows were completed at four district facilities.
- Admin Assistant Ramos continues to complete OPIQ requests for kitchen items, she is assisting Chief Price with Ace accounts and assisting with front desk coverage at Professional Development (admin north).
- Facilities Technician Tom Butler assisted with the set-up for the Family Holiday Party.

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## Fleet

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- Prepared six ambulances for DHS inspections. All 6 passed.
- New Ford F250 pick-up truck was placed in service Facilities
- Helped set up for the Family Christmas Party at St. 370
- The new parts washer is in operation.
- We received the new power washer and are waiting on quotes for installation.

New Parts Washer



New Power Washer

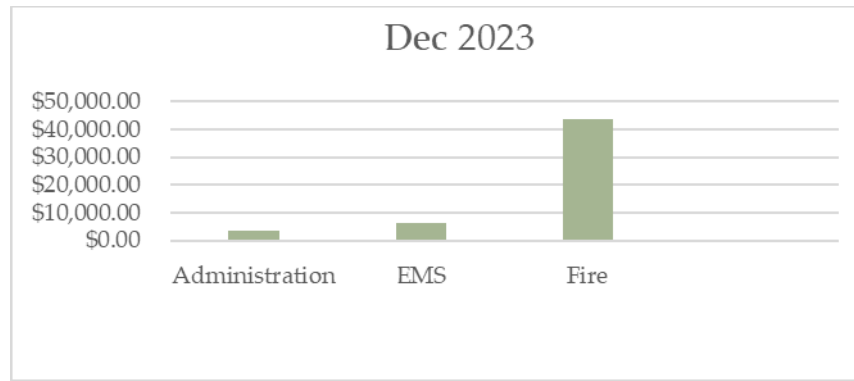


### Monthly vehicle parts costs

Administration - \$3,475.06

EMS – \$6,149.20

Fire – \$43,724.23



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## Procurement Specialist

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- Received new particulate Nomex hoods in October. We have now applied asset property tags and serial numbers to each hood. This is accomplished using special (and expensive) fabric stickers that have been individually printed with sequential serial numbers that are then heat pressed applied to the back of each hood.
- Continued to teach “Andy and Adam’s Super Awesome Radio Class” to field crews. We have now met with all three shifts at the northernmost stations which are most affected by using different frequencies based on the location of the incident.

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## Health and Safety

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- Captain North successfully passed the Battalion Chief promotional process! Division Chief North will stay in place in the newly re-categorized position of Division Chief of Health and Safety beginning January 8<sup>th</sup>.
- New extractors (large washing machines to properly clean firefighter turnout gear) were installed at all stations (minus Station 378) with the help of our Facilities team and partners from Arizona PPE. Old extractors will be released to surplus to neighboring agencies in need of extractors.
- Prepared new particulate hoods to go in service during January Company Readiness Training (CRD).
- Continued progress on inventory, tracking and storage location for PPE program.
- Working with 1582 to secure Administration and retiree annual physicals.





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

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

MTG. DATE: January 16, 2024

SUBJECT: EMS & FIRE RESPONSE ASSISTANT CHIEF'S REPORT

ITEM #: 7D

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

### BACKGROUND

This allows for the operations Assistant Chief to provide updates to the Governing Board on the following areas:

- Operations
- Emergency Medical Services
- Professional Development
- Health and Safety
- Wildland
- Honor Guard/Pipes and Drums
- Special Operations

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



# ASSISTANT CHIEF'S REPORT

EMS/Fire Response – Chris Grissom

*December 2023*

## EMS

### EMS Training

- Finalized the curriculum for upcoming EMS skills lab and Medical Direction gave their approval.
  - The focus is recertifying multiple providers in Applied Resuscitation Education & Specialized Training (AREST) CPR/Advanced Cardiac Care and updated Administrative Guideline review.
- Updated and finalized Annual OSHA Compliance Training PowerPoint.
- University of Arizona EMS (UAEMS) training was issued monthly via Vector Solutions.
  - December's topics were Acute Coronary Syndrome and Dysrhythmia Management.

