



Sedona Fire District

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

SPECIAL BOARD MEETING

**Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Tuesday, February 21, 2023 / 9:00 AM**

~ Agenda ~

To access the meeting via or by telephone:

Use the link to access the online meeting:

<https://sedonafire.zoom.us/j/83456101559?pwd=VzQyYjI4eUJGbGpMRUhhN2s5ZGF6UT09>

To join by telephone call:

1-253-215-8782

1-346-248-7799

1-669-444-9171

1-669-900-9128

Meeting ID: 83456101559

Passcode:
422483

If you need assistance, please contact the administrative office at 928-282-6800

Continental Breakfast with Coffee will be provided prior to start of meeting.

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. OBJECTIVES:

- A. To provide the Board with education sessions and updates on SFD Operations, Administration, and Finance;**
- B. To provide the Board with the necessary background to help frame future discussions and policy decisions; and,**
- C. To assist the Board in understanding the correlation of these factors and decisions, their impact on the General Fund, the Members, the Community, and other Stakeholders.**

III. BOARD WORKSHOP:

A. Administration & Operations Updates with Questions and Answer forum.

1. Update and discussion of the Strategic Plan process including the status and frequency of reporting – *Fire Chief Ed Mezulis*
2. Presentation and discussion of an overview of SFD Operations including staffing, training and frequency of use of the different disciplines and the potential for significant events related to the various disciplines; this may include structural firefighting, wildland firefighting and special operations. – *Assistant Fire Chief Jayson Coil*
3. Presentation and discussion of an overview of Emergency Medical Services, Training, and Fleet, including goals and objectives, program direction, equipment, and apparatus needs. – *Fire Chief Ed Mezulis*
4. Presentation and discussion of the needs and status of SFD Facilities including repairs and maintenance demands. – *Battalion Chief Buzz Lechowski*
5. Presentation and discussion of Logistics including firefighting equipment requirements, NFPA compliance, equipment care and general maintenance, upcoming projects, and budget. – *Battalion Chief Dave Cochrane*

6. Presentation and discussion of Wildland fire, Technical Ropes & Swiftwater Training - *Battalion Chief Jordan Baker*
7. Presentation and discussion of Telecommunications activities, projects, needs, goals, and objectives. – *Telecom Manager Bob Motz*
8. Presentation and discussion of GIS activities, projects, needs, goals and objectives – *GIS Analyst Matthew Spinelli.*
9. Presentation and discussion of Community Risk Management activities including occupancy, inspections, plan reviews and compliance. – *Fire Marshal Dori Booth*
- 10 Presentation and discussion of the Administrative Services Department including staff changes, projects, goals, community relations, and support– *Director of Administrative Services Heidi Robinson*

BREAK FOR LUNCH

B. Legal Matters – Attorney Bill Whittington

1. Provide and discuss information on Legal Matters and Legal Requirements as they pertain to the Sedona Fire District, including matters such as the scope and purpose of Board Members, general overview of legal requirements for a Board Member, Fiduciary Responsibility and pending legislation impacting Fire Districts.
2. Discuss Meeting Protocols/Procedures to ensure efficient and systematized meeting structure including general expectations for Board Members, Chairperson, Clerk and the general processes for effective meetings.

C. Financial Updates – Finance Director Gabe Buldra, Sara Simonton, JVG Associates (Presentation time at request of Gabe Buldra, due to conflicting AM meetings)

1. Presentation and discussion of the accounts payable process, including an overview of Bill.com and the role of the Board.
2. Presentation and discussion of the Financial Reports, including an overview and interpretation of Finance Reports, the role of the Board in Internal Controls, the status of SFD finances, Comprehensive Annual Financial Report process and spending limits.
3. Presentation and discussion of the Budget process, including the frequency of workshops, the role of the Board and approval deadline.

D. Board Member Items

1. Discussion on the SFD Fire Board Handbook, including questions, comments, and concerns to be addressed. - *Dave Soto, Chairman*
2. Discussion on expectations of Board Meeting Agenda and Packet distribution to maintain consistency and timely distribution. – *Executive Assistant, Kim Smathers*

IV. ADJOURNMENT

Helen McNeal, 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: