



Sedona Fire District

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

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

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

Others Present: Fire Chief Kris Kazian; Wendy Tanzer – Citizen

Committee Chairman Scott Jablow opened the meeting at 9:04 AM.

II. DISCUSSION/POSSIBLE ACTION: Approval of 3/24/16 Minutes

Mr. Jablow moved to approve the 3/24/16 Minutes; Mr. Soto seconded; it was unanimously approved.

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

Chief Kazian said the construction documents seem to be fairly straightforward and dates need to be filled in; the Fire Board authorized staff to move forward once the legal language is in place; staff will work with LEA to complete and release the documents for bidding. He said the documents would go on the SFD website and sent to the construction companies previously identified, but wants any qualified company to be able to bid. Mr. Jablow said he has 3 local contractors interested – DiBattista, DeTar, and Biermann – as well as Danson, who was the contractor on Station 6 – and would like to move forward as quickly as possible. Attorney Whittington legally reviewed the documents. SFD will recommend a 3 week bidding period. Chief Kazian cautioned about putting out the “notice to proceed” without having substantial donated funds because the Board seemed reluctant to pay upfront for construction without it. The committee decided to close the bidding period on Tuesday, 4/26/16 at 2:00 PM; LEA would then review the submittals to determine which contractors are qualified for the project, give advice to the committee on the pros and cons, and discuss which contractor to recommend to the Fire Board.

Chief Kazian then called Randy Jones from LEA Architects; Chief Kazian told Mr. Jones the committee is considering April 26th at 2:00 PM as the closing date; Mr. Jones said after that the committee should meet fairly quickly to consider the bids. The committee would make the recommendation to the Board. Chief Kazian said the Board could schedule a special meeting for early May during its regular Board meeting on 4/20/16; Mr. Jones suggested the committee meet on 4/28/16 to give everyone a day to “digest” the information and look at the contractors’ performance history, as well as the subcontractors. Mr. Jones will put the selected dates in the documents and post the plans and specs via a link; the link can then be provided to contractors. Chief Kazian mentioned if contractors contact LEA with questions about items inadvertently left off, LEA will address those concerns in an Addendum which will be added to the documents. Mr. Jablow will send LEA a contact list of the contractors, if they have questions. Mr. Jones will send out the bid package later today. The committee asked Mr. Jones if it would be a disqualifying factor if contractors had done no work for municipalities before; Mr. Jones replied it is not a disqualification, but rather something to evaluate, in comparison to other contractors’ experience and pricing.

Mr. Jablow wanted to clarify that LEA would send a link to the whole package, and then he could send the contractors the link, as well as send Mr. Jones the names and contacts of the contractors; he asked if

we could still post it on the SFD website; Mr. Jones said his understanding was this RFP was by invitation only for general contractors, but would be open to subcontractors; he said it was a select bid list of those 4 general contractors previously identified because that was talked about by the committee. Mr. Soto said at one point – because of the nature of the project – he was more inclined for a select group of contractors to bid rather than open it too much; Chief Kazian said he is fine with that reason, but does not want to create a problem with other local contractors. Mr. Jones said it needs to be a high quality project and suggested Chief Kazian speak with SFD’s attorney to see if it is appropriate for SFD, although he knows other fire districts have used the select bid list process for construction without issue. Mr. Jones was not sure if just posting it on the SFD website met posting requirements, or if it had to be advertised in publications. He said if the committee chooses to go into select bid, you would not need to do the advertisement because it would be sent only to those specific companies. Chief Kazian said we will make sure we are meeting our legal requirements; he also told Mr. Jones if there is another qualified contractor in Phoenix, we want to add them to the bidder list. Mr. Soto fully agreed that Mr. Whittington should be consulted on the legality of the matter. Mr. Burke asked if the contractors would know how many other contractors were given the documents to bid; Mr. Jablow replied, no, because of the possibility of collusion. Chief Kazian will follow-up with Mr. Whittington.

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

The 9/11 website now has a “Donate” button on the front page, so people can easily donate electronically.

V. DISCUSSION/POSSIBLE ACTION: Update of Fundraising Efforts and Upcoming Events

Regarding the solicitation letter being sent to 800+ community members, Chief Kazian said he could ask staff to mail merge the letter to personalize each one with the community member’s name and address; he also recommended waiting to mail them until we have the construction cost estimate to share in the letter. Mr. Jablow said we were going to use the letter not just for donation requests, but also for information about upcoming fundraisers; however, he agreed it might be more effective to focus on fundraising the amount needed after we get construction bids back. Mr. Jablow said he has two lists of potential donors – one from an individual and one from the Chamber of Commerce – with a spreadsheet on which we could combine the lists for ease of mailing; he likes the idea of personalizing the letters. He checked with Hansen Lightworks and they can prepare the letters and mail them for about \$1,700, and if we use the non-profit status, it would be around \$1,500. Mr. Soto agreed we should personalize the letters and also wait until we get a more firm construction number. Mrs. Tanzer volunteered to edit the letter and remove the fundraising events, and fine-tune it to be more impactful in requesting donations. Hansen Lightworks has the bulk permit number – which will save on postage.

Mr. Soto discussed the following:

- *PJ’s Village Pub fundraiser, Sunday, April 10th from 10 AM to 4 PM:* This is an adults only venue. Flyers about the event are available at PJ’s. Mr. Jablow said ads for the event are in the *Red Rock News* and *The Scene*. Mr. Burke said Chief Kazian’s article about fundraising was also in the Wednesday edition of the *Red Rock News*. Mrs. Tanzer said she will use information from the Chief’s article to write an article for *The Villager*. Mr. Soto asked Ms. Greer if she could have a large-format “check” printed to present donations at the PJ’s event. He is also working on a sign explaining the circumstances of receiving the WTC girder to display at the event.
- *Gala Dinner at SoundBites Grill, Saturday, April 17th from 5 to 10 PM:* SoundBites created posters, which are being distributed in the community; we have about \$5,000 to \$5,500 in silent auction items with another \$3,500 pledged to come in – Mr. Soto is sending the donor names/addresses to Ms. Greer to send thank you letters with the fair market value of the items listed. Mrs. Tanzer said she will distribute event posters for the Gala and PJ’s in the Village area. Mr. Jablow and Mr. Soto discussed placing the girder trailer in front of SoundBites early on the morning of the event because of access issues later in the day. Chief Kazian suggested an event planning session to fine tune the list of events, which will be at 4:00 PM tomorrow at the Chief’s office; he reviewed the silent auction bid sheets prepared by Mrs. Soto and recommended a few changes. Mrs. Tanzer and Mr. Soto will work on invitations to a limited amount of individuals and will get those in the mail tomorrow.

- *Vino di Sedona Winetasting event, June 9th, 4 to 7 PM*: This is also an adults-only venue; the fee is \$35 for tasting 8 different wines, as well as having appetizers; individuals will be able to purchase bottles of wine and the 9/11 project will get a portion of the sales, as well as the \$35 entry fee. Any silent auction items left over from the Sound Bites event will be available at Vino.

Mr. Jablow presented:

- He received a \$30 cash donation from Steve Nichols, one of the Arizona Rangers in the Village; Mr. Nichols will talk to the Flagstaff and Verde Valley Ranger groups for donations, and from there put it out statewide, and if the Arizona Rangers raise and donate more than \$911, collectively, they will be able to have the Arizona Rangers name inscribed on the donor plaque.
- Sedona Police Department will contact other Northern Arizona law enforcement agencies to have a presence at the Memorial dedication ceremony.
- We received the re-issued check from Fidelity Trust Fund of a local family; the donor is connecting Mr. Jablow with a representative for a prominent celebrity's Foundation on Sunday; they will meet at PJ's during the fundraiser.
- The Arizona Community Foundation denied the grant we submitted because they considered the Memorial capital improvement, which they do not fund.
- Bashas' confirmed it is sending a \$911 check, and Safeway is still telling him that they will contribute, but are busy on other projects right now. Mr. Jablow also called Whole Foods.
- Mr. Jablow posted the PJ's event on Facebook and will also post the SoundBites event.

After discussion of the time constraints and limitations of a small committee getting everything done, the group decided to cancel the pancake breakfast previously scheduled for May 14th, and possibly, postpone it until June. Chief Kazian expressed gratitude for the incredible amount of work the committee – and particularly, Mr. Soto – has done planning the fundraising events.

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

No other ideas were discussed at today's meeting.

VII. ADJOURNMENT

The next meeting was scheduled for Monday, 4/11/16 at 2:00 PM at Station 6; the meeting then adjourned at 11:30 AM.

Tricia Greer, Recorder to the 9/11 Memorial Committee

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