

# **Sedona Fire District Local Governing Board**

August 15, 2023



# 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, August 15, 2023 / 4:30 PM**

**~ AGENDA ~**

To access the meeting via Zoom or by telephone:

Use the link to access the online meeting: <https://sedonafire.zoom.us/j/83096190389?pwd=VTBhbnVHIBNjNyYk9PZnZQcnFIWlhLdz09>  
To join by telephone call: +1 253 215 8782 US or +1 301 715 8592 US  
Meeting ID: 83096190389 **Passcode:** 414678

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

**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. Acknowledgement of 25 years of service:

1. Assistant Chief Jayson Coil

B. Acknowledgement of 5 years of service:

1. Kyler Tarver, Firefighter

**III. EXECUTIVE SESSION**

A. Possible vote to go into Executive Session for personnel matters re: updated Fire Chief's Evaluation and new collaborative evaluation process pursuant to ARS §38-431.03(A)(1) and legal advice re: same, pursuant to ARS §38-431.03(A)(3).

**V. RECONVENE INTO PUBLIC SESSION**

A. Discussion/Possible Action: Direction to Board members and staff on timelines to review and return comments regarding Fire Chief Self-Evaluation. Further discussion on collaborative evaluation process.

**VI. REGULAR BUSINESS MEETING**

A. Public Forum:

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

B. Consent Agenda – Discussion/Possible Actions:

1. July 18, 2023 Regular Meeting Minutes and July 18, 2023 Executive Session Minutes.

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

D.

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

E. Staff Items:

1. July 2023 Monthly Staff Report

- a. Administration Updates – Director of Administrative Services Heidi Robinson

- i. News and Events

- ii. Upcoming Events

- b. Operations Activities – Assistant Chief Jayson Coil

- i. Significant Events

- a. All-Hazard

- b. Emerging Issues

- ii. Human Resources

- a. Staffing

- b. Promotions

- c. Significant Issues

- iii. Telecom

- a. Outages

- b. Major Projects

- c. Community Risk Reduction Activities – Division Chief Dori Booth

- i. Inspection Activities

- ii. Fire Investigations

# Awards & Decorations

August 2023

# Awards & Decorations – August 2023



Assistant Chief, Jayson Coil  
25 years of service



Firefighter Kyler Tarver.  
5 years of service

# EXECUTIVE SESSION

Open Meeting will reconvene when Executive Session is completed.

If you are disconnected, follow the instructions below to return to Open Session.

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online meeting:

<https://sedonafire.zoom.us/j/83096190389?pwd=VTBhbnVHb1NjNyYk9PZnZQcnFIWlhLdz09>

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Meeting ID:

83096190389

**Passcode:** 414678

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# Consent Agenda

- Approval of 7/18/2023 Meeting Minutes
  - Open Meeting
  - Executive Session

Assisting Coconino County Sheriff with Search & Rescue at West Fork Trail.





# 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, July 18, 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 4:30 PM on Tuesday, July 18, 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, Janet Jablow, and Scott Springett – Members Others Present: Fire Chief Ed Mezulis (Zoom); Director of Administrative Services Heidi Robinson(Zoom); Sara Simonton, JVG (Zoom); Attorney William Whittington (Zoom); Assistant Chief Jayson Coil; Division Chief Buzz Lechowski; Division Chief Jordan Baker; Division Chief Dori Booth; GIS Specialist Matthew Spinelli; and Executive Assistant 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 9 Police Officers and 9 firefighters who passed away since the previous Board Meeting.

### II. 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 McNeal seconded it, there was no discussion and the motion passed unanimously.*

### III. RECONVENE TO REGULAR BUSINESS MEETING

The public session reconvened at 4:50 p.m.

