



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
Tuesday, September 20, 2022 / 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. PRESENTATION OF AWARDS/STAFF RECOGNITION

- A. Fire Chief Badge Pinning – Dave Soto
- B. Years of Service Recognition
 - 1. Acknowledgement of 10 Years of Service – Firefighter Jake Hanna
 - 2. Acknowledgement of 10 Years of Service – Firefighter Tyler Woo
 - 3. Acknowledgement of 10 Years of Service- Firefighter David Yingling

III. REGULAR BUSINESS MEETING

- A. Public Forum:
 - 1. Public Comments
 - 2. Executive Staff Response to Public Comments
- B. Consent Agenda – Discussion/Possible Actions:
 - 1. August 30, 2022 Special Meeting Minutes
 - 2. August 16, 2022 Regular Meeting Minutes
- C. Financial Report and Updates –Director of Finance Gabe Buldra
 - 1. Discussion/Possible Action: Review and Approval of August 2022 Finance Report
- D. Staff Items:
 - 1. August 2022 Monthly Fire Chief Report
 - a. Call Volume and Response Review – Fire Chief Ed Mezulis

- i. Incident Summary and Year to Date Comparison
- b. Administration Updates – Director of Administrative Services Heidi Robinson
 - i. News and Events
 - ii. Staffing Updates
 - iii. Upcoming
 - iv. Mental Health Moment
- c. Operations Activities – Assistant Chief Jayson Coil
 - i. Significant Incidents
 - ii. Wildland
 - iii. GIS
 - iv. Telecom
 - v. Programs & Projects
- d. Community Risk Reduction Activities – Fire Chief Ed Mezulis
 - i. Inspection Activities
 - ii. Fire Prevention Appearances and Events\
 - iii. Fire Investigations
 - iv. Notable Events
 - v. Fire Marshal Safety Message
- e. Operational Support – Fire Chief Ed Mezulis
 - i. EMS Activities and Updates
 - ii. Fleet Activities and Updates
 - iii. Training Report

f. Fire Chief Activities – Fire Chief Mezulis

- i. Purchase Orders between \$10,000 - \$50,000 since the last Board Meeting
- ii. Correspondence/Thank You Letters to SFD
- iii. Public Outreach and Communication

E. Discussion/Possible Action: Possible approval of purchase of Self-Contained Breathing Apparatus to replace outdated equipment and to improve safety of firefighting personnel.

F. Board Member Items:

- 1. Discussion: Board Member's Fire District Related Activities Since the Last Board Meeting.

IV. ADJOURNMENT

Gene McCarthy, Clerk of the Board



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Telephone (928) 282-6800 FAX (928) 282-6857

SPECIAL BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room

Tuesday, August 30, 2022 / 2:00 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Pursuant to notice, a special meeting of the Sedona Fire District (SFD) was called to order by Chairman Dave Soto at 2:02 P.M. on Tuesday, August 30, 2022. Executive Assistant Kim Smathers recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

Board Present: Dave Soto – Chairman; Gene McCarthy – Clerk; Al Comello, Helen McNeal, Janet Jablow – Members

Others Present: Fire Chief Jon Trautwein, Division Chief Ed Mezulis, Executive Assistant Kim Smathers.

A. Salute to the Flag of the United States of America.

Chairman Dave Soto led the Pledge of Allegiance

II. EXECUTIVE SESSION

A. Possible vote to go into Executive Session for personnel matters pursuant to ARS §38-431.03(A)(1), for legal advice pursuant to ARS §38-431.03(A)(3), and to give instructions to legal counsel pursuant to ARS §38-431.03(A)(4) regarding new Fire Chief terms of employment and possible contract relating to the same.

Chairman Dave Soto made a motion to go into Executive Session for personnel matters pursuant to ARS §38-431.03(A)(1), for legal advice pursuant to ARS §38-431.03(A)(3), and to give instructions to legal counsel pursuant to ARS §38-431.03(A)(4) regarding new Fire Chief terms of employment and possible contract relating to the same. Board Member McNeal seconded, there was no further discussion and the motion passed unanimously.

III. RECONVENE INTO PUBLIC SESSION

Public Session reconvened at 2:42 P.M..

A. Discussion/Possible Action: Motion to approve proposed Fire Chief contract (with modifications recommended by legal counsel) and to tender said contract to Chief Ed Mezulis for his review, approval, and signature.

Chairman Soto made a motion to approve the proposed Fire Chief contract, with modifications recommended by legal counsel, and to tender said contract to Chief Ed Mezulis for his review, approval, and signature. Board Member McNeal seconded, there was no further discussion and the motion passed unanimously.

Board members thanked Chief Trautwein for his service and his dedication to Sedona Fire District, welcomed Chief Mezulis as Chief and expressed their faith in his leadership.

Chief Trautwein thanked the Board and stated that their support for the Chief and the District was exemplary, and that Chief Mezulis will excel in the position of Fire Chief.

Chief Mezulis thanked the Board for their support and reconfirmed that the organization is prepared and ready to continue to move forward.

IV. ADJOURNMENT

Chairman Soto adjourned the meeting at 2:47 p.m.

Gene McCarthy, Clerk of the Board



Sedona Fire District

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REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room

Tuesday, August 16, 2022 / 4:30 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Pursuant to notice, a regular meeting of the Sedona Fire District (SFD) was called to order by Chairman Dave Soto at 4:30 PM on Tuesday, August 16, 2022. Executive Assistant, Kim Smathers recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

Board Present: Dave Soto – Chairman; Gene McCarthy – Clerk; Al Comello, Helen McNeal, Janet Jablow – Members Others Present: Fire Chief Jon Trautwein; Director of Administrative Services Heidi Robinson; Gabe Buldra, JVG; Attorney William Whittington; Assistant Chief Jayson Coil; Division Chief Ed Mezulis; Division Chief Dori Booth; Executive Assistant Kim Smathers – Recorder.

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.

Chairman Dave Soto led the Pledge of Allegiance and Chief Jon Trautwein requested a Moment of Silence for the 14 Police Officers and 6 firefighters who passed away since the previous Board Meeting.

II. PRESENTATION OF AWARDS/STAFF RECOGNITION

A. Acknowledgment of Years of Service:

Chief Jon Trautwein recognized Captain Jeff Wassell (25 years), Firefighter Paul Chabot (20 years), Engineer Cooper Carr (15 years), and Firefighters Mark Essary, Tyson Harding, and Jeremy Vargas (5 years) for their service to Sedona Fire District. Captain Wassell was present with his family and was given an opportunity to speak, which he declined. Board member Comello remarked that he was impressed with the lengths of service and commended the dedication to the SFD. Board Chairman Soto acknowledged the families, stating that they are essential and thanking everyone for their service.

III. EXECUTIVE SESSION

A. Possible vote to go into Executive Session on Personnel Matters re: Fire Chief's Self Evaluation pursuant to ARS §38-431.03(A)(1), and legal advice pursuant to ARS §38-431.03(A)(3) regarding the same.

Chairman Soto made a motion to go into executive session, Board Clerk Gene McCarthy seconded it, there was no discussion and the motion passed unanimously.

IV. RECONVENE TO REGULAR BUSINESS MEETING

The public session reconvened at 7:13 p.m.

A. Discussion/Possible Action: Vote to approve and add to personnel file Fire Chief Trautwein's evaluation as Result of Executive Session.

Chairman Soto made a motion to approve and add to personnel file Fire Chief Trautwein's evaluation. Board member Helen McNeal seconded. There was no further discussion and the motion passed unanimously.

Chair Soto thanked Chief Trautwein for 3 years of service and said that he feels there is much more to be said, but that would come another time. He closed with “job well done” and Chief Trautwein thanked the Chairman and the Board.

B. Discussion/Possible Action: 2023 Fee Schedule for review, possible adoption.

Due to scheduling conflicts and information dissemination, the fee schedule is not ready to review. Chairman Soto tabled the discussion until September Board meeting.

V. 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

There were no requests to speak.

B. Consent Agenda – Discussion/Possible Actions:

All matters under Consent Agenda are considered by the Board to be routine (i.e. Minutes and/or signatory authority for bank accounts), 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. July 19, 2022 Regular Meeting Minutes

Board Chair Soto made a motion to approve the Consent Agenda, Board Clerk McCarthy seconded, there was no further discussion and the motion passed unanimously.

C. Financial Report and Updates – Gabe Buldra, Finance Director

1. Discussion/Possible Action: Review and Approval of July 2022 Finance Report

This is the first report for FY 2023. Wildland and ambulance billing revenues are exceeding expectations. At this point, expenditures are under budget, while there was an uptick in IT costs due to annual renewals of software subscriptions. There has been 11% expenditure for the first month of the year. Heading into audit preparations.

Chairman Soto asked Mr. Buldra if the new apparatus that are “in progress” was included. Mr. Buldra stated that they were included in the total assets.

Chairman Soto made a motion to approve the July 2022 finance report as presented, Clerk McCarthy seconded, there was no further discussion and the motion passed unanimously.

D. Staff Items:

1. Fire Chief – Fire Chief Trautwein

State of the District presentation. Chief Trautwein detailed “what makes a great fire agency” and stated that SFD has a lot of really good things going on. He listed 1) People, 2) Budget, 3) Operations, 4) Administration, 5) Community Risk Reduction, 6) Operational Support, and 7) Infrastructure. Chief then outlined the positive details relating to SFD under each bullet point. Chief Trautwein finished his presentation by charging the Board to keep focused and grounded, keep momentum going forward, and strive to deliver a higher level of service.

Board member Comello stated that his 3 ½ years on the Board were better for Chief Trautwein “showing them the way” and “showing us our role on the Board.”

Board Clerk McCarthy began by stating that this was difficult for him and that he had served under and

known a lot of Fire Chiefs and he felt that Chief Trautwein has always been the “firefighters Chief.” He continued telling Chief Trautwein that he respected him and his history, his amazing career and offering his best wished for an amazing future.

Board Member Jablow thanked Chief Trautwein for helping the Department run smoothly and stated that he will be missed.

Board Member McNeal re-iterated the thank you, especially for onboarding herself. She joked that she did not believe that Chief Trautwein is “going into retirement” but going on to new things and she believes that he will have great success in the new avenues he pursues. She again thanked him for his service and offered best wishes.

Board Chair Soto stated that the 3 Leaders of SFD, Trautwein, Coil and Mezulis would stack up against any leadership in the country as Fire Chiefs. He stated that Chief Trautwein shined every second of every day of his tenure at SFD. Soto stated that SFD is on a good path to establish infrastructure and that Chief Trautwein has cleaned house in areas where no one sees. HE concluded saying that Chief Trautwein had a passion for ensuring that SFD runs at it’s optimum potential and ensured that that is what happened. Thank you for a job well done.

E. Discussion/Possible Action: Possible review of new Chief selection process; possible selection of new Fire Chief. Possible instructions to staff and legal counsel regarding a possible contract for new Fire Chief.

Chairman Soto began the discussion of the selection process by outlining the steps taken and stated that he appreciated that the Board did not have to reinvent the wheel due to the process that brought Chief Trautwein to SFD. The situation was adjusted, with 2 viable internal candidates. Soto discussed the residency requirement and how it had been amended to a suitable boundary. The 2 candidates participated in 8 assessment and the Board interviews in Executive Session. Chairman Soto said that the data collected was incredible and the scores for the assessment were very evenly matched and the decision was more difficult, and closer, than Chief Trautwein’s selection. While there can only be one person appointed Chief, both candidates are needed and complement each other and he feels that they will work together seamlessly to the benefit of the community and SFD.

There were comments about the process made by the board to each candidate, thanking the candidates for pursuing the process.

Chairman Soto at this time called for paper ballots to be distributed and a secret vote held. Ballots were collected and tallied by the Recorder and the results given to Chairman Soto. At this time, it was announced that Division Chief Ed Mezulis had been selected by vote of the Board, as the new Fire Chief for Sedona Fire District, effective 9/4/2022.

Chairman Soto at that time requested that Chief Trautwein assist in negotiating the contract with Mr. Whittington.

Chairman Soto motion was made to appoint and approve Ed Mezulis as Fire Chief. Board Clerk McCarthy seconded the motion. No further discussion was held and the motion passed unanimously.

Mr. Whittington recommended that Chairman Soto make a motion to authorize staff and legal counsel to prepare a form of contract for use in conjunction with the new Fire Chief appointment and to submit same to Chief and Fire Board chairman for consideration. Chair Soto moved as stated. Board Member McNeal seconded. There was no further discussion and the motion passed unanimously.

Chairman Soto asked Chief Mezulis for a statement, to which he responded that he appreciated the confidence of the Board and the staff. Chief Mezulis stated that he will continue to look for ways to improve SFD and that he looks forward to tackling new projects, as well. He stated, “I’ll give it my all and I won’t let you down.” Chairman Soto then asked Chief Coil if he had any comments and Chief Coil replied that he would support Chief Mezulis for as long as he is here.

F. Board Member Items:

1. Discussion: Due to the length of the meeting, Chairman Soto stated that there was nothing to report from the Board for the month of July and recommended that the meeting be dismissed with no further discussion.

III. ADJOURNMENT

Chairman Soto adjourned the meeting at 7:51 p.m.

Gene McCarthy, 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:

Date:

Time:



Sedona Fire District

Monthly Financial Report

Monthly Financial Report – August 2022

Attached are the following for your information and review:

1. Balance Sheet as of August 31, 2022.
2. Summary of reconciled cash balances on August 31, 2022.
3. Income Statement of Revenues and Expenditures for August 2022, including budget to actual and year- to-date balances.
4. Graphs for August 2022.
5. Fixed Asset Additions and Disposals Schedule FY23.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

Key points:

- Total Revenue for August is \$452,334 which is \$99,636 over budget.
 - Tax Revenue for August is \$29,149 which is \$5,300 under budget.
 - Non-Tax Revenue for August is \$423,185 which is \$104,935 over budget.
 - Wildland revenue is \$38,174 over budget
 - Ambulance revenue is \$46,420 over budget
- Total Expense for August is \$1,715,391 which is \$37,798 over budget.
 - Personnel Expense is \$95,255 over budget, Kairos invoice paid for July and August health insurance in August
- YTD Revenue is \$1,058,771 which is \$283,906 over budget.
 - Tax Revenue YTD is \$112,243 which is \$26,125 under budget.
 - Non-Tax Revenue YTD is \$946,528 which is \$310,031 over budget.
 - Wildland revenue is \$201,049 over budget
 - Ambulance revenue is \$113,110 over budget
- YTD Expense is \$3,527,184 which is \$86,455 under budget.
 - Communication is \$33,590 under budget August City of Cottonwood invoice not received

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

Sedona Fire District
Balance Sheet
As of August 31, 2022

	Aug 31, 22	Aug 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1010 · Capital Reserves Fund	3,495,348.70	3,485,542.44	9,806.26
1050 · Chase - Operating Account	214,376.45	295,669.48	-81,293.03
1060 · Chase - Payroll Account	111,910.89	101,574.56	10,336.33
1070 · County General Fund	6,625,951.34	6,159,271.01	466,680.33
Total Checking/Savings	10,447,587.38	10,042,057.49	405,529.89
Accounts Receivable			
1200 · Accounts Receivable*	56,289.91	68,401.70	-12,111.79
1202 · Ambulance Billings Receivable	748,838.74	748,838.74	0.00
1204 · ND Fire Billing Receivables	142,869.27	160,326.39	-17,457.12
1206 · Property Tax - Receivable	235,619.22	235,619.22	0.00
Total Accounts Receivable	1,183,617.14	1,213,186.05	-29,568.91
Other Current Assets			
12000 · Undeposited Funds	196,958.29	20,763.66	176,194.63
1320 · Prepaid Expenses	6,529.98	20,314.87	-13,784.89
1321 · PSPRS Prepaid Expense	2,486.25	0.00	2,486.25
1900 · Suspense	-1,670.01	291.92	-1,961.93
Total Other Current Assets	204,304.51	41,370.45	162,934.06
Total Current Assets	11,835,509.03	11,296,613.99	538,895.04
Fixed Assets			
1400 · Accumulated Depreciation	-13,324,750.48	-13,324,750.48	0.00
1410 · Building and Other Improvements	9,177,138.86	8,970,520.30	206,618.56
1412 · Furniture and Equipment	6,160,378.40	6,026,826.71	133,551.69
1413 · Land	2,054,578.48	2,054,578.48	0.00
1414 · Vehicles	9,101,750.26	7,577,628.67	1,524,121.59
1450 · CIP	57,115.68	27,551.68	29,564.00
Total Fixed Assets	13,226,211.20	11,332,355.36	1,893,855.84
Other Assets			
1500 · Defer Outflows of Rsrcs - ASRS	283,685.00	283,685.00	0.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,309,779.00	9,309,779.00	0.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	146,157.00	146,157.00	0.00
1520 · Defer Outflows - PSPRS OPEB	92,915.00	92,915.00	0.00
1525 · Defer Outflows PSPRS OPEB Tr 3	1,101.00	1,101.00	0.00
1530 · Defer Outflows - ASRS OPEB	18,212.00	18,212.00	0.00
1540 · Risk Pool Capitalization	173,310.00	115,540.00	57,770.00
1825 · Net Pension Asset PSPRS OPEB	3,428.00	3,428.00	0.00
1830 · Net Pension Asset ASRS OPEB	6,450.00	6,450.00	0.00
Total Other Assets	10,035,037.00	9,977,267.00	57,770.00
TOTAL ASSETS	35,096,757.23	32,606,236.35	2,490,520.88
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	49,728.64	79,692.50	-29,963.86
Total Accounts Payable	49,728.64	79,692.50	-29,963.86

