



Sedona Fire District

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9/11 MEMORIAL COMMITTEE MEETING
Station #6 – Chapel Area – Sedona – Conference Room
Thursday, February 25, 2016 / 9:00 AM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Committee Members: Chairman Scott Jablow; Dennis Burke; David Soto; Tricia Greer – Recorder to the Committee

Committee Absent: Leslie Hunt; Steve Hunt

Others Present: Kyle Jablow – Technical Consultant; Susan Cohen – Citizen

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

II. DISCUSSION/POSSIBLE ACTION: Approval of 2/9/16 Minutes

Mr. Soto moved to approve the 2/9/16 Committee Minutes; Mr. Burke seconded, and the motion was unanimously approved.

III. DISCUSSION/POSSIBLE ACTION: LEA Architects Progress on Construction Plans; Request for Proposals – Memorial Construction

A telephone conference call was held with Lance Enyart of LEA Architects. Mr. Jablow asked about the status of the Memorial's construction plans. LEA sent a link to the plans to Mr. Jablow; he will forward the link to the committee members. LEA also sent the link to Audrey Juhlin of the City of Sedona Building Department to review the plans. Mr. Jablow said Ms. Juhlin had found an ADA compliance issue of handrails missing on the ramp to the Memorial. Mr. Enyart said the way the steps are staggered on "landings", their understanding is the design would not require handrails; he will follow-up on this matter through Randy, another architect at LEA, who was working with Ms. Juhlin; Mr. Enyart will let Mr. Jablow know. There is another list of requirements for bidders that should be ready by February 29th. Mr. Jablow expressed the concern of the committee to get the bids in as soon as possible and said it would probably be a 30 day deadline for the bidding contractors.

Mr. Enyart said LEA believes 3 bids from qualified general contractors would be sufficient to get quality construction, and that 5 or more contractors may dilute the process. Mr. Jablow said we know of two interested local contractors and Danson Construction. Mr. Enyart said some vetting of subcontractors is required in terms of their qualifications to do the work and references will be required. Mr. Enyart asked about the status of the donor list for the plaque because we will need to hone in on a layout for purposes of bidding – although we could use a placeholder for bidding; Mr. Jablow said the donor plaque could be installed after the dedication, if necessary. LEA will place "voids" within the formatting of the donor plaque allowing future placement of names.

Mr. Jablow asked if LEA or SFD should send the construction documents to contractors for bidding; Mr. Enyart suggested it would be better if SFD released it; he will send Danson's contact email to Mr. Jablow. Mr. Enyart also said the committee needs to decide if there should be a pre-bid conference or just send out the construction documents directly to the contractors. Mr. Enyart said the bid documents will also include the schedule of events/timelines for construction. Mr. Jablow confirmed the committee would be able to review the plans before sending to the contractors. The conference call ended at 9:35 AM. Mr. Burke asked if the design cost allows any changes, and if so, how many and would there be additional costs.

IV. DISCUSSION/POSSIBLE ACTION: “Future Home of Memorial” Sign

Mr. Soto said he is continuing his research to get the “Future Home” sign completed and installed. He has informal “bids” of upwards of \$300 for a wooden sign of a more permanent nature, or a vinyl banner to be mounted to a wooden frame which would cost about \$125. He said Chief Kazian expressed concern that the sign should look professional and not become tattered or shabby looking. Mr. Soto discussed it at the last Fire Board meeting and the Board seemed open to the idea. Mr. Jablow said he would rather go with the vinyl banner and he believes Staples could do it for about \$89, or to check with www.nextdayflyers.com. The frame would be about 3’X7’. He said the paint on the wooden sign or the vinyl could be UV-rated, so it would not fade quickly in the sun. After a brief discussion, ***Mr. Jablow moved to approve a not-to-exceed cost of \$250 for the sign, and for Mr. Soto to continue moving forward for its installation; Mr. Soto seconded. The motion unanimously passed.*** Mr. Soto will go back to the graphic artist that quoted the price of the wooden sign to discuss the cost limitation, and would also check with Staples and the flyer website.

V. DISCUSSION/POSSIBLE ACTION: Arizona Community Foundation Grant

Mr. Jablow informed the committee that SFD had submitted an application for an Arizona Community Foundation grant for the Memorial; Mrs. Hunt opened the account with the Foundation, Mr. Jablow added his information, and then, SFD staff – Kris Kazian, Sandi Schmidt, and Pam Wester – worked to complete it under a very short deadline as applications had to be received by 2/26/16. Mr. Jablow believes we will know about the grant by July, with funding to be sent in November. If we receive the grant, we could ask the district if it would pay the grant amount for construction and reimburse SFD after receipt of the funds; or ask the selected contractor if they could wait to receive payment until November. ***Mr. Jablow moved to approve submittal of the grant application to the Arizona Community Foundation for construction of the SFD 9/11 Memorial; Mr. Burke seconded, and the motion was unanimously approved.***

VI. DISCUSSION/POSSIBLE ACTION: Sedona 9/11 Website and Electronic Fundraising

Mr. Soto said we now have a link on the front page of Sedona Fire District’s website to the 9/11 Memorial website. Our 9/11 website has also been updated with the new donations. Mr. Soto requested the status of being able to link SFD’s PayPal account to the 9/11 website; Kyle must meet with Finance staff at SFD and will schedule an appointment. Also, Mr. Jablow said he has an app that can be used to swipe credit cards on a smart phone that could be used at fundraisers (such as the St. Patrick’s Day Parade) to accept donations.