#### **A. Discussion/Possible Action: Direction to Fire Chief to return comments of evaluation by July 31, and to Board to return comments for inclusion prior to August 8 to Executive Assistant Kimberly Smathers so it will be created with finished comments for August packet.**

#### **B. 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.



**C. 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. June 20, 2023 Regular Meeting Minutes

***Board Chairman Dave Soto made a motion to approve the Consent Agenda, Helen McNeal seconded, there was no further discussion and the motion passed unanimously.***

**Financial Report and Updates – Sara Simonton, JVG**

1. Discussion/Possible Action: Review and Approval of June 2023 Finance Report  
JVG Representative Sara Simonton reviewed the budget for the month of June. Ms. Simonton explained any variances for the categories for both revenue and expenses and causes. . Chairman Soto asked since this is the beginning of the budget if there was enough carry over. Ms. Simonton responded that we have the funds to carry over.

***Chairman Soto made a motion to approve the June 2022 finance report as presented, Member Jablow seconded, there was no further discussion and the motion passed unanimously.***

**D. Staff Items:**

**1. June 2023 Monthly Fire Chief Report –**

**a. Administration – Director of Administrative Services Heidi Robinson**

Director Robinson reported that good work is being done with the conflict management group and it continues. Board Clerk McNeal asked about the pictures on the slide and Director Robinson explained that Admin staff have been getting out and attending events like Burn Camp to support DC Lechowski, and another photo was of the repotting of the front office plants.

**b. Operations – Assistant Chief Jayson Coil**

Assistant Chief Coil presented his slide with photos of the motorhome fire in Oak Creek Canyon, detailing the interagency coordination that was available, through Forest Service helicopter to have an “eye-in-the-sky” view to assist in keeping the fire from spreading off the road and into an area that has historically not burned, preventing a larger wildfire that would have taken major efforts to subdue.

AC Coil noted that there are now 14 completed applications for firefighter and the management team will continue to look at ways of addressing the challenges faced in recruiting for SFD.

There is a high-pressure system parked directly over the region, with high pressure directly over Sedona. When air moisture reaches high enough, the general area should be on alert for high winds that cause sheers of anything in their path.

**c. Community Risk Reduction – Division Chief Dori Booth**

Division Chief Dori Booth quickly ran through her stats for the CRR office, indicating that plan reviews are backlogged. Inspector Riddell has been presenting defensible space information to local HOAs.

Blasting on Route 89A has been placed on hold. There were safety concerns about the initial and further information will be forthcoming.

DC Booth spoke regarding the monsoon preparedness and noted that flash floods are a problem in this region. Stay alert, watch the reports, and monitor the situation when you are out recreating.

**d. EMS, Safety, Development & Planning – Division Chief Buzz Lechowski**

In his first presentation to the Board, DC Lechowski stated that in his opinion, with the recent promotions, the prospects at SFD are better than he’s ever seen them. He is excited to bring new perspectives and operational changes into play and stated that the presentation plans that were submitted may already need to be changed as things are evolving that quickly in these areas. He spoke about the transitioning of the duties and that he and DC Baker will now have more time to mentor the new Battalion Chiefs. He feels the position he is currently holding gives him time for better future planning and evaluating needs and ways to improve

performance. DC Lechowski is looking forward to providing exceptional, noteworthy service to the community, and to align training and development with expectations and needs. He wants to instill a mindset of continuous improvement, not because we “have” to, but because it’s necessary. He stated that he and DC Baker will be relying on internal and external subject matter experts and striving for accountability and responsibility from all.

e. **Suppression, Preparedness, and Performance – Division Chief Jordan Baker**

Also in his first Board meeting presentation, DC Baker started off saying that his intent is to continue moving forward and building on the foundations already in place at SFD. Both Baker and Lechowski acknowledged that Training Officer Duran did an amazing job in his position and has set the groundwork for continued success. DC Baker wants to assist crews in meeting their full potential and developing future leaders within the ranks. Baker stated that there is a lot of unrecognized potential in employees at SFD and he is passionate about developing them to their full effectiveness as subject matter experts. He is focused on succession planning and anxious to assist in areas that have been formerly the responsibility of the Battalion Chiefs. Baker outlined his job duties, as he understands them, and is anxious to rework new hire orientation and onboarding, finding new ways to advertise SFD position vacancies, and attract new, quality candidates. He will continue to oversee wellness, ASHER, and wildland, with assistance from the new BCs stepping up.