### Other Items of Interest

- Received performance benchmarks from Medical Direction for the month of December focusing on the following areas:
  - Chest pain
  - Cardiac arrest
  - Stroke
  - Traumatic brain injury (TBI)
- Performance-based benchmarking guides the EMS Division in targeting efforts for improved patient care outcomes and training.
- EMS Captain (EC) Jones and Administrative Paramedic Morales-German completed their AREST CPR and Advanced Cardiac Instructor course.
- Annual performance appraisals for EMS Division were completed.
- DHS inspections completed on 12/15/2023 on six of our ambulances. All passed with flying colors!!



## EMS Team

- Monitoring emergency department (ED) wait times closely, we continue to have tight communication and working with hospital liaisons to find efficient ways of maintaining quick patient transfers.
- Continued collaboration with all hospital partners and EMS agencies.
- Continued monthly meetings with the EMS Team to continuously improve communication across all three shifts with EMS Captain (EC) talking points.
- The Administrative EC, 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 Captains continue to monitor the Narcotics process.
  - The program is working as intended.
  - Received kudos from Medical Direction, stating our processes are top notch.
- ECs continue to collaborate in tight communication with area EDs for smooth and quick offload times.

## Monthly EMS Stats

### Month of December Details

#### Transports+/- From Last Month

#### Interfacility +/- From Last Month

MD372	0	0	0	0
MD376	0	0	0	0
MD379	0	0	0	0
PM370	68	-13	0	0
PM371	0	0	0	0
PM372	1	0	0	0
PM373	86	4	0	0
PM374	0	0	0	0
PM375	101	2	2	-2
PM376	120	23	1	-1
PM377	79	-25	0	0
PM379	0	0	0	0
PM380	138	16	0	0
PM381	26	9	0	0

### Transports +/- for the Month

Total Transports for the Month to Date: 619  
+/- From Last Month 16  
Total Responses 628  
Transport % 99%

### Interfacility +/- for the Month

Total Inter-facility for the Month to Date: 40  
+/- From Last Month -3

### Fiscal Year Details for 2022-23

#### Transports

Fiscal Year to Date: 3,508  
Last Fiscal Year to Date: 3,454  
+/- From Last Month 54  
Total Responses 3,564  
Transport % 98%

#### Interfacility

Transports Fiscal Year to Date: 21  
Last Year to Today Last Year: 65  
+/- From Last Month -44

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## Professional Development

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Annual Hazardous Materials Training

### Courses/Training

- 2023 Annual Hazardous Materials Operations Training
  - Completed in December
- 2023 Fall II CRD Fire Ground Survival Follow-Up Training
  - Being planned and will be completed January 2024
- Instructor I Course
  - Planning class instruction
  - Starts January 22, 2024

- Open to our regional partners
- Instructor II Course
  - Planning class instruction
  - Starts February 12, 2024
  - Open to our regional partners
- Leadership Series
  - Northwest Fire District planning class instruction
  - Starts March 21, 2024

#### 23-01 Probationary Year

- Module IV books have been assigned and will be due February 12, 2024.
- Module III and IV practical testing will be February 20<sup>th</sup>, 21<sup>st</sup>, and 22<sup>nd</sup>.

#### 24-01 Academy

- Application process closed December 20, 2023.
- Two open houses were completed in December.
- Wonderlic assessments are scheduled to be complete on January 2, 2024.
- Spark Hire interviews will take place between January 4-16, 2024.
- Eye Detect will take place the week of January 29, 2024.
- Chiefs interviews will take place the week of February 5, 2024.
- Academy is expected to start on April 1, 2024.

#### Promotional Processes

- Battalion Chief Promotional Process
  - The process was completed with five individuals successfully completing the process.

#### Car Seat Program

- Two car seat installs were done in the month of December.

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### Wildland

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#### Current Assignment

- No personnel currently on assignment.

#### Recent Assignments

- 12/9/23 – EN378 IA 0.5-acre wildland fire HWY79 roadside fire.
- 12/10/23 – 12/11/23: 77 Fire – Wildland Team IA 94-acre fire off HWY77 MP97.

#### December Projects

- Completed Wildland Team 2024-2025 Budget Draft
- Submitted final WL Program appraisal for WL Division as part of the Accreditation Process.
- 12/9/2023- Wildland Leadership Meeting to discuss current and future staffing, Medical Direction for Wildland Assignments, upcoming Budget, and Team recruitment.

## Upcoming Events

- January – Wildland Team Red Card Pack testing.
- 1/31/24 – 2/3/24 – ROHVA Instructor Course.
- February 26<sup>th</sup> & 27<sup>th</sup> – GRFD Wildland Team will be hosting the Pinal County Wildland Team annual refresher.