VII. DISCUSSION/POSSIBLE ACTION: Update of Fundraising Efforts including Sound Bites

- SFD has received \$19,161 donations for the Memorial to date.
- Mr. Soto displayed the antique fire extinguishers that are going to be used as donation boxes.
- The St. Patrick’s Day Parade is March 12th; Mr. Soto is handling the details of mounting the girder on the trailer and decorating it for the parade, as well as for future events. He is working with Division Chief Ed Mezulis, who is a certified welder. SFD staff will provide a large sign with donation information for the trailer and static display. Mr. Soto will have a 10’X10’ tarp to put over the display for shade during the event. The girder will then remain on the trailer until installation in the Memorial. Mr. Jablow said he has a contact at ProBuild, who has offered to donate in-kind services and may allow the use of a forklift to put the girder on the trailer.
- Ms. Greer forwarded an email to the committee with the menu and cost breakdown from Sound Bites Grill for the April 17th fundraiser. This will be a semi-formal event from 6:00 to 10:00 PM with a social hour with butler-served hors d’oeuvres and wine; sit-down served salad, and a buffet dinner. There will be musical entertainment after dinner and Sound Bites will pay \$400 to the band, with SFD paying \$300 (from proceeds). Also, a silent auction will be included in the event; Mr. Soto said the committee members need to start soliciting high-end auction items. The cost will be \$911 for a table of six, which will mean SFD gets \$66.83 per person in donations. There will also be “social seating” for diners who do not have tables of six. The owners of Sound Bites are going to donate two

autographed guitars for the auction, as well handle all marketing for the event, and take the reservations. Sound Bites will receive a name on the donor plaque at the Memorial. Mr. Soto said the grill holds 125 occupancy load and they are planning for 100 to 125 people for the event. The bar area of the grill will be open for other diners, and we will have a donation box present. Mr. Soto said he is working with the Fire Marshal to get the trailer with girder to display in front of Sound Bites with the “red carpet”.

- Mr. Soto and the Hunts met with John, the owner of PJ’s Pub to discuss a fundraiser event at the Pub; we do not yet have a date, but PJ’s has offered to donate a percentage of food and beverage during the event; we will have the girder available for display.
- In May, we are considering having either a pancake breakfast or hamburger/hot dog lunch at Station No. 6 on May 14th or May 28th.
- On either the first or third Wednesday in June, Vino de Sedona is eager to help us by donating their venue at no cost for a wine tasting. Vino de Sedona will donate the proceeds from the purchase of bottles of wine; Mr. Soto is trying to get bottles of wine donated to the event.
- Mr. Jablow will have 2,500 flyers printed with donation information to pass out at the St. Patrick’s Day Parade, as well as other fundraisers. He checked a website that could do them for \$200 and get back to us in three days.

VIII. DISCUSSION/POSSIBLE ACTION: Other Fundraising Ideas and Resources

- Mr. Jablow said we can now use the Sedona-Verde Valley Firefighter Charities’ 501C3 on donation applications and will reapply to corporations that required it.
- Mrs. Cohen suggested having donation information at the Red Rock Ranger Station on Highway 179 and at the Verde Valley Archeological Center. She will email contact information to Mr. Jablow.
- Mr. Soto would like to see if it would be possible to have a United States flag flown over the 9/11 Memorial Museum in New York City to use at the dedication ceremony of Sedona’s 9/11 Memorial. Mr. Jablow said he could check with New York contacts; Ms. Greer’s friend knows the director of the museum and will ask her if it would be possible.
- Mr. Jablow will ask Jennifer Wesselhoff if we could put donation flyers at the Chamber of Commerce in Uptown.
- Mr. Jablow contacted the Safeway Foundation about a donation, and originally asked for \$25,000, but since that would be approximately half of the project cost, they would not be able to do that much; however, he is asking how much they would consider. He said Basha’s committed to donate \$911.
- If there is extra money, Mr. Jablow would like to have wooden plaques made to thank large corporate donors.
- *Red Rock News* recently took photos of the local Sedona Marine Corp group donating \$1,000 at the Memorial site.

IX. ADJOURNMENT

The next meeting was scheduled for 9:00 AM on Tuesday, 3/1/16 at Station #6. The meeting was then adjourned at 10:36 AM.

Original signed by Tricia Greer

Tricia Greer, Recorder to the 9/11 Memorial Committee