



# Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336  
Telephone (928) 282-6800 FAX (928) 282-6857

**9/11 MEMORIAL COMMITTEE MEETING  
Station #6 – Chapel Area – Sedona – Meeting Room  
Tuesday, December 8, 2015 / 9:00 AM**

~ MINUTES ~

**I. CALL TO ORDER/ROLL CALL**

**Committee Members:** Scott Jablow – Chairman; Dennis Burke; Leslie Hunt; Steve Hunt; David Soto;  
Warren Eckstein

**Others Present:** Tricia Greer – SFD Executive Assistant; Kyle Jablow – Technical Advisor

Committee Chairman Scott Jablow opened the meeting at 9:00 AM.

**II. DISCUSSION/POSSIBLE ACTION: Approval of 11/18/15 Committee Minutes**

Mr. Burke moved to approve the 11/18/15 Minutes; Mrs. Hunt seconded and motion unanimously passed.

**III. DISCUSSION/POSSIBLE ACTION: Conference Call with LEA Architects Re: Proposal and Construction Plans; Approval of Expenditure of Funds from Donations to 9/11 Memorial**

Mr. Jablow conference called LEA Architects and spoke to Lance Enyart and Larry Enyart; Mr. Jablow asked them to explain their proposal for the 9/11 Memorial and introduced the committee members.

Larry Enyart said LEA is excited the committee reviewed their concept design, as they worked hard on it. The following were important points from the telephone conference call:

- There are challenges at the site to handle – such as civil engineering, as well as electrical and structural engineers, for the heavy piece of steel to be supported.
- Entablatures must be researched to design or purchase recognizing significant events of 9/11/01, as well as making sure the correct logos are on the back of the sign. The donor list must be calibrated to the size of the entablature to be mounted and positioned.
- LEA must work with electrical light fixtures in line with Sedona’s Dark Sky ordinance and also ADA compliance – city codes, working drawings, and coordination with engineers.
- Critical work quality must be monitored, such as concrete casting of letters in “we will never forget”.
- LEA wants to make sure we have a quality contractor on the project, as it is amazingly important and symbolic. The materials used for the Memorial will blend in and be part of the station, the friendship walk between the two houses of worship on either side of the station, and the entrance from the parking lot must be properly planned.
- LEA has found sources for the two plaques facing the standing area on pedestals. The cost of the artwork will be around \$2,000 for each of the large entablatures telling the 9/11 story in New York, Pennsylvania, and the Pentagon – the important episodes from that day.
- Mr. Jablow said the story about the steel would be incorporated on one of the plaques, as well as explanation of the symbolism.
- Mr. Jablow asked if we could have the wording engraved on stainless steel; Mr. Enyart said it is an option or one could be engraved verbiage describing the significance of the steel and memorial – and the other, the artwork describing the events of the day; alternatives could be found as a way to value engineer and save money. The colored logos will be graphics of FDNY, NYPD, Port Authority, SFD,

and other options, such as Department of Defense or the Pentagon; the committee has an important job to make suggestions and review the verbiage and logos.

- Mr. Soto asked about existing trees at the site; Mr. Enyart said at least one of the trees must be removed, and the two others will be looked at closely to assure sight lines to the Memorial – either to frame the Memorial or consider removing them. Mr. Soto also asked about up- or down-lighting on the falling position of the Memorial towards the American flag and on the words “we will never forget”; LEA is also looking at illuminating the plaques and piece of steel itself. Mr. Enyart said there may be a light inside the girder with the conduit concealed to subtly light the Memorial at night. Mr. Jablow stated up-lighting could be a problem in Sedona because of lighting ordinances, and downlight or backlit on the plaques may be better received by the community. Mr. Enyart said he understands and with respect to up-lighting, it would be similar to lighting on the current sign in front of the station – not directly up, but, slightly upward to illuminate.
- Mr. Burke asked about dimensions of the standing area in front of the Memorial. Mr. Enyart responded the face of the concrete where the two plaques will be mounted is 15.8’ long and about 27’ from edge of the ADA ramp on the back side of the bench and donor recognition entablature.
- Only donors of \$911 or more will be recognized on the sponsorship wall, and the recognition plaque may be scaled back, if there are fewer large donors. Mr. Jablow said he would also like to commemorate the committee members’ names on the same entablature, if it is not too expensive.
- The time frame for construction drawings is 6 to 8 weeks.
- Mr. Enyart said LEA would look to the committee for verbiage describing where the girder was originally located in the WTC, and the artifact number (F0005.020) from the Port Authority. LEA will call the Port Authority to see if there is more information about the girder; Mr. Jablow has the contact information.
- Mr. Enyart discussed follow-up LEA will provide for the project – the management phase with the construction manager is called Contract Administration including limited inspection to make sure the work is done right, pre-construction meetings, overseeing the mix of concrete and how it will protect the work, uniformity in the rusting steel, ordering entablatures, shock testing for steel to make sure of compliance, and the construction quality of work – all of which is included in the \$6,950 on the estimate; the additional \$1,650 is to coordinate with the general contractor for a total of \$8,600. LEA will be in almost daily contact with the contractor.
- Mr. Hunt asked if the price included preparation of the construction RFP; it does not, however LEA knows very qualified contractors to be included; the committee and LEA agreed the RFP should be sent to a limited amount of contractors – both those recommended by LEA and local contractors – maybe five or as little as three. The Veterans Memorials in Cottonwood and Sedona were done by local contractors. Mr. Enyart said they will need to know their qualifications and screen the contractors that have done similar projects using steel, lighting, concrete, etc.
- The conference call ended at 9:54 AM.