AC Chief Coil spoke about easing the BC workload in that it’s a tactical method to addressing future problems and allows for more delegation down the chain, into the ranks. Chairman Soto asked if Fire Chief Mezulis had anything to add. Chief Mezulis stated that because of the plans submitted by Lechowski and Baker, he was confident in taking the Chief job, having this team to assist in setting up the organization for future success. Clerk McNeal stated that she was the one who had pushed to hear from the new DCs, and she thanked them, but stated she had a few concerns. She wanted to understand how the community at large is going to identify the keyholders to seek information. She also said she understood and supports the needs assessment, but not to get so bound up in assessing that things become off-balance, and nothing gets implemented. She closed by mentioning that she is looking forward to both their innovations and ideas.

Board Member Jablow stated she is looking forward to seeing the implemented changes and thinks that things are going in a very positive direction. DC Lechowski stated that he feels there is a freedom from the Chief, to be allowed to “win or learn” and he thinks that is a very positive position to be in. Board Member Springett mentioned that he talks to a lot of citizens, and they want answers and giving this information to the Board, so that they can share the positive ideas and programs is very helpful to him.

Chairman Soto stated that he thought both presentations were outstanding and answered everything the Board was looking for. The past is the past and as we become more technologically advanced, there are positive ways to move forward in relieving the BCs of extraneous duties so they can focus on their calls and crews. He stated that these two will wear many hats and that as a society, all are scrutinized for everything, these ideas will move SFD forward with better training and more efficiency. Soto stated that the SFD Fire Chief, and the Chief of Operations are second to none and it is noticeably bleeding down the chain of command, and that while things were not broken before, things are getting better now. Chairman Soto thanked Michael Duran for the years of service as the training officer and said he did the best job possible with the authority he had to work with. He challenged the new Division Chiefs to think about how they would infuse themselves into the Sedona community, and how to represent Sedona Fire to the community. He spoke about Captains being versed in Code Enforcement and mentioned that their positions may be involved in some marketing at some point but felt that this was an exciting time and “might be a wild ride.” He again congratulated the DCs on their promotions and stated that the Board will convey their needs and wants through the Fire Chief.

At this point, Fire Chief Mezulis asked if the Board wanted his monthly presentation on response times, etc., and Chairman Soto asked that they be put into next month’s presentation.

Chairman Soto asked the Board Members to detail their activities for the past month.

**E. Board Member Items:**

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

The Board Members shared their activities related to the Sedona Fire District since the last Board Meeting. Member Jablow reported that she has been doing the same as always, Clerk McNeal stated she attended the AFDA Conference in Glendale and doing the routine check signing, etc. Member Springett also attended the AFDA Conference, and he spent considerable time talking with community members. Chairman Soto was also in attendance at the AFDA Conference and found that some laws had changed, and the information was not always static, there are new things to be aware of, and methods of doing things that other Districts do or not. He also continued to work with Yavapai County Firewise and had a one-on-one with the Fire Chief.

**III. ADJOURNMENT**

Chairman Soto adjourned the meeting at 6:22 p.m.

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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:

# Financial Report & Updates



# Financial Report

## July 2023





## Sedona Fire District Monthly Financial Report

### Monthly Financial Report – July 2023

Attached are the following for your information and review:

1. Balance Sheet as of July 31, 2023.
2. Summary of reconciled cash balances on July 31, 2023.
3. Income Statement of Revenues and Expenditures for July 2023, including budget to actual and year-to-date balances.
4. Graphs for July 2023.
5. Fixed Asset Additions and Disposals Schedule FY24.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

#### Key points:

- Total Revenue for July is \$403,963 which is \$96,641 under budget.
  - Tax Revenue for July is \$67,196 which is \$40,184 under budget.
  - Non-Tax Revenue for July is \$336,767, which is \$56,457 under budget.
    - Interest earning are over budget by \$43,921.
    - Ambulance revenue is over budget by \$28,303.
    - Wildland revenue is under budget by \$125,000.
- Total Expense for July is \$2,061,470 which is \$281,777 under budget.
  - Personnel Expense is \$242,045 under budget, driven by lower than anticipated wages, primarily due to a lack of wildland deployments and associated benefit costs.
  - Vehicles & Equipment is \$15,495 under budget, driven by lower than anticipated EMS supplies and purchases of small tools and equipment.
  - Travel & Training is \$14,815 under budget, driven by lack of wildland deployments.