7:20 AM

09/14/22

Accrual Basis

Sedona Fire District

Balance Sheet

As of August 31, 2022

	Aug 31, 22	Aug 31, 21	\$ Change
Credit Cards			
2002 · Wells Fargo Credit Card	-1.75	-255.11	253.36
2003 · National Bank of Arizona Credit	42,907.03	25,944.52	16,962.51
Total Credit Cards	42,905.28	25,689.41	17,215.87
Other Current Liabilities			
2010 · Accrued Employee Leave	1,552,680.45	1,552,680.45	0.00
2012 · Lease Purchase Liabilities	608.20	608.20	0.00
2014 · Defer Inflows of Rsrcs - ASRS	127,767.00	127,767.00	0.00
2015 · Defer Inflows of Rsrcs - PSPRS	1,205,709.00	1,205,709.00	0.00
2017 · Federal PR Taxes Payable	-96.67	-0.01	-96.66
2018 · HSA Deduction	20,340.04	4.80	20,335.24
2021 · Payroll Liabilities	-13.60	0.00	-13.60
2022 · Retirement Payable	92,376.38	-56,243.52	148,619.90
2050 · Defer Inflows OPEB PSPRS	150,637.00	150,637.00	0.00
2051 · Defer Inflows OPEB ASRS	13,874.00	13,874.00	0.00
2054 · Defer Inflows PSPRS OPEB TR3	345.00	345.00	0.00
Total Other Current Liabilities	3,164,226.80	2,995,381.92	168,844.88
Total Current Liabilities	3,256,860.72	3,100,763.83	156,096.89
Long Term Liabilities			
2052 · Net Pension Liab OPEB PSPRS	200,029.00	200,029.00	0.00
2053 · Net Pension Liab OPEB ASRS	6,843.00	6,843.00	0.00
2200 · NBAZ Station Loan	213,269.78	462,503.44	-249,233.66
2201 · Net Pension Liability - ASRS	1,540,328.00	1,540,328.00	0.00
2202 · Net Pension Liability - PSPRS	25,870,237.00	25,870,237.00	0.00
2203 · Stryker Financing Lease	-1,064.49	14,189.16	-15,253.65
Total Long Term Liabilities	27,829,642.29	28,094,129.60	-264,487.31
Total Liabilities	31,086,503.01	31,194,893.43	-108,390.42
Equity			
3000 · Opening Balance Equity	5,149,965.20	5,149,965.20	0.00
3010 · Fund Balance	-2,425,281.46	-2,425,281.46	0.00
3200 · Unrestricted Net Assets	3,753,983.14	316,970.51	3,437,012.63
Net Income	-2,468,412.66	-1,630,311.33	-838,101.33
Total Equity	4,010,254.22	1,411,342.92	2,598,911.30
TOTAL LIABILITIES & EQUITY	35,096,757.23	32,606,236.35	2,490,520.88

Sedona Fire District
Summary of Reconciled Cash Balances
Period Ending 08/31/2022

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	8/31/2022	8/31/2022	8/31/2022	8/31/2022
Beginning Balance	7,943,049.81	3,493,084.81	313,874.75	232,229.73
Cleared Transactions				
Checks and Payments	(1,232,420.32)	-	(453,414.47)	(1,220,318.84)
Deposits and Credits	33,890.34	2,263.89	353,305.09	1,100,000.00
Total Cleared Transactions	(1,198,529.98)	2,263.89	(100,109.38)	(120,318.84)
Cleared Balance	6,744,519.83	3,495,348.70	213,765.37	111,910.89
Uncleared Transactions				
Checks and Payments	(134,435.15)	-	-	-
Deposits and Credits	15,866.66	-	611.08	-
Total Uncleared Transactions	(118,568.49)	-	611.08	-
Register Balance as of 08/31/2022	6,625,951.34	3,495,348.70	214,376.45	111,910.89

7:21 AM

09/14/22

Accrual Basis

Sedona Fire District
Profit & Loss Budget Performance
August 2022

	Aug 22	Budget	\$ Over Budget	Jul - Aug 22	YTD Budget	\$ Over Budget	Annual Budget
Income							
4001 · Tax Levy Revenue	29,148.82	34,448.55	-5,299.73	112,242.58	138,367.64	-26,125.06	18,170,506.61
4100 · Non-Tax Levy Revenue	423,185.15	318,249.66	104,935.49	946,528.43	636,497.40	310,031.03	3,461,874.00
Total Income	452,333.97	352,698.21	99,635.76	1,058,771.01	774,865.04	283,905.97	21,632,380.61
Gross Profit	452,333.97	352,698.21	99,635.76	1,058,771.01	774,865.04	283,905.97	21,632,380.61
Expense							
5001 · Personnel Cost	1,523,691.50	1,428,437.00	95,254.50	3,041,234.11	3,033,838.00	7,396.11	16,784,646.00
6001 · Building & Land	24,058.38	36,200.00	-12,141.62	51,793.90	72,400.00	-20,606.10	431,200.00
6101 · Vehicles & Equipment	55,543.71	61,559.50	-6,015.79	100,931.70	125,828.00	-24,896.30	727,146.00
6300 · Communications	31,778.83	70,145.90	-38,367.07	137,420.08	171,009.90	-33,589.82	872,463.00
6401 · Meetings, Travel & Training	40,618.44	29,618.66	10,999.78	67,823.79	66,420.40	1,403.39	303,099.00
7001 · Managerial Cost	39,133.90	51,287.50	-12,153.60	126,796.78	143,453.75	-16,656.97	696,594.00
8001 · Other Expense	566.29	344.00	222.29	1,183.31	688.33	494.98	4,128.33
Total Expense	1,715,391.05	1,677,592.56	37,798.49	3,527,183.67	3,613,638.38	-86,454.71	19,819,276.33
Net Income	-1,263,057.08	-1,324,894.35	61,837.27	-2,468,412.66	-2,838,773.34	370,360.68	1,813,104.28

Sedona Fire District

Fire Board Meeting

September 20, 2022



AWARDS & RECOGNITION



New Fire Chief Badge Pinning – Dave Soto to Ed Mezulis

YEARS OF SERVICE RECOGNITION

10 Years of Service – Firefighter Jake Hanna

10 Years of Service – Firefighter Tyler Woo

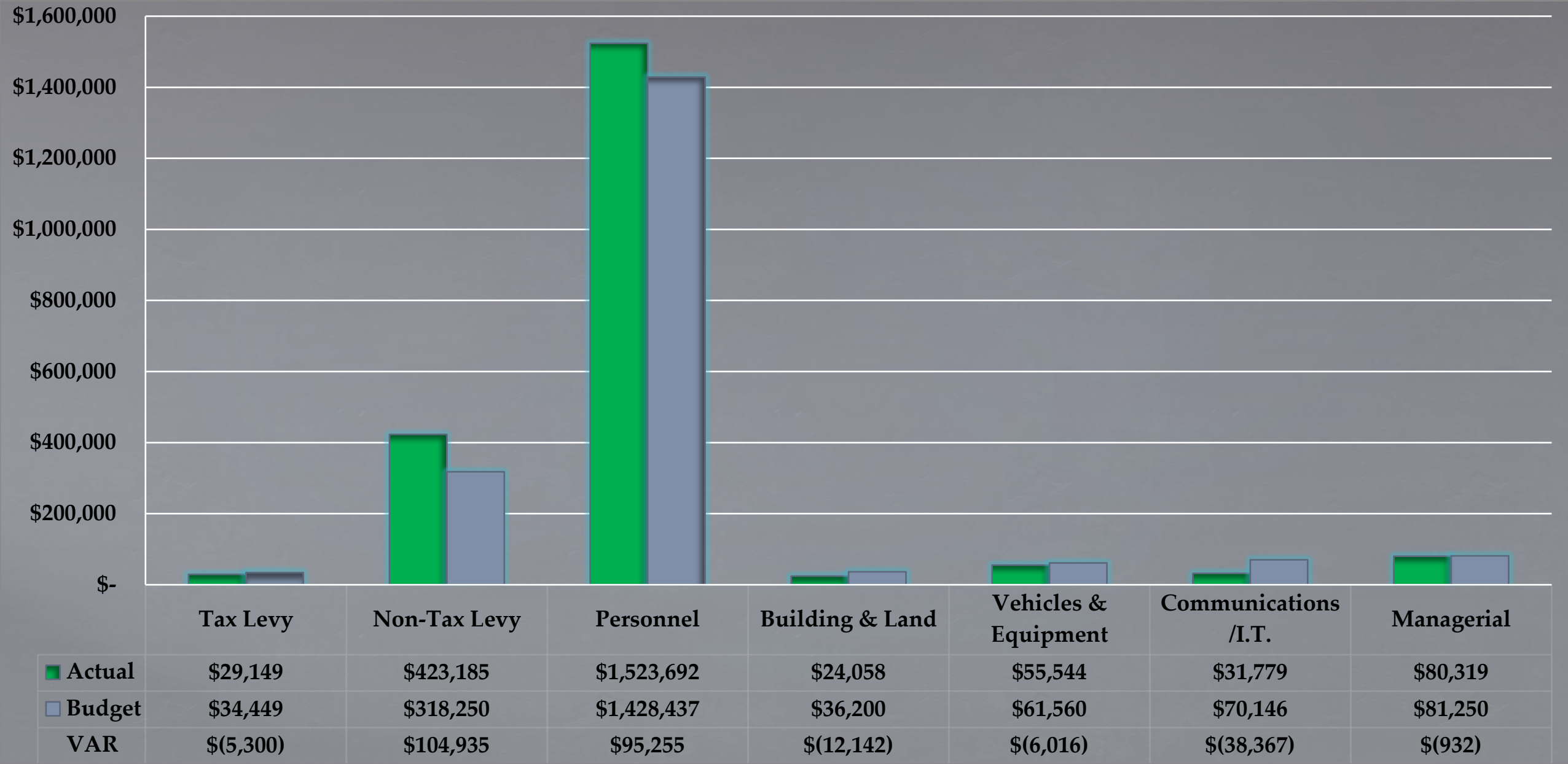
10 Years of Service – Firefighter David Yingling

Financial Report

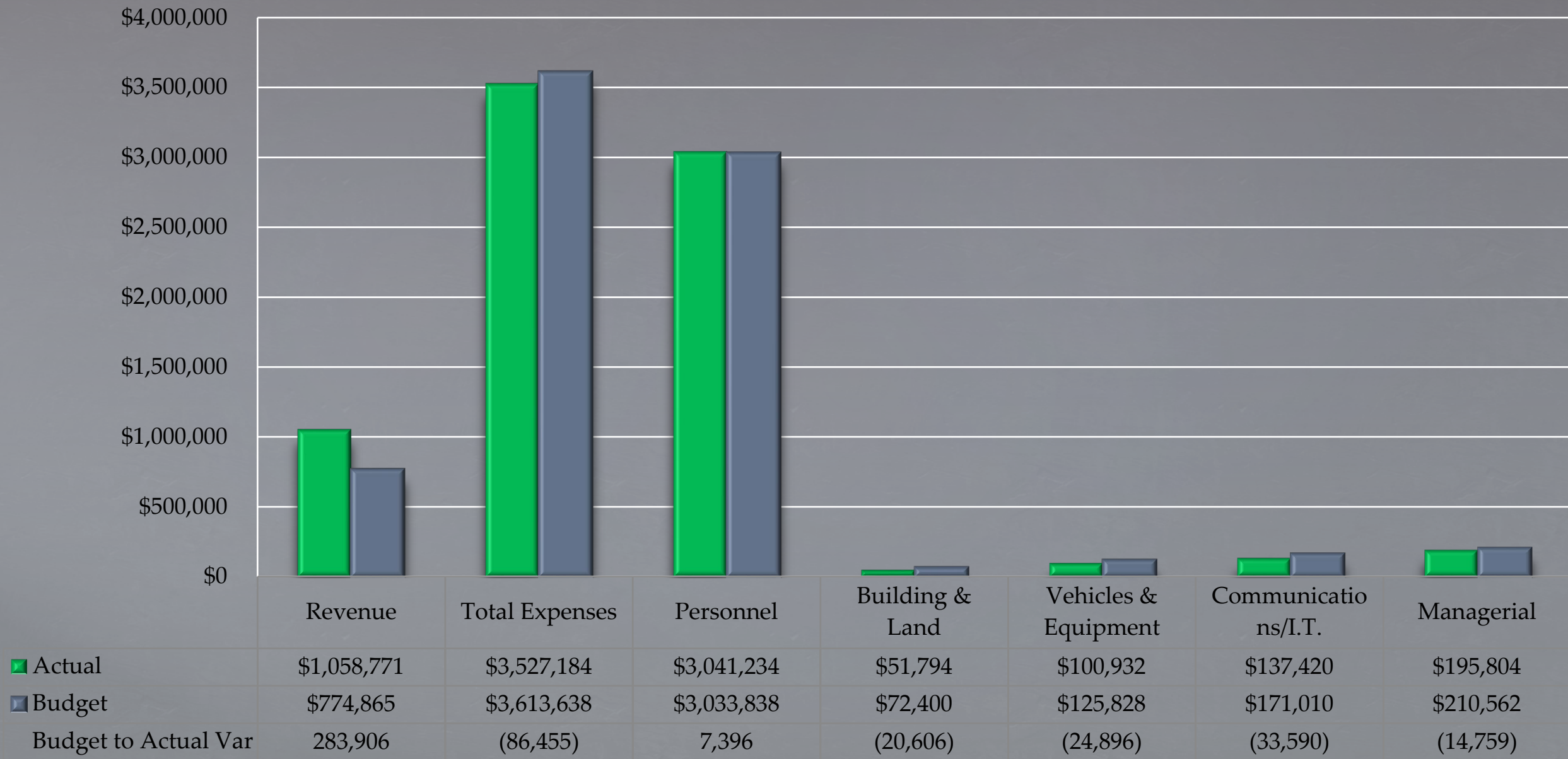
August 2022



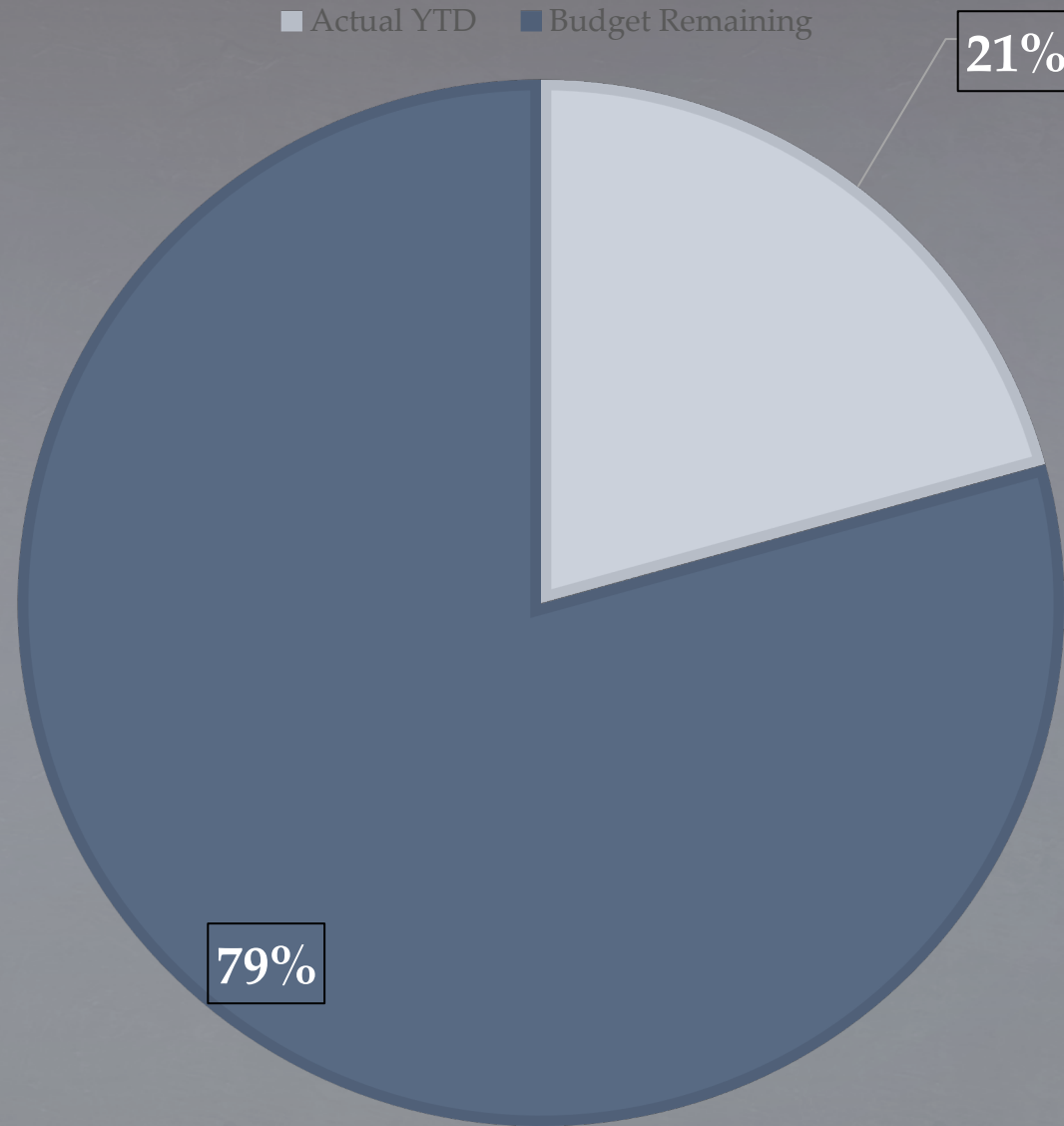
August 2022



Fiscal Year to Date Budget to Actual



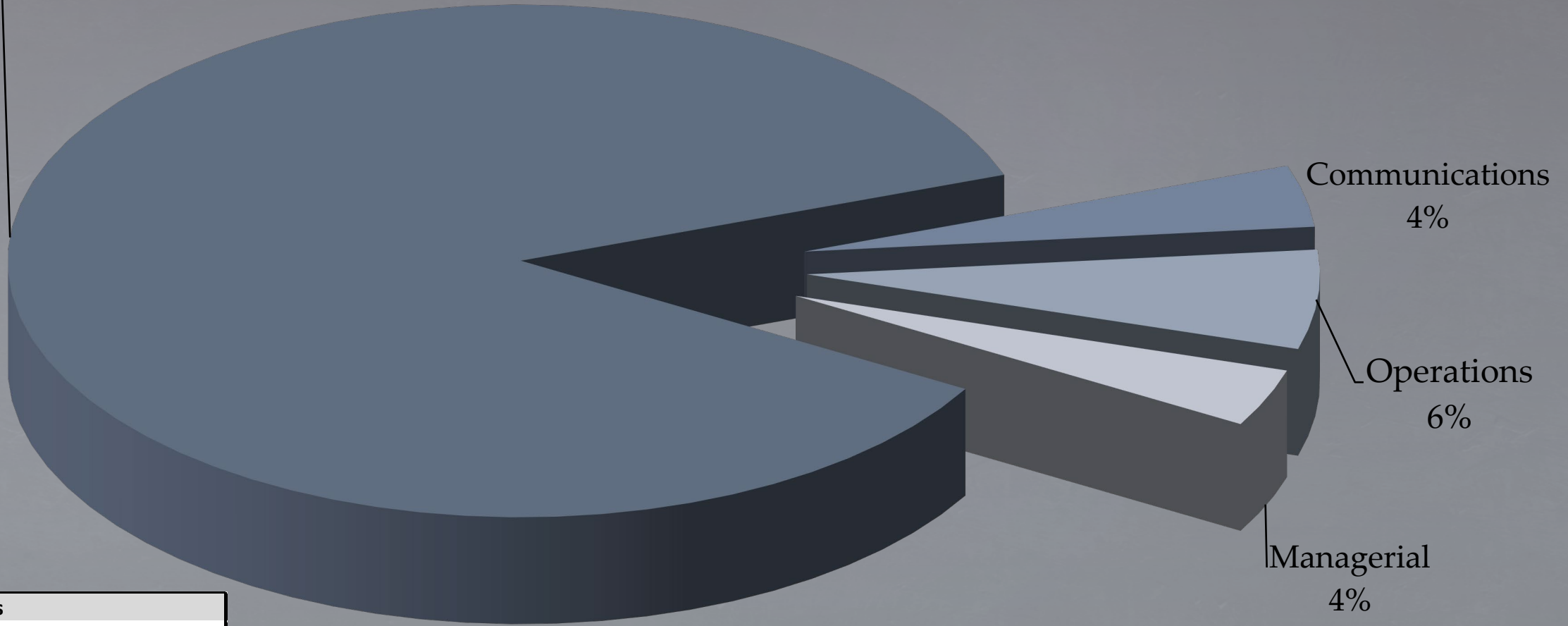
YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET



Percentage of Expenses Year to Date

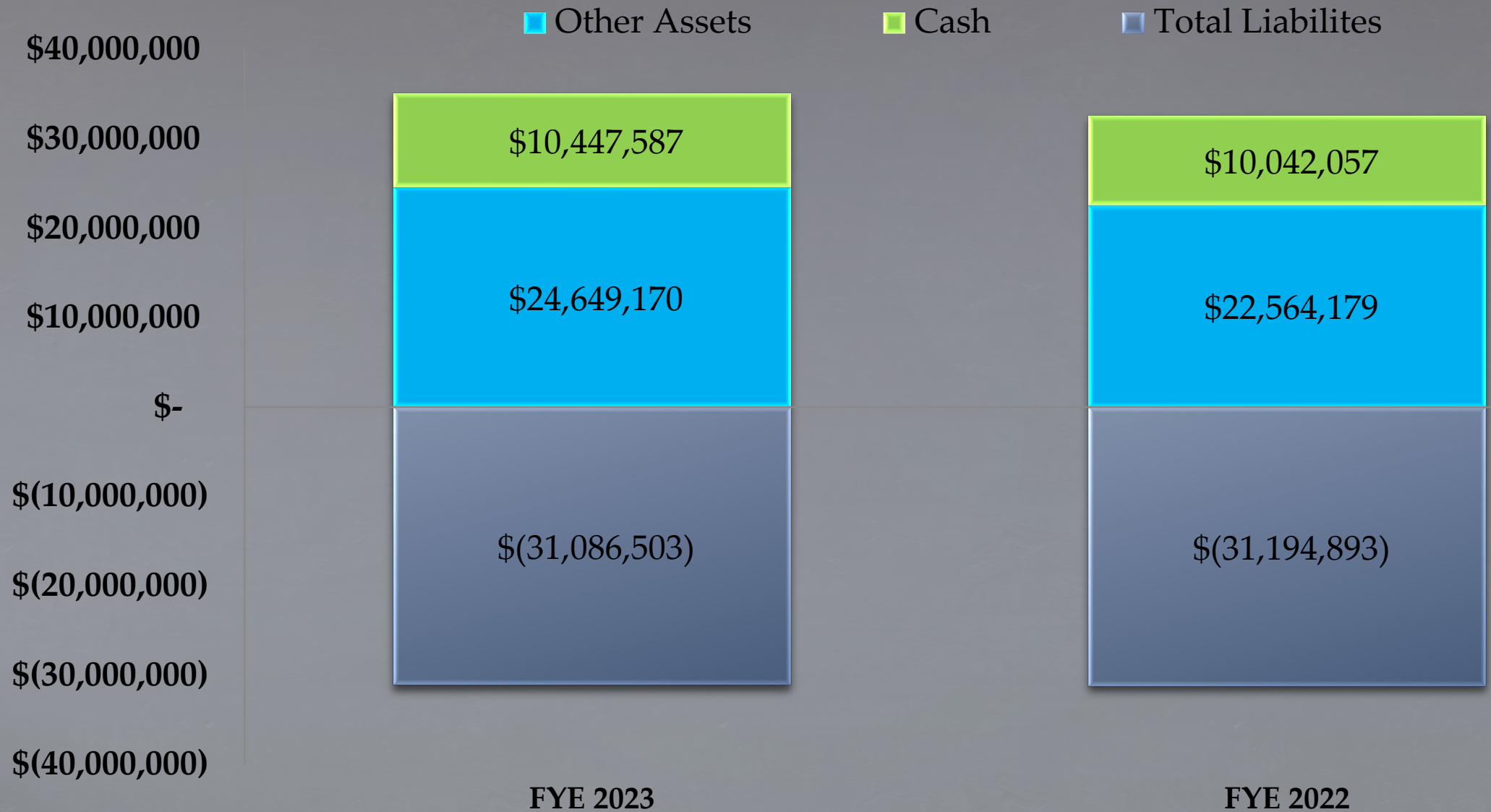
Personnel

86%



Function Expenses	
Salaries and Wages	81.21%
Operations	11.10%
Communications	2.27%
Managerial	5.42%

Cash Position



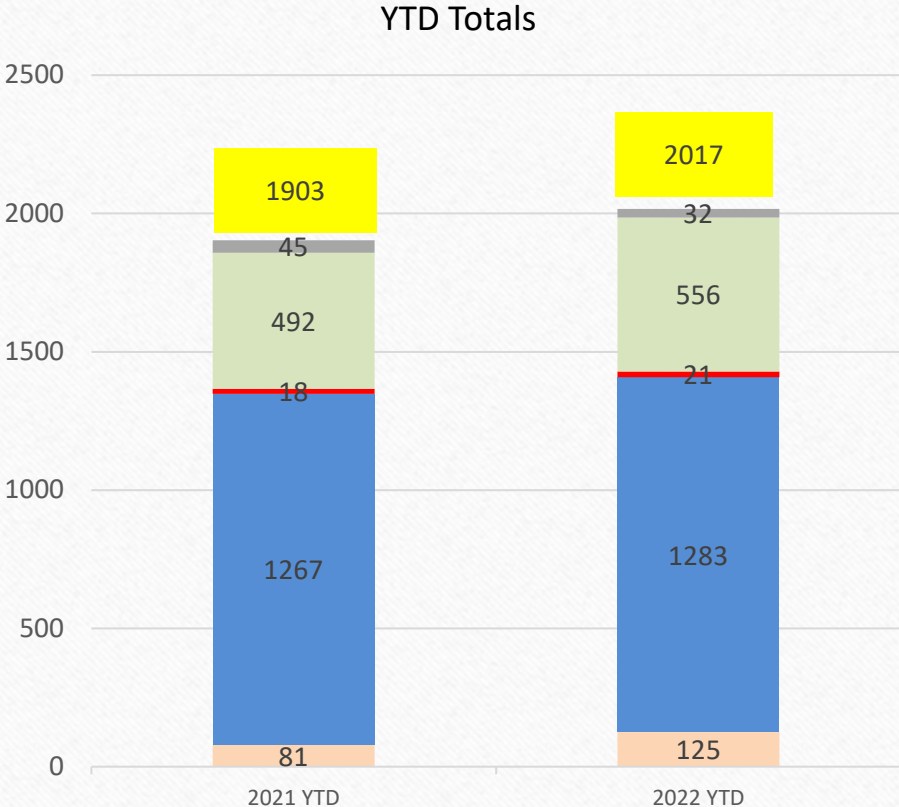
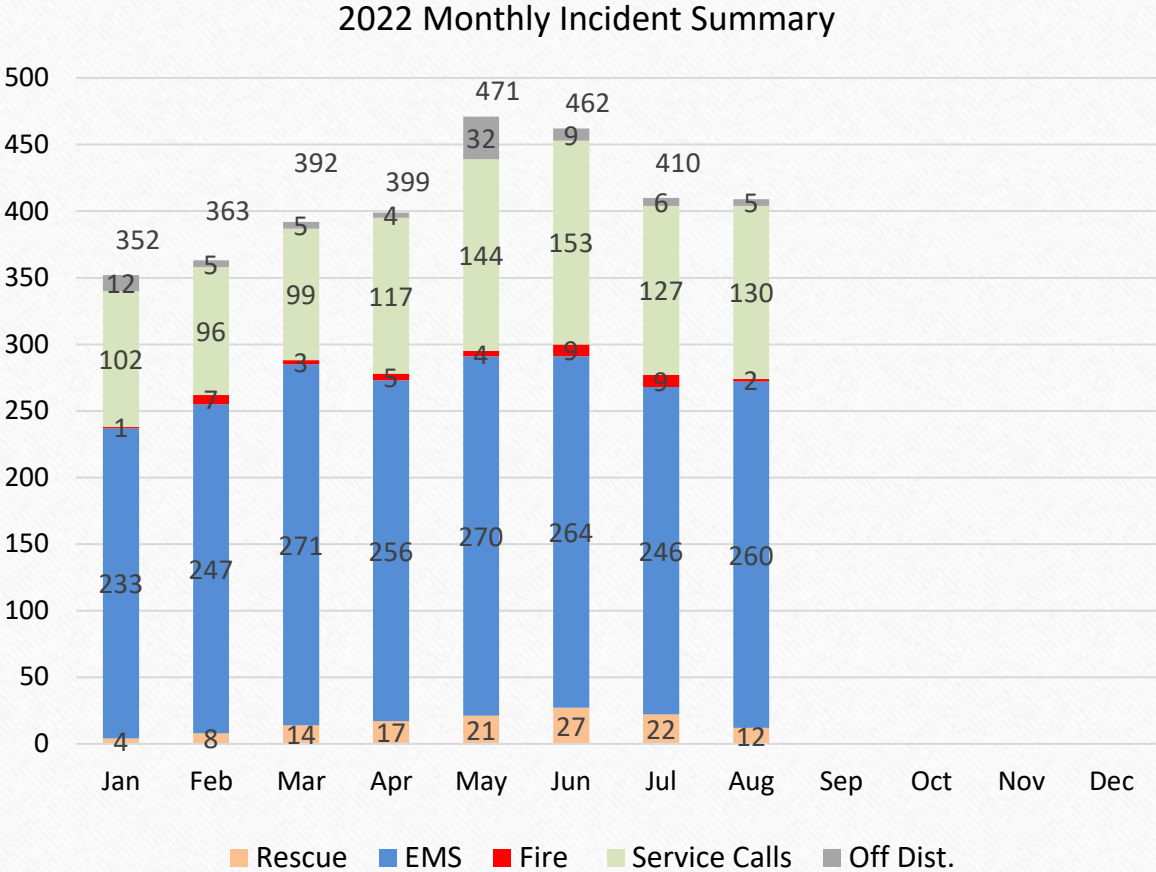