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## Honor Guard/Pipes and Drums

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### Honor Guard

- Zero expenditures – monthly total: \$0.00.
- District credit card and Honor Guard budget all squared up.
- 12/15/23 - Monthly Honor Guard meeting.

### Pipes & Drums

- Nothing to report.

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## Special Operations

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### Training

- In December, our GRFD Special Operations members participated in the end-of-the-year Regional Hazmat Drill, which took place at the PSA, included a tanker roll over with hazardous materials involved. Alongside our partners at TFD and NWFD, GRFD members participated in the life-like scenario that needed mitigation of a large tanker leak. This scenario is an example of a high risk but low frequency incident, allowing our crews to get as much hands-on experience in a safe environment. Keeping up with these skills is extremely important, not only for our residents, but for our personnel as well.
- During the month of December, the Special Operations crews completed all of the make-ups for the annual Hazmat Refresher with all of the remaining crews throughout the district. The refresher consisted of an online assignment via Vector Solutions and a hands-on drill that focused on air monitor use and mitigation techniques during a carbon monoxide emergency. This refresher will satisfy the annual six hours needed in Hazmat.

### Calls

- On New Years Eve, GRFD Special Operation personnel, along with NWFD Special Ops units and PCSO SARA, responded to the Linda Vista Trailhead for report of a hiker rescue. Crews were able to hike on the trail with stokes and wheel and make contact with a patient who was unstable and unable to walk out on their own. Crews were able to package the patient onto stokes and wheel him to a nearby hoist location, where patient was air lifted by a DPS Ranger and flown directly to Banner Main. This was a successful rescue with no injuries or complications.

# Monthly Type Count Report

## ***Golder Ranch Fire District Call Load Breakdown***

**December 2023**

CALL TYPE	370	372	373	374	375	376	377	378	379	380	TOTAL
Aircraft											0
Brush / Vegetation	1							2		1	4
Building										1	1
Electrical / Motor											0
Fires - All Other	2							1	1		4
Gas Leak											0
Hazmat											0
Trash / Rubbish	1									1	2
Unauthorized Burning	1										1
Vehicle						1			1	1	3
<b>Total Fire</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>15</b>
Animal Problem											0
Animal Rescue	1										1
Assist -Other	9	2	34	19	20	12	12	14	13	5	140
Battery Change	4	6	18		17	2	1	10		1	59
Bee Swarm											0
Defective Appliance											0
Invalid Assist	2	3	37	13	8	8	11	3	6	9	100
Snake		1	5		9	5	9	3	6	4	42
Lockout											0
Fire Now Out		1								1	2
<b>Total Service Calls</b>	<b>16</b>	<b>13</b>	<b>94</b>	<b>32</b>	<b>54</b>	<b>27</b>	<b>33</b>	<b>30</b>	<b>25</b>	<b>20</b>	<b>344</b>
Alarms (Fire, Smoke, CO)				3	4	5	5	1	6	7	31
Cancelled / Negative	7		3	6	13	5	4	3	5	12	58
Smoke / Odor Invest.	1		1	2	2	1	2	2	2	2	15
<b>Total Good Intent</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>11</b>	<b>19</b>	<b>11</b>	<b>11</b>	<b>6</b>	<b>13</b>	<b>21</b>	<b>104</b>
Motor Vehicle Accident	4		1	1	6	2	5	6		8	33
Rescue-high, trench, water				2			1	1			4
Interfacility Transport											0
All Other EMS Incidents	71	13	117	89	80	98	121	24	150	154	917
<b>Total EMS Type</b>	<b>75</b>	<b>13</b>	<b>118</b>	<b>92</b>	<b>86</b>	<b>100</b>	<b>127</b>	<b>31</b>	<b>150</b>	<b>162</b>	<b>954</b>
<b>TOTAL ALL</b>	<b>104</b>	<b>26</b>	<b>216</b>	<b>135</b>	<b>159</b>	<b>139</b>	<b>171</b>	<b>70</b>	<b>190</b>	<b>207</b>	<b>1417</b>
Percentage of Call Load	7%	2%	15%	10%	11%	10%	12%	5%	13%	15%	100%
Average Calls Per Day	3.35	0.84	6.97	4.35	5.13	4.48	5.52	2.26	6.13	6.68	45.71
<b>Patients Transported</b>				<b>619</b>							
<b>Last 12 Month Call Load</b>				<b>19768</b>							
<b>Last December Call Load</b>				<b>1558</b>							





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Wally Vette, GRFD Governing Board Vice-Chairperson & GRFD PSPRS Local Pension Board Chairperson

MTG. DATE: January 16, 2024

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF TWO CITIZEN MEMBERS, ONE A RESIDENT OF THE FIRE DISTRICT AND THE OTHER WITH EXPERIENCE IN PERSONNEL ADMINISTRATION TO THE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM'S LOCAL PENSION BOARD

ITEM #: 8A

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

### BACKGROUND

The statutory requirements for the Local Public Safety Personnel Pension Board as found in A.R.S. §38-847(A)(3) states that the local pension board shall be constituted as follows: for fire districts, the chairperson of the fire district governing board or the chairperson's designee, two members elected by secret ballot by members employed by the fire district and two citizens appointed by the chairperson of the fire district governing board, **one of whom is a resident of the fire district** and one of whom has experience in personnel administration but who is not required to be a resident of the fire district.

### RECOMMENDED MOTION

Motion to appoint Lee Mayes (resident of Golder Ranch Fire District) and Allison Delong (who has experience in personnel administration) as citizen members of the Golder Ranch Fire District's Public Safety Personnel Retirement System Local Pension Board in pursuant to A.R.S. §38-847(A)(3).





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

**TO:** Governing Board

**FROM:** Adam Jarrold – Deputy Chief of Support Services

**MTG. DATE:** January 16, 2024

**SUBJECT:** DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION 2024-0001 TO DECLARE DISTRICT ITEMS AS SURPLUS AND DIRECTION TO STAFF TO ADD DECLARED SURPLUS ITEMS TO A PUBLIC AUCTION SITE OR SELL TO A NEIGHBORING OR MUTUAL AID FIRE DISTRICT/DEPARTMENT

**ITEM #:** 8B

**REQUIRED ACTION:** ☐ Discussion Only ☒ Formal Motion ☐ Resolution

**RECOMMENDED ACTION:** ☒ Approve ☐ Conditional Approval ☐ Deny

**SUPPORTED BY:** ☒ Staff ☒ Fire Chief ☒ Legal Review

### BACKGROUND

The Golder Ranch Fire District has accumulated item(s) that we no longer use or need. The attached document(s) provides details of item(s) the district is seeking to surplus through public auction or sale of to a neighboring or local fire department or district. This agenda item(s) purpose is to request approval to classify the item(s) as surplus and to place them on a public surplus auction site and or approve direct sale. Approved motion will be facilitated at the direction of Deputy Chief Jarrold.

### RECOMMENDED MOTION

Motion to adopt Resolution 2024-0001 to declare district items as surplus and direction to staff to add declared surplus items to a public auction site or sell to a neighboring or mutual aid fire district or department.



# GOLDER RANCH FIRE DISTRICT

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

Chief Tom Brandhuber

## RESOLUTION NO. 2024-0001

### **A RESOLUTION OF THE GOVERNING BOARD OF THE GOLDER RANCH FIRE DISTRICT DECLARING THE LISTED ITEMS AS SURPLUS AND DIRECTION TO STAFF TO DISPOSE OF THE DECLARED SURPLUS ITEMS IN SUCH A WAY THAT BEST MEETS THE NEEDS OF THE DISTRICT**

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

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

**WHEREAS**, the Golder Ranch Fire District is the owner of the list of District property as described in Exhibit A, attached to this document, as surplus to the needs of the District; and

**WHEREAS**, the Golder Ranch Fire District has determined that the items listed in Exhibit A are no longer of any value to the District, do not serve a useful function and are not required for the continued effective operation of the District.

**NOW, THEREFORE, BE IT RESOLVED**; the Governing Board of the Golder Ranch Fire District declares the item listed on Exhibit A, attached to this resolution, as surplus property and is no longer of need to the District; and

**BE IT FURTHER RESOLVED** that the Golder Ranch Fire District Governing Board directs staff to dispose of such declared items in a way that best meets the needs of the District in accordance with state statutes.



# **GOLDER RANCH FIRE DISTRICT**

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

Chief Tom Brandhuber

**ADOPTED AND APPROVED** on this 16th day of January 2024, at a duly noticed public meeting of the Golder Ranch Fire District Governing Board.

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

ATTEST:

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

## Exhibit A

### **Requested items to be declared surplus and be placed on a public surplus auction site:**

Extractors are large washing machines designed to wash firefighter structural firefighting personal protective equipment. GRFD has 9 extractors that we would like to put up for surplus.

UniMat 25 (UNIMAC)- NON-programmable (1)

UniMac- NON-programmable (3)

UniMac- Programmable (3)

Continental- Programmable (2)

Below is a representative photo of an extractor.



**Requested vehicles to be declared surplus and be placed on a public surplus auction site:**

**Unit 0057**

Year: 2003  
Make: Ford  
Model: F-250 4x4  
Mileage: 119,486  
VIN: 1FTNW21P13ED86124

Running Condition: Fair - Poor  
Engine type size: 6.0  
Transmission: Automatic

**Summary:**

Runs, no oil leaks, interior poor, paint is faded and peeling.





Unit 0030

Year: 2000  
Make: International  
Model: Engine Type 3  
Mileage: 22427  
VIN: 1HTSDADNXYH303196

Running Condition: Fair - Poor  
Engine type size: DT 466 International  
Transmission: Automatic

**Summary**

24-year-old unit. Unit runs, A/C does not work, paint faded, interior poor, PTO hydraulic system leaking.





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Dave Christian, Finance Director

MTG. DATE: January 16, 2024

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

ITEM #: 8C

REQUIRED ACTION: ☐ Discussion Only ☒ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☒ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

### BACKGROUND

Presented are the monthly financial reports and cash reconciliation.

### RECOMMENDED MOTION

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

Golder Ranch Fire District  
Summary Budget Comparison - SUMMARY BUDGET TO ACTUAL \*\*BOARD PACKET\*\*  
From 12/1/2023 Through 12/31/2023

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	3,526,903.15	4,006,822.53	479,919.38	17,092,678.63	17,172,155.72	79,477.09
6000	Supplies/Consumables	42,725.52	130,620.85	87,895.33	653,365.78	866,975.10	213,609.32
6500	Vehicle / Equipment Expense	29,773.03	98,482.89	68,709.86	338,208.66	617,897.34	279,688.68
6750	Utilities / Communications	39,441.39	34,915.36	(4,526.03)	253,132.45	241,661.37	(11,471.08)
7000	Professional Services	72,587.50	130,165.98	57,578.48	620,934.82	778,995.88	158,061.06
7500	Dues/Subscriptions/Maint. Fees	3,038.36	39,732.08	36,693.72	323,121.93	359,176.48	36,054.55
7750	Insurance	0.00	0.00	0.00	104,877.24	98,264.00	(6,613.24)
8000	Repairs / Maintenance	28,448.84	43,097.89	14,649.05	262,528.81	359,167.34	96,638.53
9000	Debt Service	596,739.98	1,238,081.27	641,341.29	770,075.96	1,343,293.62	573,217.66
9500	Capital Outlay	4.00	13,249.99	13,245.99	3,434,675.06	1,709,501.61	(1,725,173.45)
Report Difference		(4,339,661.77)	(5,735,168.84)	1,395,507.07	(23,853,599.34)	(23,547,088.46)	(306,510.88)





## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: January 16, 2024

SUBJECT: FUTURE AGENDA ITEMS

ITEM #: 9

REQUIRED ACTION: ☒ Discussion Only ☐ Formal Motion ☐ Resolution

RECOMMENDED ACTION: ☐ Approve ☐ Conditional Approval ☐ Deny

SUPPORTED BY: ☒ Staff ☒ Fire Chief ☐ Legal Review

### BACKGROUND

This agenda item allows an individual Governing Board member to recommend item(s) to go on future agendas.

Pursuant to A.R.S. §38-431.2(H), the Board will not discuss the items(s) at this time because it would be a violation of the Open Meeting Laws and no voting action will be taken on the recommended item.

### RECOMMENDED MOTION

No motion is necessary for this agenda item.



## GOLDER RANCH FIRE DISTRICT BOARD COMMUNICATION MEMORANDUM

TO: Governing Board

FROM: Shannon Ortiz, Board Services Supervisor

MTG. DATE: January 16, 2024

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.