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

- iii. Notable Events
- iv. Fire Marshal Safety Message
- d. Operational Support – Division Chief Lechowski & Baker
  - i. EMS Activities and Updates
  - ii. Fleet Activities and Updates
  - iii. Training Report
- e. Fire Chief Report – Fire Chief Mezulis
  - i. Call Volume & Response Review
    - a. Incident Summary and Year-to-Date Comparison
    - b. Station Responses
    - c. Response Times
  - ii. Purchases over \$10K
  - iii. Community Appreciation
  - iv. Social Media Engagement

E. Discussion/Possible Action: Review SFD Fire Board Handbook, make corrections, edits, changes.

F. Board Member Items:

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

## **VII. ADJOURNMENT**

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Helen McNeal, Clerk of the Board

**Sedona Fire District**  
**Balance Sheet**  
As of July 31, 2023

	Jul 31, 23	Jul 31, 22	\$ Change
<b>Credit Cards</b>			
2001 · Bank of America Credit Card	0.00	4,597.02	-4,597.02
2003 · National Bank of Arizona Credit	34,357.79	36,973.51	-2,615.72
<b>Total Credit Cards</b>	34,357.79	41,570.53	-7,212.74
<b>Other Current Liabilities</b>			
2010 · Accrued Employee Leave	1,565,421.77	1,565,421.77	0.00
2012 · Lease Purchase Liabilities	608.20	608.20	0.00
2014 · Defer Inflows of Rsrcs - ASRS	399,034.00	399,034.00	0.00
2015 · Defer Inflows of Rsrcs - PSPRS	4,696,305.00	4,696,305.00	0.00
2017 · Federal PR Taxes Payable	-198.91	-96.67	-102.24
2018 · HSA Deduction	4,113.09	4,958.03	-844.94
2019 · Insurance Premium Liabilities	108,930.03	26,705.00	82,225.03
2021 · Payroll Liabilities	6,832.06	-13.60	6,845.66
2022 · Retirement Payable	370,006.20	170,183.43	199,822.77
2025 · Workers Compensation Liability	531.72	0.00	531.72
2049 · Defer Inflows of Rsrcs PSPRS T3	41,129.00	41,129.00	0.00
2050 · Defer Inflows OPEB PSPRS	209,801.00	209,801.00	0.00
2051 · Defer Inflows OPEB ASRS	39,952.00	39,952.00	0.00
2054 · Defer Inflows PSPRS OPEB TR3	2,570.00	2,570.00	0.00
2070 · Defer Inflow related to Leases	993,036.00	993,036.00	0.00
<b>Total Other Current Liabilities</b>	8,438,071.16	8,149,593.16	288,478.00
<b>Total Current Liabilities</b>	8,579,494.09	8,340,820.89	238,673.20
<b>Long Term Liabilities</b>			
2052 · Net Pension Liab OPEB PSPRS	60,488.00	60,488.00	0.00
2053 · Net Pension Liab OPEB ASRS	1,938.00	1,938.00	0.00
2200 · NBAZ Station Loan	93.22	234,315.53	-234,222.31
2201 · Net Pension Liability - ASRS	1,220,665.00	1,220,665.00	0.00
2202 · Net Pension Liability - PSPRS	22,757,643.00	22,757,643.00	0.00
2270 · Lease Liability	109,512.00	109,512.00	0.00
<b>Total Long Term Liabilities</b>	24,150,339.22	24,384,561.53	-234,222.31
<b>Total Liabilities</b>	32,729,833.31	32,725,382.42	4,450.89
<b>Equity</b>			
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	5,182,508.71	2,642,574.40	2,539,934.31
Net Income	-1,657,507.45	-1,131,816.79	-525,690.66
<b>Total Equity</b>	6,249,685.00	4,235,441.35	2,014,243.65
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>38,979,518.31</b>	<b>36,960,823.77</b>	<b>2,018,694.54</b>