Sedona Fire District

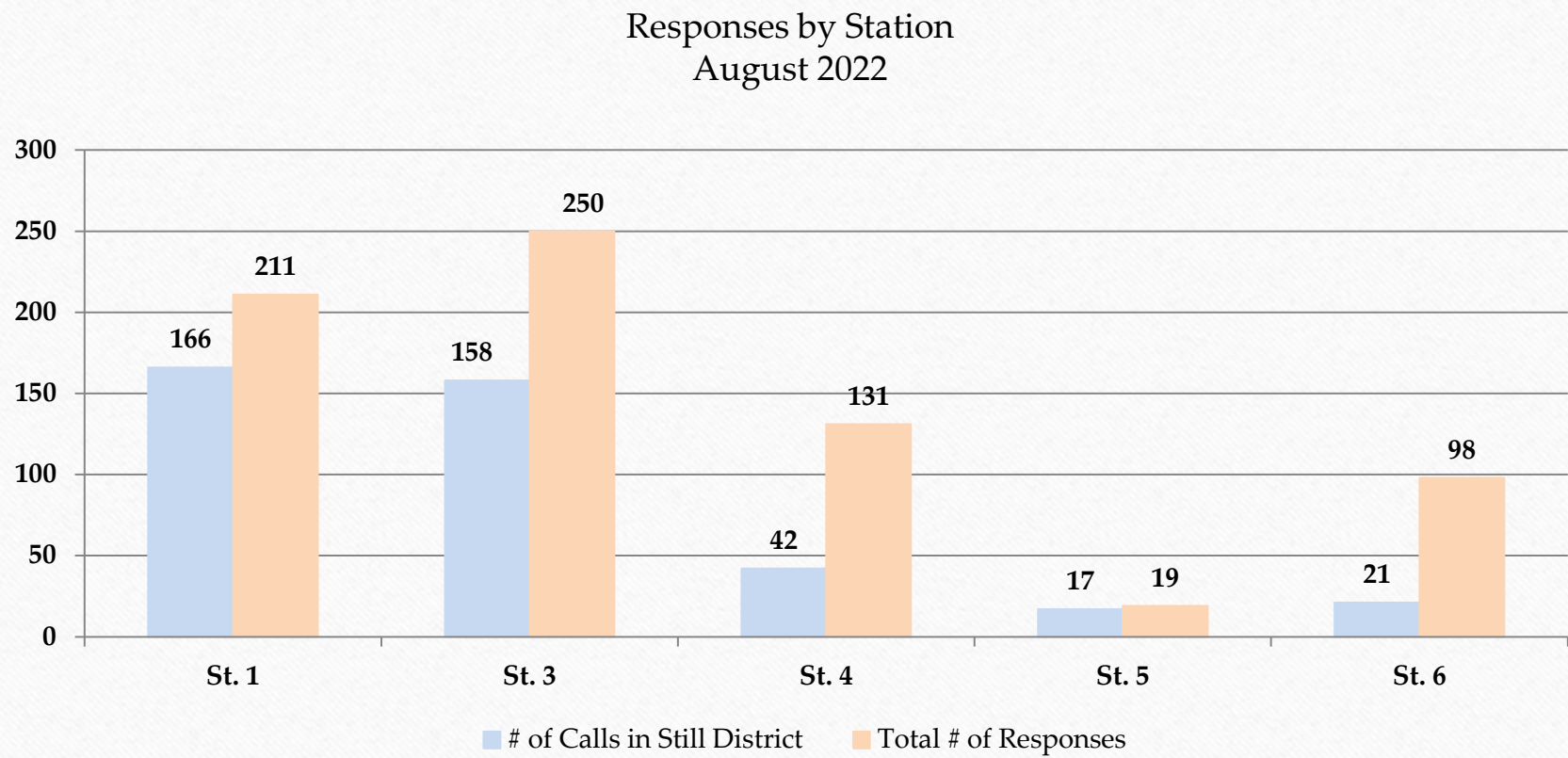
Monthly Chief's Report

September 2022

The Incident Summary provides an overview of the number of calls for each month and the type of incidents. A Year-to-Date comparison to the prior year is provided to view how SFD's calls are trending from the prior year.



This chart shows the total number of calls received in each station’s response area compared to the total number of calls to which each Station’s crews responded. Station crews not only respond to their own area, but, when needed, to other areas of the fire district.



ADMINISTRATION

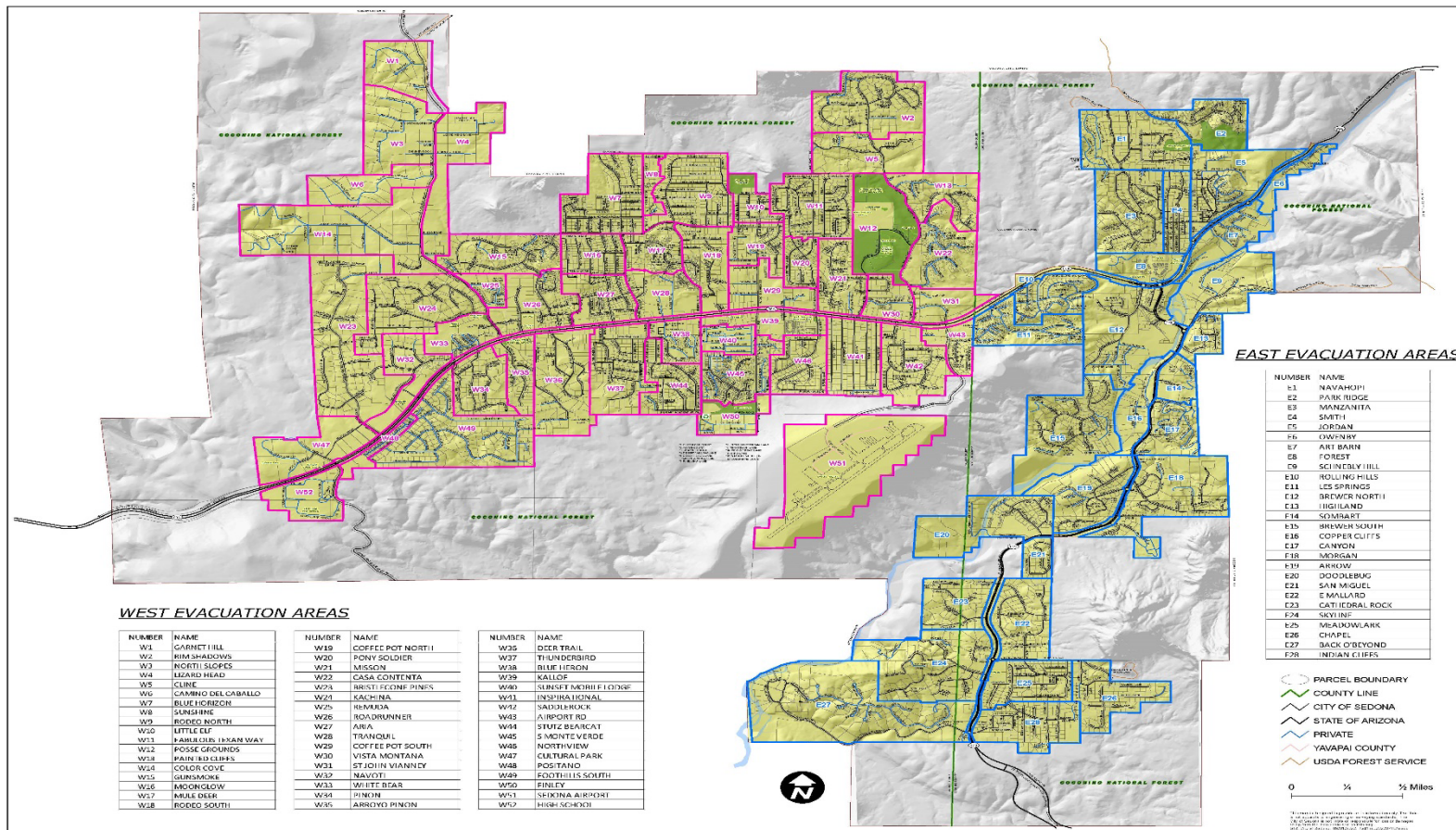
Director of Administrative Services – Heidi Robinson



- News & Events
 - Retirement Walk Out
 - MDA Fill the Boot
 - 9-11 Remembrance
- Staffing Updates
 - Telecom – Radio Technician
 - GIS – WELCOME Matthew Spinelli
 - Firefighter New Hire Academy 9/26
- Upcoming
 - Operational Retirement 9/28
 - Outward Mindset Training 9/30
 - Chili Cookoff 10/02
 - Fire Prevention Week 10/9-15
 - Halloween Returns to Uptown
- Mental Health Moment
 - September – Suicide Awareness Month
- Questions/Comments

OPERATIONS

Assistant Chief Jayson Coil



- Significant Incidents
- Wildland
- GIS
- Telecom
- Programs & Projects
- Questions/Comments

Community Risk Reduction
Division Chief Doris Booth

The Compliance Engine –
Compliant / Disruptive

For

UNDER CONSTRUCTION

Questions / Comments

Operational Support

Chief Ed Mezulis



- EMS Activities and Updates
- Fleet Activities
- Training Report (1/1/22-8/31/22)
 - Fire Credit Training Hours: ISO Hours **5449**
 - EMS Credit Training Hours: EMS Hours **1053**
 - Total Training Hours (includes OTHER than above): **6642**

*Engineer & Training Division: conducted an Engineer Boot Camp program to build confidence and a baseline for the members to obtain practical knowledge to become on Engineer.

*Firefighters Tavrytsky and Detrick completed one-year probationary period.

*Captain Morales and Firefighter Haechler attended an IML Security Conference, focusing on physical security and locks.

*Captain Kurtz and Engineer Fischer conducted three 511 Training that included classroom, hands-on, and setting up the T511 ladder.

- Questions/Comments

FIRE CHIEF ITEMS

Fire Chief Ed Mezulis





➤ Purchase Orders (\$10,000-50,000)

ESO Solutions – Annual Agreement

\$29,914

Golden State Laundry – Extractors

\$25,199

Pegasus – Out-of-Scope Work

\$11,250

Syncro – Help Desk Service

\$14,400

➤ Correspondence/Thank You Letters

- The Oak Creek Knolls

Thank You's And Community Appreciation!



Oak Creek Knolls in thanks re: house fire on Cactus Drive on 7/20/22, along with “goodie bags” for all stations & admin staff.

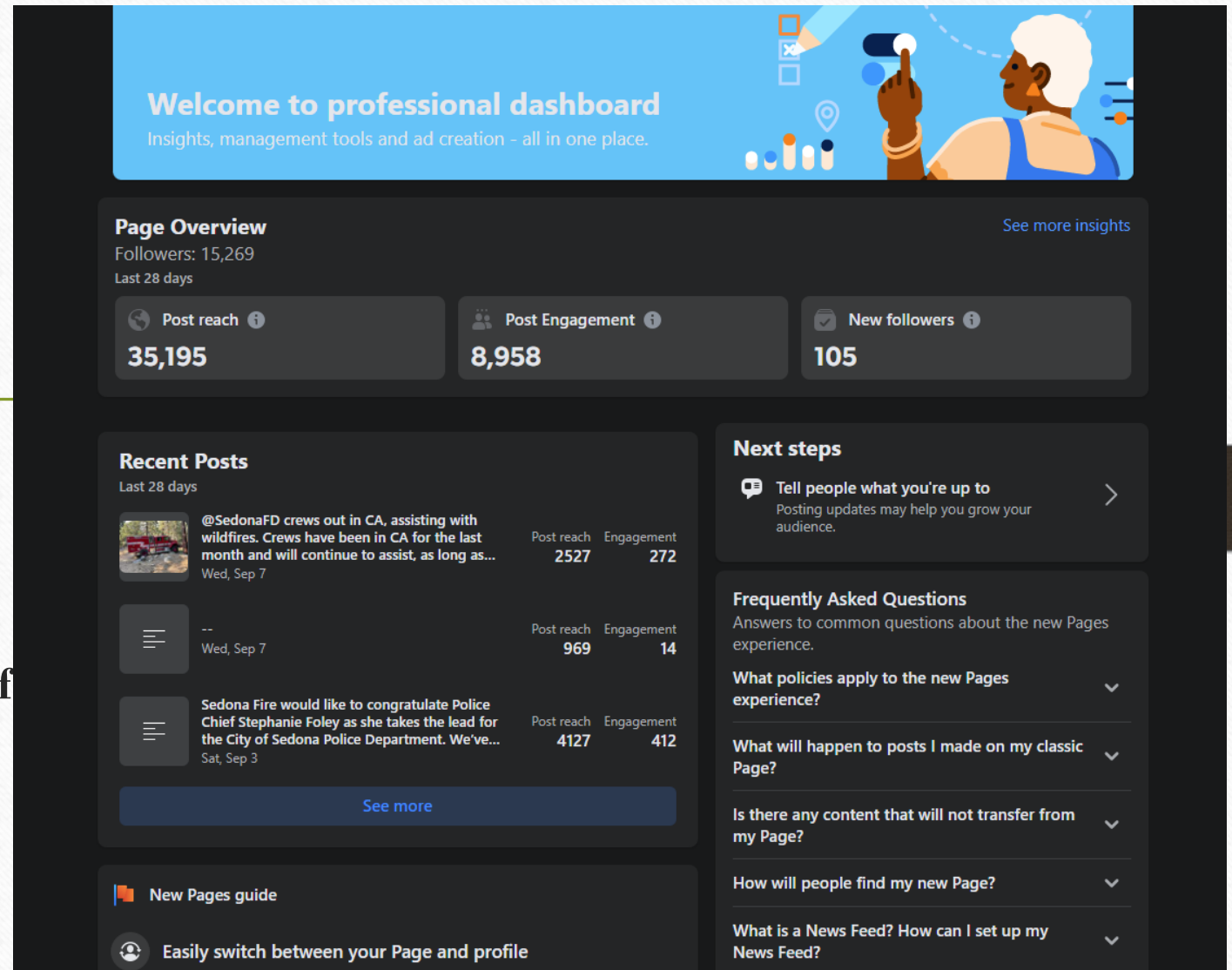
Public Outreach & Communication

facebook

TOP STORIES:

-Sedona Fire crews out in California, assisting with wildfires. (Sept 7)

-Sedona Fire congratulates Police Chief Stephanie Foley as she takes the lead for the City of Sedona Police Dept. (Sept 3)