Mr. Jablow asked if the committee had consensus to use LEA Architects to do the working plans for the RFP, and moved that the committee accept LEA’s bid proposal for \$8,600; Mr. Burke seconded; the motion passed unanimously. Mr. Jablow then moved to create a RFP for this project upon receipt of the working construction plans from LEA to include not more than six qualified, recommended contractors with a minimum of one local contractor; Mr. Soto seconded and the motion was unanimously approved. Mr. Jablow will follow-up with LEA on payment of a deposit or the amount in full.

#### **IV. DISCUSSION/POSSIBLE ACTION: Review and Approve Any Solicitation Correspondence**

There was no solicitation to discuss.

## **V. DISCUSSION/POSSIBLE ACTION: Sedona 9/11 Website and Electronic Fundraising**

Technical Advisor Kyle Jablow showed the draft website, which should be done by the end of the day. There will be a gallery of photos and committee member names, and after the project begins, photos of the construction progress will be added.

Kyle and Scott will talk to SFD Finance Manager Sandi Schmidt about electronic credit card donations, but for now, credit card donations must be made either in person at Station 1 or over the telephone to the district at 928-282-6800; checks may be mailed to Station 1. Mr. Jablow said he would send an email to the committee with the draft website for their review before it goes live. He said if the committee had 9/11 photos they want included, to email those to Ms. Greer to forward to Kyle. The website will also include renderings of the Memorial.

## **VI. DISCUSSION/POSSIBLE ACTION: Other Fundraising Ideas and Resources**

Mr. Jablow updated the committee on the following fundraising efforts:

- Sedona Lodging Council sent an email to its members about the project and a donation brochure.
- The donation brochure will also be included in the next Chamber of Commerce email blast.
- He will attend Good Morning Sedona this week and take brochures.
- He contacted APS again, and was told they may help with a fundraising event. He asked Chief Kazian to contact a list of cities/agencies that have 9/11 Memorials to see if APS donated to any of those, which would make it easier to solicit the local APS.
- All solicitations made by Mr. Jablow are on the spreadsheet through Gmail including Walmart, Kitchen Collection, Garlands, Tlaquepaque, Vitamin World, McDonalds, and Walgreens, although some require a 501C3, which SFD does not have. Mr. Soto said Home Depot would give equipment or materials but not money. He also contacted Pet Smart and Ace Hardware.
- Mr. Jablow will check the City of Sedona grant process; Mr. Hunt will look into Coconino and Yavapai Counties, and the Big Park Regional Coordinating Council.
- Information for donations is now on Sedona.biz, and a Red Rock News article will be after the RFP.
- SFD Public Information Officer Gary Johnson will mention the project on radio programs once the website is live. Mr. Epstein said he has local affiliates for his radio program in Prescott and Flagstaff.
- Mr. Epstein knows Patrick Schweiss of the Sedona Film Festival and suggested they have a fundraiser to include interviewing community members directly involved on 9/11; Mr. Jablow said he is already working on that, and we are in negotiations to possibly hold events in connection to the moving Vietnam Veterans Wall coming to Sedona in the spring. Mr. Epstein said he would talk to Mr. Schweiss about other film festival opportunities.
- Mr. Jablow will send Mr. Epstein the Gmail link for the solicitation spreadsheet.
- The committee briefly discussed new fundraising ideas including talking to Ed Lambert – John D. Miller’s partner in the Old Marketplace, and the John and Cindy McCain Foundation.
- Mrs. Hunt has not yet received a response from the local manager of the Community Foundation, but she did send a request to the corporate office in Phoenix for their February/March grant cycle.

## **VII. ADJOURNMENT**

Several committee members requested new donation flyers, which are available through Ms. Greer. The next meeting was scheduled for Tuesday, January 5, 2016 at 9:00 AM, Station No. 6. The meeting was then adjourned at 10:50 AM.

*Original signed by Tricia Greer*

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Tricia Greer, Recorder to the 9/11 Memorial Committee