**Sedona Fire District**  
**Summary of Reconciled Cash Balances**  
 Period Ending 07/31/2023

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	<u>7/31/2023</u>	<u>7/31/2023</u>	<u>7/31/2023</u>	<u>7/31/2023</u>
<b>Beginning Balance</b>	10,253,147.19	3,578,718.22	325,779.86	416,951.14
<b>Cleared Transactions</b>				
<b>Checks and Payments</b>	(2,013,971.60)	-	(1,852,832.07)	(1,743,412.12)
<b>Deposits and Credits</b>	179,771.53	12,948.68	2,090,027.54	1,900,000.00
<b>Total Cleared Transactions</b>	<u>(1,834,200.07)</u>	<u>12,948.68</u>	<u>237,195.47</u>	<u>156,587.88</u>
<b>Cleared Balance</b>	<u><u>8,418,947.12</u></u>	<u><u>3,591,666.90</u></u>	<u><u>562,975.33</u></u>	<u><u>573,539.02</u></u>
<b>Uncleared Transactions</b>				
<b>Checks and Payments</b>	(15,502.30)	-		(32.14)
<b>Deposits and Credits</b>	17,600.34	-		-
<b>Total Uncleared Transactions</b>	<u>2,098.04</u>	<u>-</u>	<u>-</u>	<u>(32.14)</u>
<b>Register Balance as of 07/31/2023</b>	<u><u>8,421,045.16</u></u>	<u><u>3,591,666.90</u></u>	<u><u>562,975.33</u></u>	<u><u>573,506.88</u></u>

5:27 AM

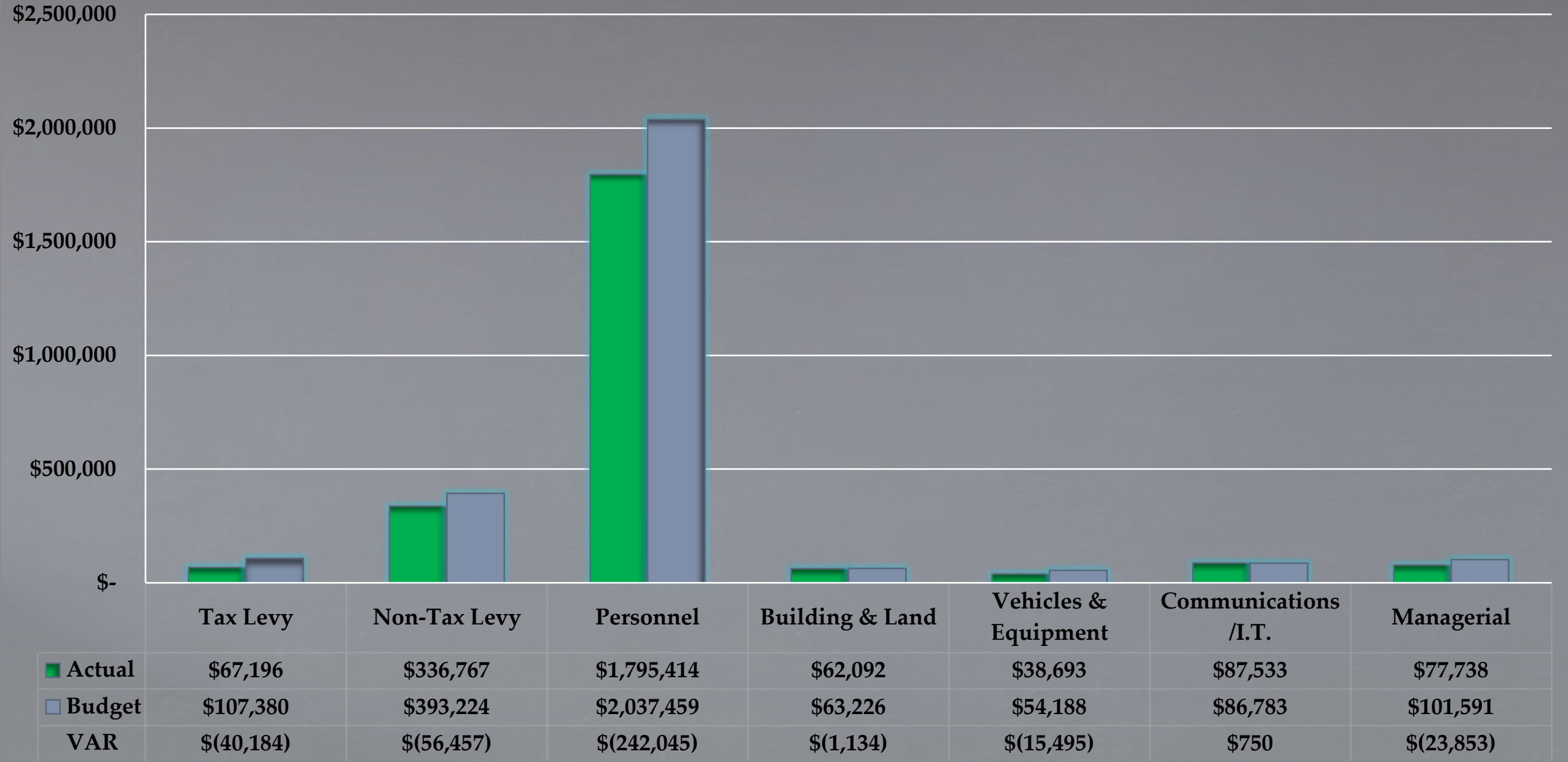
08/10/23

Accrual Basis

## Sedona Fire District Profit & Loss Budget Performance July 2023

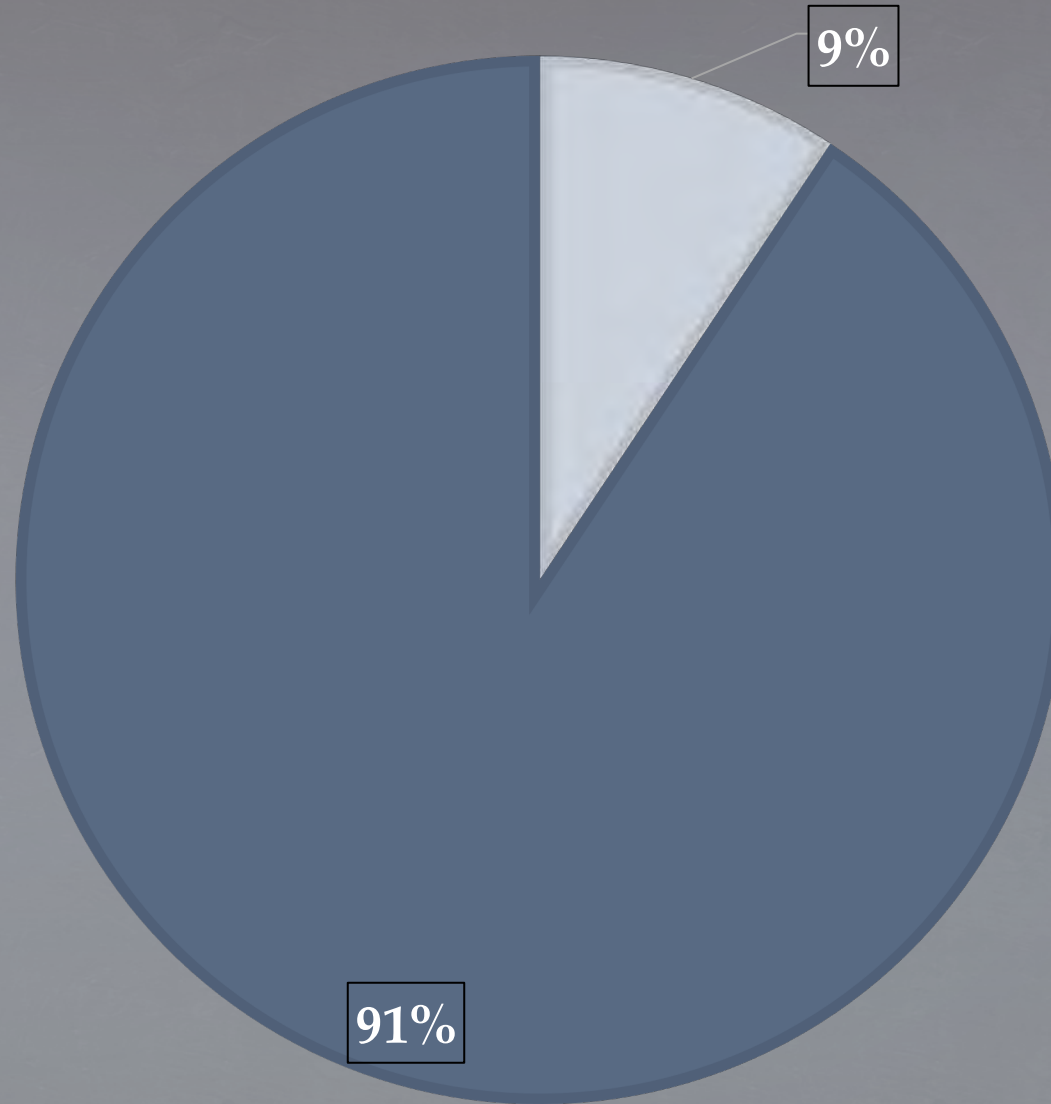
	Jul 23	Budget	\$ Over Budget	Jul 23	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>4001 · Tax Levy Revenue</b>	67,195.87	107,380.00	-40,184.13	67,195.87	107,380.00	-40,184.13	19,874,119.00
<b>4100 · Non-Tax Levy Revenue</b>	336,766.83	393,224.00	-56,457.17	336,766.83	393,224.00	-56,457.17	3,968,693.00
<b>Total Income</b>	403,962.70	500,604.00	-96,641.30	403,962.70	500,604.00	-96,641.30	23,842,812.00
<b>Gross Profit</b>	403,962.70	500,604.00	-96,641.30	403,962.70	500,604.00	-96,641.30	23,842,812.00
<b>Expense</b>							
<b>5001 · Personnel Cost</b>	1,795,414.32	2,037,459.00	-242,044.68	1,795,414.32	2,037,459.00	-242,044.68	18,937,415.00
<b>6001 · Building &amp; Land</b>	62,091.55	63,226.00	-1,134.45	62,091.55	63,226.00	-1,134.45	398,712.00