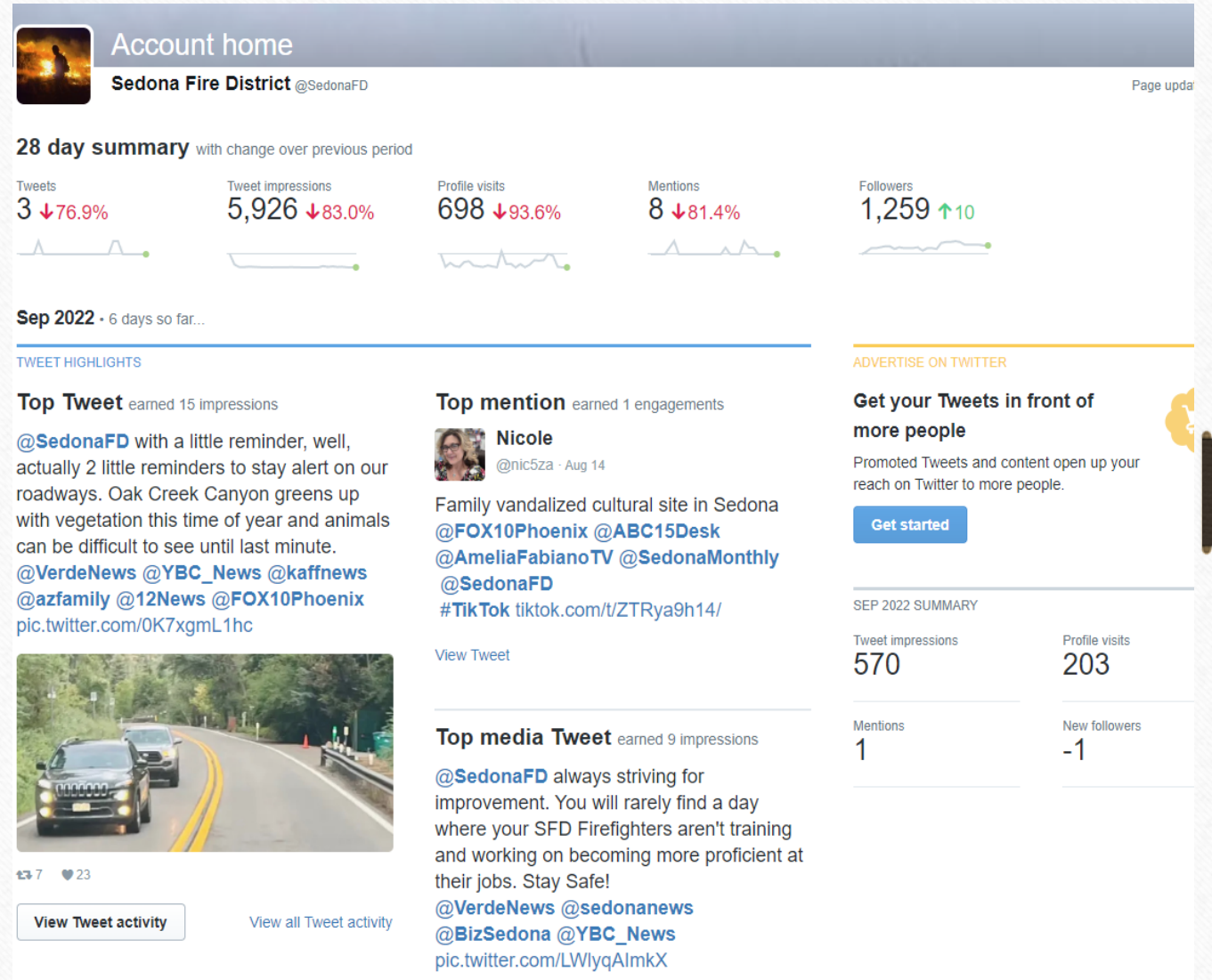
Public Outreach & Communication



-Sedona Fire District with a little reminder, well, actually 2...(Baby deer on road)

-Sedona Fire always striving for improvement. (Training)

-Family vandalized cultural site in Sedona.



Sedona Fire District

Fire Board Meeting

September 20, 2022





**SEDONA FIRE DISTRICT
FIRE BOARD AGENDA COMMUNICATION**

Submitted by: BC Cochrane

Date: 9/6/22

SUBJECT: AGENDA ITEM #: Purchase Self Contained Breathing Apparatus (SCBA)	BOARD MEETING DATE: September 2022
	DIVISION / SECTION: Logistics
ACTION REQUIRED: [] Resolution [X] Motion [] Information [] Other (Explain)	BOARD RECOMMENDATION: [] Approval [] Denial [] None Forwarded

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

ISSUE: Our Self-Contained Breathing Apparatus (SCBA) have now passed the 13-year mark and fall under the 2008 NFPA 1981/1982 standards. In 2013 and 2018, there were some important changes to the SCBA standards which improve the safety of our firefighting personnel. Our current SCBAs do not meet the updated standard.

- Lack of effective fireground communication is frequently listed as a cause of firefighter fatalities. Our current SCBA masks no longer have integrated communications between firefighters or the Incident Commander after our recent and necessary switch to the Motorola APX 6000XE grant-funded radios. The radios they replaced were end-of-life and no longer serviceable. The new masks are equipped with radio-integrated Bluetooth capability and will pair to our current, and future, Bluetooth-equipped radios, immediately improving fire ground communications.
- Our packs have a low air alarm activation at 25%. The new standard is now at 33%.
- Our Heads-Up Display (HUD) shows 100%, 75%, 50% and red light (alarm sounding). The new standard will include the 33% on the HUD display for better air management and an increased margin of safety.
- Face piece lenses were tested with convection heat. Facepiece lenses will be subjected to a test of radiant heat at 15kW/m², also the entire SCBA will now be subjected to a 500-degree oven test to determine if a firefighter can survive flash over.
- The 2018 standard also changed the buddy/rescue breather configuration, our packs now have rescue breather fittings exclusive to MSA. The new standard has fittings that are standardized between all manufacturers so that we can utilize rescue breathing with any 2018-compliant mutual aid agency.
- SCBA now requires a second stage regulator strength test ensuring the regulator will not inadvertently pull out of the face piece in 5 different directions at a force of 56.2 lbs.
- New Packs will have rechargeable integrated battery packs. Our current packs have three battery locations-2 batteries for Clear Communications system, 3 batteries for HUD on the face piece, and 4 batteries on the pack frame for gauges and personal accountability safety system P.A.S.S. for a total of 9 non-rechargeable batteries per pack. This will decrease our disposal of over 2000 batteries per year for SCBA's.
- Despite efforts having been made to secure spare parts at a reduced price, the annual cost of maintaining our current SCBAs continues to increase. There is also an increased risk that parts availability will hamper our ability to maintain the current SCBAs.

BACKGROUND: Even prior to the purchase of the new radios, the need to replace our current SCBAs due to increasing maintenance costs and changes to the NFPA standard designed to improve firefighter safety was recognized. Efforts were made to fund their replacement with grants. In 2017, Verde Valley Fire District received a grant to replace their aging equipment which contributed to a lack of integration on large incidents. In 2020, we

pursued a regional grant with Copper Canyon Fire District in hopes of replacing both agencies' SCBAs and aligning with the same standard as Verde Valley Fire District. We were unsuccessful and, as a result, we included the SCBA purchase in the 2020 capital budget. We then elected to defer the purchase for another year while we once again attempted to fund their purchase through a regional grant with Copper Canyon in 2021. This attempt was also unsuccessful. After multiple grant attempts and delaying this purchase for several years, this SCBA purchase was included in the strategic/capital plans as a part of the FY 23 budget.

FINANCIAL PERSPECTIVE: We have been planning, researching, and preparing to replace this equipment for several years and have written multiple grants, attempting alternative funding streams. This purchase is in our capital plan for this years planned capital expenditures. We chose to move this purchase up earlier in this year's budget expenditure process due to a recently notified price increase planned from the manufacturer of 8% effective October 1st. At the quoted price, delaying the purchase past October would cost SFD approximately \$54,847.88. The manufacturer is also offering a buy one, get one free on the SCBA cylinders until October 1st, which will save us an additional \$70,063.50. In total, we will see an approximate \$124,911.38 savings by purchasing now, before October 1st, versus later in the FY as we were planning. This does not include the potential 10% inflationary changes each year we could see by delaying it past this FY. The recommended quote is being offered at the General Service Administration (GSA), Defense Logistics Agency (DLA), Houston-Galveston Area Council (HGAC), or Arizona State Contract competitive pricing through MSA's approved vendors in our region, LN Curtis, and United Fire Equipment. This is a guaranteed best national price. The total costs for the purchase package by our recommended vendor, LN Curtis, is \$688,159.24. While the plan was to fund the purchase over 3 years, there is adequate funding within the capital plan to make the purchase in this fiscal year.

PROS & CONS:

Pros: The pros are an NFPA 2018 compliant SCBA which is a reliable, safe SCBA that allows our firefighters to operate in an Immediately Dangerous to Life or Health (**IDLH**) atmosphere. These SCBA packs are produced by the same manufacturer we currently operate with, our firefighters are familiar with working in, and our technicians are trained for minor repairs. We have been satisfied with the quality, performance, and customer service of both the manufacturer and this vendor for other equipment purchased from them.

Cons: In two years, we will be required to replace these SCBAs. By delaying this purchase, we could defer the purchase of these replacement SCBAs, albeit at a higher cost. We will continue our communication challenges in IDLH environments, and not be integrated with other mutual aid agencies. With the expected inflation over the next few years and continued increasing cost of maintenance of the aging equipment, we could see the required expenditure in 2 years to increase significantly, 25%-30%+.

INTERNAL PROCESS PERSPECTIVE: This purchase of new SCBA has been included and planned in both our strategic and capital plans for several years now only being delayed for the regional grant attempts. Once purchased, we will once again be NFPA compliant to the most current standard, improve our IDLH communication abilities, and increase the safety of our firefighters.

BOARD ATTORNEY APPROVAL: *(If Applicable)*

FIRE CHIEF RECOMMENDATION: This is an item we have identified in our Capital Improvement Plan and approved in this budget. It is necessary for accomplishing our primary mission. We have maximized our discounts to reduce the overall cost and are utilizing competitive pricing by approved vendors for the SCBA packages. This vital equipment is a necessity for SFD to serve our community and protect our personnel. As stated, there is a need to maintain the Capital plan to the best of our ability so we can properly budget and appropriately replace expensive and vitally important equipment on a timetable staff has worked hard to develop. These SCBA will ensure we can serve our community, protect our personnel, and meet our operational needs. This purchase is part of our long-term replacement process for expensive equipment and not only helps us smooth out the annual budgetary impacts, but allows a more improved strategic planning process.

FINANCE SECTION APPROVAL: *(Required only if the project/proposal requires an RFP or is designated as a sole service.)* This purchase is a part of the capital plan adopted by the Board during the annual budget process. Quotes were received from both vendors approved by the manufacturer and pricing is equal to that offered under a

number of cooperative purchasing agreements. While the SCBAs were originally planned to be purchased over a 3 year period, price increases have required that timeline to change. The advantages of our capital plan is to ensure adequate funding for the District's capital needs and adapt in situations such as these. Finance supports the purchase and funding will come from the District Capital Fund.

SUGGESTED MOTION(S): I move to approve Requisition # Q09678, in the amount of \$688,159.24, to LN Curtis & Sons, for the purchase of sixty-five MSA G1 SCBA Systems with necessary accessories and extended warranty as identified in the Quote and Requisition.

ATTACHMENTS: *Requisition #Q09678*