



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, February 21, 2023 / 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 4:33 PM on Tuesday, February 21, 2023. 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; Helen McNeal – Clerk; Gene McCarthy, Scott Springett, Janet Jablow – Members. Others Present: Fire Chief Ed Mezulis; Assistant Chief Jayson Coil (telephonically); Director of Administrative Services Heidi Robinson (telephonically); Gabe Buldra, JVG; Bill Whittington, Attorney; Fire Marshal Dori Booth; GIS Specialist Matthew Spinelli; and 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 Ed Mezulis requested a Moment of Silence for the 11 Police Officers and 5 firefighters who passed away since the previous Board Meeting.

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

There were no requests to speak.

B. Consent Agenda – Discussion/Possible Actions:

All matters under the 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. January 17, 2023, Board Minutes

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

C. Financial Report – Gabe Buldra, Finance Director

1. Discussion/Possible Action: Review and Approval of January 2023 Finance Report.

Gabe Buldra of JVG Associates provided the January 2023 Financial Report outlining the status of SFD funds and accounts. Sedona Fire District is under budget across the board in all categories. CRR and Ambulance billing revenues are slightly below what was anticipated.

Board Chairman Soto asked Mr. Buldra about where SFD stands on paying off Station 6. Mr. Buldra replied that there is about \$100K left to pay and then that annual debt service will go back into the general fund once paid off.

Board Member McCarthy made a motion to approve the January 2023 Finance Report, Member McNeal seconded, there was no further discussion and the motion passed unanimously.

D. Staff Items:

1. January 2023 Monthly Fire Chief Report

a. Administration Updates – Director of Administrative Services Heidi Robinson News and Events –

Budget Workshops will begin prior to the Board meeting on March 21, 2023. Worksheets have gone out to personnel.

The St. Patrick's Day Parade is on City calendar and SFD looks forward to participating as we have in the past. Board Clerk McNeal asked about who is coordinating Board member participation and was told it would be discussed among leadership and the information will be sent out. Board Member Jablow asked about being allowed to pass out candy and Chief Mezulis said he had asked about other logistics but failed to ask about candy. Clarification is forthcoming. Chief Booth stated that there is a coordination meeting with the City next week.

Mental Health Moment: February is Heart Month.

At this time, Chairman Soto asked if Ms. Robinson would like to present her Board Workshop presentation. A slide show was presented, explaining positions in Administration.

b. Operations Activities – Assistant Chief Jayson Coil

Assistant Chief Coil was delayed due to travel issues. GIS Specialist Matthew Spinelli gave a slide show briefing on heat maps and what he can accomplish in mapping incidents and producing maps. He intends to produce the incident heat maps quarterly for reporting. Chairman Soto asked about how the information is obtained by Spinelli and if it actually had to be input by hand. Spinelli explained about Active 911, ESO and other software that interact to produce incident reporting and generating unique incident numbers to reference back. Chief Mezulis stated that the information gathered allows SFD to disprove "opinion" models and to make educated, informed decisions and allowing SFD to provide appropriate data to our partners.

Chief Coil then called into the meeting and began his briefing talking about the Battalion Assessment, scoring, and determinations as the most significant event of the month for Operations. The Engineer Assessment will also be significant, later in the Spring. Coil stated that these Assessment Centers are providing opportunities for additional training and skills development for both participants and evaluators. AC Coil had a slide presentation that he presented about the scoring. All evaluators received training prior to their portion of the testing and were instructed on how to provide good feedback. Chairman Soto asked if past experiences had provided the confidence to go forward with the amended testing process and there was discussion between the two. AC Coil stated that it was time and effort well spent and the time commitment to produce the testing this way was a necessary commitment.

c. Community Risk Reduction Activities – Fire Marshal Dori Booth

Chief Booth reviewed her slide with inspection activity numbers and plan reviews completed. She stated that the weather is not cooperating for the blasting necessary for the Airport fuel farm and the Forest Road Connector road projects, but that when things have dried out, either she or Inspector Riddell will be on-site for all blasting. Chief Booth also reviewed training that CRR has been providing/participating in with N. Arizona vendors.

The Fire Marshal Safety message was about winter driving safety. Chief Booth reviewed ADOT recommendations, what to have in your vehicle, etc. The Board was reminded not to pass snowplows and to review ADOT recommendations, alerts and notifications before leaving home.

D. Operational Support – Fire Chief Ed Mezulis

Fire Chief Mezulis stated, hopefully, this will be his last briefing for this area, as he is looking

forward to turning this over to the new supervisor for this section. EMS is running more interfacility transfers which could be due to flu season or NAH operations.

Captain Ojeda continues to do a great job on light duty. He is managing daily operations and rolled out the Handtevvvy cardiac arrest training.

Fleet took delivery of the new TRT truck that was ordered in November 2021. It will be going in for decals and lights in the next 1-2 weeks. Chief Mezulis and Fleet Mechanic Sheehan toured a building in Camp Verde that may be shared for shop space.

Training continues, as always. Chief Mezulis, E.A. Smathers, and Training Officer Duran attended a 5 week training (Wednesday only) with Verde Valley Leadership Development. Work is being done to align philosophy and encourage firefighters to embrace regional training. Several other training highlights were discussed, including electric vehicle first responder training.

e. Fire Chief Activities – Fire Chief Ed Mezulis

Call Volume and Response Review

a. Incident Summary and Year-to-Date Comparison – remain relatively steady and as expected.

b. Response Times – Response times were reviewed as they pertain to Out-The-Door and Travel Times. Chief Mezulis stated that SFD is under national average time but he is working with ESO personnel to filter out the non-emergency times that are currently in the reports.

d. Station 4 Update: Wilmeng Construction continues to evaluate old plans mentioned during the December briefing. Chief Mezulis stated that there may have to be a retaining wall built and that he had talked to the adjacent property owner.

Chief Mezulis reviewed the 2 purchase orders over the spending threshold, MerIT Technologies and Kronos.

Board Clerk McNeal asked a follow-up question regarding SEC (NAH) and them calling 911 to have SFD personnel come in to assist. Chief Mezulis stated that this was indeed the situation and that it happened regularly, personnel have been told to respond as if to a living room, and the physician at SEC will assist.

E. Board Member Items:

1. Discussion:

Gene McCarthy: Upcoming meeting with Fire Chief; he stated that he enjoyed the workshop today.

Janet Jablow: Felt the workshop was very helpful; one-on-one with Fire Chief next week; usual billpay.com activities.

Helen McNeal: Usual activities, billpay.com, signing checks, etc.; had one-on-one with Chief Mezulis; thanked staff for putting together the workshop and wished that she had known all the information last year when she took her seat on the Board.

Scott Springett: Awaiting billpay.com training.

Chairman Dave Soto: Chairman Soto had one-on-one with Chief and they discussed many things, including community discussions and activities, as well as the newspaper article resuming; he thanked staff for their work on the workshop.

III. ADJOURNMENT

Chairman Soto adjourned the meeting at 5:50 p.m.

//Signed by Helen McNeal, 3.21.23//

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: