



# Sedona Fire District

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

## REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room  
Wednesday, December 13, 2017 / 4:30 PM

### ~ AGENDA ~

#### I. CALL TO ORDER/ROLL CALL

- A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers.

#### II. REGULAR BUSINESS MEETING

##### A. Public Forum:

*Speakers are limited to three-minute oral presentations, but may submit written comments of any length for Board files. Board Members may not discuss items not specifically identified on the Agenda. Therefore, pursuant to ARS 38-431.01(H), Board action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.*

1. Public Comments.
2. Executive Staff Response to Public Comments.

- B. Discussion/Possible Action/Presentation: Recognition of Executive Assistant Tricia Greer Day on January 10, 2018.

##### C. Consent Agenda – Discussion/Possible Actions:

*All matters under Consent Agenda are considered by the Board to be routine and/or previously budgeted, and will be enacted by a single motion approving the Consent Agenda. If discussion is desired on any particular consent item, a Board Member may ask that item be removed from the Consent Agenda to be considered separately.*

1. February 1, 2012 Executive Session Minutes.\*  
*\* This was to interview Fire Chief candidates and was audio-recorded, but not transcribed due to outside clerical being used. State Law requires paper Minutes for retention per Arizona Library, Archives and Public Records.*
2. November 15, 2017 Regular Board Meeting Minutes.
3. Purchase Order #01601 in the amount of \$17,094.07 to Rush Truck Center of Arizona to Refurbish Fire Engine – Emergency Purchase.
4. Purchase Order #10932 in the amount of \$10,652.18 to Kronos Incorporated to renew Service Agreement on Telestaff.
5. Purchase Order #10931 in the amount of \$16,034.90 to Merit Technology Partners for SMARTNET Cisco support contract renewal for Call Manager.

##### D. Staff Items:

1. Discussion/Possible Action: Presentation of Fiscal Year 2017 Financial Audit by Walker & Armstrong.
2. Presentation/Discussion: Fire Chief's Response to Public Comments made by William Spring regarding Traffic Concerns during November Public Forum.

3. Presentation/Discussion/Possible Action: Draft SFD Fire Board Handbook.
4. Discussion/Possible Action: AT&T Wireless Lease 2<sup>nd</sup> Amendment – Generator Addition.
5. Financial Report and Updates – Finance Director Gabe Buldra.
  - a. Discussion/Possible Action: Review and Approval of November 2017 Finance Report.
6. November 2017 Monthly Fire Chief Report – Chief Kris Kazian.
  - a. Incident Counts by Station.
  - b. Call Summary and Response Times Year to Date.
  - c. Rescue Incidents.
  - d. Community Risk Management Update.
  - e. SFD Training Report.
  - f. Donations to SFD.
  - g. Update of Grant Activity.
  - h. Update of Recent/Upcoming SFD Activities, Incidents, and Events.
    - i. Cottonwood Public Safety Communications Center.
    - ii. Station 5 Update – Arizona State Parks.
    - iii. New Volunteer Helping Assistant Chief Piechura – Lance Waldrop.
    - iv. Toys for Tots Campaign at Grocery Stores on December 16<sup>th</sup> and Collection Box at St. 1.
    - v. Strategic Plan Update in January 2018.
    - vi. Retirement Walkout Ceremony for Captain Matt Fleece and Executive Assistant Tricia Greer on January 10, 2018.
    - vii. Sedona Red Rock Rotary President Elect (Office July 1, 2018).
    - viii. Correspondence/Thank You Letters to SFD.

E. Board Member Items:

1. Discussion/Possible Action: Accept Board Clerk Corrie Cooperman’s Resignation from Governing Board and Consider Filling Vacancy per Arizona Revised Statutes and utilizing SFD Policy #2015-01, “Governing Board Vacancy” and/or other methods; Options of Filling the Board Clerk officer position.
2. Discussion/Possible Action: Possibility of Scheduling Board Workshop in January or February 2018 (Board Member Dave Soto).

**III. FIRE MARSHAL’S SAFETY MESSAGE**

**IV. ADJOURNMENT**

*Corrie Cooperman*

Corrie Cooperman, Clerk of the Board

*SFD Multipurpose Room is accessible to the handicapped. In compliance with Americans with Disabilities Act, those with special needs, such as large print or other reasonable accommodations, may request them by calling 928-282-6800.*

Posted by: *Tricia Greer*

Date: *12/7/17*

Time: *5:30 PM*

**PROCLAMATION OF APPRECIATION**

**TRICIA GREER DAY 2018**

For her distinguished service to the Sedona Fire District  
April 11, 1994 to January 10, 2018

**LET IT BE PROCLAIMED** by the Sedona Fire District Governing Board of Sedona Arizona, that:

**WHEREAS**, Tricia Greer began her distinguished career with the Sedona Fire District as the Executive Secretary, Administration and Communication Services on April 11, 1994; *and*

**WHEREAS**, Tricia willingly assumed more responsible roles throughout her career to include Management Assistant and finally Executive Assistant working alongside 10 fire chiefs over the years; *and*

**WHEREAS**, she received the Customer Service Award for 2000; the Fire Chief’s Award of Excellence in April 2008 from Chief Matt Shobert; and the Administration/Support Employee of the year award in 2011; *and*

**WHEREAS**, to her fellow employees Tricia was known as a team player who was dedicated to the mission and who had the ability to take the initiative and see projects through to their completion; who truly cared about the organization; *and*

**WHEREAS**, she exemplified true professionalism in her interactions with the Governing Board and generously shared her deep bank of critical policy knowledge, always looking out for their best interest; *and*

**WHEREAS**, the full scope of Tricia's talents and dedication were always evident in her masterful creation of the District's Annual Report; *and*

**WHEREAS**, Tricia maintained a steady hand in the midst of demanding times and change, guided by her loyalty to the needs of the District, and its Citizens; *and*

**WHEREAS**, she brought her keen insight, light hearted sense of humor, and fierce focus to tackle and complete the most complex of tasks; *and*

**WHEREAS**, Tricia Greer will retire on January 10, 2018, after nearly 24 years of commendable dedication to Sedona Fire District.

**NOW THEREFORE**, this Governing Board does hereby confer upon its highest commendation for the manner in which she has performed her duties with the Sedona Fire District with special thanks for her professionalism, dedication to service and kindness to the Sedona Fire District.

**IT IS HEREBY ORDERED** that the Sedona Fire District Governing Board will present this Proclamation of Appreciation to Tricia Greer as an expression of the Board’s gratitude for her dedicated service to Sedona Fire District. Furthermore, we declare January 10, 2018 to be Tricia Greer Day at Sedona Fire District.

**ADOPTED THIS THIRTEENTH DAY OF DECEMBER, 2017.**

\_\_\_\_\_  
Ty Montgomery, Chairperson

\_\_\_\_\_  
Tim Ernster, Board Member

\_\_\_\_\_  
Corrie Cooperman, Secretary

\_\_\_\_\_  
Abe Koniarsky, Board Member

\_\_\_\_\_  
Dave Soto, Board Member



# Sedona Fire District

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## REGULAR BOARD MEETING

**Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room  
Wednesday, November 15, 2017 / 4:30 PM**

~ MINUTES ~

### I. CALL TO ORDER/ROLL CALL

#### A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers.

**Board Present:** Ty Montgomery – Chairman; Corrie Cooperman – Clerk; Tim Ernster, Abe Koniarsky, Dave Soto – Members

**Others Present:** Fire Chief Kris Kazian; Assistant Chief Jeff Piechura; Division Chief Ed Mezulis; Fire Marshal Jon Davis; HR Manager Betty Johnson; Finance Director Gabe Buldra; Executive Assistant Tricia Greer – Recorder; Attorney Bill Whittington; New Firefighters – Kevin Ahlers, Seth Gaillard, and Josh Leon with their families; Engineer Kirk Riddell and wife; Captain Jarret Tarver and family; 10 members of the public; Ron Eland, Reporter – *Red Rock News*

Board Chairman Ty Montgomery called the meeting to order at 4:30 PM and led the Pledge of Allegiance; Division Chief Ed Mezulis led the Moment of Silence and asked all to honor the memory of 4 Firefighters and 6 Police Officers lost in the line of duty across the nation since the last Board meeting.

### II. BADGEPINNING / INTRODUCTION CEREMONY – NEW FIREFIGHTERS, ENGINEER, CAPTAIN, AND OFFICE STAFF

Fire Chief Kris Kazian recognized today's honorees, as follows:

- Jarret Tarver received his Captain's badge today. He was hired as a shift coverage reserve on 2/11/02 and on 6/2/02, was hired as a full-time Firefighter. Jarret promoted to Engineer in 2007 and stepped up as an acting captain in 2011, 2014, and in 2027. He received 3 service awards for the 2013 Lee Mountain Rescue, 2014 Slide Fire, and 2016 Brins Mesa Rescue; Jarret received the 2005 SFD Firefighter of the Year Award. He heads-up the peer fitness program for SFD. His wife, Carrie, pinned his badge.
- Kirk Riddell received his Engineer's badge. Kirk started as a SFD volunteer in 1990; in 1992, he became an EMT, worked his way up to Volunteer Captain in 1996, and hired on as a full-time Firefighter in 2005. He received the 2010 Firefighter of the Year, Unit Citations in 2014 for the Slide Fire and for the State Route 89A incident in 2015. Engineer Riddell mentors new hires to assure probationary Firefighters are successful. His wife, Debbie, badge-pinned him.
- Jillian Olivera was hired 3 months ago at SFD as an Administrative Specialist. She was born and raised in Maui, and moved to the Verde Valley in 2004 to be closer to her grandmother. She and her husband, Jeremiah, have 4 children and a grandchild. She loves spending time with her family.
- Seth Gaillard received his badge as Firefighter. Seth grew up in Goodyear and attended NAU in Flagstaff; in summer of 2011, he became a seasonal wildland firefighter, also volunteered for the Ponderosa Fire District, and in 2015, began working for a private ambulance company. Seth lives in Buckeye with his wife, Miranda, and enjoys mountain biking and camping. His father is the Fire Chief of the Flagstaff Fire Department and previously, was the Goodyear Fire Chief for many years. Seth was pinned by his father, Mark, and his wife.
- Kevin Ahlers received his Firefighter badge. He grew up in New Jersey and joined the Marines after graduating from high school and was stationed in Japan, California, and deployed to Iraq. Kevin was honorably discharged in 2008 and was a civil contractor in Afghanistan. He then gained his fire and EMT certifications, graduating in the top of his class. Kevin was hired for the Department of Land Management in Las Vegas as a Type 2 Team Wildland Firefighter. He previously volunteered with Gilbert Fire and Rescue District. Firefighter Ahlers was pinned by his wife, Amy.

- Josh Leon received his Firefighter badge. He was born in Scottsdale, graduated from Chaparral High School, attended Scottsdale and Glendale Community Colleges where he received his Firefighter and Paramedic certifications; for 5 years, he worked in the 9-1-1 system and as a Reserve Firefighter. Josh enjoys repairing and restoring automobiles. He was pinned by his wife, Shelby, and his step-father, John.

Chief Kazian gave the Oath of Office to our new Firefighters. Mr. Montgomery declared a recess at 4:50 PM.

### III. REGULAR BUSINESS MEETING

#### A. Public Forum:

1. Public Comments.
2. Executive Staff Response to Public Comments.

The meeting was reconvened at 5:00 PM. Public comments are transcribed, verbatim, as follows:

Marcie Ellis – *I live in Oak Creek Canyon. We're across the street from the fire station. I've even had an ambulance ride and the people are wonderful. We love the fire department and all the work that you guys are doing and, of course, during the fire, you were all right there...all the fire guys. The only comment I had on the recent election...I go to OLLI. I do the Life-Long Learning and I do other classes at the library and everywhere I've been, I've seen this young man (indicating Chief Kazian) talking about the bond issue. I'm giving information. I'm from years of working for a non-profit and had to raise a lot of money. I've never done it by myself. My Board has always been there. And, I guess, my comment – and I had to say this – was that I was really disappointed not to see the Board being the one who was out there taking the arrows that some of the people shot. The Board can do that. They don't have to advocate. They can be informative. I heard a lot of bad comments about someone that I think has worked hard from what I've seen. I don't know anyone very well in the area and I'm very nervous here, so excuse me. But, this is just a comment, that should it happen again, my experience with my Board is that I can't work without the Board's support and I felt the Board was not visible and should have been, instead of letting the employee take some of the barbs and all he was doing was explaining. That is my comment. I hope you look at it for another time because we all hope that there will be good facilities in the area and lots of wonderful people like we just saw get awards and badges. Thank you very much for giving me a minute. Thank you.*

W. Spring – *Good afternoon, Board Members. About 6 months ago, I sat in a Sedona City Council meeting in which a lady who lived up some place south of the Midgley Bridge talked about her experience and ended up she was playing Bridge with some friends of mine. She had a heart attack, and the response time – because of traffic – was 35 minutes to get to her and then, coming back down, they were driving on lawns and everything else and it was pretty hair raising, she had apparently a second heart attack in the vehicle. I know your typical response time is 5 or 6 minutes, something like that. But, I wonder... and we're looking at this now – a group of us. I represent several dozen people, who are having real concerns; when we watch Andante at 89, and I've sat through 3 and 4 cycles of the light, just to get someplace. I'm from Wisconsin and went to a Badger party at the end of Soldier's Pass. I live in west Sedona – 35 minutes to get there. And if you guys have done any study – you know, kind of a fiduciary obligation to look... this is a real big issue for a lot of us people because as you all know and I know, about 90% of the calls are strokes and heart attack, etc. and running response times in high traffic, like during movie week, when people are walking right out in the middle of the road or bicycle week, or taco week, or... we have 30-some festivals a year planned... to look at response times. Getting to some of the more difficult areas like Soldiers Pass, that's all our latest big traffic study and all kinds of ways to ameliorate the problem. But to just to do it – the fire and EMT during some of those bad times to see what effect it has on response times. I would think that would be a Number 1 priority for the Board and the department. Chief Kazian requested the name of the woman in the above referenced incident to verify the 35 minute response time.*

Jeff Piechura – *Dear Dwight, at your request I offer my apologies for posting to the Sedona VOC Facebook page... that's their website... comments relating to you and your team creating a forged document that appeared to be official, and was used by you and the Arizona Liberty in this year's Sedona Fire District bond election to inform voters. Sincerely, Jeff Piechura.*

#### B. Consent Agenda – Discussion/Possible Actions:

## 1. October 18, 2017 Regular Board Meeting Minutes.

**Mr. Montgomery moved to approve the Consent Agenda, as presented; Board Member Tim Ernster seconded and the motion was unanimously approved.**

### C. November 7, 2017 Bond Election:

#### 1. Presentation/Discussion: Fire Chief's Perspective of Bond Election.

Chief Kazian shared thoughts and ideas on the bond process. He then read the following prepared statement:

*Good evening and let me start by saying thank you for everyone who has taken an interest in Sedona Fire District over the last 6 months. Thank you to the 2007 and 2017 Citizen Advisory Committees who both worked diligently to understand the long term capital needs of this agency. The complexities of the funding needed for those projects identified. I would also like to say thank you to this Governing Board for having the courage to consider a General Obligation Bond as a fiscally responsible way to spread out costs to taxpayers for upcoming decades to meet our long range capital goals and needs. I would also be remiss to not mention a big thank you to all of the Sedona Fire District staff who work day in and day out to serve our amazing community. Without their dedication, passion, and professionalism, much of the things we are so successful at would simply not happen. And, lastly, and equally important, I would like to say thank you to all the voters of Sedona Fire District for your participation in this process.*

*The purpose of my addressing you all today is to help clarify where we go from here, now that the bond results are in. I would also like to clarify a few misconceptions that were deployed during the election. I think there may have been some people with facts confused or maybe a political agenda was such that there was intent to misrepresent facts. Election laws made it difficult for me to address these issues at the time. With the election behind us, I think it is only fair for the public to be informed on where things truly are.*

*Sedona Fire District staff with the help of the Citizens' Advisory Committee who met nearly a dozen times – made a recommendation to the Governing Board after studying the issues at great length. Most of the expenses outlined in the \$17.9M bond proposal were for buildings – replacement and significant repairs which are typical things found in a General Obligation Bond. We also talked about the need for Telecommunication equipment upgrades and fire apparatus replacement.*

*Starting with the buildings, the costs that were used were truly just estimates and not quotes as we do not have engineered drawings. The figures were used as ballpark to help develop the total costs. We engaged with a company named Core Construction who has worked on dozens of fire stations in Arizona and around the country. They have worked successfully in providing these estimates to other fire districts and came highly recommended by my peers. Their involvement in this process in no way, shape, or form would guarantee them a contract with Sedona Fire District. This was clearly stated in multiple open meetings to Core Construction and to the Board and the Citizens' Advisory Committee by me. No contracts, no promises, no quid pro quo agreement was made for any of their involvement by me or to my knowledge, anyone on this Governing Board. It simply didn't happen. Our only goal is to maintain the ability to perform critical functions to best serve our community.*

*Fire stations operating at maximum efficiency play a great role in reducing costs and response times. Our older buildings have outlived their planned, useful life and are costing more to maintain and are not functioning to our needs which was highlighted in the Citizens' Advisory Committee report.*

*We heard questions about why we do not staff existing stations, which are, essentially, garages – one in the Canyon is barely large enough to fit an apparatus, much less personnel. We continually look at our operations model and make sure we effectively utilize those buildings if and when possible. To staff them at this time is not feasible. I want you to know that SFD has made attempts at using volunteer and reserve personnel, and they've been unsuccessful on multiple attempts.*

*Telecommunications part of the bond – that's how we communicate on emergency scenes talking to one another or to dispatch via radio. The current system and equipment are aging and need to be upgraded. There are currently areas where the radio does not work. Some might think we just snap our fingers and fix it. But it is not that simple and certainly, not that cheap given our topography and limitations of where towers are located and where they can go and the coverage areas. During the election, some – with no fire service knowledge –*

*suggested a solution of leasing equipment instead of buying it – while this is certainly an option that may work in other communication business models – according to our Telecom Manager – the 2-way public safety radio system is a completely different model and leasing is not a good option.*

*By our estimations, if we were to go out and lease a network, we would experience a considerably greater cost to you – the tax payer and potentially be less reliable. In fact, our proposed system improvements have the ability to cost less and create better reliability for our emergency responders. If leasing was a better option, don't you think we probably would be doing that now?*

*As for the apparatus costs, the life span of SFD fire trucks are typically between 15 and 18 years. We also expect our engines to be used as an effective and reliable reserve engine at the end of its useful life. We utilize a reserve engine when there are units out of service for preventative maintenance, unexpected breakdowns, or if we have a unit assigned to a wildfire. It is pretty much best practice to have a reserve engine. I heard some people actually say that having a reserve engine was living above our means.*

*Having a capital plan that looks forward, creates a responsible financial impact to the budget and establishes a plan for funding these projects is not only responsible it is a best practice and should be mandated. The capital improvement plan of the late 2000s and early 2010s were essentially abandoned by the Great Recession and previous Board actions. Coming off a 43% decrease in Assessed Value and considerable decrease in the Mil Rate while much of the capital reserve fund was being spent on operations, our problem was being compounded significantly – before my arrival.*

*As I started my career as the Fire Chief of Sedona Fire District, we were at a crossroad that really created a challenge how to maintain services, fund and staff Station 6 – which the Governing Board directed me to build, shortly after the recall election, deal with the passage of Proposition 117, it simply would have been impossible to do that without increasing the Mil Rate and the tax levy at least not without reducing services, which we have discussed at every single budget meeting and the Board has told him not to cut services.*

*The question of the bond and all its projects were aimed at enhancing public safety. While some things, like fire apparatus and telecommunications, may more directly impact operations and the public having facilities that function effectively and operate efficiently, certainly have a direct effect on quicker response and enhance working conditions. I think you can agree the concept of having a fire station capable of housing modern day fire engines certainly has an impact on safety and response and having a maintenance repair facility that can fit current apparatus helps to improve responses as well.*

*The concept of using a Bond to pay for long-term capital needs was designed to spread out the cost of these projects over a longer period of time. The cost of the projects being financed over 20+ years would certainly have incurred interest. During the election, some people publicly said they do not like to pay interest. Personally, I concur with that statement in my personal finances. However, when I – like most people – make major purchases, essentially capital purchases, such as a car or a home – paying interest is a fact. In SFD's case, interest costs on these projects will come in one form or another; they would have been in the bond or it will be in the lease purchase process. If you are not familiar with that term... a lease purchase is, essentially, like a mortgage. If we took the advice of some who spoke during the election, their suggestion was to raise taxes to the \$3.25 cap and save up enough money to pay for the projects. Let me be clear – this method would significantly raise your Fire District taxes far greater than already experienced and greater than with the bond. The thought proposed by some would be to save up all that tax money collected today and pay cash for a capital project designed to last 50 years. This would mean today's tax payers would be paying lock, stock, and barrel the entire cost while many would likely not see the return on their investment during their lifetimes.*

*I need to clarify that Sedona Fire District was not affiliated with either of the groups you may have heard from during the bond process. We were not on either campaign, not in the finances of either side, and not in the motives behind their existence. Both campaigns were stand alone and developed their own marching orders by whoever was steering either group. Where each side got their information or what was sold as factual has perplexed me. I heard lots of comments that stated the information was garnered from public documents – and, therefore, they must be true. What I can tell you is that there were many comments made that were simply not true or certainly did not accurately reflect the truth. I will clear up some misinformation in a few minutes. What I must assure you is there was never a breach of objectivity by Sedona Fire District. There was no special treatment*



*being given, promised, inferred, or implied to either group. Any future SFD business will be completely independent of involvement or lack thereof to one side or another. Our commitment is, and always will be, to serve our community with full disclosure, honesty, transparency, and always doing what is best for the community – looking long-term and to assure best value is provided in any project we start and finish.*

*As the Fire Chief, my job is to lead the organization and assist the Board's mission by performing the day-to-day operation of the fire district and to assure we are able to meet our goals and objectives.*

*I would like to now take a moment and do a little housekeeping of some things espoused to be the full truth and spoken with conviction. As we all have likely heard the term – Lies, Damn Lies and Statistics, I think we can apply that principle here.*

*As the Fire Chief, I am very busy and the last thing I am looking for is more work. Building fire stations takes a lot of time and, frankly, I would prefer to be using my time to influence the leadership and grow the soft skills and succession plan for our great organization to be successful, not chasing around a general contractor to assure they are doing their job. I do not need to have my name emblazoned on a plaque for the next 50 years to show my grandkids – what I need to do is assure that we have the appropriate staffing, training, facilities, apparatus, and telecommunication ability to successfully serve our community over the next 50 years – long after I am gone.*

*There has been much said about the engineer's report that SFD commissioned specifically to look at the feasibility of Station 4 renovation versus tear down. There were plenty of comments made during the election that the report was buried because staff did not want anyone to see it. Let me assure you the report was discussed in an open meeting and posted with all the documents in accordance with each Citizens' Advisory Committee meeting we held – as documents are for every public SFD meeting. In reading the report, the engineer clearly states in his conclusion that it may be well worth building a new fire station when compared to renovation costs of the current structure. Why would we hide this report? I'm not sure.*

*All projects identified in the capital improvement plan and bond question were to extend current life of existing buildings, where practical, and replace those where it was not. Things like remodeling projects – and who does not see these sorts of projects happening in any building that is 20 or 30+ years old? Buildings get tired, finishes get worn and broken, new work efficiencies are developed, and SFD would like to engage our workforce in these types of work environments. Redesigning stations where sleeping quarters were literally built in closets where there is no heating or air conditioning ducts, public spaces that do not meet Americans With Disability code requirements by today's standards, all seem to be for the good of the public in one form or fashion.*

*There was lots of talk about SFD foregoing capital projects to pay for lavish salaries and benefits. I can tell you, in the last decade, the majority of our funding decisions have some connection to the Great Recession and recovering from that, as well as actions of past Boards. However, specifically, about the 30% increase in salaries that was sold as the truth in the election, I will tell you that on my arrival, salaries had been frozen for a few years, and morale was terrible. A concerted effort was made to increase moral and deal with frozen salaries; simply put, we needed to maintain our work force and assure salaries were in compliance with market value and benchmarking with inflation.*

*Did you know that in 2012, a starting Firefighter/EMT at Sedona Fire District was making \$13.71 an hour? Today, the starting hourly wage for that same employee is \$15.23 an hour. Yes, a starting firefighter – with extensive mandatory certifications and education – trained to save lives – begins their career at cents above the new proposed minimum wage. Also, take into consideration inflation and how that plays into this change in hourly pay – and we are basically pacing with the same Social Security increases many of our residents have experienced. To be transparent, SFD, like most public safety agencies, utilizes a 7 step system that will allow an employee to get to top pay. That firefighter/EMT after 6 years of service to SFD will be making \$20.41 an hour when they reach the top step. You should note, essentially, this is the last raise they will get unless they promote, get a cost of living adjustment, or salary scale adjustment which is approved by the Governing Board. As the Fire Chief, I do not have any authority to change that scale or approve COLAs.*

*In the past 6 years, we have been working to increase the funding of capital projects. We have purchased 2 new engines, refurbished 1 engine, bought 3 new ambulances, and we are refurbishing an ambulance as we speak. We have built a much-needed fire station, developed a conscious plan to prioritize necessary capital projects, and*



*develop a plan going forward to schedule the remaining needed projects over the next 10 years. We have also worked diligently to enhance our completion of telecommunication and IT capital projects. All of this is expensive and all of it takes time. This is why we have been ramping up the amount of money designated for capital each year when we budget. Someone once said, we have done nothing since I've been the Chief for capital planning and that is nonsense.*

*This brings me to another point. I have heard that the increase of the levy and the budget under my leadership – affectionately termed Kazian's Watch – is "out of control". I have just shared with you that salaries were frozen, there was little to almost no capital spending going on, and we just came off the Great Recession and previous Boards electively reducing the levy and who spent most of the reserves. This was a recipe for disaster. The only place was to go up with the mil rate and the levy. I think when you really take a look at the 10 year analysis of the Sedona Fire District and our levy – the taxes – you will see that the levy has only increased a total of 3.6% over 10 years, and the overall budget has only increased 6.3%. We've increased service, we've added a station, we've added operational personnel. I think you can see that is tracking pretty reasonably. It really puts things in perspective and paints a much different picture. However, if you choose to grab a point at the lowest of the low, and only look from that point forward, I certainly think you do have a different picture, which was presented. A good example of this is – I looked at a concerned citizen's tax bill from 2008 and the SFD tax was \$1,052 and in 2017, it was \$1,076 – our service level has greatly improved over those 10 years – and in the end – the taxes for that same house increased less than \$25 over a 10 year period. Again, there was a dip in the middle, but over 10 years' time, that's pretty good. Remember, for me, we either closed fire stations, cut staffing, reduced services, or increased taxes, and that process was done with all the Boards – each and every year, they approved those budgets. Not just me.*

*As the Fire Chief, I expect to be the target of many complaints and criticisms. Quite frankly, it goes with the territory. What I would not expect would be people attacking my personal character and the passion in which I serve our community. To be called arrogant, out of control, lacking leadership, fiscally mismanaging the district... those are reckless and borderline libel/slandorous statements to my character and credibility. They are unmerited and in some cases, the opposite of what has really happened under my leadership. I have devoted my last 6 years to making tough decisions for our employees when it comes to salaries and benefits. I worked to develop a sustainable solution path for us to follow while also realizing that employee satisfaction is real. Remuneration to employees for hard work, dedication, and professional services they put forth each and every day must be recognized. This is not always easy for myopic, number-oriented individuals, but I am steadfast in my quest for assuring salary and benefits are equitable with the public safety market and sustainable for the future. Under my watch, we have lowered vacation and sick leave accruals, reduced holiday pay benefits which has saved in excess of \$100,000 annually, not replaced employees who have left, consolidated dispatch operations saving nearly \$400,000 annually, utilized an outside financial management firm at a third of the price we were paying, and only added employees where there was a demonstrated functional need. Overall, our employee count is down. At its highest, we had 118 in FY2009 and at the end of FY2017, we had 93 employees. I do recall there being talk about the employee count exploding under Kazian Watch; I think you all can see that is not the case.*

*We've also heard things like Station 6 goes on less than 1 call a day – while that may be accurate in the calls that originate nearest Station 6 – what we call the still district – that only tells part of the story. Station 6, in fact, responded to over 700 calls throughout the District including the 225 calls nearest their station in 2016. Station 6 is a very valuable asset in our response capabilities. It has always been designed to operate as it is operating today. Some may recall that we originally had 3 bays slated for this station and I reduced it to 2 bays for cost saving purposes under Kazian Watch and we completed the project under budget. To clarify another statement I heard, at no time was it ever deemed to be an ambulance-only station. That was never a plan.*

*I want to be clear – I asked numerous times to try and explain things, answer questions, and try to build better communication with what appeared to be an engaged and concerned group of citizens. The only responses I got were to "please don't contact me" or an ultimatum to meet under terms and conditions that had potential to conflict with election laws and did not seem to have a motive for healthy discussion. I still do, and always will, hold the offer to meet with anyone who has a question or who would like to learn more about the Sedona Fire District.*

*So how will we move forward? Maybe a surprise to some... but the Bond election was truly not about what people thought we needed or did not need. It was how to fund those needs. The question really was about what would be the best fiscal funding option – a General Obligation Bond – to be used to fund these needs. In the end, none of the needs were erased with the outcome of last week's election. It has only shifted us to consider other funding options. Many seemed to think if the bond was approved, we would get a Brinks truck backed up to the station and I, as the chief, could spend the \$17.9M anyway I wanted! In fact, we would have simply had access to essentially a line of credit that would require Board approval to access any funds for capital projects over the next 10 years. We would not, in fact, have any obligation to spend it all and there were hopes we would be under budget on project estimates and not have had to utilize all the money.*

*We will need to work with staff and the Governing Board to best determine how we go forward. We must replace the current Station 5 and we have set a plan into motion with Arizona State Parks to build a station at Slide Rock. To further confirm, Arizona State Parks is excited for the project on their property. I have been told the NEPA environmental study has been, essentially, completed and the joint venture has a green light from state parks.*

*Station 4 still has significant issues – it still cannot fit a modern day fire engine even with renovation – it still has significant cracks in the apparatus floor, still has the bowing wall, still has parts of the building over our lot line, it still does not facilitate a quick and safe access to the apparatus bay for firefighters, etc. How long this is all acceptable is yet to be determined. An exciting thing with station 4 - through the help of Supervisor Matt Ryan, we recently cleared up a considerable hurdle with SFD transferring the Quit Claim Deed for the land under Station 4 that used to belong to Coconino County at no cost to the tax payers, making further projects a little easier.*

*Will we need to attempt another Bond? Will we need to raise the Mil Rate? What can we cut from the budget to free up funds? Those are all things we will look at going forward through the budget process. I have a \$5,000 spending limit. I can do only do so much without Board authority. So, my carefree spending and ability to fiscally “mismanage” stops at \$5,000. We will need to talk with the Board to get their thoughts as we look at the budget going forward. I suspect we will likely be before them to have these sorts of talks in January 2018 as we begin our budget process and capital improvement planning.*

*All of that withstanding, I have taken an oath to serve each and every one of you – even the ones who have threatened my job. I can tell you I could not be more proud of my service to this community. We have accomplished great things in the time I've been here and we have more great things on the horizon. I believe I may be one of the longest tenured Fire Chiefs in Sedona's 60 year history. I say that not as a brag, but as a sign that this community has lacked tenured leadership and stability for a long time. Continued turnover of leadership just because some folks are out there lobbing grenades is not a healthy solution. I will look to duck and cover, where needed, and lead through challenging times. I will be at the front line navigating the tough times and appreciating the smooth sailing times. That is what a leader does. I always have and always will have my door open. I love talking to the community and sharing what is happening at Sedona Fire. But what I will not do is allow people to sabotage the hard work of the last 60 years or perpetuate lies and mistruths about Sedona Fire District. I will be at any HOA, every small group that wants me to talk, every coffee clutch – wherever I am asked, I will attend and talk to people and share what we do so well.*

*Our records are open and we love to share with people who want to learn more. I have nearly 28 years of fire service experience coupled with an Assistant Chief who has 38+ years – I believe between the two of us...we know what we are doing. Those who have never worked in the fire service business cannot read “Fire Districts for Dummies” and then expect to be the Fire Chief overnight – it simply does not work that way.*

*I want to end with a few thoughts – I hope my conviction and passion are felt by all. I hope that while bullying seems to be in vogue for some folks in government, I will not back down. I can also assure you I will not run our local government via Facebook or Twitter. I cannot be responsible for spending my days and nights trolling social media for comments or looking for angry citizens voicing their thoughts on an unofficial method of communication. I will only be responding to concerns that are funneled through the proper channels – through District emails, face to face conversations, public record requests, or through public comments at Board Meetings. I cannot tell you the number of hours that have already have been wasted chasing down red herrings and straw man arguments on social media. I can assure you I will continue to serve all of you with a smile and with the same excitement that I had on my first day here in 2012. I am honored and humbled to work with such*

great people in such an incredible community. We will always be here to serve when dispatched to a call and our mission will never stray – Safe, Friendly, and Dedicated service to each and every one of you each and every day.

Chief Kazian asked if Board Members had comments or questions about the election; they responded as follows:

Dave Soto – *First and foremost, thank the Citizens' Advisory Committee that was put together – people who live in our community, people like you and I and from our audience out there. It was a process that I was unaware of its complexity and enormous amount of work it takes to do until I got involved with it. Unlike our first speaker, as she suggested the Board needed to be more involved. I can say that this Board Member was – I had an opportunity to speak to what I consider the most affluent, social business group there is here in Sedona and met a lot of fine people on both sides of the cause. It was an opportunity that I was glad to be able to do. I also got a chance to sit in on some of the League of Women Voters forum that they had, and again, met a lot of people there both pro and con – both had their reasons for beliefs, and so, I could only respect that. The amount of the bond – without a doubt – was a lot of money. It was reduced down from what was documented if we were to do everything – \$26M, we reduced it down to \$17.9, still a lot of money. I'm not so sure what amount would have been the magic amount that everybody would have been happy with. Possibly, that never would have been because I don't think, based on what I saw, was ever the amount of money was the question. It got very quickly to the point of management styles and personalities, and somehow, somehow, numbers were twisted around and for every number that was twisted one way, it could have been twisted the other. It was an eye opener, to say the least. But what amazed me most was the fact that the voters of the community were able to speak up via the vote, and vote the way they felt and that's the way this system works. My hat's off to the victors – those against the bond. Although I wish it would have been the other way – but as the Chief related to... there's always Plan B and Plan C and we have to regroup and figure out how we are going to accomplish those things that need to be done. So, this Board member feels that kicking of the can down the road, as has been described to those before us, we gave it our best shot to stop that and the voters voiced their opinion otherwise. So, we will continue to work hard, as you said, Chief. I appreciate everything you did. The Board, I think, recognizes that. I don't speak on behalf of the entire Board. Maybe they will speak up. And I look forward to working with those that were against the bond. There is value to their point, there's always checks and balances, and I also look forward to work more with our written media we have here in Sedona. Some of their timely report writing, I had to take with a grain of salt. Let that be as it may. But I do look forward to moving on and working with you, Chief, through whatever process we come up with as a group. Thank you.*

Tim Ernster – *The voters have spoken and it was a strong message; it was not really a close election, based on my experience with local elections. And so, I think we have something to learn from the process. But I'm really disappointed that... especially at the front end of this process, that there was so misinformation and flat-out lies about the district and about personnel in the district. And I think it was very misleading. In fact, some of us did go out to talk to neighbors and try to answer their questions and even at the very end of this process, I had people questioning where the Chief lives or questioning, asking how come he made so much money? Why does he make more than the Phoenix Fire Chief – all false information, and with a little bit of research, and I'm sure you're capable of doing that because there's some talented people out there in the audience...you knew that, ok, so, they were just flat-out lies. And that's really unfortunate. You know, it's one thing to oppose the bond – I get that – to oppose it on the grounds of maybe we can't afford it or that maybe some of the projects aren't necessary. I totally get that. But to actually spread lies about staff, and not just the Fire Chief, but other people...another person sitting here at the table. So, I'm really disappointed in that. I would like to make a couple of comments about our Chief. First of all, Chief Kazian, I worked in local government for 39 years and during that period of time, I interacted with and supervised a number of Fire Chiefs both in local government and now, here, we work with you. Some of them were very outstanding Chiefs and some of them were not so good. But I do have to say that during that 39 years of local government and interacting with fire chiefs both in local governments and in districts – not only the Sedona Fire District – you are one of the finest Fire Chiefs that I've ever known during the entire 39 years. And I say that not just based on the fact that I'm on the Board here and we are more or less your supervisors. I say it because when I was City Manager, we had to work very closely on a number of issues such as the Slide Fire; we were out traveling around the district, up in Flagstaff at meetings, working together on that, trying to coordinate City, Fire District, and Forest Service resources. And whenever there was an opportunity to come up with a better way to provide a service by working with the City or the City working with the fire district,*

*you were all for it. I think you're an outstanding Fire Chief, and I hope you stay here and have a long career in this district. The other thing I'd like to say is...through this process, I think I received a letter a couple of weeks ago claiming that the Citizen Bond Committee was involved in some sort of collusion, and there may have been some kind of illegal activities going on, what I would suggest to you, if you have any evidence of that, I'd suggest that you provide that information to the County Attorney's office or the State Attorney General, if you have proof that there was any sort of collusion with this district, I think we would all feel the same way. If the law has been broken, then you need to do something about it and just don't make these allegations unless you are going to follow through and provide some documentation that it's true. So, I would encourage you to do that. That's how the process works. Thank you for your service, Chief.*

*Corrie Cooperman – I am disappointed in the results of the bond because I did think it was the best financial mechanism to pay for some of the pressing needs – especially the structural pressing needs of our district. I wanted to clear up a misstatement that was made by people who were opponents of the bond. They frequently said that 2 people on the Board were against the bond, and I can only speak for myself, I did vote No for the bond, but I voted No because I thought that a smaller size bond would be more effective and meet most of the needs of the district and be more acceptable to the public. But, I was very much for the bond, and it was disappointing to see the opposition use that No vote to say that I was against it. I think in retrospect, it might have been good for the Board to first vote on how many of us wanted the bond to be the funding mechanism and then, secondly, to vote on the size and, perhaps, if we pursue a bond in the future that might be a way to go about it. Secondly, there's been quite a bit of publicity about how the proponents of the bond were funded and certainly our Red Rock News ran a very large front page article about their funding source. As you may know, the Board and staff can't be involved in any kind of political action committee, but there was a political action committee formed to support the bond. There was also quite a bit of money spent to oppose the bond with full-page ads in the paper and cards mailed out, and what concerns me, is that we don't know where that money came from; there was one citizen's name and then also, the organization called Arizona Liberty, but they did not form a PAC, so we don't know the source of that money and how much of it came outside of the district or perhaps, even outside of the state. And I'm concerned about, also, the one person...the one citizen whose name was on most of the advertising against the bond, I'm concerned when one person's wealth can be used to try and manipulate a whole citizenry of our district. And thirdly, I'd also like to echo Board Member Ernster's appreciation of our Fire Chief – I've had the pleasure of working on budgets as a nurse/manager earlier in various times of my career, I also worked for a small business running their entire financial operation, and so, I have some background working with budgets, and I can tell you that Chief Kazian's acumen with fiscal management is quite extraordinary. And I suspect that really is superior to many Fire Chiefs. You bring that ability to our Board and the reason the levy hasn't gone up more than... what was it...3-point-something percent over the last 10 years is because of the cost-cutting measures that Chief Kazian has instituted. With that, Chief, I want to thank you for the strong fiscal management of our district and for your dedication to keeping the budget as low as possible without cutting services, which we all know is so critical, that we continue to have high quality services and the well-trained firefighters that we do, and the excellent administrative support that backs everybody up.*

*Abe Koniarsky – I would like to echo everything that's been said before me. I agree with everything that has been said and I'd like to add something else – I've been in city government for over 30 years as a finance director, and I've dealt with a lot of fire chiefs, police chiefs, and I, as the newest member of this Board, have got to say that I enjoy working with this Chief because he's transparent, and he's the most fiscally conservative Chief that I've known for a long time. Everything is being done correctly, he makes sure his staff is conservative, and I find that is something this community needs. Way back many years ago, I helped Don Harr in his election, and we spoke about the fact that people need to be conservative; he is conservative; he is doing his job. And I must commend the members of the previous Board who hired him. He is excellent and we appreciate everything that he does and we appreciate you for picking him. I am disappointed the way the election went. I wish there had been less misinformation. It's something that should not have been used. We should have used real facts, but the deed is done. We have to work with the way things have gone. And people have spoken, and we will survive. And I need to commend the Chief for doing an excellent job.*

Ty Montgomery – *Kris, you have the Board's full support on everything you've done, we appreciate everything you did during the bond process.*

2. **Review/Discussion/Possible Action on Canvassing of the Election Results of the General Obligation Bond Election held November 7, 2017, pursuant to A.R.S. §16-642.A.**
3. **Review/Discussion/Possible Action Certifying the Result of Special Election pursuant to A.R.S. §16-646.**

Chief Kazian said the Board packet will help the Board walk through the formalities of these 2 items. Mr. Montgomery read the following Canvass into the record: *Pursuant to ARS §16-646, the Governing Board of the Sedona Fire District canvasses the results of the District's election held on November 7, 2017, and will vote to approve the results of the election, which were verified as of November 9, 2017. Total votes cast from both Yavapai and Coconino counties for SFD election were 5,937; the number of registered voters in the district is 12,791. The number of rejected ballots from all precincts was 39. The number of votes for the bond was 2,593 and the number of votes against the bond was 3,337. Certification of Election Results was signed by the Yavapai County Recorder Leslie M. Hoffman and Elections Director Lynn A. Constabile on the 9<sup>th</sup> day of November, 2017.*

**Mr. Montgomery then moved to approve the Canvass of Election and to certify the results pursuant to ARS §16-642 and 16-643, as presented; Board Clerk Corrie Cooperman seconded and upon a call for the vote, the motion was unanimously approved.**

4. **Discussion/Possible Action: Purchase Order #11122 in the amount of \$31,877.50 to Yavapai County Elections for the November 7, 2017 Special Election (Bond).**

**Mr. Montgomery moved to approve Purchase Order #11122 in the amount of \$31,877.50 to Yavapai County Elections for the November 7, 2017 Special Election; Mr. Ernster seconded and it was unanimously approved.**

#### **D. Staff Items:**

##### **1. Financial Report and Updates – Finance Director Gabe Buldra.**

###### **a. Discussion/Possible Action: Review & Approval of October 2017 Finance Report.**

Finance Director Gabe Buldra referred to the October Financial report (available on line) and said the property tax revenue was \$5,145,000 ahead of where we were in tax collections from last year. Non-levy revenue was at \$324,332 and we were over budget by \$136,000 and the predominant factor for that being our ambulance transportation revenue which is over budget by \$138,000 for the month; much of that is being attributed to increased volume out of the Village of Oak Creek. On the Expense side, personnel expenses for the month were at \$924,000; budgeted was just over \$1M, so under budget by \$134,000. Under Vehicles and Equipment, we were \$47,000 and budgeted for the month was \$88,982; we are trending under budget in this category year-to-date as well and predominantly on fuel costs, as well as vehicle repair and maintenance expenses. Utilities and Communication were at \$35,062; Meetings and Training at \$7,500; Managerial costs for the month were at \$83,280 and, finally, Capital and Contingency Expenses were at \$28,644. Our total expenses for the month were \$1.1M – budgeted for the month was \$1.4M – so, we were under budget. Year-to-date revenues were at \$7,029,000 with property taxes being the “lion’s share”; the previous year’s comparison was more in line with budgeted and projected because our tax revenue is based on historical collection average. Total expenses year-to-date are at \$4,794,000 and budgeted at \$5,941,000. Personnel continues to trend under budget; vehicles and equipment is under budget, but it seems we will have upcoming costs to bring that more in line with budget. Utilities and Communication are under budget at \$52,452; Utilities and Communications were at \$52,452 and Managerial expenses were at \$393,000; Capital and Contingencies are at \$329,000; there is no expense out of contingency this year; we have lowered that threshold and thus far, have not needed it, but will continue to monitor through the fiscal year. Year-to-date expenses as a percentage were at 28% of total expenses to date. Personnel, being our predominate expense, was at 80%; Operations and Managerial were at 6% and Capital Expenses are at 7%. Chief Kazian asked Mr. Buldra to address the 80% for personnel expenses; Mr. Buldra said, typically, around the state and the nation, fire agencies’ largest expenses are always for personnel. Mrs. Cooperman asked about the Capital and Contingencies at 7%; it could be helpful to point out SFD is building its capital funds, as that is one of the district goals; Mr. Buldra confirmed same and said SFD ended the month of October with \$7,395,000 in total cash in all funds; compared to last year, there was only \$5,086,000; the PSPRS

refund payout was mandatory and we have used most of that credit, so this is a true year-over-year cash balance and a nice increase for capital funding.

The Board will see that other assets at the end of the month were \$13,238,000 compared to \$12,715,000 last year. There were some purchasing of apparatus and equipment last year, and another unfortunate thing is our receivable balances have risen both on ambulance and wildland; because of the amount of wildland deployments across the nation, the State of Arizona is out of money to pay for wildland and now must wait for reimbursement by the Federal government to pay on invoices. Mr. Buldra added we anticipate having Jay Park with Walker Armstrong next month to present the audit report. ***Mr. Ernster then moved to approve the October 2017 Finance Report; Mr. Soto seconded, and the motion was unanimously approved.***

- 2. October 2017 Monthly Fire Chief Report – Chief Kris Kazian.**
  - a. Incident Counts by Station.**
  - b. Call Summary and Response Times Year to Date.**
  - c. Rescue Incidents.**
  - d. Community Risk Management Update.**
  - e. SFD Training Report.**
  - f. Donations to SFD.**
  - g. Update of Grant Activity:**
    - i. Pulse Point Grant–Verde Valley-wide Notification for Activation of CPR/AED.**
    - ii. Scholarship from Yavapai County Board of Supervisors for SFD to attend Arizona Wildfire Academy in 2018.**
  - h. Update of Recent/Upcoming SFD Activities, Incidents, and Events.**
    - i. Over the Edge Special Olympics Fundraiser – December 9, 2017.**
    - ii. Cottonwood Public Safety Communications Center.**
    - iii. Correspondence/Thank You Letters to SFD.**

Chief Kazian reported, overall, SFD is very busy and up about 25 calls over last year at the same time; average response time was 6 minutes 15 seconds and for the month of October, response time was 5 minutes; however, that includes multiple arson fires set at the same time in the same area to which the crews responded, skewering the response time down. October was the third month this year with more than 400 calls. Under backcountry rescue, it is interesting to note year-to-date we are at 96 compared to total backcountry responses last year of 67. Mrs. Cooperman noted the kind of training SFD provides crews allows them to perform well in those backcountry rescues. Assistant Chief Piechura said according to the Forest Service, Sedona has about a 30 to 40% increase in hikers and in many of those cases, hikers are ill prepared, and we see a lot of dehydration incidents. He pointed out we do have residents that call SFD for backcountry rescues – not all tourists. Mrs. Cooperman said there has been an uptick in the number of bicycles on trails, and asked if SFD is seeing more bicycle accidents associated with the need to call 9-1-1; Chief Piechura said there were 4 bicycle incidents in the last month. Chief Kazian said he would not expect to see decreases in backcountry rescues and believes it will be a continuing trend.

Under Grants, SFD received \$1,400 for training at the wildland fire academy with no match associated. We applied for a grant with Pulse Point Foundation for \$20,000 including for Automatic External Defibrillators (AEDs), such as are available in public places in Sedona; this would be for a mapping app to notify via cell phone CPR-trained individuals near a patient to request they go to the scene to help, while at the same time requesting response from SFD crews. This program began in California, and is spreading internationally; it is attributed with over 1,000 saves, so we would not be the first community to do it. This is a regional grant for Verde Valley agencies using the same dispatch center; SFD Firefighter Josh Wells wrote the grant.

This month, we have added new reports showing incidents in stations' still districts (area nearest the fire station), as well as total responses, which are typically more. He explained the blue bars on the chart indicate the number of still district calls and the actual calls to which the crews responded is in tan. Mrs. Cooperman noted this information will be very helpful to have and hopes we continue to use it to track statistics. The other new report shows number of incidents by time of day – including many night time calls.

Under Community Risk Management, Firefighter Eric Walter transferred to CRM as a Fire Inspector/Community Paramedic for the Community Integrated Paramedicine (CIP) program; he is starting to help more with fire inspections. A chart shows we are steadily increasing in compliant fire protection systems – fire alarms and fire sprinklers. Also, CRM started a dialogue with the City regarding landscaping codes to adopt fire safe-friendly codes, rather than having dense planting of brush and trees around houses. Chief Kazian said CRM has ramped up inspections and is leveraging technology; Administrative Assistant Carla Dufort is using her skills in CRM, which directly correlates to the division’s success. Fire Inspector Walter is sharing time between CRM and also the CIP program. Fire Marshal Jon Davis said there are over 2,300 commercial occupancies in the fire district; last month, we performed 212 inspections, although they were not all unique occupancies, as that included follow-ups.

Under Training, SFD hosted an event, “Stop the Bleed”, similar to CPR programs, to train individuals how to stop bleeding; in AED boxes around town, there will be compartments with tools and equipment to help stop bleeding, such as compression supplies and tourniquets. Two personnel, Captain Ralph Kurtz and Firefighter Millan Zorita, completed their Task Books, which is a requirement to promote to the next level and qualifies them to act in that role; it is very rigid and structured training. SFD received \$183 in donations last month. He reminded all the December Board meeting would be held on the second Wednesday, December 13<sup>th</sup>, to honor Christmas week.

Under Communications, Assistant Chief Piechura said FireStats is now on-line. The national standard for call processing using Emergency Medical Dispatch protocols allows a response mode – “Code 3” with lights and sirens for critical patient or non-emergency, “Code 1”, which reduces risk to everyone on the streets. The national standard for Code 3 is 2 minute call processing; Cottonwood Communications Center was 90% at 2 minutes and 15 seconds. And in the prior month, they were 2 minutes 22 seconds and year-to-date, the Center is 1 minute 58 seconds. The Center is constantly trying to improve and enhance. Mrs. Cooperman said it is great to hear because call processing adds to the overall time it takes for SFD to get to the person in need; she thanked Chief Piechura and commented she is glad the Board approved the FireStats purchase. Chief Kazian said SFD will participate in the fundraiser for Special Olympics called “Over the Edge” on December 9<sup>th</sup> to rappel off a building in Phoenix; Sedona’s Police Chief and Commander will also participate. Included with the “Thank You” letters this month is a letter from the State regarding the large number of wildland fires this year – exceptionally more than average, which has tied up funding to wait for Federal reimbursement; Mrs. Cooperman asked if there is any concern about the Feds not refunding money. Chief Kazian answered, no, but there will be a wait; a couple of years ago, a “prompt pay” bill passed to help mitigate agencies having cashflow problems waiting on reimbursement.

### **3. Discussion/Possible Action: Approval of 2018 SFD Fire Board Calendar.**

Mr. Montgomery asked about any concerns with the proposed 2018 Fire Board calendar. As there were none, *he moved to adopt the 2018 Fire Board calendar, Mrs. Cooperman seconded, which unanimously passed.*

## **IV. FIRE MARSHAL’S SAFETY MESSAGE**

Last month, Fire Marshal Jon Davis talked about heating systems and having working carbon monoxide detectors. This month, he is reminding all that heating fires are the second leading cause of home fires. Fixed and portable space heaters including wood stoves are involved in 74% of fire fatalities. Nearly half of all American homes use alternative heating and half of home heating equipment fires occur in December, January, and February. Combustibles should never be placed within 3 feet of space heaters or wood stoves and they should never be unattended. When purchasing, look for models that shut off automatically when tipped over. Remember that having a working smoke detector cuts your chance of dying in a home heating fire by 50%.

## **V. ADJOURNMENT**

The meeting was adjourned at 6:18 PM.

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Corrie Cooperman, Clerk of the Board

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**SEDONA FIRE DISTRICT  
FIRE BOARD AGENDA COMMUNICATION**

**Submitted by:** Assistant Chief Jeff Piechura **Date:** November 30, 2017

<b>SUBJECT:</b> Repair of Motor in Reserve Fire Engine (Emergency Repair)	<b>BOARD MEETING DATE:</b> 12/13/17
<b>AGENDA ITEM #:</b> II.C.3.	<b>DIVISION / SECTION:</b> Fleet Services
<b>ACTION REQUIRED:</b> <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	<b>BOARD RECOMMENDATION:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

*Project/issue relates to SFD Strategic Plan X or Not Applicable \_ \_\_\_\_.*

**ISSUE:** The motor on SFD's reserve fire engine suffered a cylinder failure causing the motor to blow oil through the air-breather filter. The motor needs an upper-end rebuild.

**BACKGROUND:** The vehicle is the former Fire Engine 531 being transitioned into the sole reserve fire engine. During recent training evolutions with the reserve engine, the motor began blowing oil through the air-breather filter. After examination by Fleet Services and further review by the contract services heavy diesel mechanic, it was found the motor suffered a cylinder failure requiring a re-sleeving of the damaged cylinder. In review of best practices for major maintenance of diesel motors, it was determined the other 5 cylinders need to be re-sleeved and other components replaced. This will place the motor in a balanced repair status and reduce concern of other cylinders failing.

The Fire Chief authorized the repairs to begin on November 20, 2017 utilizing the Purchasing Policy authorization of up to \$25,000 for emergency needs and to advise the Fire Board of such, then to seek Board approval of the action at the next Board Meeting.

**FINANCIAL PERSPECTIVE:** The estimated cost for repairs is \$17,500. The Fleet Services budget has the funds available to allocate to make these repairs.

**PROS & CONS:** *Pros* – The repair of the motor for the reserve fire engine is needed to meet the service and redundancy needs of SFD. The repair of all 6 cylinders is a best practice for the fire service emergency fleet. The vehicle is in good service condition and the planned reserve status for the vehicle will be in excess of 3 years. *Cons* – Not to repair the motor eliminates the availability of a viable Type 1 Fire Engine to fill maintenance gaps created when other fire engines are in maintenance. The Insurance Services Office (ISO) recommends 1 reserve fire engine for every 5 frontline fire engines.

**INTERNAL PROCESS PERSPECTIVE:** The need to have a viable Type 1 reserve fire engine for the district is a best-practice for the fire service and for our community. The repair costs for this vehicle allows for extension of life to the unit beyond the 3 year reserve life that had been planned.

**FIRE CHIEF RECOMMENDATION:** Approval of this repair is recommended. It will likely extend earlier estimations of the vehicle replacement schedule and provide great value once it is repaired.

**SUGGESTED MOTION(S):** I move to approve purchase order # 01601 to Rush Truck Centers of Flagstaff for the repairs of the Reserve Fire Engine for a budgeted cost of \$17,500.

**ATTACHMENTS:** Purchase Order #01601 and other related documents

**SEDONA FIRE DISTRICT**

2860 Southwest Drive  
 Sedona, AZ 86336  
 PH: (928) 282-6800  
 FAX: (928) 282-6857

**PURCHASE ORDER****PO Number:** PO01601**Date:** 11/20/2017**Request #:** REQ00636**Vendor #:** 00956

**ISSUED TO:** RUSH TRUCK CENTER OF ARIZONA  
 2620 E. HUNTINGTON DRIVE  
 FLAGSTAFF, AZ 86004

**SHIP TO:** Sedona Fire District  
 2860 Southwest Drive  
 Sedona, AZ 86336

ITEM	UNITS DESCRIPTION	VENDOR PART #	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0 Parts: 6 cyls;oil coller;cyl head; all injects;com		0.00		10-306-66550-0000	10,244.07
2	0 supplies		0.00		10-306-66550-0000	250.00
3	0 labor		0.00		10-306-66550-0000	5,796.00
4	0 EPA		0.00		10-306-66550-0000	4.00
5	0 Freight		0.00		10-306-66550-0000	300.00
6	0 Sublet/Misc		0.00		10-306-66550-0000	500.00

**List description and all specifications. Include What, Where & Who purchase is for; i.e. Shop, Grant, Project, Program.**

Rebuild the motor of Reserve Fire Engine  
 All 6 cylinders, replace: oil cooler; air compressor; cylinder head; all injectors

Board

**Authorized By:****Date:****Fire Chief:****Date:**

11/20/17

<b>SUBTOTAL:</b>	16,231.92
<b>TAX:</b>	862.15
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	17,094.07

1. The description/reason box must be completed.
2. Requests must have estimate, quote, or any other backup documentation attached. If using state contract, the state contract number must be included.
3. Incomplete Purchase Requests and/or missing approval signatures will be returned unprocessed.
4. Federal Tax Identification Number: 86-0270029
5. No orders are to be placed without an authorized signature and a purchase order number.
6. Purchases of \$2,000.01 to \$5,000.00 require signature approval by Executive Management or Designee and 3 documented price quotes. If the lowest quotation is not selected, a written explanation shall be attached to the purchase order.
7. Purchases of \$5,000.01 to \$10,000.00 require signature approval by 1 Board Member and 3 written quotes. If the lowest quotation is not selected, a written explanation shall be attached to the purchase order.
8. Purchases greater than \$10,000.01 requires solicitation of formal competitive bidding and/or RFQ or RFP to be created by SFD staff. Bids and proposals will be presented to the Fire District Board with staff recommendations. The Fire District Board will make the final decision through Board action.
9. The highest level signer is required to sign on the "authorized by" line.

ADDENDUM TO AGREEMENT  
(MATERIALS VENDORS)

This Addendum to Purchase Order is made and entered into by and between Sedona Fire District, a political subdivision of the state of Arizona (hereinafter "SFD") and the Vendor to include the following provisions, the same as if said provisions were contained in the body of said document.

1. Termination: SFD may terminate this Agreement pursuant to the provisions of A.R.S. §38-511.
2. Non-Discrimination: Vendor warrants that it complies with any state and federal laws, rules and regulations which mandate that all persons, regardless of race, color, creed, religion, sex, genetic information, age, national origin, disability, familial status or political affiliation, shall have equal access to employment opportunities, including but not limited to the Americans with Disabilities Act. The Vendor shall take affirmative action to ensure that it will not participate either directly or indirectly in the discrimination prohibited by or pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1975, and the Genetic Information Nondiscrimination Act of 2008.
3. Non-appropriation: This Agreement shall be subject to available funding for SFD, and nothing in this Agreement shall bind SFD to payment for damages in excess of funds appropriated and allotted for the purposes outlined in this Agreement.
4. Third Party Antitrust Violations: Vendor assigns to SFD any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to Vendor toward fulfillment of this Agreement.
5. Other Agreements: This Agreement in no way restricts either party from participating in similar activities with other public or private agencies, organizations, and individuals.
6. Limitations: Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties.
7. Interpretation: This Agreement shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the parties hereto. This Agreement is the result of negotiations between, and has been reviewed by, each of the parties hereto and their respective counsel. Accordingly, this Agreement shall be deemed to be the product of all of the parties hereto, and no ambiguity shall be construed in favor of, or against any one of, the parties hereto.
8. Governing Law: This Agreement shall be construed and interpreted under the laws of Arizona.
9. Arbitration: To the extent permitted, the parties agree to resolve any dispute arising out of this Agreement by arbitration, making use of the Uniform Rules of Arbitration as adopted by the State of Arizona.

The Vendor hereby certifies that it is not currently engaged in, and agrees for the duration of the Agreement to not engage in, a boycott of Israel.

This Addendum shall be effective on and from the day and written on the Purchase Order. To the extent this Addendum conflicts with or is inconsistent with any term of the original Agreement referenced above, this Addendum shall control. In all other respects and manner, the original Agreement entered into by and between the parties shall remain in full force and effect.

Attached to PR Electronically

Req #636



Estimate Report



Co/Owner Name: Sedona Fire District			Date: 11/15/2017		
Address: 2860 Southwest Dr.		City: Sedona	State: AZ	Zip Code: 86336	
Year: 2005	Make: KME	Model: Firetruck	VIN # 1K9AF42875N0588447		
Model: Cummins ISL		SN # 46358985	Mileage: 78790	RO# 15460878	

Estimate Written By:			Jason Morris	Contact Name	Michael	Contact Phone #	928-300-7591		
				Contact Fax #		Contact Email			
Line No	Re-Pair	Re-Place	Description of Damaged/Repair		Parts	Mechanical Labor	Supplies	EPA	Other
1			Diagnose and replace 6 cylinder kits		9,381.92	5,796.00	250.00	4.00	
2			for excessive blowby, Replace oil						
3			cooler, Cylinder Head, Air Comp and						
4			All injectors						
5									
6									
7									
8									
9									
10									
11									
12									
13									
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16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
<b>This is an estimate only, any unforeseen parts, labor, cores or freight not included</b>					9,381.92	5,796.00	250.00	4.00	0.00

I hereby authorize the above work and acknowledge receipt of copy signed. X

Rush Truck Centers of Arizona, Inc. DBA Rush Truck Center, Flagstaff Parts & Service 2620 E. Huntington Dr. Flagstaff, AZ. 86004 (928)679-2900 or 800-826-8153	Parts 9,381.92 Mechanical Labor 5,796.00 Shop Supplies 250.00 Machine Charge 0.00 Other 300.00 Sublet/Misc 500.00	Freight
	Towing/Storage Subtotal 16,227.92 Tax 862.15 EPA 4.00 Total Estimate 17,094.07	

## Tricia Greer

---

**From:** Kris Kazian  
**Sent:** Monday, November 20, 2017 4:40 PM  
**To:** Kris Kazian  
**Cc:** Tricia Greer; Betty Johnson; Jon Davis; Jeff Piechura; Gabe Buldra  
**Subject:** Emergency Repair Expense

Board,

The motor on the Reserve Fire Engine suffered a cylinder failure causing oil blow-off into the intake system. The repair to just the damaged cylinder is \$9,053. The proper way to repair the damage, given that the other cylinders have the same time and wear, is to rebuild the motor. The cost to do so is \$17,500 (approx.). The rebuild includes a new oil cooler, air compressor, all new injector and six cylinder kits. The Mechanic for the District recommends the rebuild option. A Purchase Requisition has been processed for the rebuild with Rush Truck Centers in Flagstaff. This purchase item will be placed on the December Board meeting agenda with the proper BAC.

We will be planning to go ahead with the repair under emergency provisions unless we hear differently as we do not want to delay the repairs until after the next meeting. The line item for the repairs will be from Outside Vehicle Repairs which started with \$55,000 and we have spent \$2,000 from that line item thus far this year so we have ample funds budgeted for this repair without considering contingency needs at this time.

Kris Kazian  
Fire Chief  
928.204.8924 – Office Direct  
847.778.0411 – Cell

*If your actions inspire others to dream more, learn more, do more and become more, you are a leader.*  
*John Quincy Adams*

*To ensure compliance with the open meeting law, recipients of the message should not forward it to other Members of the Board. Members of the Board may reply to this message, but they should not send a copy of their reply to other members of the Board.*

*This communication may contain confidential and/or proprietary information and may not be disclosed to anyone other than the intended addressee. Any other disclosure is strictly prohibited by law. If you are not the intended addressee, you have received this communication in error. Please notify me immediately by call 928-204-8924 and then destroy the communication including all content and any attachments.*



**SEDONA FIRE DISTRICT  
FIRE BOARD AGENDA COMMUNICATION**

**Submitted by:** Telecommunications Manager Bob Motz **Date:** December 4, 2017

<b>SUBJECT:</b> PO# 10932 for Kronos Support	<b>BOARD MEETING DATE:</b> 12/13/17
<b>AGENDA ITEM #:</b> II.C.4.	<b>DIVISION / SECTION:</b> TELECOM
<b>ACTION REQUIRED:</b> <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	<b>BOARD RECOMMENDATION:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

*Project/issue relates to SFD Strategic Plan \_\_\_\_\_ or Not Applicable \_ **x**\_\_\_\_\_.*

**ISSUE:** Purchase Order #10932 to Kronos Incorporated to renew support of the Telestaff time accountability and staff scheduling software in the amount of \$10,652.18.

**BACKGROUND:** SFD currently uses Telestaff software for time tracking, staff scheduling, and payroll attendance. This purchase order is to renew software and technical support. A software upgrade is currently taking place and it is especially important to SFD to maintain tech support through duration of the software upgrade.

**FINANCIAL PERSPECTIVE:** This is a budgeted item.

**PROS & CONS:** *PROS*-Approving will allow for continued needed support of our Telestaff software and reduce potential downtime. *CONS*-Not having the warranty support will create potentially additional costs and concerns if there are future issues with the software.

**INTERNAL PROCESS PERSPECTIVE:** The Telestaff software is what we are currently using to track employee time, generate time cards for payroll, aides in scheduling of the crew for shift coverage, and provide staffing data. We have accounted for renewal of support in this year’s budget along with a software upgrade to Telestaff. The software upgrade has already started and due to complexity will take several months to complete. The software and tech support renewal will transfer and apply to the new software once we have successfully moved over to it.

**FIRE CHIEF RECOMMENDATION:** Maintaining uptime for our staffing software which is heavily used by SFD daily. This is a budgeted item that is programed for our IT readiness.

**SUGGESTED MOTION(S):** I move to approve Purchase Order #10932 to Kronos for annual support services in the amount of \$10,652.18

**ATTACHMENTS:** Purchase Order #10932, Kronos Quote





# SEDONA FIRE DISTRICT

2860 Southwest Drive  
Sedona, AZ 86336  
(928) 282-6800  
Fax: (928) 282-6857

**PURCHASE ORDER NUMBER #: 10932**

Date: 11/27/17

Activity Name: Software Support Services

Activity Number: 307-63650

- Wells Fargo Visa Charge
- B of A Visa Charge

Please PrePay \_\_\_\_\_

Request Finance to return a signed copy of PO to \_\_\_\_\_ for order placement

KRONOS INCORPORATED  
900 Chelmsford Street  
Lowell, MA 01851

Finance to fax or E-mail order:

Fax Telephone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

When received notify: BOB MOTZ

Service or Repair Order - (No MDSE to be Received)

Inventory Item (Form attached)

Vendor Phone #: 800 225-1561

1. All Fields must be complete & Requests must have estimate / quote / & any other backup attached.
2. Incomplete Purchase Requests and/or missing approval signatures will be returned unprocessed.
3. NO orders are to be placed without an authorized signature and PO Number.
4. Purchases of \$2,000.01 to \$4,999 require signature approval by Executive Management or Designee and 3 documented price quotes. Purchases of \$5000 to \$10,000 require signature approval by 1 Board Member and 3 written quotes. Purchases greater than \$10,000.01 requires solicitation of formal competitive bidding and/or RFQ or RFP to be created by SFD Staff.

**The Sedona Fire District will receive "hazardous materials" only when accompanied by a M.S.D.S.**

Quantity	Unit	Items: Full description, i.e., catalog #, size, color	Unit Price	Amount
1	EA	Telestaff Reporting V2 06-MAR-2018 to 05-MAR-2019	9,531.62	\$9,531.62
1	EA	Telestaff Web TimeCard V2 06-MAR-2018 to 05-MAR-2019		
70	EA	Workforce Telestaff Bidding V6 06-MAR-2018 to 05-MAR-2019		
145	EA	Workforce Telestaff Contact Manager V6 06-MAR-2018 to 05-MAR-2019		
145	EA	Workforce Telestaff Enterprise V6 06-MAR-2018 to 05-MAR-2019		
1	EA	Workforce Telestaff Gateway Manager V6 06-MAR-2018 to 05-MAR-2019		
145	EA	Workforce Telestaff Global Access V6 29-SEP-2018 to 05-MAR-2019		
145	EA	Telestaff Web Access V2 - TSGHosted		
1	EA	Educational services Knowledge Pass 28-SEP-2018 to 05-MAR-2019	229.36	\$229.36
		Solution ID 6104779. Contract # 1188969 R06-NOV-17		

**List description and all specifications. Include What, Where & Who purchase is for; i.e. Shop, Grant, Project, Program.**

Renewal of software support for the Telestaff scheduling and time tracking software along with training and upgrade support during the transision to the new version of Telestaff, a process that has already started.

Date received: \_\_\_\_\_

Subtotal (Page 1): \$9,760.98

Checked in by: \_\_\_\_\_

Subtotal (Page 2): \_\_\_\_\_

State Contract # \_\_\_\_\_ (No bid required)

Tax %: 9.4% \$891.20

Bid information is attached.

Shipping/Handling: \_\_\_\_\_

**Estimated TOTAL** \$10,652.18

Section Head (Up to \$500)

Exec. Mangement (\$2,000.01 - \$4,999)

BC's/Managers (\$500.01 - \$2,000)

Fire Chief (\$2,000.01-\$4,999)

Board Signature (\$5,000 - \$9,999.99 Requires one signature)  
(\$10,000 - Up Requires Board Action)

Please refer to current Principles of Sound Financial Management: Purchasing Policy  
The provisions on the back of this page apply to this purchase order.



## MATERIALS VENDORS

This Purchase Order includes the following provisions, the same as if said provisions were contained in the body of said document.

1. Termination: "SFD may terminate this Agreement pursuant to the provisions of A.R.S. §38-511."
2. Non-Discrimination: Vendor warrants that it complies with any state and federal laws, rules and regulations which mandate that all persons, regardless of race, color, creed, religion, sex, genetic information, age, national origin, disability, familial status or political affiliation, shall have equal access to employment opportunities, including but not limited to the Americans with Disabilities Act. The Vendor shall take affirmative action to ensure that it will not participate either directly or indirectly in the discrimination prohibited by or pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1975, Genetic Information Nondiscrimination Act of 2008.
3. Non-appropriation: This agreement shall be subject to available funding for SFD, and nothing in this Agreement shall bind SFD to payment for damages in excess of funds appropriated and allotted for the purposes outlined in this Agreement.
4. Third Party Antitrust Violations: Vendor assigns to SFD any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to Vendor toward fulfillment of this Agreement.
5. Other Agreements: This Agreement in no way restricts either party from participating in similar activities with other public or private agencies, organizations, and individuals.
6. Limitations: Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties.
7. Interpretation: This Agreement shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the parties hereto. This Agreement is the result of negotiations between, and has been reviewed by, each of the parties hereto and their respective counsel. Accordingly, this Agreement shall be deemed to be the product of all of the parties hereto, and no ambiguity shall be construed in favor of, or against any any one of, the parties hereto.
8. Governing Law: This Agreement shall be construed and interpreted under the laws of Arizona.
9. Arbitration: To the extent permitted, the parties agree to resolve any dispute arising out of this Agreement by arbitration, making use of the Uniform Rules of Arbitration as adopted by the State of Arizona.

13-NOV-2017  
BOB MOTZ  
SEDONA FIRE  
Solution ID: 6104779

**Subject: Kronos Support Services Quote for SEDONA FIRE**  
**Contract #: 1188969 R06-NOV-17**

Dear BOB,

The support services and benefits provided under your existing maintenance services terms are due to expire. In order to continue to receive support services and benefits for your Kronos products, you will need to renew the maintenance support for another year. Please review the attached quote so that we can ensure that the upcoming invoice we send to your Accounts Payable organization accurately reflects your Kronos investment. (Please be aware that per the terms of your agreement Kronos will send an invoice 60 days prior to the start of your contract.) **If the attached quote matches your records, please sign the quote and return a copy to me within 10 business days.**

If your organization requires a Purchase Order for payment, please forward me a copy at this time so I can make sure it is referenced on the invoice.

When the invoice is paid, your organization is acknowledging that they are renewing the maintenance support services for another year under the existing terms and conditions with Kronos. If the invoice is not paid, your support services for the products will be cancelled and Kronos will require you to sign a new support services contract, with applicable charges, in order to reactivate your service.

I encourage you to visit the Kronos Customer Portal at <http://customer.kronos.com> for access to SuperSearch, eCase management, Customer Forums, Product Documentation, Training tips and so much more! Experience the array of services Kronos offers.

Please contact me at the email address or telephone number provided below if you have any questions regarding your renewal.

Thank you for your business.

Regards,

**Elizabeth Mathis**  
Contract Administrator

tel: 303-843-1352  
fax: 877-408-0903  
email: [Elizabeth.Mathis@Kronos.com](mailto:Elizabeth.Mathis@Kronos.com)

<b>Payment Terms:</b>	Net 30 Days	<b>Quote Type:</b>	Renewal
<b>Currency:</b>	USD	<b>Customer:</b>	SEDONA FIRE
<b>Customer PO Number:</b>		<b>Solution ID:</b>	6104779
		<b>Contract #:</b>	1188969 R06-NOV-17
		<b>Date:</b>	13-NOV-2017
		<b>Prepared by:</b>	Elizabeth Mathis / US West2

<b>Bill To:</b>	SEDONA FIRE 2860 SOUTHWEST DRIVE SEDONA AZ 86336 UNITED STATES	<b>Ship To:</b>	SEDONA FIRE 2860 SOUTHWEST DRIVE SEDONA AZ 86336 UNITED STATES
<b>Contact:</b>	BOB MOTZ		
<b>Email:</b>	bmotz@sedonafire.org		

**CONTRACT SUMMARY**

**Contract Period:** 06-MAR-2018 - 05-MAR-2019

Description	Support Services	Estimated Tax	Subtotal
Software Support Services	9,531.62	891.20	10,422.82
Educational Services	229.36	0.00	229.36
<b>Total</b>	<b>9,760.98</b>	<b>891.20</b>	<b>10,652.18</b>

**Annualized Contract Value:** 10,377.09

The Annualized Contract Value is the value of the contract if all services are priced for 365 days. The Annualized Contract Value does not include estimated tax. Please note that this quote may include services priced for prorated periods.

**IMPORTANT NOTES**

"This renewal quote entered into between the Customer and Kronos is subject to the terms and conditions of the Contract #14-JLR-003 dated March 18th, 2014 between the Lead Agency (acting as the "Owner") and Kronos Incorporated (as the Contractor), as amended."

Support Services are subject to applicable taxes. The tax amount shown on this quote is only an estimate. The actual tax due will be reflected on the invoice.

<b>SEDONA FIRE</b>	<b>KRONOS INCORPORATED</b>
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

<b>Payment Terms:</b>	Net 30 Days	<b>Quote Type:</b>	Renewal
<b>Currency:</b>	USD	<b>Customer:</b>	SEDONA FIRE
<b>Customer PO Number:</b>		<b>Solution ID:</b>	6104779
		<b>Contract #:</b>	1188969 R06-NOV-17
		<b>Date:</b>	
		<b>Prepared by:</b>	Elizabeth Mathis / US West2

**Bill To:** SEDONA FIRE  
 2860 SOUTHWEST DRIVE  
 SEDONA AZ 86336  
 UNITED STATES

**Ship To:** SEDONA FIRE  
 2860 SOUTHWEST DRIVE  
 SEDONA AZ 86336  
 UNITED STATES

**Contact:** BOB MOTZ  
**Email:** bmotz@sedonafire.org

**SOFTWARE SUPPORT SERVICES**

Line	Support Service Level	Covered Product	License Count	Start Date	End Date	Duration (days)
1	Platinum	TELESTAFF REPORTING V2		06-MAR-2018	05-MAR-2019	365
2	Platinum	TELESTAFF WEB TIMECARD V2		06-MAR-2018	05-MAR-2019	365
3	Platinum	WORKFORCE TELESTAFF BIDDING V6	70	06-MAR-2018	05-MAR-2019	365
4	Platinum	WORKFORCE TELESTAFF CONTACT MANAGER V6	145	06-MAR-2018	05-MAR-2019	365
5	Platinum	WORKFORCE TELESTAFF ENTERPRISE V6	145	06-MAR-2018	05-MAR-2019	365
6	Platinum	WORKFORCE TELESTAFF GATEWAY MANAGER V6		06-MAR-2018	05-MAR-2019	365
7	Platinum	WORKFORCE TELESTAFF GLOBAL ACCESS V6	145	29-SEP-2018	05-MAR-2019	158
8	Web Access	TELESTAFF WEB ACCESS V2 - TSG HOSTED	145	06-MAR-2018	05-MAR-2019	365

	Support Services	Estimated Tax	Subtotal
Software Support Services		9,531.62	10,422.82

**EDUCATIONAL SERVICES**

Line	Support Service Level	Covered Product	License Count	Start Date	End Date	Duration (days)
1	Ed Services Subscription	KNOWLEDGE PASS		28-SEP-2018	05-MAR-2019	159

	Support Services	Estimated Tax	Subtotal
Educational Services		229.36	229.36



**SEDONA FIRE DISTRICT  
FIRE BOARD AGENDA COMMUNICATION**

**Submitted by:** Telecommunications Manager Bob Motz **Date:** 12/4/2017

<b>SUBJECT:</b> PO #10931 to Merit Technology	<b>BOARD MEETING DATE:</b> 12/13/17
<b>AGENDA ITEM #:</b> II.C.5.	<b>DIVISION / SECTION:</b> TELECOM
<b>ACTION REQUIRED:</b> <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	<b>BOARD RECOMMENDATION:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

*Project/issue relates to SFD Strategic Plan \_\_\_\_\_ or Not Applicable \_x\_\_\_\_\_.*

**ISSUE:** Purchase Order #10931 to Merit Technology Partners in the amount of \$16,034.90 to renew Cisco Smartnet Support Agreement and to add additional licenses.

**BACKGROUND:** SFD uses a Cisco Unified Communications VoIP phone system for administration and crew telephones with integrated voicemail. The proposed purchase order is to renew software support with Cisco for another year and to buy additional software licenses that are needed to maintain our current functionality.

**FINANCIAL PERSPECTIVE:** This is a budgeted item. Cisco provides a quotation through the authorized channel partner assigned to the government customer. They will not provide competing quotes as the cost comes from Cisco. This software support is from Cisco Inc.

**PROS & CONS:** *Pros* – Approving will allow for continued support of the Cisco phone system and purchase of needed additional software licenses to keep our phone system online. *Cons* – Expenditure

**INTERNAL PROCESS PERSPECTIVE:** The district phone system is an essential communication service that is the primary way to communicate with the public and crew on an individual basis. We need to renew support of the system to keep these services online with the least amount of downtime.

**FIRE CHIEF RECOMMENDATION:** The Fire Chief approves this purchase.

**SUGGESTED MOTION(S):** I move to approve Purchase Order #10931 to Merit Technology Partners in the amount of \$16,034.90 to renew Cisco Smartnet Support Agreement and to add additional licenses.

**ATTACHMENTS:** PO #10931 and related document



**SEDONA FIRE DISTRICT**

2860 Southwest Drive  
Sedona, AZ 86336  
(928) 282-6800  
Fax: (928) 282-6857

**PURCHASE ORDER NUMBER #: 10931**

Date: 11/27/17

Activity Name: Software Support Services

Activity Number: 307-63650

- Wells Fargo Visa Charge
- B of A Visa Charge

Please PrePay \_\_\_\_\_

Request Finance to return a signed copy of PO to \_\_\_\_\_ for order placement

MERIT TECHNOLOGY PARTNERS  
2301 WEST STATE ROUTE 98A STE 101  
SEDONA, AZ 86336

Finance to fax or E-mail order:

Fax Telephone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

When received notify: BOB MOTZ

Service or Repair Order - (No MDSE to be Received)

Inventory Item (Form attached)

Vendor Phone #: 928 284-9900

1. All Fields must be complete & Requests must have estimate / quote / & any other backup attached.
2. Incomplete Purchase Requests and/or missing approval signatures will be returned unprocessed.
3. NO orders are to be placed without an authorized signature and PO Number.
4. Purchases of \$2,000.01 to \$4,999 require signature approval by Executive Management or Designee and 3 documented price quotes. Purchases of \$5000 to \$10,000 require signature approval by 1 Board Member and 3 written quotes. Purchases greater than \$10,000.01 requires solicitation of formal competitive bidding and/or RFQ or RFP to be created by SFD Staff.

**The Sedona Fire District will receive "hazardous materials" only when accompanied by a M.S.D.S.**

Quantity	Unit	Items: Full description, i.e., catalog #, size, color	Unit Price	Amount
1	EA	SMARTNET Cisco support contract renewal for Call Manager 11.X and BE6000 hardware for 1 year	5,756.00	\$5,756.00
40	EA	Software Licenses for Call Manager 11.X Essential License	235.00	\$9,400.00
		SEE INVOICE 1-2015-2870		

**List description and all specifications. Include What, Where & Who purchase is for; i.e. Shop, Grant, Project, Program.**

Cisco SMARTNET support renewal for Cisco phone system for one year and 40 additional licenses needed for phones and features added. Merit Technology Partners is the authorized agent for Cisco with the pricing set by Cisco. Sole source as Merit the Cisco agent.

Date received: \_\_\_\_\_

Subtotal (Page 1): \$15,156.00

Checked in by: \_\_\_\_\_

Subtotal (Page 2): \_\_\_\_\_

State Contract # \_\_\_\_\_ (No bid required)

Tax %: 9.4% \$878.90

Bid information is attached.

Shipping/Handling: \_\_\_\_\_

**Estimated TOTAL** \$16,034.90

\_\_\_\_\_  
Section Head (Up to \$500)

\_\_\_\_\_  
Exec. Management (\$2,000.01 - \$4,999)

\_\_\_\_\_  
BC's/Managers (\$500.01 - \$2,000)

\_\_\_\_\_  
Fire Chief (\$2,000.01-\$4,999)

\_\_\_\_\_  
Board Signature (\$5,000 - \$9,999.99 Requires one signature)  
(\$10,000 - Up Requires Board Action)

Please refer to current Principles of Sound Financial Management: Purchasing Policy  
The provisions on the back of this page apply to this purchase order.

## MATERIALS VENDORS

This Purchase Order includes the following provisions, the same as if said provisions were contained in the body of said document.

1. Termination: "SFD may terminate this Agreement pursuant to the provisions of A.R.S. §38-511."
2. Non-Discrimination: Vendor warrants that it complies with any state and federal laws, rules and regulations which mandate that all persons, regardless of race, color, creed, religion, sex, genetic information, age, national origin, disability, familial status or political affiliation, shall have equal access to employment opportunities, including but not limited to the Americans with Disabilities Act. The Vendor shall take affirmative action to ensure that it will not participate either directly or indirectly in the discrimination prohibited by or pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1975, Genetic Information Nondiscrimination Act of 2008.
3. Non-appropriation: This agreement shall be subject to available funding for SFD, and nothing in this Agreement shall bind SFD to payment for damages in excess of funds appropriated and allotted for the purposes outlined in this Agreement.
4. Third Party Antitrust Violations: Vendor assigns to SFD any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to Vendor toward fulfillment of this Agreement.
5. Other Agreements: This Agreement in no way restricts either party from participating in similar activities with other public or private agencies, organizations, and individuals.
6. Limitations: Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties.
7. Interpretation: This Agreement shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the parties hereto. This Agreement is the result of negotiations between, and has been reviewed by, each of the parties hereto and their respective counsel. Accordingly, this Agreement shall be deemed to be the product of all of the parties hereto, and no ambiguity shall be construed in favor of, or against any any one of, the parties hereto.
8. Governing Law: This Agreement shall be construed and interpreted under the laws of Arizona.
9. Arbitration: To the extent permitted, the parties agree to resolve any dispute arising out of this Agreement by arbitration, making use of the Uniform Rules of Arbitration as adopted by the State of Arizona.





# INVOICE

**DATE:** 11/15/2017  
**INVOICE #:** I-2015-2870  
**TERMS:**

**PROJECT:**  
 Call Manager

2301 West State Route 89A, Suite 101 - Sedona, AZ 86336  
 928.284.9900 Phone 888.678.5028 Fax  
 www.merittp.com

**Invoice To:**

Sedona Fire District  
 2860 Southwest Drive  
 Sedona, AZ 86336

**Ship To:**

Sedona Fire District  
 2860 Southwest Drive  
 Sedona, AZ 86336

Item	Quantity	Description	Price	Total
Support Co...	1	Support Contract - Manufacturer - Cisco SmartNet for Call Manger 11.x - Includes Software Updates & BE6000 Hardware - 1 Year	5,756.00	5,756.00
SOFTWARE	40	Software Licenses - Call Manager 11.x Essential License	235.00	9,400.00T

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<b>Subtotal</b>	\$15,156.00
<b>Sales Tax (9.35%)</b>	\$878.90
<b>Total</b>	\$16,034.90
<b>Payments/Credits</b>	\$0.00
<b>Total Due</b>	\$16,034.90

If you have any questions concerning this invoice, please contact:

Paul Giovanni  
 928.284.9900 x7000 Mobile: 928.300.4619  
 pgiovanni@merittp.com

**THANK YOU FOR YOUR BUSINESS!**



**SEDONA FIRE DISTRICT  
FIRE BOARD AGENDA COMMUNICATION**

*Submitted by:* Fire Chief Kris Kazian *Date:* December 5, 2017

<b>SUBJECT:</b> Citizen Concern for Traffic	<b>BOARD MEETING DATE:</b> December 13, 2017
<b>AGENDA ITEM #:</b> II.D.2.	<b>DIVISION / SECTION:</b> Administration
<b>ACTION REQUIRED:</b> <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	<b>BOARD RECOMMENDATION:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

*Project/issue relates to SFD Strategic Plan \_\_\_\_\_ or Not Applicable \_ \_\_\_\_.*

**ISSUE:** At the November 15, 2017 Board Meeting, a citizen, Mr. William Spring, expressed concern about traffic impacts to response times. He also cited a past, recent response in which he claimed there was a 35 minute response time to arrive at a person’s home who was having a heart attack. SFD staff promised to investigate the claim and the related impacts on traffic to SFD responses.

**BACKGROUND:** SFD looks at the response times on a monthly basis via the Fire Chief’s report. This is done as an average response time for all emergency response incidents for the month and year to date. While it fluctuates from month to month, there is a tolerable variance we experience and is dependent on many factors such as things like call time of day, call location, availability of the nearest units, etc.

**PROS & CONS:** Analysis with variable data creates some challenges to paint an exact picture. The expectation is that the data collected is actual response data and averaging out the responses over a larger data set, the outliers are essentially neutralized.

**INTERNAL PROCESS PERSPECTIVE:** The analysis that has been done has attempted to meet the requests of Mr. Spring (both from his comments at the Board meeting and subsequent email and phone conversations); however, data sets must be looked at in large enough data sets to have validity. One of Mr. Spring’s comments was to look at tax data (sales tax and bed tax) and festival times to best determine peak periods where traffic may impact emergency response times. While the ability to pinpoint exact dates for the various festivals, the tax data is not broken down in that small segment of time, instead it is submitted on a monthly basis. This accounting process precludes our ability to drill down to a specific week as requested. To look at a more macro picture, when cyphering through the tax data and bed tax collection data, it appears there is not an absolute “busiest” time for tax collection in the various categories month by month either. I do believe we could agree that the “peak” months feel like October, March, and April, but the tax receipts illustrate a different picture – March, April, and June for sales tax. It should also be known that tax collection is not an exact science as it relates to a specific month as tax collections. Taxes are not always collected and assigned to the month they occurred in, but when they were paid (additionally, which is not always timely as I have been told).

Staff did our best to evaluate the actual drive time – the segment of our response that solely looks at the actual responding to an incident and is directly related to traffic. We focused our efforts on the 2015, 2016, and 2017 data set (which December 2017 is missing, but will be completed in January) and an aggregate of the 3 years’ worth of data to try and see where the traffic issues are impacting traffic.

We broke our responses down to 3 categories – All Responses, Emergency Responses, and Non-Emergency Responses. We then isolated the respective response times by month, day of the week, and then weekday vs weekend. We included Thursday in the weekend category at the request submitted by Mr. Spring to see what our response times are Thursday – Sunday vs Monday – Wednesday. As it relates to specific festival events impacting traffic, the aggregate data we have provided seems to indicate a limited impact. In fact, unexplainably, one of our analysis seemed to indicate we had better response times during some of the festival time frames we looked at. In the interest of time, we did not run the same reports as provided due to time constraints and confidence there was not significant impacts as one would have suspected from the data we collected.

### **Summary of analysis attached**

You can see by the summary analysis that while there is some variance in response times when looking at the data in either the year to year, the month to month, day of the week to day of the week, or weekday to weekend, the impacts are negligible and varied. As stated – this could be as a result of the traffic being experienced or it could be the locations of the specific calls being tabulated or the location of the nearest unit given a specific month or time period. Staff did not drill down any further based on the findings and felt that while this is a great report use to further monitor the impacts, it seems to mirror the monthly Chief’s Report findings as there are ebbs and flows relative to many variable factors.

It is also interesting to note this incident analysis is post-Station 6 opening. It is believed the impacts of Station 6 being implemented have had impacts on response times which are being realized in this data – both in the opening of the station in 2014, but also in the reallocation of staffing of the station in 2016. Staff intends to further investigate the ability to illustrate that, but at this time, we are not sure how the data will best illustrate this and are working on a proper analysis.

### **Summary of the “35 minute” response Mr. Spring mentioned at the November Board Meeting**

- Incident occurred on Saturday, July 3, 2015 at 15:50:31 hours.
- Resident actually drove to fire station 5 to be evaluated – Essentially, zero response time.
- Crews evaluated the patient who was hesitant to be transported, but was eventually convinced it was the prudent thing to do and was taken to SEC.
- The reporting of the initial transportation to the hospital is not clear by the report, but it appears the transport time over the 4<sup>th</sup> of July weekend out of Oak Creek Canyon to SEC took approximately 25 minutes. I believe the ambulance left the scene at approximately 16:09:59 as Station 5 units reported being available. If it was even later than that, then the response time to the hospital would have been even shorter. The ambulance arrived at the hospital at 16:35:34 which was a total time from a response from station 4 to station 5 (non-emergency) to SEC of 45:03 door to door.

### **BOARD ATTORNEY APPROVAL: N/A**

**FIRE CHIEF RECOMMENDATION:** While Mr. Spring has expressed his belief that traffic is the number one issue facing the Sedona Fire District, the response data we collected and have presented illustrates that while we can all agree traffic is a concern, the data does not illustrate the significant impacts and concerns expressed in the previous Board meeting and subsequent communications. SFD consistently works to develop strategies to reduce response times – station locations and increasing staffing during “peak” times. This essentially puts additional resources in service, on overtime, during those expected high demand times to further our mission of providing effective service.

The fact that when we have the ability to operate in emergency mode, we are able to use our lights and sirens to navigate traffic, even utilizing the center lane and the fact cars typically stop to allow for

emergency vehicles to navigate the roadways allows us to respond quickly even in high traffic situations. We certainly have challenges with northbound SR179 when there are backups as the roadway is divided single wide with a bike lane. Traffic is, however, able to move to the shoulder and allow emergency apparatus through, but can have an impact on response times. It is important to remind the Board and the public, the Sedona Fire District was quite vocal when the SR179 roadwork was being proposed and we clearly stated the concerns for the design and impacts to our response times. While it fell on deaf ears, we are stuck with the configuration and have to navigate, staff, and mitigate responses as best we can given the current roadway infrastructure. We also are keenly aware of the traffic backups that occur coming into town from Oak Creek Canyon. While we have no authority to demand fixes, we have been working with partner agencies to have a voice in our concerns and proactively assist in any suggestions for improvement.

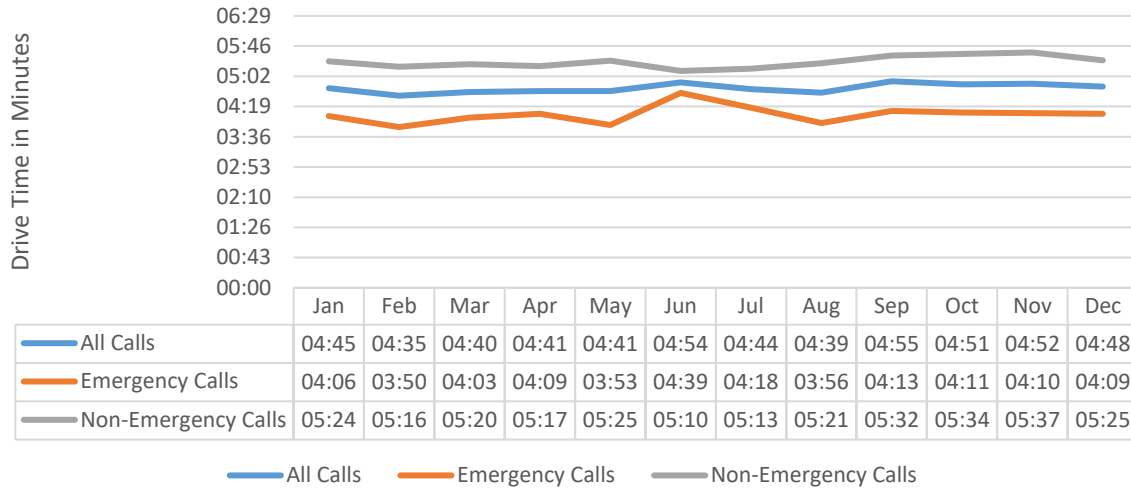
You are likely aware of the traffic studies by ADOT and the City of Sedona. None of the solutions are quick solutions and certainly not without controversy. SFD will continue to monitor the traffic and our response times, continue to engage with the necessary stakeholders and decision makers as it relates to traffic solutions, and alter our response needs to meet expected best practices as efficiently as possible.

Going forward, we will be looking to discontinuing the use of average response times as it is a less accurate metric in evaluating our effectiveness. As part of our Accreditation process we will instead utilize what is known as a fractile response time as a more accurate measure of our effectiveness. We will develop the standards we believe to be most appropriate for our response model and begin to measure our monthly and annual response as fractile. This means SFD responded to emergency calls within X:XX minutes X% of the time. This is a better measure and accurately will assure we are meeting the response goals we have established. We must realize we live in a rural area and while we strive for the quickest response times possible, we have remote areas that will have a longer response time simply based on travel distance. These areas typically have a low density and hence a low frequency of calls so consideration for allocation of any permanent resources are not financially feasible to all areas of our district.

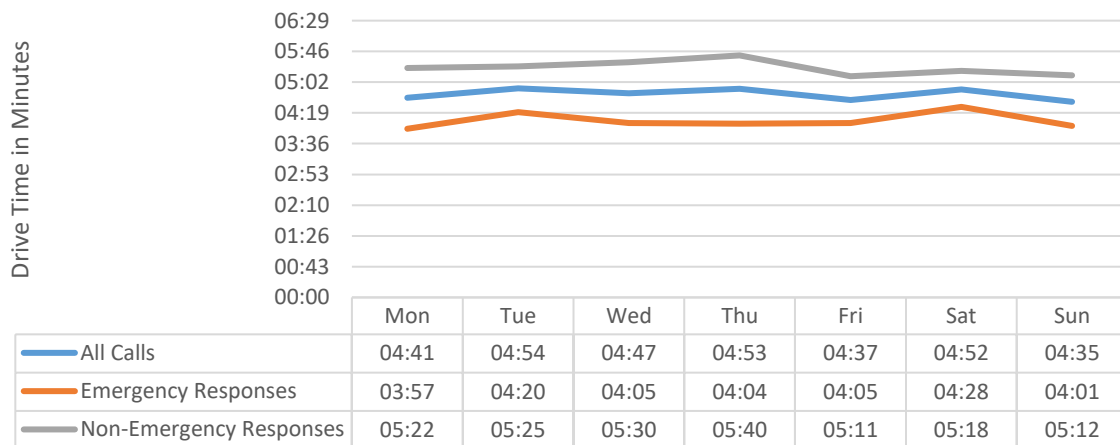
**MOTION(S):** None recommended

**ATTACHMENTS:** 2015-2017 Response Analysis, 2015 Response Analysis, 2016 Response Analysis, 2017 Response Analysis, Graph of Response Analysis Summary, History of City of Sedona 2015/2016 Tax Collection Revenue(by month)

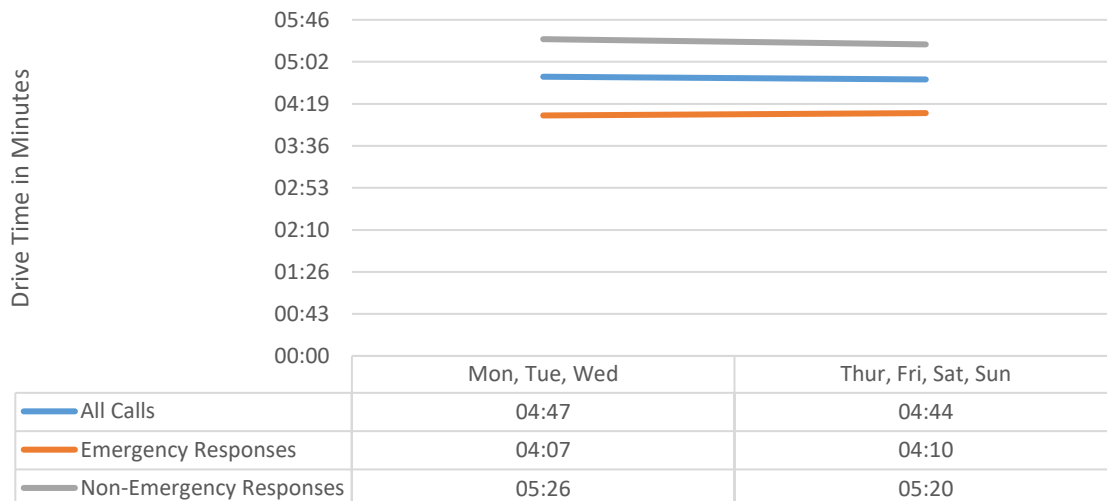
## 2015 - 2017 Drive Time Monthly Analysis Summary



## 2015 -2017 Drive Time Analysis Day of Week Summary



## 2015 - 2017 Drive Time Weekday Vs Weekend Analysis Summary



## 2015 Drive Time Analysis

Total Calls	3350	1568	1782
Avg Drive Time	04:41	04:03	05:14

	All Calls		Emergency Calls		Non-Emergency Calls	
	Total	Avg	Total	Avg	Total	Avg
Jan	273	04:39	124	03:54	149	05:16
Feb	243	04:25	112	03:32	131	05:10
Mar	292	04:34	139	03:32	153	05:31
Apr	285	04:26	143	03:59	142	04:53
May	324	04:27	140	03:51	184	04:54
Jun	277	04:36	138	04:12	139	04:59
Jul	291	04:19	136	04:02	155	04:33
Aug	272	04:19	121	03:34	151	04:55
Sep	284	04:31	129	03:43	155	05:12
Oct	252	06:10	125	05:39	127	06:41
Nov	258	05:03	127	04:27	131	05:38
Dec	299	04:52	134	04:17	165	05:21
Sun	444	04:38	200	04:05	244	05:06
Mon	455	04:43	206	03:54	249	05:23
Tues	473	04:49	206	04:25	267	05:08
Wed	504	04:37	231	03:43	273	05:23
Thur	479	04:36	218	03:57	261	05:08
Fri	502	04:32	248	03:59	254	05:04
Sat	493	04:51	259	04:21	234	05:25
Mon, Tue, Wed	1432	04:43	643	04:00	789	05:18
Thu, Fri, Sat, Sun	1918	04:39	925	04:06	993	05:10





## 2015-2017 Drive Time Analysis Overview

Total Calls	9761	4900	4855
Avg Drive Time	04:45.0	04:09	05:23

	All Calls		Emergency Calls		Non-Emergency Calls	
	Total	Avg	Total	Avg	Total	Avg
2015	3350	04:41	1568	04:03	1782	05:14
2016	3332	04:48	1729	04:06	1603	05:33
2017	3079	04:48	1603	04:16	1470	05:23
Jan	789	04:45	389	04:06	400	05:24
Feb	732	04:35	351	03:50	381	05:16
Mar	856	04:40	445	04:03	411	05:20
Apr	859	04:41	451	04:09	408	05:17
May	909	04:41	430	03:53	479	05:25
Jun	927	04:54	489	04:39	438	05:10
Jul	898	04:44	470	04:18	428	05:13
Aug	786	04:39	389	03:56	397	05:21
Sep	834	04:55	387	04:13	447	05:32
Oct	859	04:51	444	04:11	415	05:34
Nov	764	04:52	387	04:10	371	05:37
Dec	548	04:48	268	04:09	280	05:25
Sun	1355	04:35	711	04:01	644	05:12
Mon	1368	04:41	665	03:57	703	05:22
Tues	1354	04:54	652	04:20	702	05:25
Wed	1445	04:47	734	04:05	710	05:30
Thur	1360	04:53	662	04:04	695	05:40
Fri	1466	04:37	744	04:05	720	05:11
Sat	1413	04:52	732	04:28	681	05:18
Mon, Tue, Wed	4167	04:47	2052	04:07	2115	05:26
Thur, Fri, Sat, Sun	5594	04:44	2854	04:10	2740	05:20

## 2016 Drive Time Analysis

Total Calls	3332	1729	1603
Avg Drive Time	04:48	04:06	05:33

	All Calls		Emergency Calls		Non-Emergency Calls	
	Total	Avg	Total	Avg	Total	Avg
Jan	257	04:40	137	04:12	120	05:13
Feb	254	04:39	134	03:52	120	05:31
Mar	293	04:51	145	04:09	148	05:31
Apr	310	04:51	159	04:25	151	05:19
May	288	04:48	144	03:54	144	05:42
Jun	315	05:05	176	04:37	139	05:40
Jul	284	04:46	162	04:15	122	05:27
Aug	247	04:46	117	03:47	130	05:39
Sep	290	04:51	141	03:58	149	05:41
Oct	288	04:43	149	03:57	139	05:33
Nov	257	04:45	131	03:52	126	05:39
Dec	249	04:42	134	04:00	115	05:31
Sun	463	04:39	253	04:00	210	05:26
Mon	456	04:35	235	03:42	221	05:31
Tues	464	05:09	223	04:20	241	05:54
Wed	501	04:49	267	04:22	234	05:21
Thur	463	04:52	245	03:57	218	05:52
Fri	516	04:45	268	04:08	248	05:25
Sat	469	04:46	238	04:12	231	05:20
Mon, Tue, Wed	1421	04:51	725	04:09	696	05:35
Thu, Fri, Sat, Sun	1911	04:45	1004	04:05	907	05:30



## 2017 Drive Time Analysis (Jan-Nov)

Total Calls	3079	2190	1470
Avg Drive Time	04:48	04:12	05:23

	All Calls		Emergency Calls		Non-Emergency Calls	
	Total	Avg	Total	Avg	Total	Avg
Jan	259	04:57	178	04:12	131	05:42
Feb	235	04:40	153	04:01	130	05:08
Mar	271	04:34	206	04:21	110	04:48
Apr	264	04:46	194	03:54	115	05:44
May	297	04:51	201	03:57	151	05:46
Jun	335	04:58	232	04:41	160	04:53
Jul	323	05:05	225	04:26	151	05:44
Aug	267	04:52	192	04:16	116	05:34
Sep	260	05:26	181	04:49	143	05:44
Oct	319	03:55	247	03:30	149	04:39
Nov	249	04:48	181	04:12	114	05:31
Dec						
Sun	448	04:27	346	04:02	190	05:06
Mon	457	04:45	322	04:02	233	05:13
Tues	417	04:42	300	04:13	194	05:11
Wed	440	04:55	316	04:09	203	05:51
Thur	418	05:15	273	04:17	216	06:05
Fri	448	04:34	303	04:11	218	05:03
Sat	451	04:59	330	04:32	216	05:09
Mon, Tue, Wed	1314	04:47	938	04:08	630	05:25
Thu, Fri, Sat, Sun	1765	04:49	1252	04:15	840	05:21

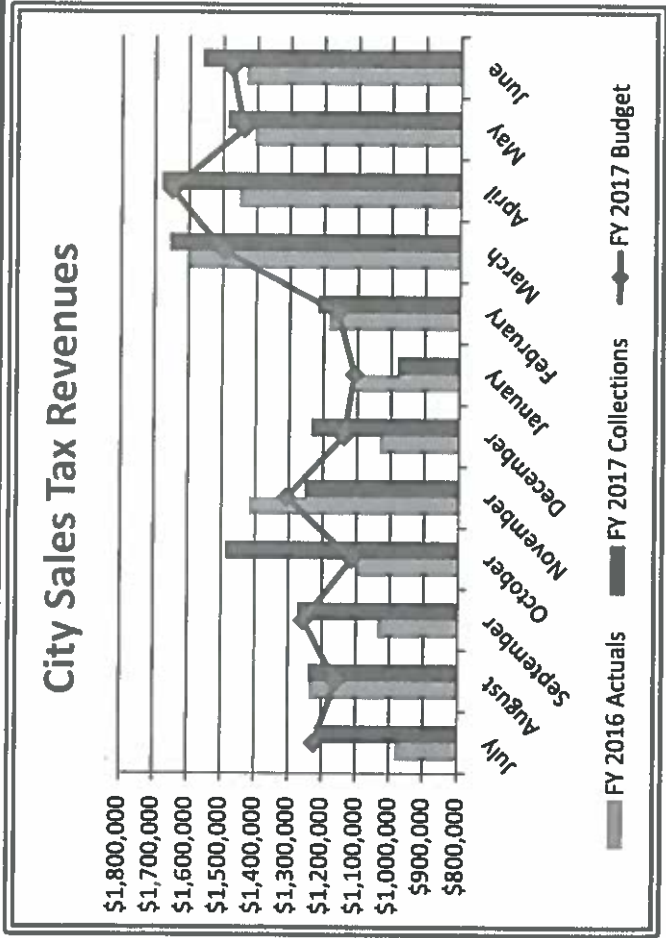




Sales & Bed Tax Revenues by Month

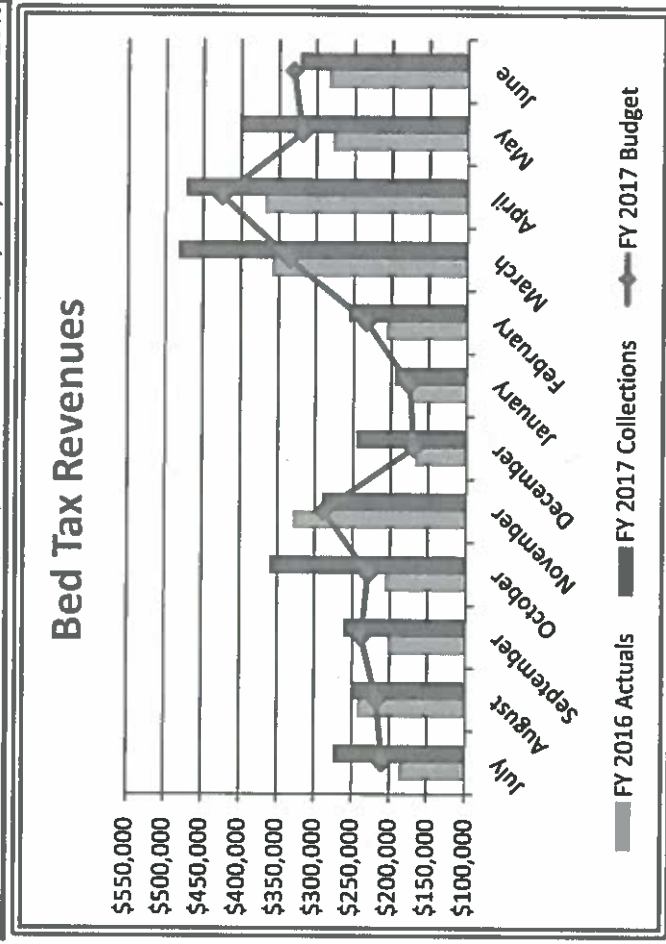
City Sales Tax Revenues

Month	FY 2016 Actuals	FY 2017 Collections	Actual Variance	FY 2017 Budget	Budget Variance
July	\$ 983,225	\$ 1,219,320	24%	\$ 1,223,020	0%
August	1,237,638	1,239,948	0%	1,159,160	7%
September	1,036,059	1,271,915	23%	1,256,660	1%
October	1,099,691	1,487,329	35%	1,114,070	34%
November	1,417,869	1,253,394	-12%	1,307,650	-4%
December	1,033,624	1,235,437	20%	1,140,150	8%
January	1,111,114	982,482	-12%	1,108,890	-11%
February	1,186,887	1,216,544	2%	1,158,720	5%
March	1,599,944	1,655,296	3%	1,495,190	11%
April	1,452,560	1,679,459	16%	1,649,480	2%
May	1,407,848	1,487,276	6%	1,438,650	3%
June	1,433,152	1,560,144	9%	1,475,030	6%
<b>Totals</b>	<b>\$ 14,999,612</b>	<b>\$ 16,288,543</b>	<b>9%</b>	<b>\$ 15,526,670</b>	<b>5%</b>



Bed Tax Revenues

Month	FY 2016 Actuals	FY 2017 Collections	Actual Variance	FY 2017 Budget	Budget Variance
July	\$ 187,568	\$ 273,893	46%	\$ 209,860	31%
August	242,636	247,780	2%	217,500	14%
September	203,054	261,443	29%	238,490	10%
October	207,133	359,754	74%	229,420	57%
November	329,119	290,342	-12%	289,250	0%
December	167,743	246,245	47%	169,640	45%
January	175,583	195,588	11%	175,270	12%
February	206,576	256,512	24%	232,940	10%
March	358,560	482,880	35%	335,200	44%
April	368,272	472,559	28%	425,270	11%
May	279,152	402,312	44%	318,920	26%
June	284,938	322,421	13%	330,440	-2%
<b>Totals</b>	<b>\$ 3,010,334</b>	<b>\$ 3,811,727</b>	<b>27%</b>	<b>\$ 3,172,200</b>	<b>20%</b>



Sales Tax Revenues by Category

Month	Retail	Restaurant & Bar	Hotel/Motel	Construction	Leasing	Communi- cations & Utilities	Amusements & Other	Totals
<b>City Sales Tax Revenues by Category and by Month</b>								
July 2015	\$ 371,114	\$ 156,708	\$ 159,972	\$ 86,736	\$ 80,562	\$ 55,914	\$ 72,219	\$ 983,225
August 2015	477,727	228,483	207,430	106,371	93,421	54,643	69,564	1,237,639
September 2015	430,651	159,186	173,676	87,724	81,077	53,225	50,520	1,036,059
October 2015	409,331	190,820	174,625	113,767	73,685	49,842	87,621	1,099,691
November 2015	536,612	245,825	281,686	145,471	93,529	44,714	70,032	1,417,869
December 2015	435,059	165,029	143,307	111,103	59,446	50,296	69,384	1,033,624
January 2016	467,839	243,136	153,427	97,329	67,278	64,730	17,375	1,111,114
February 2016	451,252	222,964	182,877	132,497	81,356	44,206	71,735	1,186,887
March 2016	558,680	307,702	302,861	162,479	96,333	42,583	129,307	1,599,945
April 2016	472,233	325,869	310,421	133,722	82,697	43,412	84,205	1,452,559
May 2016	489,736	337,278	234,931	113,474	113,009	44,187	75,233	1,407,848
June 2016	452,098	246,512	284,019	174,585	136,297	49,136	90,505	1,433,152
<b>Total FY 2016</b>	<b>\$ 5,552,332</b>	<b>\$ 2,829,512</b>	<b>\$ 2,609,232</b>	<b>\$ 1,465,258</b>	<b>\$ 1,058,690</b>	<b>\$ 596,888</b>	<b>\$ 887,700</b>	<b>\$ 14,999,612</b>
July 2016	\$ 406,688	\$ 270,380	\$ 217,869	\$ 93,020	\$ 80,638	\$ 55,936	\$ 94,789	\$ 1,219,320
August 2016	432,737	234,249	200,850	164,494	92,197	50,755	64,665	1,239,947
September 2016	457,254	243,153	226,263	87,694	142,268	47,924	67,359	1,271,915
October 2016	479,900	323,127	308,201	128,414	112,971	46,170	77,100	1,475,883
November 2016	428,400	255,333	249,422	107,013	109,048	41,089	74,536	1,264,841
December 2016	478,340	248,702	200,287	125,752	83,646	48,498	50,212	1,235,437
January 2017	399,063	192,950	167,166	69,391	76,745	47,868	29,299	982,482
February 2017	424,734	231,571	219,617	97,099	129,750	47,472	66,300	1,216,543
March 2017	536,155	339,230	413,668	97,051	118,772	42,357	108,063	1,655,296
April 2017	562,753	340,012	405,888	93,263	114,404	45,366	117,773	1,679,459
May 2017	466,377	320,472	331,336	105,193	131,572	43,712	88,615	1,487,277
June 2017	560,089	270,264	304,711	167,499	112,110	54,675	90,795	1,560,143
<b>Total Year-to-Date FY 2017</b>	<b>\$ 5,632,490</b>	<b>\$ 3,269,443</b>	<b>\$ 3,245,278</b>	<b>\$ 1,335,883</b>	<b>\$ 1,304,121</b>	<b>\$ 571,822</b>	<b>\$ 929,506</b>	<b>\$ 16,288,543</b>

Current Month Comparison to Same Month Last Year

June 2016 vs. June 2017	\$ 107,991	\$ 23,752	\$ 20,692	\$ (7,086)	\$ (24,187)	\$ 5,539	\$ 290	\$ 126,991
Change from June to June	24%	10%	7%	-4%	-18%	11%	0%	9%

Year-to-Date Comparison to Year-to-Date Last Year

Difference in YTD	\$ 80,158	\$ 439,931	\$ 636,046	\$ (129,375)	\$ 245,431	\$ (25,066)	\$ 41,806	\$ 1,288,931
% Change from Prior YTD	1%	16%	24%	-9%	23%	-4%	5%	9%



# **SEDONA FIRE DISTRICT FIRE BOARD HANDBOOK**



**Presented to the  
Sedona Fire District  
Governing Board on  
December 13, 2017**

**DRAFT—12/5/17**

# TABLE OF CONTENTS

## SECTION 1: MISSION

Sedona Fire District Mission Statement.....	5
Our Vision.....	5
Fire District Board Philosophy.....	5
History of Sedona Fire District .....	6

## SECTION 2: FIRE BOARD GUIDELINES

Introduction.....	8
What is a Fire District?.....	8
First Official Acts.....	8
Orientation.....	9
Code of Ethics.....	9
Legal Responsibilities .....	9
Additional Duties .....	11
Conflict of Interest .....	12
Officer Descriptions.....	13
Officer Elections/Organizational Meetings.....	13
Fire Board Meetings .....	13
Agendas .....	14
Board Packets .....	14
Minutes .....	14
Voting.....	14
Fire Board Committees.....	14
Appointment Process for Board Vacancies.....	15
Board Travel .....	15
Annual Review/Update of Handbook.....	15
Map of District.....	16

## SECTION 3: SFD FIRE BOARD RULES OF PROCEDURE .....18

## SECTION 4: CURRENT SFD FIRE BOARD POLICIES AND MEMORANDUMS OF UNDERSTANDING WITH EMPLOYEE GROUPS.....32

- Compensation Administration*
- Conflict of Interest*
- Contract Review*
- Department Organization and Structure*
- Development of Policies*
- Drug and Alcohol-Free Workplace*
- Electronic Tablet Usage*

*Fire Chief Evaluation*  
*Fund Balance*  
*Governing Board Vacancy*  
*Grants*  
*Hiring—Reduction in Force*  
*Infection Control*  
*Legal Assistance*  
*Membership Development*  
*Performance Appraisal*  
*Principles of Sound Financial Management—Capital Improvement Program*  
*Principles of Sound Financial Management—Fiscal Planning—Budgeting*  
*Principles of Sound Financial Management—Purchasing*  
*Recruitment and Selection*  
*Reduction in Force*  
*Travel and Expense*

Current Memorandums of Understanding with Employee Groups:

Administration/Support Employee Association

IAFF Local 3690/Sedona Chapter

**SECTION 5: APPENDIX/FORMS**

Checklist for New Board Members ..... 34  
 Open Meeting Law 101 ..... 35

***Forms:***

- Oath of Office
- Conflict of Interest Disclosure
- Certification for SFD-Issued Electronic Tablet Device
- Board Travel Request and Reimbursement
- Certificate of Open Meeting Law Compliance

*“The most remarkable thing about our country is that ordinary citizens control almost every major institution, public and private... Does this make sense? What it makes is a democracy. We, the people, govern ourselves.”*

Henry N. Bricell and Regina H. Paul in *Time for Curriculum*

**SEDONA FIRE DISTRICT, 2860 Southwest Drive, Sedona, AZ 86336**  
**Phone: 928-282-6800 Fax: 928-282-6857**  
**Website: [www.SedonaFire.org](http://www.SedonaFire.org)**

# **SECTION 1: MISSION**

**SEDONA FIRE DISTRICT  
FIRE BOARD HANDBOOK**



## **SFD MISSION STATEMENT:**

We help people through  
Safe, Friendly, and Dedicated Service.

## **OUR VISION:**

The Sedona Fire District will be a community leader in emergency services to make our District one of the safest places in the world to live, work, and explore.

## **FIRE DISTRICT BOARD PHILOSOPHY:**

The Sedona Fire District Governing Board recognizes that our employees are our most valuable assets. SFD's goal is to be recognized and respected as an organization that provides its employees with a rewarding and fulfilling work experience and does the utmost to protect their safety.

The SFD Governing Board directs and entrusts the management and staff of Sedona Fire District to provide a wide range of community services. We will attempt to preserve a balance between community and organizational commitment. By continuously improving our planning process, we strive to achieve maximum civic and financial responsibility for the public we serve.

## SFD—SERVING SEDONA SINCE 1957...

In the summer of 1956, donations were actively sought from the community to fund a fire department. The Sedona-Oak Creek Volunteer Fire Department was officially created on April 7, 1957 by a group of committed volunteers. They had already dealt with some frightening structure fires and realized the increasing potential for risk. Tom Frost, whose efforts were instrumental in developing the official fire department, was named the fire chief and had a secretary-treasurer and fourteen volunteers to work with him.

In 1957, most Sedona residents lived in Coconino County within the boundaries of the newly formed fire district, but those living in Yavapai County were without fire protection. It made residents aware of the technical

problems that occur when a community is split geographically. That political hurdle did not stop the volunteers! Although they were ineligible for compensation if injured and restricted by threats of personal lawsuits, Tom Frost and volunteers crossed the county line to help whenever needed.



In October 1960, the Red Rock Fire District was formed, spearheaded by the newly formed Red Rock Taxpayers' Association, and the county line quandary was partially resolved. The Yavapai County district consisted of Fire Chief Jack Wager, a secretary/treasurer, and 11 volunteers. The two districts drew up a mutual aid agreement that allowed them to legally cross the county line to work as a team. Red Rock Fire District built its first two-bay station on land donated by a development company in Grasshopper Flats on Harmony Drive.

The districts formally merged in 1993 after a combined election of residents of the two districts and officially became the Sedona Fire District.



# **SECTION 2: FIRE BOARD GUIDELINES**

**SEDONA FIRE DISTRICT  
FIRE BOARD HANDBOOK**



## INTRODUCTION

Congratulations on becoming a Sedona Fire District Governing Board Member! Local Boards, such as the Sedona Fire District Board, are the reason local control is local. Fire District Board Members are the voices of the community.

The Sedona Fire District (SFD) Governing Board approved this Handbook to enforce upon themselves and future Fire Boards guidelines that are needed to govern with excellence. This handbook has also been established as a guide to help new members of the Sedona Fire District Governing Board understand their roles and expectations relating to their performance and participation on the Fire Board. Many sources such as the Arizona Revised Statutes (ARS), Arizona Fire District Association (AFDA) publications and educational seminars, and other related sources were consulted to establish these guidelines.

## WHAT IS A FIRE DISTRICT?

A fire district is a political subdivision of the State of Arizona, formed for the protection of persons and property in an area approved by the county (Arizona Revised Statutes – Title 48 – Special Taxing Districts). Arizona Fire Districts are governed by three or five member boards (based on population of district) elected at large by the registered voters of the District. Board members are elected to alternating four-year terms so at least two are elected every two years.

More than 130 fire districts with over 4,000 trained personnel provide fire, rescue, and/or emergency medical services to roughly 1,500,000 Arizona residents every day. Those same fire districts provide fire protection to more than 15,000 square miles and emergency medical services to over 27,000 square miles of the State of Arizona.

There is a difference between Fire Departments and Fire Districts. Departments are part of a municipal government and are funded through the

city's general fund revenues which are derived from sales tax, state shared revenues, and property taxes. Fire departments are overseen by the same municipal council that oversees all city departments. A fire department generally only protects the area within the boundaries of their city.

Fire districts are special taxing districts and are independent of any city or county government. They provide service to multiple geographical areas which may include rural and/or unincorporated county areas and one or more municipalities. Fire Districts range in size from all volunteer operations with budgets of less than \$100,000 to large urban fire districts with budgets in the millions of dollars. Much of their funding is derived from personal property taxes collected within the fire district's boundaries.

## FIRST OFFICIAL ACTS

As your first official acts, Board Members shall complete required paperwork. Pursuant to ARS §38-232, Board Members shall affirm and sign an Oath of Office at or before commencement of their term of office and each subsequent term. Pursuant to ARS 38-431.01(G), Board Members shall review Open Meeting Law (OML) materials at least one day before taking office and sign a Statement of Compliance.

In addition, Board Members shall complete a Board Member Contact Information Form; Confirmation of Personal Auto Insurance form (??) ensuring coverage of a personal vehicle when used while on SFD business; annually sign a Conflict of Interest Disclosure form, if needed, to declare any potential conflicts of interest; and Acknowledgement of SFD Fire Board Rules of Procedure form shall be signed subsequent to reading and understanding the guidelines discussed in this handbook. All of these forms are available in the Appendix of this Handbook.

Pursuant to ARS §48-803(H), Board Members are also required to attend professional development training provided by Arizona Fire District Association (AFDA) within one year of election or appointment to office.



## **ORIENTATION**

Board Members will be invited to go through an orientation session to provide them a basic understanding of the Fire District. The orientation session will be administered by the Fire Chief.

The following topics may be presented:

- Familiarization and introduction of staff
- Chain-of Command
- Intro to Arizona Revised Statutes and where to access them
- Description of still districts (station response areas)
- Tour of the Fire District and fire stations
- Explanation and demonstration of various apparatus and equipment
- Explanation of the Arizona Fire District Association and the AFDA Fire District Handbook (The Red Book)
- Issuance of an iPad tablet and SFD email address to be used for district business. Monthly Board packets are distributed in electronic format accessible through the iPad. Training on the use of the iPads will be provided by SFD IT staff.

## **CODE OF ETHICS**

The Sedona Fire District Governing Board established its Code of Ethics by Board action to provide a set of principles and practices for the conduct of the Governing Board during their term of office.

The Sedona Fire District Governing Board occupies a position of public trust and is committed to observing and promoting the highest standard of ethical conduct and professionalism in the performance of their duties.

As a duly elected or appointed member of the Sedona Fire District Governing Board, I shall:

1. Adhere to Arizona law pertaining to conflicts of interest and pecuniary interest.
2. Abide by the “Sedona Fire District Fire Board Rules of Procedure” and SFD Policy and Procedure as regards the Governing Board.
3. Abide by all Open Meeting Law requirements.
4. Abide by all pertinent laws, policy, and procedures regarding Confidentiality.
5. Understand the roles of Sedona Fire District Governing Board and the Fire Chief.
6. Work honestly and openly with the Fire Chief to obtain factual information and resolve issues within the Sedona Fire District.
7. Refrain from making use of special knowledge or information before it is made available to the general public.
8. Refrain from influencing the employment of district employees.
9. Refrain from using influence of office as gained by members of the Governing Body to secure contracts or other favorable action for friends, family, or business associates.
10. Refrain from speaking or taking any action on the part of the SFD Governing Board unless specifically mandated by the SFD Governing Board at a public meeting.

NOTE This Code of Ethics was adopted by the Governing Board on June 23, 2010.

## **LEGAL RESPONSIBILITIES**

Board Members are legally and ethically accountable for the operation of the Fire District and are responsible for acting on behalf of the Fire District’s service recipients, taxpayers, and staff to ensure smooth and efficient operation of the Fire District.

There are a multitude of state laws that substantially affect the manner in which the Fire District must conduct business. An explanation of what a Fire District SHALL do, MAY do, and SHALL NOT do is listed below.

**The Fire District SHALL** (ARS §48-803, 48-804 and 48-805):

1. Hold public meetings at least once each calendar month.
2. Submit to the county Board of Supervisors a budget estimate, containing the requirements set forth in the statute.
3. Prepare and post (3 places plus the fire district's official website) an annual budget containing detailed estimated expenditures for each fiscal year. (ARS §48-805.02) Be sure to pay special attention to the requirements set forth in the statutes relating to the district budget.
4. Determine the compensation payable to district personnel.
5. Require probationary employees in a paid sworn firefighter position, a reserve firefighter, or a volunteer position to submit a full set of fingerprints to the fire district for the purpose of obtaining a state and federal criminal records check. (ARS §48-805)
6. Appoint or hire a fire chief. (ARS §48-803)
7. Elect Board Members, including a Chairman and a Clerk, consistent with the requirements and regulations of the statutes. Please also note the requirements and restrictions of who may be a candidate for the Board. (ARS §48-803)
8. Fill vacancies on the Board within 90 days of the vacancy. (ARS §48-803)
9. Comply with the anti-nepotism requirements when appointment a person to any clerkship, office, position, employment, or duty. (ARS §38-481)
10. The Fire Chief and Board Members must attend professional development training as outlined in the statutes. In addition, the association that is providing the training is

required to provide a report to the County containing the details set forth in the statutes.

11. Comply with various financial requirements, including submission of reports, and in the event the district meets certain financial criteria, conducting studies and/or changing to a five member Board.

**The Fire District MAY** (ARS §48-805):

1. Employ any personnel deemed necessary for fire protection/medical and rescue services.
2. Construct, purchase, lease, lease-purchase or otherwise acquire the following or any interest therein; and in connection with such construction or any other acquisition, purchase, lease, lease-purchase or grant a lien on any or all of its present or future property including:
  - Apparatus, water and rescue equipment, including ambulances and equipment related to any of the foregoing.
  - Land and buildings with equipment and furnishings to house equipment and personnel necessary for fire protection and preservation of life.
3. Issue bonds to finance the acquisition of property as provided in ARS §48-806. Bonds may not be issued without consent of the voters at an election held for that purpose.
4. Assist the State Fire Marshal in the enforcement of nationally recognized fire protection standards.
5. Adopt, with approval of voters, their own fire code, and enforce it.
6. Amend an existing fire code.
7. Enter into an agreement procuring the services of an organized private fire protection company or a fire district of a neighboring city, town, or district.
8. Contract with a city or town for fire protection services for all or part of the city or town.
9. Retain a certified public accountant to perform an annual audit of district books.

10. Retain private legal counsel.
11. Accept gifts, contributions, bequests, and grants and comply with any special requests attached to such.
12. Pay membership dues to the Arizona Fire District Association.
13. Adopt fee schedules within and outside the jurisdictional boundaries for fire protection services and preservation of life.
14. Change the district's name.
15. Require all employees to submit fingerprints.
16. Enter into intergovernmental agreements with other political subdivisions or contracts with individuals.
17. Be reimbursed for expenses incurred in performing duties.
18. Amend the budget at a special meeting one week after the revisions are considered at a regular scheduled meeting (ARS §48-805.02E).
19. Assess and levy a secondary property tax to pay for costs of fire protection services or emergency medical services [except services regulated by Title 36, Chapter 21.1 (CON)].

**The Fire District SHALL NOT** incur and the chairman and clerk must certify that the District has NOT incurred any debt or liability in excess of taxes levied and to be collected and the money actually available and unencumbered at the time in the fund, except as provided in ARS §48-805.B2, 48-806, and 48-807.

## ADDITIONAL DUTIES

In addition to responsibilities required by law, the following duties have been adopted by past Fire District Boards:

- Value the faith and trust of the community and each of our members by supporting the SFD Mission. (Strategic Plan 2015)
- Maintain strategic advantage by playing a major role in developments affecting our communities' services. (Strategic Plan 2015)

- Periodically review and support the Capital Improvement Program to systematically identify, plan, schedule, finance, track, and monitor capital projects to ensure cost-effectiveness, as well as conformance with established policies and priorities. (Board Policy #2009-1)
- Establish salary structures that are competitive with salaries prevailing in the community, or recruitment arena, for work requiring substantially similar responsibility, knowledge, skill, and ability. (Board Policy #2000-3)
- Board vacancies shall be filled as specified in state law and in accordance with the general guidelines described in this policy. (Board Policy #2015-01)
- The District's Governing Board and the District's administrative staff shall have the District's legal counsel review all contracts of significance before they are presented to the Board for approval. Contracts of significance include any contract for professional services, and contracts for equipment or machinery services which are anticipated to be in excess of \$10,000. (Board Policy #2011-03)
- The Board shall follow the process set forth in Policy in its annual evaluation of the Fire Chief. (Board Policy #2017-01)
- Maintain adequate fund balances to allow SFD to continue providing services to the community in case of economic downturns and/or unexpected emergencies or requirements, and to provide working capital in the first several months of the fiscal year, until sufficient revenues are available to fund operations. (Board Policy #2014-02)

## BEST PRACTICES

Board Members shall adhere to the following practices to accomplish their responsibilities to the best of their ability:

- Attend and actively participate at Fire Board meetings, work sessions, public hearings, and special events.

- Review Fire Board packets prior to each meeting in order to arrive prepared; ensure adequate and current information is obtained to make informed decisions; keep informed of developments relevant to issues before the Fire Board.
- Keep disagreements impersonal.
- Work to accomplish the mission of the Fire District; unite for a common cause; respect the opinions of fellow Board Members and Fire District staff; refrain from being publicly critical of fellow Board Member's opinions.
- Exercise independent judgment on decisions that come before the Fire Board.
- Be supportive of the Fire District, its staff, and other Board Members.
- Do not discuss confidential proceedings of the Board outside the Fire Board meetings.
- Accept, respect, and support majority decisions of the Board; recognize authority is vested in the Board as a group and not in individuals.
- Recognize that the Board's job is to ensure the Fire District is well-managed, not to manage the Fire District.
- Avoid interfering with the duties of the Fire Chief or undermining the Chief's authority; recognize the chain-of-command.
- Declare any conflicts of interest between the member's personal life and their Fire Board position; avoid voting on issues that are or are perceived to be a conflict of interest.
- The Fire Board position shall not be used for personal advantage or the advantage of family or friends.
- Regularly attend AFDA conferences to learn more about the position and responsibilities.
- Work with Fire District staff, the Fire Board, and the community to ensure smooth, efficient, and responsible operation of the Fire District.

- Call to the attention of the Fire Board any issues that will have an adverse effect on the organization.
- Refer constituent and staff complaints to the proper level on the chain-of-command.
- Obey Open Meeting Laws.

## CONFLICT OF INTEREST

### *Board Policy #98.23-R1, Conflict of Interest*

This Policy is to prevent undue personal gain by any member of the Sedona Fire District (SFD). The possibility for a conflict of interest exists with any SFD member who obtains public funds for services rendered outside of his/her position's remuneration.

A member of the SFD may not use his/her official position to acquire any material benefit or thing of value that he/she would not normally receive in the performance of his/her normal duties.

A member of the SFD is specifically prohibited from receiving, or agreeing to receive at a later date, any compensation other than that normally received as provided for by law for normal services rendered, present or future.

Please refer to the Arizona Revised Statutes regarding "Conflict of Interest of Officers and Employees" for additional information; these Statutes supersede this Policy. SFD members must disclose any possible or real conflict of interest by completing a "Disclosure of Substantial Interest" form as required by State Statute.

SFD members should consult their direct supervisor or SFD Human Resources for clarifications, concerns, or perceived violations of this Policy.

Penalties for violating this Policy may range from disciplinary action up to and including dismissal for SFD members. In addition, if it is determined that the conflict of interest laws of the State of Arizona have been violated, legal action may be taken.

### ***SFD Board Rules of Procedure—Rule #11***

Generally speaking, a Member of the Governing Board of the District should not participate in or take action on any item in which the Board Member, a Board Member's business, or a Board Member's family has a financial interest or a "substantial interest" (as defined by statute). In the event that it is determined that a Board Member has a conflict of interest, that conflict of interest will be disclosed in writing and placed in the permanent records of the District. The Board Member shall also declare on the record the existence of that conflict, and refrain from participation in Board consideration, discussion, or action as it relates to that subject matter involving the conflict of interest. There are rare circumstances in which a Member of the Governing Board may participate, even though a conflict of interest exists. This is generally referred to as the "rule of impossibility". This generally refers to situations where the Board is incapable of taking action by reason of the declared conflict of interest. In those circumstances, the Board Member with the conflict shall declare the conflict, make it part of the record, and then continue to participate.

Members of the Governing Board of the District may not participate in any action item or in the consideration of any item which involves the hiring of a person related to a Board Member.

A Member of the Governing Board of the District may not enter into a contract to provide services, materials, or equipment to the District for compensation.

### **OFFICER DESCRIPTIONS**

State statute specifies each Fire Board will elect a Chairman and a Clerk among the elected Board Members. The function of the Fire Board Officers is to assist the Fire Board in doing its job, and not as powers unto themselves. Officers are responsible for the integrity and functioning of the Fire Board and for ensuring the integrity of related documentation.

Officers of the Fire Board are in the service of the Fire Board and are bound by the Board's desires and by the limits of their authority. Officers may not act in place of the Fire Board except when specifically delegated by the Fire Board as a whole.

### **Board Chairman**

- Leads meetings of the Board
- Assist staff in developing Agendas for Board meetings
- Co-signs warrants
- Provides signature on Resolutions, contracts or other instruments pertaining to Fire District business
- Creates and maintains a spirit of unity amongst diverse people on the Board
- Ensures the Fire Board works effectively and ethically with the Fire Chief and staff

### **Board Clerk**

- Performs duties of Chairman in his or her absence
- Co-signs warrants
- Participates as a vital part of the Fire Board's leadership
- Attests Board Resolutions
- Serves as Chairman of SFD Public Safety Personnel Retirement System Local Board

### **OFFICER ELECTIONS/ ORGANIZATIONAL MEETINGS**

Biennially, at the first meeting of a newly elected Fire Board, the members thereof shall choose a Chairperson from among their number who shall have the title of Chairperson; likewise, a Clerk of the Board shall be elected. (See SFD Rules of Procedure Rule #4 for details.)

### **FIRE BOARD MEETINGS**

State Law requires that Fire Board meetings be held a minimum of once a month. The Sedona Fire District normally holds regular monthly meetings on the third Wednesday of each month. In accordance with ARS §38-431.01, all meetings are to be conducted openly and all persons so desiring shall be permitted to attend.

In addition, communication regarding District business between Board Members shall take place in public.

In case of an actual emergency, a meeting, including an Executive Session, may be held on such notice as is appropriate to the circumstances per ARS §38-431.02(D). If an emergency meeting is held, a public notice describing specific matters to be discussed, considered, or decided must be posted within 24 hours of the meeting.

The Fire Board shall adhere to Open Meeting Laws (OML) as set forth by Article 3.1 of ARS regarding public meetings and procedures. Basic information pertaining to OML may be referenced in the Appendix of this handbook. In addition, Chapter 7 of the Arizona Agency Handbook covers OML, and it is available on the Clerk of the Board of Supervisors website at [?????](#)

## **AGENDAS**

State law requires that public notice of the time, date, and place of Fire Board meetings be posted and agendas are available at least 24 hours in advance of a meeting.

Law also requires that the agenda list the specific matters to be discussed, considered, and/or decided at the meeting. The agenda must significantly describe information reasonably necessary to inform the public of the matters to be discussed and/or decided. This does not permit agenda non-specific items to be discussed.

Board Members who wish to have an item included on an agenda shall submit the item to the Chairperson as early as possible, but must be in time to have the agenda posted at least 24 hours prior to the scheduled meeting.

Staff shall prepare a draft agenda for the Board and staff to review on the first Thursday of each month. Changes and additional items shall be sent to staff by the second Wednesday of each month to be incorporated into the Agenda in time for preparation of Board packets of information. The Board Clerk shall give his/her approval of the Agenda before it is posted and distributed.

## **BOARD PACKETS**

Staff shall prepare a Board Packet of Information including the Agenda, Minutes from the preceding month for approval, Board Agenda Communications, Agreements, Related and Supporting documents, and other relevant information for the monthly Board meeting.

The packet shall be uploaded to the Board Members' SFD-issued electronic tablets on the third Thursday of the month. Staff will then send an email to the Board notifying them they could download the packets to their electronic tablets.

## **MINUTES**

Pursuant to ARS §38-431.01(B), the District shall provide for the taking of written minutes or a recording of all their meetings, including workshops, emergency meetings, and executive sessions. All minutes shall include: 1) the date, time, and place of the meeting; 2) attendance of the members; and 3) a general description of the matters considered. Public meeting minutes shall also include an accurate description of all legal actions proposed, discussed, or taken, and the names of members who propose each motion.

## **VOTING**

Each Board Member including the Chairperson has one vote. The vote on any question shall be taken by ayes and nays. If the Chairperson is unable to accurately determine the result of a voice vote, a roll call vote may be taken. It shall be out of order for Board Members to explain their vote during a roll call. A majority vote is considered as the majority of votes cast, disregarding abstentions. A majority vote is required for the adoption of any motion.

## **FIRE BOARD COMMITTEES**

Fire Board committees may be established to review issues and make constructive recommendations to facilitate Fire Board decisions. Board committees are to be established to help carry out the Fire

Board's responsibilities, not to help with staff level issues. They should aid in the process of governance, not management. Written statements of the committee's responsibilities, guidelines, goals, and an established time line may be prepared by the Fire Board prior to the committee's establishment. Board committees will be responsible for reporting to the Fire Board at regular monthly Board meetings, or more frequently, if needed, on their progress and findings.

Each member of a committee must make a serious commitment to actively participate in the work of the committee. If necessary, an appropriate staff member may be assigned to work with a committee as well.

All committees shall be responsible for adhering to legal requirements including the Open Meeting Laws. Open Meeting Laws require the posting of Agendas and the production of appropriate Minutes.

Board committees may not speak for or act on behalf of the Fire Board except when formally given such authority for specific and time-related purposes.

### **APPOINTMENT PROCESS FOR BOARD VACANCIES**

See Fire Board Policy #2015-01, Governing Board Vacancy (attached).

### **BOARD TRAVEL**

Board Members traveling off-district for training or business purposes shall be reimbursed their actual cost for travel expenses. The use of District vehicles may be requested, although vehicles may not always be available. After returning from a District-related event, Board Members shall complete a Board Travel Reimbursement Request form. Itemized receipts for meals will be required for reimbursement. Board

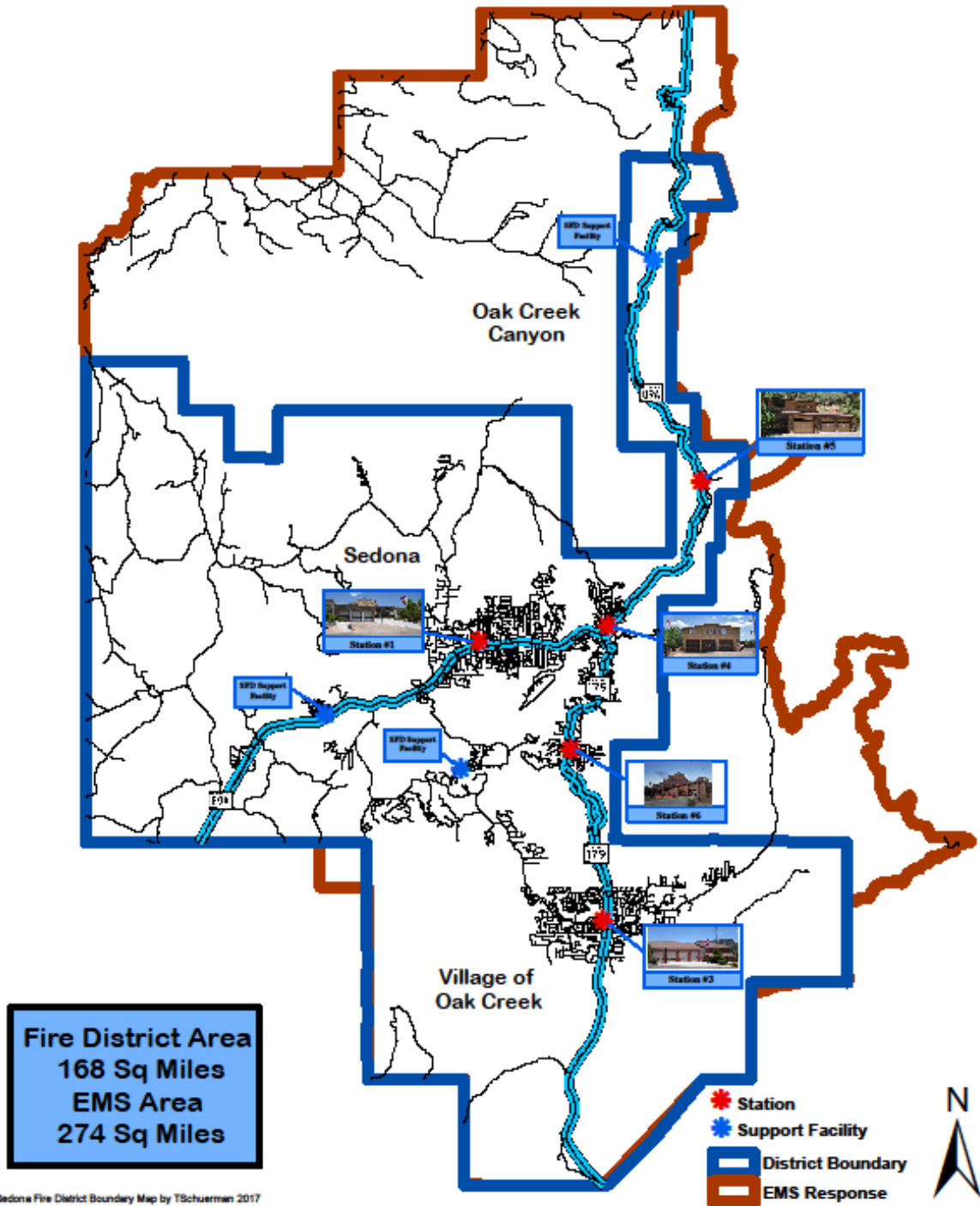
Members shall not be reimbursed for alcohol nor extraneous expenses on lodging and meal receipts.

### **ANNUAL REVIEW/UPDATE OF FIRE BOARD HANDBOOK**

Annually, in August, the Board along with Staff shall review this Fire Board Handbook to make sure the most current information, as well as Policies are included.



# Sedona Fire District Boundaries



Sedona Fire District Boundary Map by TSchuerman 2017



# **SECTION 3: SFD FIRE BOARD RULES OF PROCEDURE**

**SEDONA FIRE DISTRICT  
FIRE BOARD HANDBOOK**

## SECTION 3: SFD FIRE BOARD RULES OF PROCEDURE

# SEDONA FIRE DISTRICT BOARD RULES OF PROCEDURE

*Originally Created & Approved by the Fire Board on April 11, 1995.*

*Updated and Approved by the Fire Board on April 23, 2008.*

*Revised and Approved by the Fire Board on March 25, 2009.*

*Revised and Approved by the Fire Board on July 28, 2010.*

*Revised and Approved by the Fire Board on August 22, 2012*

*Revised and Approved by the Fire Board on June 17, 2015.*

*Temporarily Amended and Approved by the Fire Board on October 21, 2015*

## TABLE OF CONTENTS

### SECTION 1 – GENERAL PROVISIONS

Rule 1	Board Meeting – Location	3
Rule 2	Board Meetings – Open to the Public	3
Rule 3	Board Members	3
Rule 4	Election of Officers	3
Rule 5	Presiding Officer – Chairperson	3
Rule 6	Clerk of the Board	3
Rule 7	Chief Executive Officer – Fire Chief	4

### SECTION II – BOARD PROCEDURES

Rule 8	Regular Meetings	4
Rule 9	Quorum	4
Rule 10	Open Meeting Rules	4
Rule 11	Conflict of Interest	8
Rule 12	Powers	9
Rule 13	Order of Business	9
Rule 14	Rules of Order	12
Rule 15	Motions	12
Rule 16	Committees	12
Rule 17	Board Relations with Boards, Commissions & Advisory	12
Rule 18	Citizens' Concerns and Suggestions to Board	13
Rule 19	Filling Board Vacancies <i>*Temporarily Amended on 10/21/15</i>	14
Rule 20	E-Mails to Board Members	14
Rule 21	Board Travel	14
Rule 22	Telephonic Attendance	14
Rule 23	Compensation of Board Members	15
Rule 24	Authorization and/or Reimbursement of Board Members for SFD Business Expenditures	15
Rule 25	District Regulations	15
Rule 26	Financial Policy	16
Rule 27	Adoption and Amendments to Rules of Procedure	16
Rule 28	Severability	16
Rule 29	Staff Communication	16
Rule 30	Contact with Attorney	16

## SECTION I – GENERAL PROVISIONS

The Governing Board of the District has adopted the following Rules of Procedure. These Rules are intended to provide general direction to the Members of the Governing Board, and to describe some of the procedures, duties, and privileges associated therewith.

**Rule 1. BOARD MEETING – LOCATION**

All meetings of the Sedona Fire District (SFD) Board shall be held at Station #1, 2860 Southwest Drive, Sedona, Arizona, or as otherwise designated by the Board or its Chairperson.

**Rule 2. BOARD MEETINGS – OPEN TO THE PUBLIC**

All meetings of the SFD Board and of committees thereof shall be open to the public, except for Executive Sessions held pursuant to ARS 38-431.03.

**Rule 3. BOARD MEMBERS**

Members of the Board shall be those persons elected or appointed pursuant to Arizona law. Members of the Governing Board of the District shall serve a four (4) year term. If a vacancy occurs on the Board, other than upon the expiration of a Board Member's term, the remaining Members of the Board shall fill the vacancy by appointment pursuant to Rule 19.

**Rule 4. ELECTION OF OFFICERS**

Procedures for electing officers are as follows:

- A. Biennially, at the first meeting of the new Board, the members thereof shall choose a chair from among their number who shall have the title of Chairperson. In addition to the powers conferred upon him/her as Chairperson, he/she shall continue to have all the rights, privileges, and immunities of a member of the Board. If a vacancy occurs in the Office of Chairperson, the members of the Board, at their next regular meeting, shall select a Chairperson from among their number for the unexpired term.
- B. In conjunction with the above election, a Clerk shall also be elected in a like manner.
- C. The above elections shall be by verbal vote, unless the Chairperson requests a roll call.
- D. After the elections, bank signature cards will be signed by all Board members for financial purposes.

**Rule 5. PRESIDING OFFICER – CHAIRPERSON**

The Chairperson shall preside at all meetings of the Governing Board of the District, and shall be recognized as the head of the Board for all ceremonial purposes. The Chairperson has no regular administrative or executive duties. In case of the Chairperson's absence or temporary disability, or if so directed by the Chairperson or remaining Board Members, the Clerk shall act as Chairperson. In the event both the Chairperson and the Clerk are unavailable, a temporary Chairperson shall be selected by the Members of the Board to act as Chairperson during such absence.

**Rule 6. CLERK OF THE BOARD**

The Clerk of the Board is ultimately responsible for maintaining records of Board meetings, but delegates to district staff the responsibility of keeping minutes and performing such other and further duties in the meeting as may be required by the Board, Presiding Officer, or Fire Chief.

**Rule 7. CHIEF EXECUTIVE OFFICER – FIRE CHIEF**

The Fire Chief, as the chief executive officer and head of the SFD, or his/her designee, shall attend all meetings of the Governing Board, unless excused by the Chairperson. The Fire Chief may take part in the Board’s discussion on all matters on the agenda, except when prevented from doing so by reason of a conflict of interest for ethical reasons, or if excluded by the Board Chair. The Fire Chief shall also present to the Governing Board a Fire Chief’s Report, intended to update the Governing Board on the current and future activities of the District. Other reports may also be made. In the event that the Fire Chief is unable to attend a Board meeting, he/she shall appoint another qualified staff member to attend the meeting on behalf of the district.

**SECTION II – BOARD PROCEDURES**

**Rule 8. REGULAR MEETINGS**

Regular meetings of the Board shall be held each month, at such place and time as designated by the Chairperson. All reasonable efforts will be made to establish a uniform date and time for the regular monthly meeting, in order to permit the members of the public and Governing Board to anticipate and prepare for those meetings. Special meetings and executive sessions will be held at the discretion of the Chairperson or upon the request of two (2) members of the Governing Board.

**Rule 9. QUORUM**

At all meetings of the Board, a majority of the Board shall constitute a quorum for the transaction of business.

**Rule 10. OPEN MEETING RULES**

A. Notice and Posting of Meetings.

1. *Notice to Members of the Governing Board.* Notice of all meetings, including executive sessions, must be given to the members of the Governing Board at least twenty-four (24) hours prior to the meeting. This requirement is met by either mailing, e-mailing, or hand-delivering a copy of the notice to each member.
2. *Notice to the Public.* Notice of all meetings, including executive sessions, must be given to the public, as follows:
  - a. *Disclosure Statement.* The Governing Board shall file with the Clerk of the Board of Supervisors, a Disclosure Statement stating where all public notices will be posted and shall give such additional notice as is reasonable and practicable as to all meetings. If the Board intends to meet for a specified calendar period on a regular day or date during the calendar period, and at a regular place and time, the Board may post with the Clerk of the Board of Supervisors a public notice of such meetings at the beginning of such period and need not post with the Clerk of the Board of Supervisors additional notices for each meeting. However, separate agenda for each and every meeting must still be posted.
  - b. *Posting Notice.* The Board must also give notice of all meetings to the public by posting a copy of the notice (or agenda) in the public place identified in the Disclosure Statement and by giving “such additional public notice as is reasonable and practicable as to all meetings.” If a notice is used instead of an agenda, it must disclose how the public can obtain an agenda.
  - c. *Time.* Except as otherwise described below, meetings of the Governing Board shall not be held without first posting notice to the general public at least twenty-four (24) hours prior to the meeting.

- d. *Agendas.* The agendas must be available to the public at least twenty-four (24) hours prior to the meeting, except in the case of an emergency meeting.
  - e. *Emergency Meetings.* If an emergency session is conducted without the requisite twenty-four (24) hours notice, the District must give as much notice as possible, and after the emergency meeting, post a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth a general description of the matters discussed.
  - f. *Executive Session.* If an executive session will be held, the agenda shall state the specific provision of law authorizing the executive session. If the Board is uncertain whether a legal question may arise requiring an executive session, a statement may be included in the agenda stating that an item on the agenda may be discussed in executive session for the purpose of obtaining legal advice pursuant to A.R.S. §38-413.03(A)(3).
  - g. *Ratification.* When the Governing Board intends to ratify a decision, (usually done when the meeting law has been violated) the Board must give the public at least seventy-two (72) hours notice.
  - h. *Employment Matters.* If the Governing Board intends to discuss an employee during executive session, the Board is required to give that employee written notice at least twenty-four (24) hours prior to the meeting.
- B. *Agendas.* An Agenda shall be prepared for each Board meeting, together with supporting documentation.
1. *Regular Meetings/Agenda.* Either incorporated in the Notice of Meeting or as a separate document, each meeting must have a written agenda. If the agenda is separate and apart from the Notice, then the agenda should contain the place, date, and time of the meeting. The agenda shall also contain a listing of the specific matters to be discussed, considered, or decided at the meeting. The Governing Board may only discuss, consider or make decisions on matters listed on the agenda. Items cannot be generic or vague, such as “Personnel matter”, but must contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided. If a specific item is to be discussed in executive session, then the agenda must so disclose. (In case of an actual emergency, a matter may be discussed and considered at a public meeting where the matter was not listed on the agenda, provided that a statement setting forth the reasons necessitating such discussion, consideration, and decision is placed in the minutes of the meeting and it is publicly announced at the meeting.)
  2. *Executive Sessions/Agenda.* A separate agenda item is required for executive sessions. The agenda must contain a general description of the matters to be considered in executive session. However, the agenda should not contain any information which would defeat the purpose of the executive session, compromise the legitimate privacy interests of a public officer, appointee, or employee, or compromise the attorney-client privilege. In the case of an emergency for executive session, the reason for the emergency measures shall be announced publicly immediately prior to the executive session (and noted in the minutes).
  3. *Distribution of Agendas.* Agendas may be made available to the public by including it as part of the public notice or by stating in the public notice how the public may obtain a copy of the agenda, and then distributing the agenda in the manner

prescribed. (It is preferable to simply incorporate the agenda into the public notice and post as set forth above.)

4. *Consent Agenda.* The Governing Board may use “Consent Agenda” so long as certain requirements are met. Consent Agendas are typically used as a time-saving device when there are certain items on the agenda which are unlikely to generate controversy and are ministerial in nature. The Governing Board often takes one vote to approve or disapprove the consent agenda as a whole. When using a consent agenda format for some of the items on a meeting agenda, the Board should fully describe the matters on the agenda and inform the public where more information can be obtained. An item should be removed from the consent agenda at the request of any member of the Governing Board.
5. *Signed Agenda.* If the form of Agenda is intended to be signed by the Clerk or other officer of the Governing Board, be sure the signature and date are procured.

#### C. Minutes.

- Minutes must be taken of all public meetings and executive sessions. (Minutes must now be kept for meetings conducted by committees, subcommittees and advisory committees.) Minutes may be taken in writing or may be recorded by a tape recorder or videotape recorder.
- Minutes of a public hearing must be available for public inspection within three (3) working days after the meeting. Until the Governing Board officially approves minutes, the clerk will mark the Minutes “draft” or “unapproved” and make them available within three (3) working days of the meeting.
- MINUTES OF AN EXECUTIVE SESSION ARE CONFIDENTIAL and may not be disclosed to anyone except certain authorized persons. To ensure confidentiality, minutes of executive sessions should be stored separately from regular session minutes to avoid inadvertent disclosure. In addition, any materials distributed in an executive session are likewise confidential, and should be collected by the secretary or clerk of the Board at the end of the executive session, and attached to the minutes of the executive session as an exhibit. Usually members of the Governing Board should not remove the materials from the executive session.
- NOTE: All or any part of the public meeting of the Governing Board may be recorded by any person in attendance by means of a tape recorder, camera, or other means of sonic reproduction, provided that there is no interference with the conduct of the meeting.

#### 1. Contents of Minutes – Regular Meetings. Minutes shall contain:

- a. The date, time, and place of the meeting. The members of the Governing Board shall be recorded as either present or absent.
- b. A general description of the matters discussed or considered. Minutes must contain information regarding matters considered or discussed at the meeting even though no formal action or vote was taken with respect to the matter.
- c. An accurate description of all legal actions proposed, discussed or taken, and the names of the persons who proposed each motion. As a practical matter, the names of each person proposing a motion, seconding a motion, and the names of those voting in favor or against each matter should be recorded, or note that the vote was “unanimous”.

- d. The name of each person making statements or presenting material to the Governing Board and a specific reference to the legal action to which the statement or presentation relates.
  - e. If the discussion in the public session did not adequately disclose the subject matter and specifics of the action taken, the Minutes of the public meeting at which such action was taken should contain sufficient information to permit the public to investigate further the background or specific facts of the decision.
  - f. If matters not on the agenda were discussed or decided at a meeting because of an actual emergency, the minutes must contain a full description of the nature of the emergency.
  - g. If a prior act was ratified, the minutes shall include a written description of the ratification taken.
  - h. Minutes should be properly approved, signed, and dated.
2. Contents of Minutes – Executive Session. Minutes shall contain:
- a. The date, time, and place of the meeting. The members of the Governing Board shall be recorded as either present or absent.
  - b. A general description of the matters considered.
  - c. An accurate description of all instructions given to attorneys or designated representatives pursuant to ARS §38-431.03(A)(4), (5) and (7).
  - d. If an emergency occurs regarding a matter not on the Agenda, the Minutes must include a statement for the emergency consideration.
  - e. Minutes of an executive session and all discussions that take place at an executive session are confidential and may not be disclosed to anyone except for the following: 1) Any member of the Governing Board in attendance at the meeting; 2) Any officer, appointee, or employee who was the subject of discussion at an executive session, may see those portions of the minutes directly pertaining to them; 3) Staff personnel, to the extent necessary for them to prepare and maintain the minutes of the executive session; 4) The attorney for the Governing Board, to the extent necessary for the attorney to represent the Governing Board; 5) The Auditor General in connection with the lawful performance of its duty to audit the finances or performance of the Governing Board; 6) The Attorney General or County Attorney when investigating alleged violations of the Open Meeting Law; and 7) The Court, for purposes of a confidential inspection.
  - f. Minutes should be properly approved, signed, and dated.

D. Executive Session.

- 1. The Governing Board may hold an executive session, but only for the purpose of discussion or consideration of: 1) employment matters including but not limited to assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of a public officer, appointee, or employee; 2) records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; 3) for consultation with legal counsel or to consider the Governing Board's position and/or instruct legal counsel on matters regarding labor negotiations, contracts that are the subject of negotiations, pending litigation or settlement matters, 4) international and interstate negotiations, and 5) negotiations for the sale, lease, or purchase of real estate property.

2. The Governing Board shall instruct all persons present in executive session of the confidentiality requirements. Disclosure of executive session information pursuant to Arizona law does not constitute a waiver of any privilege, including attorney-client privilege. Any person receiving executive session information shall not disclose that information except to the attorney general or county attorney, or by agreement with the Governing Board.
  3. Legal action involving final vote or decision shall not be taken at an executive session, except that the Governing Board may instruct counsel in the course of litigation or negotiation.
  4. No matters shall be discussed in executive sessions that are not identified in the notice of executive session. The Agenda must list the statutory citation for the specific reason to meet in executive session.
- E. Ratification.
1. The Governing Board may ratify legal action within thirty (30) days after the discovery of a violation of the Open Meeting laws. Notice for the meeting shall include a description of the action to be ratified, a clear statement that the Governing Board proposes to ratify a prior action, and information on how the public may obtain a detailed written description of the action to be ratified. The Governing Board shall make available to the public a detailed written description of the action to be ratified and all deliberations, consultations, and decisions by Members of the Board that preceded and related to such action. The written description shall also be included as part of the minutes of the meeting at which ratification is taken.
  2. The Governing Board shall make available to the public the notice and detailed written description required by Arizona law at least seventy-two (72) hours in advance of the public meeting at which the ratification is taken.
- F. Emergency Meetings. In case of an emergency, a meeting including an executive session, may be held upon such notice as is appropriate to the circumstances, and a notice of such emergency meeting shall be posted within twenty-four (24) hours after the meeting.

**Rule 11. CONFLICT OF INTEREST**

Generally speaking, a Member of the Governing Board of the District should not participate in or take action on any item in which the Board Member, a Board Member's business, or a Board Member's family has a financial interest or a "substantial interest" (as defined by statute).

- A. In the event that it is determined that a Board Member has a conflict of interest, that conflict of interest will be disclosed in writing and placed in the permanent records of the District. The Board Member shall also declare on the record the existence of that conflict, and refrain from participation in Board consideration, discussion, or action as it relates to that subject matter involving the conflict of interest. There are rare circumstances in which a Member of the Governing Board may participate, even though a conflict of interest exists. This is generally referred to as the "rule of impossibility". This generally refers to situations where the Board is incapable of taking action by reason of the declared conflict of interest. In those circumstances, the Board Member with the conflict shall declare the conflict, make it part of the record, and then continue to participate.
- B. Members of the Governing Board of the District may not participate in any action item or in the consideration of any item which involves the hiring of a person related to a Board Member.



- C. A Member of the Governing Board of the District may not enter into a contract to provide services, materials, or equipment to the District for compensation.

**Rule 12. POWERS**

The Governing Board of the District shall be entitled to exercise all authority as provided to them under the laws of the State of Arizona, shall establish the mission of the District and adopt and approve policies and procedures for the operation of the district. The Governing Board may delegate such responsibilities and duties to the Fire Chief as the Board determines appropriate from time-to-time. The Governing Board may hire legal counsel, and shall set the budget for the District.

**Rule 13. ORDER OF BUSINESS**

The Governing Board of the District shall establish a format for the agendas of the Governing Board, from time to time; provided, however, that the Chairperson may, during a Board meeting, cause an item to be taken out of order so that the business of the Board may be conducted most expeditiously. Currently, the format used is as follows:

- Call to Order
- Salute to the Flag
- Consent Agenda
- Old (Unfinished) Business
- New Business
- Reports and Correspondence
- Public Forum (Call to Public)
- Future Agenda Items.
- Adjournment

The Board Chair may solicit input from the public and the individual board members as each agenda item comes up for consideration. The Board Chair will determine how much time will be available for public comment on each.

The public will be asked to complete a comment form, identifying themselves and identifying the topic of which they wish to speak. The Board Chair may also recognize a member of the public even though they have not completed a speaker comment form.

A. *Matters to be Placed on the Agenda.* A Member of the Governing Board, staff, or public may ask the Chairperson to place a matter on the Agenda for consideration, discussion, or possible action. If the Board Chairperson determines that a topic is appropriate for discussion, the Board Chairperson shall cause the same to be placed on an Agenda at the earliest reasonable opportunity. Any matter requested by a member of the public to be on the Agenda, but declined by the Board Chairperson shall be disclosed in writing by the Board Chairperson to the other members of the Governing Board. The Board Chairperson shall place on the Agenda, at the Board Chairperson's earliest reasonable opportunity, any topic requested by a Board Member.

B. *Recesses.* A meeting may be recessed and resumed with less than twenty-four (24) hours' notice only if public notice of the initial session of the meeting was given as required by Arizona law.

The Board Chair may declare a recess of a meeting, stating on the record the date, time, and place for the Board hearing to be reconvened within twenty-four (24) hours. In the alternative, the new twenty-four (24) hours' notice can be posted for the new meeting date.

C. *Voting.* The votes during all meetings of the Board shall be transacted as follows:

1. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Board member, a roll call vote shall be taken.
  2. In case of a tie in votes on any proposal, the proposal shall be considered lost.
  3. Every Board member who was in the Board chambers when the question was put forth, shall give their vote unless the Board member abstains, declares a conflict of interest, or is otherwise prevented by law from participating. If any Board member declines to vote “aye” or “nay”, their vote will be treated as an abstention.
  4. The passage of any motion or resolution shall require the affirmative vote of at least a majority of a quorum.
- D. *Permission Required to Address the Board.* Persons other than Board members and management shall be permitted to address the Board upon recognition and introduction by the Chairperson.
- E. *Reconsideration.* Any previous action of the Board, excluding a reconsideration of any action previously reconsidered, motions to adjourn, motions to suspend the rules, or any affirmative vote to lay on the table or take from the table, shall be subject to a motion to reconsider. Such motion shall be made by a member of the prevailing side of the original action.
- F. *Public Attendance and Participation.* A meeting of the Governing Board of the Fire District is generally defined as a quorum of the Board Members where Fire District business is discussed, considered, or action taken. Deliberation and actions of the Governing Board should be conducted openly, and all persons allowed to attend unless their conduct becomes disruptive to the meeting, or unless otherwise excluded by law (such as executive sessions). The public may record meetings of the Governing Board. While the Governing Board is not obliged to permit participation or take input from the public during the meeting of the Governing Board, it is encouraged to do so, in recognition of the interest of the public in the decisions being made by the Governing Board and the expenditure of funds being made and incurred by the Governing Board.
- G. *Call to the Public.* The Governing Board may make an open call to the public to allow individuals to address the public body on any issue within the jurisdiction of the District. Members of the Governing Board may not discuss or take action on matters raised during the call to the public that are not specifically identified on the Agenda. Members may, however, respond to criticism made by those who have addressed the public body, ask staff to review a matter raised, or ask that a matter be put on a future agenda.
- H. *Actions for a Public Hearing (vs. “Call to the Public”).* Public hearings are sometimes required by law (such as for budgets, annexation, etc.). The procedures for a public hearing are as follows:
1. The Chairperson (Chair) introduces the agenda item, opens the public hearing, and may announce all or any portion of the following Rules of Order:
    - a. “Any individual making comments shall first give their name and address. This is required because an official record of the public hearing is being made.”
    - b. “It is not necessary to be a proponent or opponent in order to speak.”
    - c. “Anyone disrupting the proceedings may be subject to removal from the meeting.”

- d. "These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard."
2. The Chair now calls on those who requested the opportunity to speak.
3. The Chair closes the public hearing.
4. As to each Agenda item requiring action, the Chair inquires if there is a motion by any Board member. If a motion is made, it shall be in the form of an affirmative motion. Following the motions and its second, discussion occurs among Board members. The Chair may call on individual Board members in the discussion.
5. The Chair inquires if there is any further discussion by the Board members.
6. The Chair inquires if there are any final comments or recommendations from administration.
7. The Chair inquires of the Board members as to whether they are ready for the question.
8. A vote may be had verbally, or the Clerk may conduct a roll call vote.
9. The Chair directs administration to prepare findings consistent with the action.
10. Failure to follow the procedures set forth herein shall not invalidate any action taken by the Board.

**Rule 14. RULES OF ORDER**

The rules of order for conduct of a Board meeting are not specified by statute. Unless otherwise directed by the Board Chairperson, the Governing Board of the District may conduct themselves in accordance with Robert's Rules of Order. The Board Chair, the District Attorney, the Fire Chief, or the Chair or Chief's designee shall serve as parliamentarian and advise the Chairperson as to the correct rules of procedure or questions of specific rule application. The Board's failure to follow or comply with Robert's Rules of Order or the Rules provided herein shall not invalidate any action otherwise lawfully taken by the Board.

**Rule 15. MOTIONS**

All ordinances, resolutions, contracts, and items of business that require Board approval prior to the expenditure of funds shall be in the form of an affirmative motion.

**Rule 16. COMMITTEES**

The Board may establish committees as needed from time-to-time.

Special ad hoc committees may be created by the Board for a particular purpose. The Chairperson shall appoint committee members, with the advice and consent of the Board. The Chairperson shall appoint the chair of the committee. Citizen study committees shall sunset at the end of their mission, but not later than the end of each calendar year unless specifically continued by the Board thereafter for a specified time period. One Board member, and one alternative Board member, may be appointed as a member and liaison of a citizen advisory committee.

Committees may make recommendations on proposed programs, services, ordinances, and non-binding resolutions within their area of responsibility before action is taken by the Board. The Committee Chair may present the recommendations of the committee during the discussion of the item of business.

**Rule 17. BOARD RELATIONS WITH BOARDS, COMMISSIONS, AND ADVISORY COMMITTEES**

All Boards, Committees, and Citizen Advisory Bodies are governed by Open Meeting Rules. Notice of all meetings, including executive sessions, must be given to the members of all Boards, Committees, and Citizen Advisory Bodies at least twenty-four (24) hours prior to the meeting. All meeting notices and postings must comply with the provisions of Rule 10(A), Open Meeting Rules, set forth herein. Further, each Board, Committee, and Citizen Advisory Body shall prepare an agenda for each meeting, together with supporting documentation as set forth in Rule 10(B) herein.

The Boards, Committees, and Citizen Advisory Bodies, shall take Minutes of all public meetings and executive sessions, and shall communicate to the Board the results of the deliberation of the Committees, and Citizen Advisory Bodies. The Minutes shall comply with the provisions of Rule 10(C). Communications from such boards, commissions, and bodies to the Fire District shall be received by the District Governing Board and be recorded in the Minutes.

Any such communication shall be officially acknowledged by the Board and receipt noted in the Minutes. The procedure for acknowledging such receipt shall be that the Fire Chief or any member of the Board may bring such communication to the Chairperson's attention under an appropriately agendized item (such as reports, correspondence, or a Chief's reports, etc.). The Chairperson shall acknowledge the receipt of that communication on the record, and an appropriate notation shall be made in the Minutes. Should any member of the Board determine any such communication needs to be responded to by the Board, the Chairperson shall add the matter to the agenda of a subsequent meeting.

The Committees and Citizen Advisory Bodies may hold executive session but only for the purposes set forth in Rule 10(D).

All e-mails to Board, Committee, and Citizen Advisory Body Members should include the following verbiage:

*To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board, Committee, and Citizen Advisory Body Members. Members may reply to a staff member regarding this message, but they should not send a copy of the reply to other District Board Committee, and Citizen Advisory Body Members.*

Board, Committee, and Citizen Advisory Body Members who respond to a staff member should include the following in their e-mail:

*To ensure compliance with the Open Meeting Law, this e-mail is sent to a staff member only, and recipients of this message should not forward it to other Board, Committee, and Citizen Advisory Body Members. In addition, Board, Committee, and Citizen Advisory Body Members should not reply to this message.*

Public Attendance and Participation. A meeting of the Committees and Citizen Advisory Bodies is generally defined as a quorum of the Members where Fire District business is discussed, considered, or action taken. Deliberation and actions of the Committees and Citizen Advisory Bodies should be conducted openly, and all persons allowed to attend unless their conduct becomes disruptive to the meeting, or unless otherwise excluded by law (such as executive sessions).

The Board shall be responsible for providing appropriate, comprehensive Open Meeting Law training to each Advisory Committee established hereunder.

**Rule 18. CITIZENS' CONCERNS AND SUGGESTIONS TO BOARD**

When citizen concerns or suggestions are brought before the Board, other than for items already on an Agenda, the Chairperson shall first determine whether the issue is legislative or administrative in nature and then:

- A. If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Board finds such complaint suggests a change to an ordinance or resolution of the Fire District, the Board may refer the matter to a committee, administration, or to the entire Board for study and recommendation.
- B. If administrative and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the Fire Chief, the Chairperson should then refer the complaint directly to the Fire Chief for his/her review if said complaint has not been so reviewed. The Board may direct that the Fire Chief brief or report to the Board when the Chief's response is ready.

**Rule 19. FILLING BOARD VACANCIES**

If a vacancy occurs in the office of Board Member, the Board will follow the procedures outlined in State Statute for filling vacancies, as well as follow the guidelines outlined in Board Policy #2015-01, *Governing Board Vacancy*. In order to fill the vacancy with the most qualified person available until an election is held, the Board will distribute and publish a notice of the vacancy, the procedure, and any application form. The Board will draw up an application form, which contains relevant information to answer set questions posed by the Board. The application forms may be used in conjunction with an interview of each candidate to aid the Board's selection of the new Board member. *\*Rule 19 was temporarily amended by the Board on 10/21/15 to allow the current slate of Board candidates to remain in effect until the end of 2015. (NOTE: No longer in effect.)*

**Rule 20. E-MAILS TO BOARD MEMBERS**

In all e-mails to Board Members, the following verbiage should be included:

*To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board Members. Board Members may reply to a staff member regarding this message, but they should not send a copy of the reply to other District Board Members.*

Board Members (or advisory board members) who respond to a staff member should include the following in their e-mail:

*To ensure compliance with the Open Meeting law, this e-mail is sent to a staff member only, and recipients of this message should not forward it to other Board Members. In addition, Board Members should not reply to this message.*

**Rule 21. BOARD TRAVEL**

The Board may appropriate funds for Board business travel as part of the annual Fire District budget.

**Rule 22. TELEPHONIC ATTENDANCE**

With prior notice to the Chairperson, Board members may attend meetings by conference call. Telephonic attendance at an executive session shall be allowed only if appropriate precautions are used to assure that any confidential information shall remain secure.

**Rule 23. COMPENSATION OF BOARD MEMBERS**

Board Members shall not receive any compensation or salary for services as members of the Board.

**Rule 24. AUTHORIZATION AND/OR REIMBURSEMENT OF BOARD MEMBERS FOR SFD BUSINESS EXPENDITURES**

The Fire Board is the unit of authority within the Fire District. Apart from his/her normal function as a part of this unit, Board Members have no individual authority. As individuals, Board members may not commit the District and/or its members to any policy, act, or expenditure.

Board Members may be reimbursed for their authorized ordinary and necessary actual expenses incurred in the performance of official duties. Board Members are expected to use discretion in all instances in which SFD funds are used. Expenses should be reasonable for the circumstances and appropriate for the business conducted. Lodging costs will be pre-paid by SFD, whenever possible, or SFD may be directly billed by the hotel/motel. A reasonable class of accommodation shall be selected where choice is available. When available, Board Members are requested to use a SFD vehicle for transportation to conferences or other out-of-jurisdiction authorized business. If no SFD vehicle is available, SFD will reimburse Board Members for use of their privately owned vehicle at a rate per mile equal to the allowable Internal Revenue Service rate for authorized travel outside of the district jurisdictional area. Gas mileage to and from Board Members' homes for regular Board meetings or for business at the district's fire stations shall not be reimbursable. Board Members will use the approved SFD Board Reimbursement Form(s) for submission of reimbursement requests to the Finance Section. Expenses not authorized for reimbursements include, but are not limited to, the following:

- Laundry, cleaning, or valet services (except for trips of over one week's duration)
- Tobacco
- Alcoholic beverages
- Entertainment, including in-hotel room movies
- First class travel accommodations when economy or coach class is available
- Fines, forfeitures, parking tickets, or penalties
- Rental vehicles (except as pre-approved)
- Expenses of a spouse or other non-employee
- Loss or damage to personal property
- Barber, beauty parlor, shoe shines, or toiletries
- Personal postage

**Rule 25. DISTRICT REGULATIONS**

The Governing Board of the District is responsible for the approval of District Policies. The Fire Chief may issue and establish Standard Administrative Procedures (SAPs), Standard Operating Procedures (SOPs), Standard Operating Guidelines (SOGs), and rules and regulations concerning fire operations and activities as he/she may deem necessary, to

include equipment operations, training standards, fire scene and EMS protocol, command structure, and duties of the personnel of the district, consistent with the policies of the District, Arizona law, or as otherwise directed by the District Governing Board.

**Rule 26. FINANCIAL POLICY**

The Fiscal Year of the District shall be the twelve (12) month period beginning on July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year. The Fire Board shall prepare the budget for each Fiscal Year. Publication of the proposed budget shall be posted in three (3) public places thirty (30) days prior to a public hearing at a meeting called by the Board to adopt the budget, and by making copies available to the public upon request. Following the public hearing, the Board shall adopt the budget at a public meeting. In its oversight capacity, the Governing Board adopts the District's budget and then defers to the Chief for implementation of the same.

**Rule 27. ADOPTION AND AMENDMENTS TO RULES OF PROCEDURE**

These Board Rules of Procedure, and any amendments thereto, shall be adopted by a majority of the Governing Board of the Sedona Fire District at a properly agendized Board meeting.

**Rule 28. SEVERABILITY**

These rules and regulations are hereby declared to be severable. If any section, sub-section, sentence, clause, word, or phrase of these rules is for any reason held to be legally invalid, such holdings shall not affect the validity of the remaining portions of these rules and regulations.

**Rule 29. STAFF COMMUNICATION**

Board members are encouraged to go through the Chief when wanting information or documents from staff. Otherwise, Board communications to staff will be copied to the Fire Chief. Any request for project work, shall be directed through the Fire Chief.

**Rule 30. CONTACT WITH ATTORNEY**

Any contact by a Board member with legal counsel shall be reported to the Board as a whole. Any communication received from counsel shall be treated as confidential and subject to the attorney/client privilege.

**REVISION APPROVED and ADOPTED this 17<sup>th</sup> day of June, 2015.**

*Original signed by Ty Montgomery*

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Ty Montgomery, Board Chairman

**ATTEST:**

*Original signed by Corrie Cooperman*

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Corrie Cooperman, Board Clerk

**SECTION 4: CURRENT  
SFD FIRE BOARD POLICIES &  
CURRENT MEMORANDUMS OF  
UNDERSTANDING WITH  
EMPLOYEE GROUPS**

**SEDONA FIRE DISTRICT  
FIRE BOARD HANDBOOK**



# **SECTION 5: APPENDIX / FORMS**

**SEDONA FIRE DISTRICT  
FIRE BOARD HANDBOOK**

**Checklist for New SFD Fire Board Members:**

- Administer Oath of Office
- Certificate of Election/Appointment—Send to Yavapai County
- Open Meeting Law Training (In-Person at AFDA Conference or On-Line)
- Complete Certification of OML Training Completion (Send copy to Board Attorney)
- Give SFD Fire Board Handbook to new Board Member
- Arrange Meeting with IT Jeremy Harris for issuance of iPad and usage instructions
- Order name plates for mailroom and Board meeting room (Check with Front Desk)
- Need to arrange bank account signature approval (Arrange with Finance)
- Letters to Counties regarding new Board Members (Sample attached)
- Schedule tour of the district with Fire Chief Kazian or Assistant Chief Piechura
- Send Email with pertinent information to new Board Member (Sample attached)
- If AFDA conference is soon, make arrangements for new Board Member to attend
- Add AFDA Handbook (“Red Book”) to new member’s iPad



**SEDONA FIRE DISTRICT  
FIRE BOARD AGENDA COMMUNICATION**

**Submitted by:** Telecommunications Manager Bob Motz **Date:** 12/5/2017

<b>SUBJECT:</b> Addendum #2 AT&T Lease Agreement	<b>BOARD MEETING DATE:</b> 12/13/17
<b>AGENDA ITEM #:</b> II.D.5.	<b>DIVISION / SECTION:</b> TELECOM
<b>ACTION REQUIRED:</b> <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	<b>BOARD RECOMMENDATION:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

*Project/issue relates to SFD Strategic Plan \_\_\_\_\_ or Not Applicable \_ x \_\_\_\_.*

**ISSUE:** AT&T has requested an addendum (referred to as Addendum 2) to their cellular tower lease at Fire Station 4 to allow for the installation of a backup power generator on site.

**BACKGROUND:** AT&T entered into a lease agreement with the Sedona Fire District on April 10, 2001 for a building and tower space at Fire Station 4. On October 18, 2017, lease amendment number 1 was agreed to by SFD extending the terms of the lease. AT&T would now like to add additional property to their lease for the purpose of adding a backup power generator. This amendment number 2 would allow for the additional space needed and will result in an additional monthly charge to AT&T.

**FINANCIAL PERSPECTIVE:** The amendment would increase the monthly lease payment by AT&T by \$250 a month. The terms also include this addendum into the yearly rent fee schedule escalator which will net additional future revenue.

**PROS & CONS:** *PROS* – Allowing AT&T a backup power generator to provide for uninterrupted service to AT&T customers during power outage. FirstNet has been supported by the State and when it becomes available, this will be an important site for coverage in our region. This is additional revenue to SFD. *CONS* – The property being utilized by the generator will no longer be available for future needs.

**INTERNAL PROCESS PERSPECTIVE:** AT&T needs to have an alternate source of power in the event of extended power outage especially if FirstNet is deployed at this location. FirstNet is a nationwide public safety data network based on cellular technology which the State has recently “opted into” with AT&T as the contracted carrier. It makes sense for SFD to allow this and it increases their payment in proportion to their use. The generator will be located at the rear of Station 4 property. The generator will be positioned one building over from the AT&T building it will be providing power to due to limited space on the property. Currently, Verizon has a generator and Nextel does not.

**BOARD ATTORNEY APPROVAL:** The language mirrors the Addendum reviewed and approved on October 18, 2017. This addendum was delayed as a few details must be worked out.

**FIRE CHIEF RECOMMENDATION:** Telecom worked with AT&T to determine proper rental cost for placement of a generator on our property. While the monthly cost is not large with annual fees totaling \$3,000 – it all goes to alternative revenue sources SFD strives to maximize. I support the decision to approve Addendum #2 with AT&T.

**SUGGESTED MOTION(S):** I move to approve Addendum #2 with AT&T for the land use and the installation of a Generator at Station 4 as presented.

**ATTACHMENTS:** AT&T Addendum #2

Market: AZ/NM  
Cell Site Number: AZFSU2005  
Cell Site Name: Sedona Fire Station  
Fixed Asset Number: 10091144

## SECOND AMENDMENT TO OPTION AND LEASE AGREEMENT

THIS SECOND AMENDMENT TO OPTION AND LEASE AGREEMENT (“Second Amendment”) dated as of the latter of the signature dates below, is by and between Sedona Red Rock Fire District, having a mailing address of 2860 Southwest Drive, Sedona, AZ 86336 (“**Lessor**”) and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address of 575 Morosgo Drive, Atlanta, GA 30324 (“**Lessee**”).

WHEREAS, Lessor and Lessee entered into an Option and Lease Agreement dated April 10, 2001, as amended by that certain First Amendment to Option and Lease Agreement dated \_\_\_\_\_, 2017, whereby Lessor leased to Lessee certain Premises, therein described, that are a portion of the Property located at 391 Forest Road, Sedona, AZ 86336 ("Agreement");

WHEREAS, Lessor and Lessee desire to amend the Agreement to increase the size of the Premises; and

WHEREAS, Lessor and Lessee desire to adjust the Rent in conjunction with the modifications to the Agreement contained herein; and

WHEREAS, Lessor and Lessee desire to update the notice addresses contained in the Agreement; and

WHEREAS, Lessor and Lessee desire, in their mutual interest, wish to amend the Agreement as set forth below.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee agree as follows:

- 1. New Premises Area.** Lessor agrees to increase the size of the Premises leased to Lessee to accommodate Lessee’s needs. Upon the execution of this Second Amendment, Lessor leases to Lessee the additional premises described on attached Exhibit B-1 (“New Premises Area”). Lessor’s execution of this Second Amendment will signify Lessor’s approval of Exhibit B-1. Exhibit B-1 hereby supplements Exhibit B to the Agreement. The Premises under the Agreement prior to this Second Amendment in addition to the New Premises Area under this Second Amendment shall be the Premises under the Agreement.
- 2. Generator.** Lessee shall have the right to install, repair, maintain, modify, replace, remove, utilize and operate (including but not limited to, operation as may be required by applicable law) the equipment as more completely described on attached Exhibit B-1, including without limitation a concrete pad, generator thereon, and a

back-up power supply. Lessor's execution of this Second Amendment will signify Lessor's approval of Exhibit B-1. Lessee shall have the right to access the Premises pursuant to the terms of the Agreement. The generator shall remain the property of Lessee, and Lessee shall have the right to remove or modify said generator at any time.

- 3. Rent.** Commencing the first day of the month following commencement of installation within the New Premises Area ("Increase Commencement Date"), Rent shall be increased by Two Hundred Fifty and No/100 Dollars (\$250.00) per month, subject to further adjustments, if any, as provided in the Agreement; provided that the first such increased payment shall not be due until sixty (60) days after such Increase Commencement Date and provided further that.
- 4. Other.** Lessor represents and warrants that, to its knowledge, no conditions exist within the New Premises Area or otherwise on the Property where the Premises and New Premises Area are located that would adversely impact Lessee's permitting and/or installation of a generator within the New Premises Area. Lessor authorizes Lessee to prepare, execute and file all required applications to obtain any government approvals for Lessee's use of the New Premises Area under this Second Amendment and agrees, at Lessee's request, to reasonably assist Lessee with such applications and with obtaining and maintaining the government approvals. Where applicable law governs how the generator will be used, Lessee may use the generator in the manner set forth under the applicable law. Lessee may terminate this Second Amendment by written notice to Lessor at any time, and the Rent increase set forth in Section 3 hereof shall not take effect or shall be cancelled, as applicable, following any such termination. Within one hundred twenty (120) days after termination of this Second Amendment, Lessee shall remove its equipment from the New Premises Area; provided that any portions of the equipment that Lessee fails to remove within such period and cessation of Lessee's operations at the New Premises Area shall be deemed abandoned. Lessee shall repair any damage, less ordinary wear and tear, to the New Premises Area caused by its removal activities.
- 5. Other Terms and Conditions Remain.** In the event of any inconsistencies between the Agreement and this Second Amendment, the terms of this Second Amendment shall control. Except as expressly set forth in this Second Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this Second Amendment. The rights granted to Lessee herein are in addition to and not intended to limit any rights of Lessee in the Agreement. Unless otherwise specified herein or unless the context requires otherwise, the terms in the Agreement shall apply to the New Premises Area.
- 6. Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this Second Amendment on the dates set forth below.

**“LESSOR”**

Sedona Red Rock Fire District

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

LESSOR ACKNOWLEDGMENT

INDIVIDUAL ACKNOWLEDGMENT

STATE OF ARIZONA )

) ss:

COUNTY OF YAVAPAI )

BE IT REMEMBERED, that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me, the subscriber, a person authorized to take oaths in the State of \_\_\_\_\_, personally appeared \_\_\_\_\_ who, being duly sworn on his/her/their oath, deposed and made proof to my satisfaction that he/she/they is/are the person(s) named in the within instrument; and I, having first made known to him/her/them the contents thereof, he/she/they did acknowledge that he/she/they signed, sealed and delivered the same as his/her/their voluntary act and deed for the purposes therein contained.

\_\_\_\_\_  
Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**“LESSEE”**

New Cingular Wireless PCS, LLC  
a Delaware limited liability company

By: AT&T Mobility Corporation

Its: Manager

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**LESSEE ACKNOWLEDGMENT**

STATE OF ARIZONA )

)ss:

COUNTY OF MARICOPA )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me personally appeared \_\_\_\_\_, and acknowledged under oath that he is the \_\_\_\_\_ of \_\_\_\_\_, the \_\_\_\_\_ named in the attached instrument, and as such was authorized to execute this instrument on behalf of the \_\_\_\_\_.

\_\_\_\_\_  
Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**EXHIBIT B-1**  
**NEW PREMISES AREA**

Page 1 of 2

to the Second Amendment to Option and Lease Agreement dated April 10, 2001, by and between Sedona Red Rock Fire District, as Lessor, and New Cingular Wireless PCS, LLC, a Delaware limited liability company, as Lessee.

The New Premises Area is described and/or depicted as follows:

**NEW PREMISES AREA LEGAL DESCRIPTION:**

A PARCEL OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 7, TOWNSHIP 17 NORTH, RANGE 6 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA, DESCRIBED AS FOLLOWS:

FROM THE EAST QUARTER CORNER OF SAID SECTION 7;

THENCE UPON THE EAST-WEST MID-SECTION LINE OF SAID SECTION 7, SOUTH 88°33'05" WEST A DISTANCE OF 612.28 FEET TO A POINT WHICH BEARS SOUTH 88°33'05" WEST A DISTANCE OF 4509.31 FEET TO THE WEST QUARTER CORNER OF SAID SECTION 7;

THENCE DEPARTING SAID EAST-WEST MID-SECTION LINE SOUTH 1°26' 55" EAST 241.19 FEET TO THE POINT OF BEGINNING;

THENCE SOUTH 1°26'55" WEST 10.00 FEET;

THENCE SOUTH 88°33'05" WEST 4.00 FEET;

THENCE NORTH 1°26'55" WEST 10.00 FEET;

THENCE NORTH 88°33'05" EAST 4.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 40 SQUARE FEET, MORE OR LESS.

RESERVING NONEXCLUSIVE RIGHT OF USE ACROSS LESSOR'S PROPERTY FOR NECESSARY APPURTENANCES TO CONSTRUCT, OPERATE, AND MAINTAIN A COMMUNICATION FACILITY FOR ITEMS SUCH AS, BUT NOT LIMITED TO INGRESS, EGRESS, PARKING, VEHICULAR MANEUVERING, EQUIPMENT, AND UTILITIES.



**Attachment B-1**

**Generator**

**See attached sketch**

A.P.N.: 401-17-019M

**Return when recorded to:**

Richard Q. Nye  
Richard Q. Nye, Ltd.  
9141 E. Hidden Spur Trail, Suite 105  
Scottsdale, Arizona 85255\_  
602-424-2691

Space above this line for Recorder's Use

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Re: Cell Site #: AZPFSU2005  
Cell Site Name: Sedona Fire Station  
Fixed Asset #: 10091144  
State: AZ  
County: Yavapai

**MEMORANDUM  
OF  
SECOND AMENDMENT TO OPTION AND LEASE AGREEMENT**

This Memorandum of Second Amendment to Option and Lease Agreement is entered into on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Sedona Fire District, having a mailing address of 2860 Southwest Drive, Sedona, AZ 86336 ("**Lessor**") and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address of 575 Morosgo Drive NE, Atlanta, GA 30324 ("**Lessee**").

1. Lessor and Lessee entered into a certain Option and Lease Agreement on the 10th day of April, 2001, as amended by that certain First Amendment to Option and Lease Agreement dated \_\_\_\_\_, 2017, as amended by that certain Second Amendment to Option and Lease Agreement dated \_\_\_\_\_, 2017 (collectively, the "**Agreement**") for the purpose of installing, operating and maintaining a communications facility and other improvements.
2. Lessor agrees to increase the size of the Premises to accommodate additional equipment. Lessor leases to Lessee the additional premises area as more completely described on attached **Exhibit B-1**.
3. This Memorandum of Second Amendment to Option and Lease Agreement is not intended to amend or modify, and shall not be deemed or construed as amending or modifying, any of the terms, conditions or provisions of the Agreement, all of which are hereby ratified and affirmed. In the event of a conflict between the provisions of this Memorandum of Second Amendment to Option and Lease Agreement and the provisions of the Agreement, the provisions of the Agreement shall control. The Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, successors, and assigns, subject to the provisions of the Agreement.





**EXHIBIT B-1**  
**NEW PREMISES AREA**

Page 1 of 1

to the Memorandum of Second Amendment to Option and Lease Agreement dated \_\_\_\_\_, 2017, by and between Sedona Red Rock Fire District, as Lessor, and New Cingular Wireless PCS, LLC, a Delaware limited liability company, as Lessee.

The New Premises Area is described and/or depicted as follows:

**LESSOR'S LEGAL DESCRIPTION:**

A PARCEL OF LAND LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7, TOWNSHIP 17 NORTH, RANGE 6 EAST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, COCONINO COUNTY, ARIZONA, DESCRIBED AS FOLLOWS: FROM A POINT WHICH IS THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 7, TOWNSHIP 17 NORTH, RANGE 6 EAST;  
THENCE NORTH 89°31' 44" EAST A DISTANCE OF 50.00 FEET;  
THENCE SOUTH 0°28' 16" EAST 66.00 FEET TO THE SOUTH LINE OF FOREST ROAD;  
THENCE SOUTH 0°28' 16" EAST A DISTANCE OF 125.00 FEET TO THE POINT OF BEGINNING;  
THENCE SOUTH 89°31' 44" WEST A DISTANCE OF 90.00 FEET;  
THENCE SOUTH 0°28' 16" EAST A DISTANCE OF 65.00 FEET;  
THENCE NORTH 89°31' 44" EAST A DISTANCE OF 90.00 FEET;  
THENCE NORTH 0°28' 16" WEST A DISTANCE OF 65.00 FEET TO THE POINT OF BEGINNING.

**NEW PREMISES AREA LEGAL DESCRIPTION:**

A PARCEL OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 7, TOWNSHIP 17 NORTH, RANGE 6 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA, DESCRIBED AS FOLLOWS:  
FROM THE EAST QUARTER CORNER OF SAID SECTION 7;  
THENCE UPON THE EAST-WEST MID-SECTION LINE OF SAID SECTION 7, SOUTH 88°33'05" WEST A DISTANCE OF 612.28 FEET TO A POINT WHICH BEARS SOUTH 88°33'05" WEST A DISTANCE OF 4509.31 FEET TO THE WEST QUARTER CORNER OF SAID SECTION 7;  
THENCE DEPARTING SAID EAST-WEST MID-SECTION LINE SOUTH 1°26' 55" EAST 241.19 FEET TO THE POINT OF BEGINNING;  
THENCE SOUTH 1°26'55" WEST 10.00 FEET;  
THENCE SOUTH 88°33'05" WEST 4.00 FEET;  
THENCE NORTH 1°26'55" WEST 10.00 FEET;  
THENCE NORTH 88°33'05" EAST 4.00 FEET TO THE POINT OF BEGINNING.  
CONTAINING 40 SQUARE FEET, MORE OR LESS.  
RESERVING NONEXCLUSIVE RIGHT OF USE ACROSS LESSOR'S PROPERTY FOR NECESSARY APPURTENANCES TO CONSTRUCT, OPERATE, AND MAINTAIN A COMMUNICATION FACILITY FOR ITEMS SUCH AS, BUT NOT LIMITED TO INGRESS, EGRESS, PARKING, VEHICULAR MANEUVERING, EQUIPMENT, AND UTILITIES.



## **Sedona Fire District Monthly Financial Report**

### **Monthly Financial Report – November 2017**

Attached are the following for your information and review:

1. Balance Sheet as of November 30, 2017.
2. Summary of Reconciled Cash Balances as of November 30, 2017.
3. Income Statement of Revenues and Expenditures for November 2017, including budget to actual and year-to-date balances.
4. Graphs for November 2017.
5. Operating Cash Reserves – No Activity.
6. Fixed Asset Additions and Disposals Schedule FY18.
7. Monthly Disbursement Report.
8. 12-Month Cash Flow.

Key points:

- Property Tax Revenue from the Counties' for November was \$1,516,827 which was under budget by \$761,179.
- Non-Tax revenue for November was \$162,002 which was under budget by \$25,964
- Total expenses for November were \$1,064,336 which was under budget by \$291,957.
- Year to date Revenues are \$8,704,697 which is over budget by \$846,313
- Year to date Expenses are \$5,868,917 which is under budget by \$1,444,873.

Please contact the Finance Director for any questions or concerns regarding this report.



Sedona Fire District, AZ

# Balance Sheet

## Account Summary

As Of 11/30/2017

Object	10 - OPERATING ACCOUNT	20 - CAPITAL RESERVES FUND	30 - NON-DISTRICT FIRES	40 - GRANTS & PROJECTS	90 - AUDIT - ASSETS & DEPRECIATION	91 - AUDIT - LIABILITIES	92 - AUDIT - RECEIVABLES & DEFERRRED REV.	Total
<b>Asset</b>								
11101 - County General Fund	7,013,124.74	0.00	0.00	0.00	0.00	0.00	0.00	7,013,124.74
11102 - Capital Reserves Cash	0.00	362,450.82	0.00	0.00	0.00	0.00	0.00	362,450.82
11239 - Chase Operating Account	298,559.98	0.00	0.00	0.00	0.00	0.00	0.00	298,559.98
11250 - Chase Payroll Account	113,538.71	0.00	0.00	0.00	0.00	0.00	0.00	113,538.71
11350 - SFD Agency Account	516.54	0.00	0.00	0.00	0.00	0.00	0.00	516.54
11850 - Prepaid Expenses	54,603.04	0.00	0.00	0.00	0.00	0.00	0.00	54,603.04
11855 - PSPRS Prepaid Expense	117.32	0.00	0.00	0.00	0.00	0.00	0.00	117.32
11901 - A/R Non Dist Fire Billing	0.00	0.00	257,034.83	0.00	0.00	0.00	0.00	257,034.83
11902 - Property Tax - Receivable	215,907.91	0.00	0.00	0.00	0.00	0.00	0.00	215,907.91
12000 - Ambulance Billings Receivable	287,363.09	0.00	0.00	0.00	0.00	0.00	0.00	287,363.09
12050 - Allowance for Doubtful Ambulance	-15,804.98	0.00	0.00	0.00	0.00	0.00	0.00	-15,804.98
12100 - Accounts Receivable	68,519.97	0.00	0.00	0.00	0.00	0.00	0.00	68,519.97
14000 - Land	0.00	0.00	0.00	0.00	2,054,579.00	0.00	0.00	2,054,579.00
14020 - Land, Bldgs, Other Improvement	0.00	0.00	0.00	0.00	8,647,211.72	0.00	0.00	8,647,211.72
14030 - Furniture and Equipment	0.00	0.00	0.00	0.00	5,234,786.13	0.00	0.00	5,234,786.13
14040 - Vehicles	0.00	0.00	0.00	0.00	6,404,986.00	0.00	0.00	6,404,986.00
14100 - Accumulated Depreciation	0.00	0.00	0.00	0.00	-9,993,950.50	0.00	0.00	-9,993,950.50
19901 - Due from Fires	-2,115,350.38	0.00	0.00	0.00	0.00	0.00	0.00	-2,115,350.38
19902 - Due from Grants	-60,058.16	0.00	0.00	0.00	0.00	0.00	0.00	-60,058.16
19903 - Due from Projects	-2,363,582.99	0.00	0.00	0.00	0.00	0.00	0.00	-2,363,582.99
19910 - Due to General Fund	0.00	0.00	2,115,211.07	60,058.16	0.00	0.00	0.00	2,175,269.23
19998 - Due To/Due From Payroll	4,768,516.90	0.00	-2,352,396.81	-52,398.16	0.00	0.00	0.00	2,363,721.93
<b>Total Asset:</b>	<b>8,265,971.69</b>	<b>362,450.82</b>	<b>19,849.09</b>	<b>7,660.00</b>	<b>12,347,612.35</b>	<b>0.00</b>	<b>0.00</b>	<b>21,003,543.95</b>
<b>Liability</b>								
20500 - Accounts Payable	0.00	0.00	-775.75	0.00	0.00	0.00	0.00	-775.75
20501 - Accounts Payable	226.35	0.00	2,317.05	0.00	0.00	0.00	0.00	2,543.40
20560 - SFD Agency Funds Held	516.54	0.00	0.00	0.00	0.00	0.00	0.00	516.54
21010 - Unemployment Withholding	155.18	0.00	0.00	0.00	0.00	0.00	0.00	155.18
21020 - Medicare Withholding	-33.59	0.00	0.00	0.00	0.00	0.00	0.00	-33.59
21050 - Federal Withholding Tax	-19.42	0.00	0.00	0.00	0.00	0.00	0.00	-19.42
21440 - Employee Life Ins Liability	-2,871.67	0.00	0.00	0.00	0.00	0.00	0.00	-2,871.67
21470 - Medical HSA Plan	-93,335.60	0.00	0.00	0.00	0.00	0.00	0.00	-93,335.60
21500 - Aflac Products	-47.84	0.00	0.00	0.00	0.00	0.00	0.00	-47.84
21540 - DCare & URMedical	-1,166.62	0.00	0.00	0.00	0.00	0.00	0.00	-1,166.62

**Balance Sheet**

As Of 11/30/2017

Object	10 - OPERATING ACCOUNT	20 - CAPITAL RESERVES FUND	30 - NON-DISTRICT FIRES	40 - GRANTS & PROJECTS	90 - AUDIT - ASSETS & DEPRECIATION	91 - AUDIT - LIABILITIES	92 - AUDIT - RECEIVABLES & DEFERRRED REV.	Total
21550 - PreTax Vision Insurance	-713.46	0.00	0.00	0.00	0.00	0.00	0.00	-713.46
21560 - Dental Liability	7,963.48	0.00	0.00	0.00	0.00	0.00	0.00	7,963.48
21855 - Workers Comp Liability	50,218.34	0.00	0.00	0.00	0.00	0.00	0.00	50,218.34
22000 - Compensated Absences Payable	0.00	0.00	0.00	0.00	0.00	1,399,548.00	0.00	1,399,548.00
22010 - Payroll Correction	0.00	0.00	0.00	0.00	0.00	183,175.00	0.00	183,175.00
22050 - Capital Lease Obligation	0.00	0.00	0.00	0.00	0.00	1,362,719.00	0.00	1,362,719.00
22060 - Capital Lease Current	0.00	0.00	0.00	0.00	0.00	428,216.00	0.00	428,216.00
24000 - Deferred Revenue	122,374.25	0.00	0.00	0.00	0.00	0.00	-3,552.36	118,821.89
24050 - Deferred Ambulance Revenue	-18,005.34	0.00	0.00	0.00	0.00	0.00	0.00	-18,005.34
<b>Total Liability:</b>	<b>65,260.60</b>	<b>0.00</b>	<b>1,541.30</b>	<b>0.00</b>	<b>0.00</b>	<b>3,373,658.00</b>	<b>-3,552.36</b>	<b>3,436,907.54</b>
<b>Equity</b>								
31100 - Fund Balance	5,364,931.43	361,231.94	4,931.81	0.00	166,716.82	-3,373,658.00	3,552.36	2,527,706.36
31200 - Contra Account	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.01
34000 - Investment in GFA	0.00	0.00	0.00	0.00	12,180,895.53	0.00	0.00	12,180,895.53
<b>Total Total Beginning Equity:</b>	<b>5,364,931.44</b>	<b>361,231.94</b>	<b>4,931.81</b>	<b>0.00</b>	<b>12,347,612.35</b>	<b>-3,373,658.00</b>	<b>3,552.36</b>	<b>14,708,601.90</b>
Total Revenue	8,704,696.89	1,218.88	525,740.87	7,660.00	0.00	0.00	0.00	9,239,316.64
Total Expense	5,868,917.24	0.00	512,364.89	0.00	0.00	0.00	0.00	6,381,282.13
<b>Revenues Over/Under Expenses</b>	<b>2,835,779.65</b>	<b>1,218.88</b>	<b>13,375.98</b>	<b>7,660.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,858,034.51</b>
<b>Total Equity and Current Surplus (Deficit):</b>	<b>8,200,711.09</b>	<b>362,450.82</b>	<b>18,307.79</b>	<b>7,660.00</b>	<b>12,347,612.35</b>	<b>-3,373,658.00</b>	<b>3,552.36</b>	<b>17,566,636.41</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>8,265,971.69</b>	<b>362,450.82</b>	<b>19,849.09</b>	<b>7,660.00</b>	<b>12,347,612.35</b>	<b>0.00</b>	<b>0.00</b>	<b>21,003,543.95</b>



Sedona Fire District  
Reconciliation Summary  
Period Ending 11/30/2017

	<b>10-000-11101- 0000 County General Fund 11/30/2017</b>	<b>10-000-11239- 0000 Chase Operating Account 11/30/2017</b>	<b>98-000-11220- 0000 Bank of America Payroll Account 11/30/2017</b>	<b>10-000- 11350-0000 SFD Agency Account 11/30/2017</b>	<b>20-000-11102- 0000 Capital Reserve Fund 11/30/2017</b>
<b>Beginning Balance</b>	5,714,214.70	198,668.59	198,301.35	1,156.70	362,276.36
<b>Cleared Transactions</b>					
<b>Checks and Payments</b>	(1,172,410.14)	(132,155.65)	(378,326.88)	(483.00)	-
<b>Deposits and Credits</b>	2,116,279.11	232,681.36	180,025.53		174.46
<b>Total Cleared Transactions</b>	<u>943,868.97</u>	<u>100,525.71</u>	<u>(198,301.35)</u>	<u>(483.00)</u>	<u>174.46</u>
<b>Cleared Balance</b>	<u><b>6,658,083.67</b></u>	<u><b>299,194.30</b></u>	<u><b>-</b></u>	<u><b>673.70</b></u>	<u><b>362,450.82</b></u>
<b>Uncleared Transactions</b>					
<b>Checks and Payments</b>	(219,271.12)	(949.32)	-	(157.16)	-
<b>Deposits and Credits</b>	574,312.19	315.00	-	-	-
<b>Total Uncleared Transactions</b>	<u>355,041.07</u>	<u>(634.32)</u>	<u>-</u>	<u>(157.16)</u>	<u>-</u>
<b>Register Balance as of 11/30/2017</b>	<u><b>7,013,124.74</b></u>	<u><b>298,559.98</b></u>	<u><b>-</b></u>	<u><b>516.54</b></u>	<u><b>362,450.82</b></u>
	<b>10-000-11250- 0000 Chase - Payroll Account 11/30/2017</b>				
<b>Beginning Balance</b>	55,301.37				
<b>Cleared Transactions</b>					
<b>Checks and Payments</b>	(619,597.83)				
<b>Deposits and Credits</b>	1,002,690.15				
<b>Total Cleared Transactions</b>	<u>383,092.32</u>				
<b>Cleared Balance</b>	<u><b>438,393.69</b></u>				
<b>Uncleared Transactions</b>					
<b>Checks and Payments</b>	(382,969.87)				
<b>Deposits and Credits</b>	58,114.89				
<b>Total Uncleared Transactions</b>	<u>(324,854.98)</u>				
<b>Register Balance as of 11/30/2017</b>	<u><b>113,538.71</b></u>				



Sedona Fire District, AZ

# Monthly Budget Report Group Summary

For Fiscal: Current Period Ending: 11/30/2017

Category	November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
<b>Fund: 10 - OPERATING ACCOUNT</b>									
<b>Revenue</b>									
400 - Revenues	187,965.19	162,001.68	-25,963.51	-86.19 %	939,825.95	1,171,501.01	231,675.06	51.92%	2,256,485.00
410 - Property Tax	2,214,416.05	1,440,400.03	-774,016.02	-65.05 %	6,749,843.86	7,348,566.99	598,723.13	53.67%	13,691,244.25
420 - F.D.A.T	63,590.92	76,427.44	12,836.52	-120.19 %	168,713.95	184,628.89	15,914.94	53.98%	342,020.00
<b>Total Revenue:</b>	<b>2,465,972.16</b>	<b>1,678,829.15</b>	<b>-787,143.01</b>	<b>-68.08 %</b>	<b>7,858,383.76</b>	<b>8,704,696.89</b>	<b>846,313.13</b>	<b>53.44%</b>	<b>16,289,749.25</b>
<b>Expense</b>									
510 - Salaries & Wages	650,111.14	724,328.31	-74,217.17	111.42 %	3,565,466.12	3,366,921.21	198,544.91	41.48%	8,116,343.67
520 - Benefits	329,367.84	155,434.30	173,933.54	47.19 %	1,860,666.29	1,312,674.44	547,991.85	30.24%	4,340,500.63
550 - Other Salaries & Wages	22,022.89	2,288.61	19,734.28	10.39 %	110,234.45	27,233.73	83,000.72	10.30%	264,500.32
610 - Administration	8,740.92	5,200.78	3,540.14	59.50 %	43,704.60	40,312.35	3,392.25	38.42%	104,934.00
620 - Training and Related	18,742.90	6,942.61	11,800.29	37.04 %	93,714.50	59,394.30	34,320.20	26.40%	225,007.00
630 - Professional Services	69,333.48	79,699.46	-10,365.98	114.95 %	346,667.40	334,787.05	11,880.35	40.22%	832,335.00
640 - Utilities and Communications	21,820.43	19,125.94	2,694.49	87.65 %	112,489.65	96,846.15	15,643.50	35.15%	275,500.00
650 - Insurance	9,256.37	-	9,256.37	0.00 %	46,281.85	51,095.84	-4,813.99	45.98%	111,121.00
660 - Repairs & Maintenance	18,059.43	7,663.32	10,396.11	42.43 %	90,297.15	43,255.84	47,041.31	19.95%	216,800.00
710 - Materials & Supplies	23,527.10	13,111.34	10,415.76	55.73 %	117,635.50	96,213.65	21,421.85	34.07%	282,438.66
720 - Materials & Supplies	18,854.39	11,544.80	7,309.59	61.23 %	94,351.95	42,101.06	52,250.89	18.59%	226,423.00
740 - Materials & Supplies	28,542.07	8,707.71	19,834.36	30.51 %	142,710.35	38,233.21	104,477.14	11.16%	342,642.00
790 - Operating Cash Reserves	16,660.00	-	16,660.00	0.00 %	83,300.00	-	83,300.00	0.00%	200,000.00
820 - Capital	121,254.13	30,288.96	90,965.17	24.98 %	606,270.61	359,848.41	246,422.20	24.72%	1,455,549.00
<b>Total Expense:</b>	<b>1,356,293.09</b>	<b>1,064,336.14</b>	<b>291,956.95</b>	<b>78.47 %</b>	<b>7,313,790.42</b>	<b>5,868,917.24</b>	<b>1,444,873.18</b>	<b>34.54%</b>	<b>16,994,094.28</b>
<b>Total Revenues</b>	<b>2,465,972.16</b>	<b>1,678,829.15</b>	<b>-787,143.01</b>	<b>-68.08 %</b>	<b>7,858,383.76</b>	<b>8,704,696.89</b>	<b>846,313.13</b>	<b>53.44%</b>	<b>16,289,749.25</b>
<b>Total Fund: 10 - OPERATING ACCOUNT:</b>	<b>1,109,679.07</b>	<b>614,493.01</b>	<b>-495,186.06</b>		<b>544,593.34</b>	<b>2,835,779.65</b>	<b>2,291,186.31</b>		<b>(704,345.03)</b>
<b>Fund: 20 - CAPITAL RESERVES FUND</b>									
<b>Revenue</b>									
400 - Revenues	-	174.46	174.46	0.00 %	-	1,218.88	1,218.88	0.00 %	-
<b>Total Revenue:</b>	<b>-</b>	<b>174.46</b>	<b>174.46</b>	<b>0.00 %</b>	<b>-</b>	<b>1,218.88</b>	<b>1,218.88</b>	<b>0.00 %</b>	<b>-</b>
<b>Total Revenues</b>	<b>-</b>	<b>174.46</b>	<b>174.46</b>	<b>0.00 %</b>	<b>-</b>	<b>1,218.88</b>	<b>1,218.88</b>	<b>0.00 %</b>	<b>-</b>
<b>Total Fund: 20 - CAPITAL RESERVES FUND:</b>	<b>-</b>	<b>174.46</b>	<b>174.46</b>	<b>0.00 %</b>	<b>-</b>	<b>1,218.88</b>	<b>1,218.88</b>	<b>0.00 %</b>	<b>-</b>
<b>Fund: 30 - NON-DISTRICT FIRES</b>									
<b>Revenue</b>									
400 - Revenues	-	53,916.77	53,916.77	0.00 %	-	525,740.87	525,740.87	0.00 %	-

Monthly Budget Report

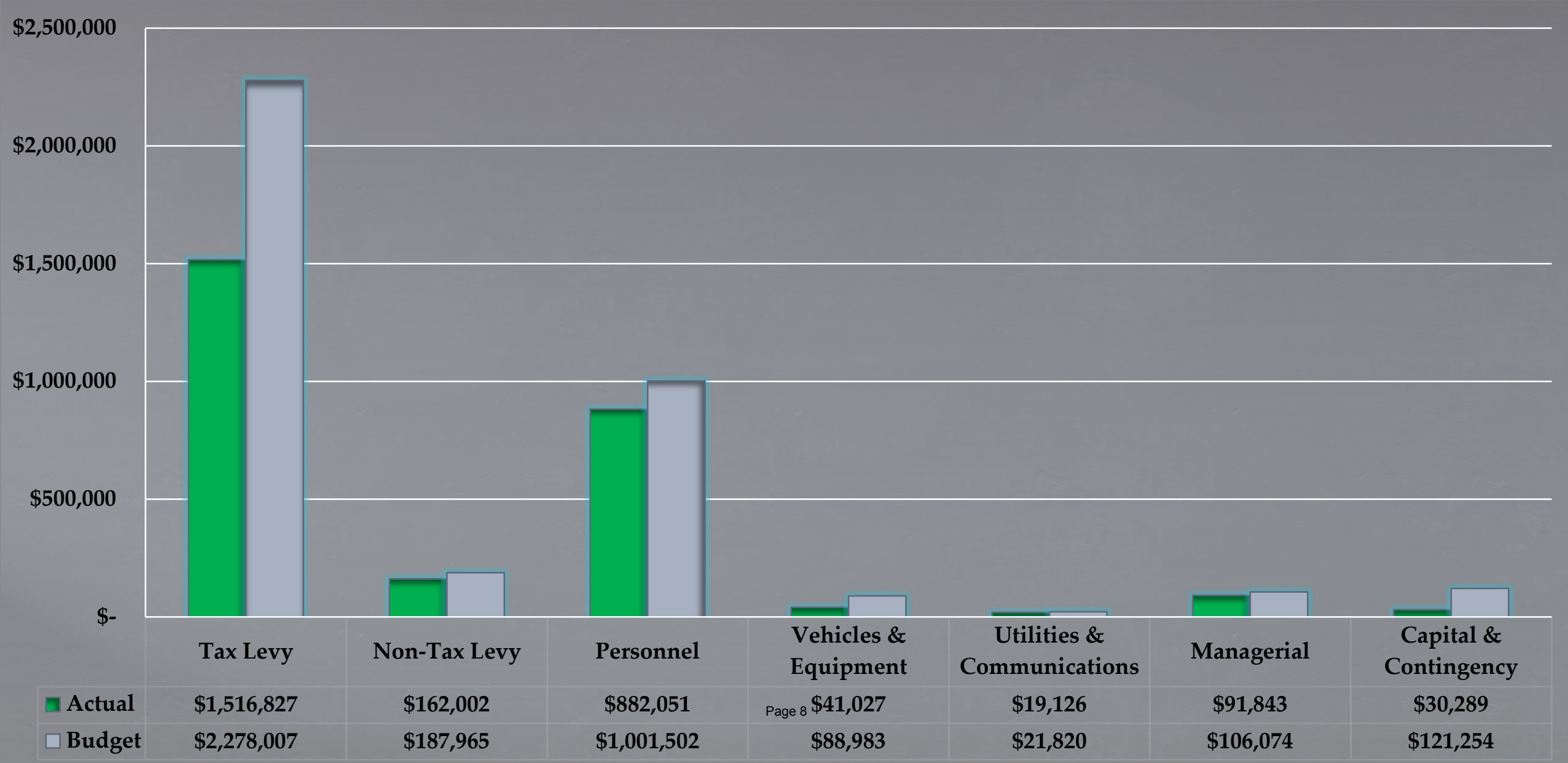
For Fiscal: Current Period Ending: 11/30/2017

Category	November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
<b>Total Revenue:</b>	-	53,916.77	53,916.77	0.00 %	-	525,740.87	525,740.87	0.00 %	-
<b>Expense</b>									
510 - Salaries & Wages	-	36,616.75	-36,616.75	0.00 %	-	339,864.10	-339,864.10	0.00 %	-
520 - Benefits	-	14,893.32	-14,893.32	0.00 %	-	143,896.83	-143,896.83	0.00 %	-
620 - Training and Related	-	2,008.97	-2,008.97	0.00 %	-	17,285.19	-17,285.19	0.00 %	-
710 - Materials & Supplies	-	808.91	(808.91)	0.00 %	-	11,318.77	-11,318.77	0.00 %	-
<b>Total Expense:</b>	-	54,327.95	-54,327.95	0.00 %	-	512,364.89	-512,364.89	0.00 %	-
<b>Total Revenues</b>	-	53,916.77	53,916.77	0.00 %	-	525,740.87	525,740.87	0.00 %	-
<b>Total Fund: 30 - NON-DISTRICT FIRES:</b>	-	(411.18)	(411.18)		-	13,375.98	13,375.98		-
<b>Fund: 40 - GRANTS &amp; PROJECTS</b>									
<b>Revenue</b>									
400 - Revenues	-	60.00	60.00	0.00 %	-	7,660.00	7,660.00	0.00 %	-
<b>Total Revenue:</b>	-	60.00	60.00	0.00 %	-	7,660.00	7,660.00	0.00 %	-
<b>Total Revenues</b>	-	60.00	60.00	0.00 %	-	7,660.00	7,660.00	0.00 %	-
<b>Total Fund: 40 - GRANTS &amp; PROJECTS:</b>	-	60.00	60.00	0.00 %	-	7,660.00	7,660.00	0.00 %	-
<b>Report Total:</b>	1,109,679.07	614,316.29	-495,362.78		544,593.34	2,858,034.51	2,313,441.17		(704,345.03)

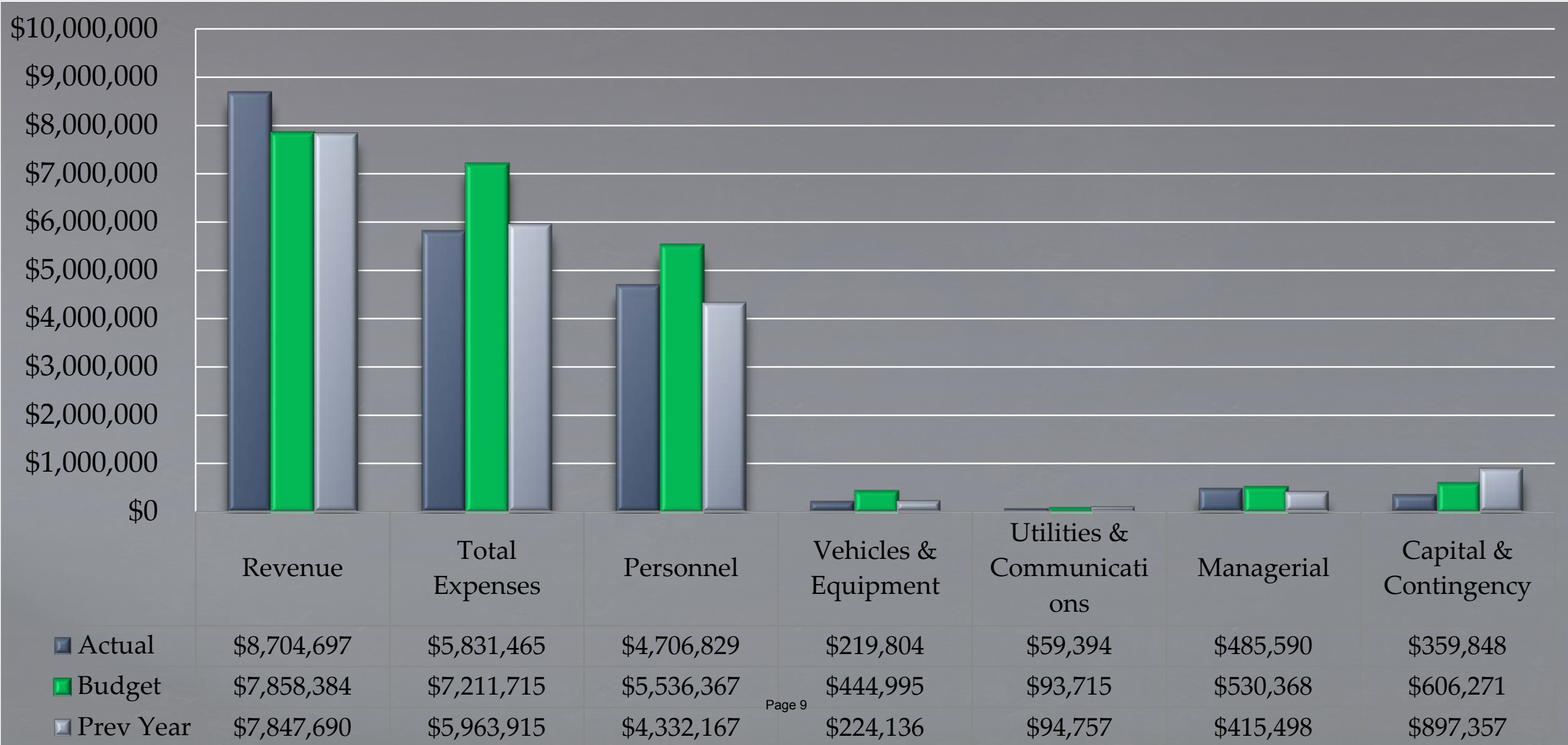
**Fund Summary**

Fund	November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
10 - OPERATING ACCOUNT	1,109,679.07	614,493.01	-495,186.06		544,593.34	2,835,779.65	2,291,186.31		(704,345.03)
20 - CAPITAL RESERVES FUND	-	174.46	174.46		-	1,218.88	1,218.88		-
30 - NON-DISTRICT FIRES	-	(411.18)	(411.18)		-	13,375.98	13,375.98		-
40 - GRANTS & PROJECTS	-	60.00	60.00		-	7,660.00	7,660.00		-
<b>Report Total:</b>	<b>1,109,679.07</b>	<b>614,316.29</b>	<b>-495,362.78</b>		<b>544,593.34</b>	<b>2,858,034.51</b>	<b>2,313,441.17</b>		<b>(704,345.03)</b>

# November 2017

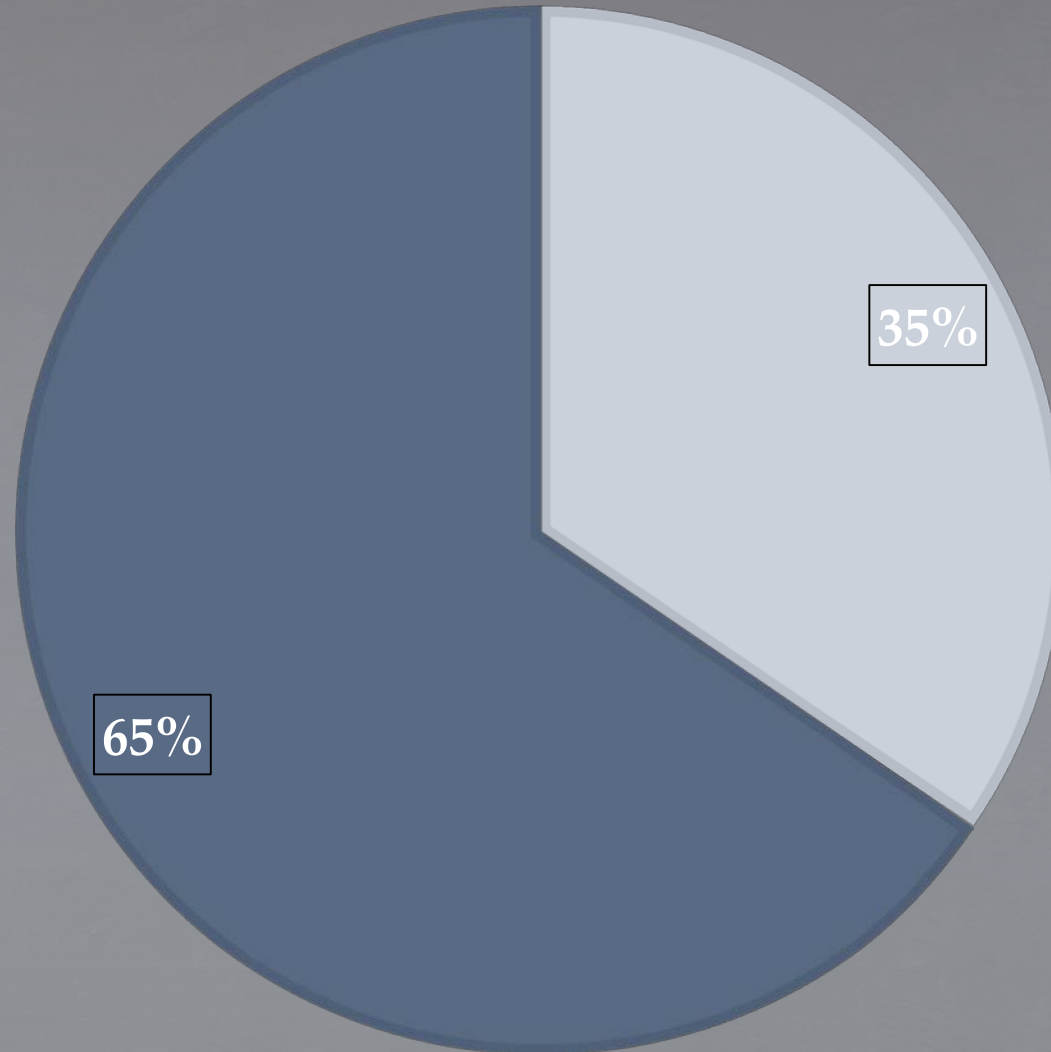


# Fiscal Year to Date Budget to Actual



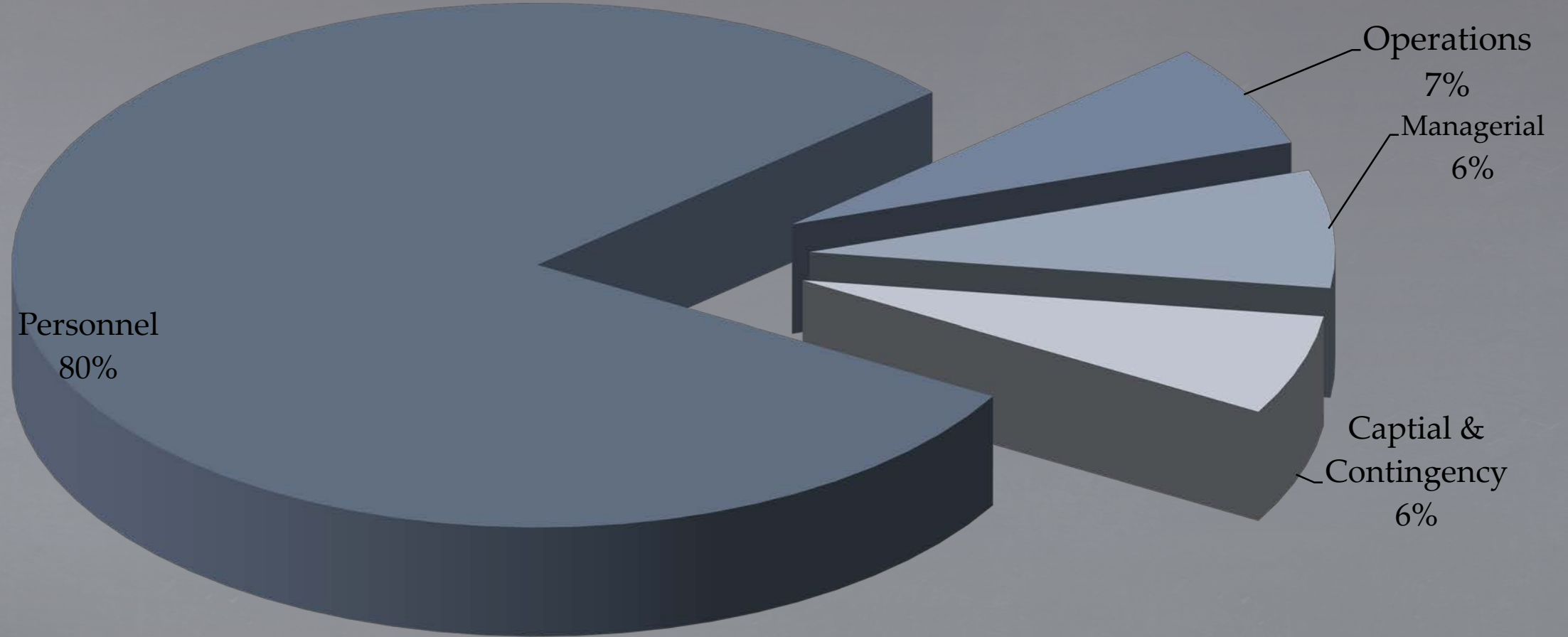
# YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

Actual YTD Budget Remaining



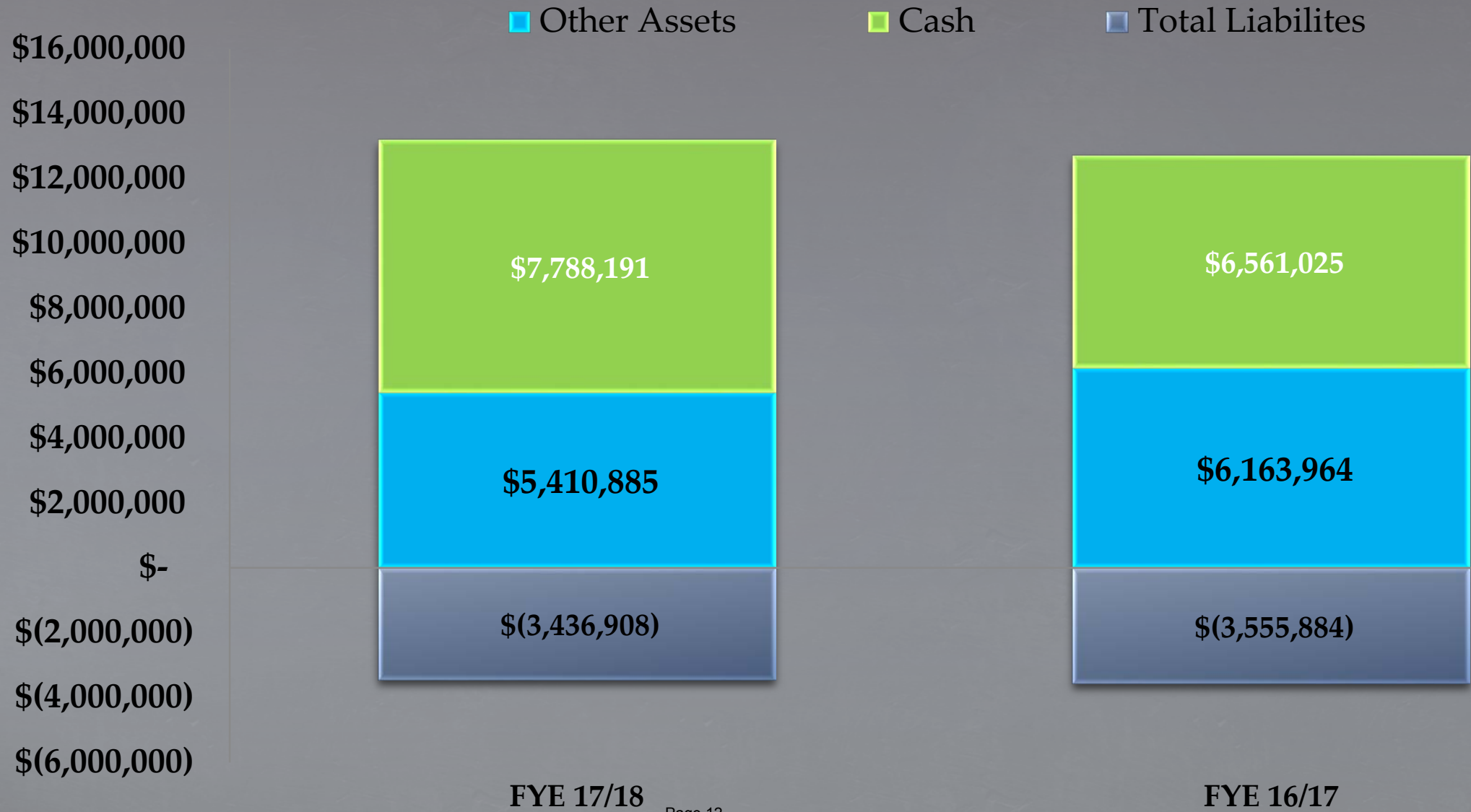


# Percentage of Expenses Year to Date





# Cash Position



**Recorded Fixed asset purchases:**

Account Number	Account name	Amount	Description of Asset
10-601-87103-0000	Equip over \$5000.	\$ 18,929.78	Simulcast System
10-604-87103-0000	Equip over \$5000.	\$ 14,674.44	Simoco EMEA Ltd.
10-307-74300-0000	Equip over \$5000.	\$ 6,299.65	Equipment - South Sedona Airport Location
TOTALS		\$ 39,903.87	

Prepared

12/6/2017 Gabriel Buldra, Finance Director.

# Sedona Fire District

Fiscal Year  
Begins: Jul-17

## Twelve-Month Cash Flow

Sedona Fire District

	Beginning	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Monthly Average	Overview
<b>Cash Summary</b>															
<b>Cash on Hand</b> (beginning of month)	5,619,356	5,619,356	3,911,480	3,185,375	2,717,279	7,395,168	7,788,191	8,062,803	7,786,004	7,094,965	6,615,256	7,258,339	6,992,841	6,202,255	
<b>Cash Available</b> (on hand + receipts, before cash out)	5,619,356	5,887,336	4,481,909	4,413,353	8,274,639	9,073,997	9,286,623	9,218,482	8,298,653	7,856,954	9,101,541	8,595,369	7,607,310	7,674,681	
<b>Cash Position</b> (end of month)	5,619,356	3,911,480	3,185,375	2,717,279	7,395,168	7,788,191	8,062,803	7,786,004	7,094,965	6,615,256	7,258,339	6,992,841	5,743,318	6,212,585	
<b>Cash Receipts</b>															
Tax Levy Revenue		71,298	25,064	774,447	5,145,560	1,516,827	1,318,951	976,197	333,167	582,507	2,306,803	1,157,548	434,987	1,220,280	
Non-Tax Levy Revenue		196,682	545,365	453,532	411,800	162,002	179,482	179,482	179,482	179,482	179,482	179,482	179,482	252,146	
Line of Credit		0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Total Cash Receipts</b>		<b>267,980</b>	<b>570,429</b>	<b>1,227,978</b>	<b>5,557,360</b>	<b>1,678,829</b>	<b>1,498,433</b>	<b>1,155,679</b>	<b>512,650</b>	<b>761,989</b>	<b>2,486,285</b>	<b>1,337,030</b>	<b>614,469</b>	<b>1,472,426</b>	
<b>Cash Paid Out</b>															
Disbursements		1,956,927	1,296,535	1,681,400	850,827	1,255,518	1,142,445	1,351,103	1,122,313	1,160,323	1,761,827	1,521,153	1,782,617	1,406,916	
Capital Budget		18,929	0	14,674	28,644	30,289	81,375	81,375	81,375	81,375	81,375	81,375	81,375	55,180	
Repayment of LOC		0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Total Cash Paid Out</b>		<b>1,975,856</b>	<b>1,296,535</b>	<b>1,696,074</b>	<b>879,471</b>	<b>1,285,807</b>	<b>1,223,820</b>	<b>1,432,478</b>	<b>1,203,688</b>	<b>1,241,698</b>	<b>1,843,202</b>	<b>1,602,528</b>	<b>1,863,992</b>	<b>1,462,096</b>	
	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	



# Sedona Fire District

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

## MEMORANDUM

**Date:** December 4, 2017  
**To:** Sue Black – Arizona State Parks Executive Director  
**From:** Kris Kazian – Sedona Fire District Fire Chief  
**Subject:** **Sedona Fire District and Slide Rock State Park Master Planning Needs**

In November 2016, Sedona Fire District and Arizona State Parks staff met in Phoenix to discuss the feasibility and mutual interest in developing Slide Rock State Park to include a fire station on the south end of the property. The discussion revolved around the ability to have synergy in both agencies' needs as well as the potential for Coconino County Sheriff to have a presence on the property. The discussion included consideration of the development of a Master Plan for the facility and the needs related to Arizona State Parks. Sedona Fire District agreed to help fund the Master Plan to explore the feasibility of Sedona Fire District locating a fire station in Slide Rock State Park.

The intent of this memo will be to develop components to be considered as necessary for Sedona Fire District's successful design elements to be considered in the Master Plan. It is not intended to be a list in its entirety, but a generalization of important things we want considered when developing a site plan or station renderings. When this project is enhanced, a more exhaustive list of specific needs would be developed to best outline all our requirements.

Sedona Fire District staffs Station 5 in Oak Creek Canyon with 2 personnel. While we currently have no intent to increase our staffing at Station 5, allowing flexibility to meet potential future needs is critical in the design, as well as the ability to house Forest Service partners in a fire severity situation.

- **Building:**
  - Approximately 5,000 sq. ft. (programming may provide square footage demands)
  - 2 apparatus bays (we would prefer drive-through bays, if possible)
    - Apparatus: (1) Fire Engine, (1) Water Tender, (1) UTV
- **Turnout gear storage:**
  - Gear washing capabilities
  - Hose storage
  - Maintenance/Shop area
- **5 Bunkrooms** (or ability to make 5 Bunkrooms in the future, if needed):
  - Bed with linen storage underneath
  - Desk
  - 3 large individual lockers
- **Kitchen/Day Room/Dining Area:**
  - Commercial service/grade for ease of maintenance, cleaning and longevity.
  - Develop an open floor plan to house these 3 spaces into an integrated and functional area.
- **Workout Facility:**
  - Room large enough to fit necessary modern-day workout equipment including a rowing machine, treadmill, universal type machine.

- **Conference Room:**
  - Design a conference room large enough to meet the needs of any mutually-interested parties. SFD would likely need a room to hold up to 15 people with tables.
- **Communication Equipment Room:**
  - A room that would be able to house necessary telecommunication equipment needed for the site.
  - Separate climate control system that meets communication equipment heat dissipation criteria.
- **Patio:**
  - We need an area that would house a BBQ and picnic table at the rear of the building. Consideration for access off the Conference room may be considered for meetings that partner agencies may hold.
- **Utility/Communication Needs:**
  - We would need an antenna at the property to link communications equipment – radio and microwave systems; this would need to be an open lattice type of antenna (height TBD).
  - We will require a generator on site/LPG/Diesel fuel system.
  - Access to Fiber Optic (or equivalent) connection.
- **Parking Needs:**
  - We would like to provide parking for staff on-site and for potential meetings on-site. We need to provide 6 parking spots for on-duty personnel and any additional parking spots needed based on the conference room requirements. Guessing 15 – 20 spots would be the maximum needed.

To further clarify, SFD would expect the design of the building to be such that the fire station is secure from public and other agency access. We would consider the possibility of including a room to treat the public in walk-in medical situations if there is likely to be nearby public access and proximity to where this makes sense. If a law enforcement agency was to co-locate, they would have security and access requirements. It is uncertain what needs Arizona State Parks might have in the way of maintenance facility/storage, but would be additional square footage to the footprint. At one point, there was discussion about potential seasonal help housing. If that was to occur, we would need to consider limiting the shared spaces to the conference room, outside BBQ patio area, and, possibly, the workout facility. SFD would require limited access to provide security and safety for on-duty crew working at that station.

SFD looks forward to continuing this collaboration and serving the respective public we are sworn to represent and protect. We believe the project has great merit on all levels and if we can continue to develop our goals and a reasonable timeline for construction, we can develop a long-term solution with intergovernmental agency mutual benefit as a best practice model for others to follow in the future.

Currently, we are working on long-term funding sources and expect SFD would not be able to commit funds until at least Fiscal Year 2020 at the earliest. Developing a financial plan that will align with both agencies' policy and procurement will be key in moving forward. Good communication and vision for the future will play a vital role in the success of this proposed project.

As always, I look forward to working together and am available for further discussion as needed.



Fire Chief, Sedona Fire District

Dear Office ~ 20 Nov 2017

May I take this opportunity to thank the wonderful, caring team who came to my assistance after my fall by Oak Creek. I will be eternally grateful. Suzi Olson