<b>6101 · Vehicles &amp; Equipment</b>	38,693.36	54,188.00	-15,494.64	38,693.36	54,188.00	-15,494.64	710,200.00
<b>6300 · Communications</b>	87,532.91	86,783.00	749.91	87,532.91	86,783.00	749.91	909,396.00
<b>6401 · Meetings, Travel &amp; Training</b>	18,003.62	32,819.00	-14,815.38	18,003.62	32,819.00	-14,815.38	333,829.00
<b>7001 · Managerial Cost</b>	59,734.39	68,772.00	-9,037.61	59,734.39	68,772.00	-9,037.61	750,019.00
<b>8001 · Other Expense</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	2,061,470.15	2,343,247.00	-281,776.85	2,061,470.15	2,343,247.00	-281,776.85	22,039,571.00
<b>Net Ordinary Income</b>	-1,657,507.45	-1,842,643.00	185,135.55	-1,657,507.45	-1,842,643.00	185,135.55	1,803,241.00
<b>Net Income</b>	<b>-1,657,507.45</b>	<b>-1,842,643.00</b>	<b>185,135.55</b>	<b>-1,657,507.45</b>	<b>-1,842,643.00</b>	<b>185,135.55</b>	<b>1,803,241.00</b>

# July 2023



# YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

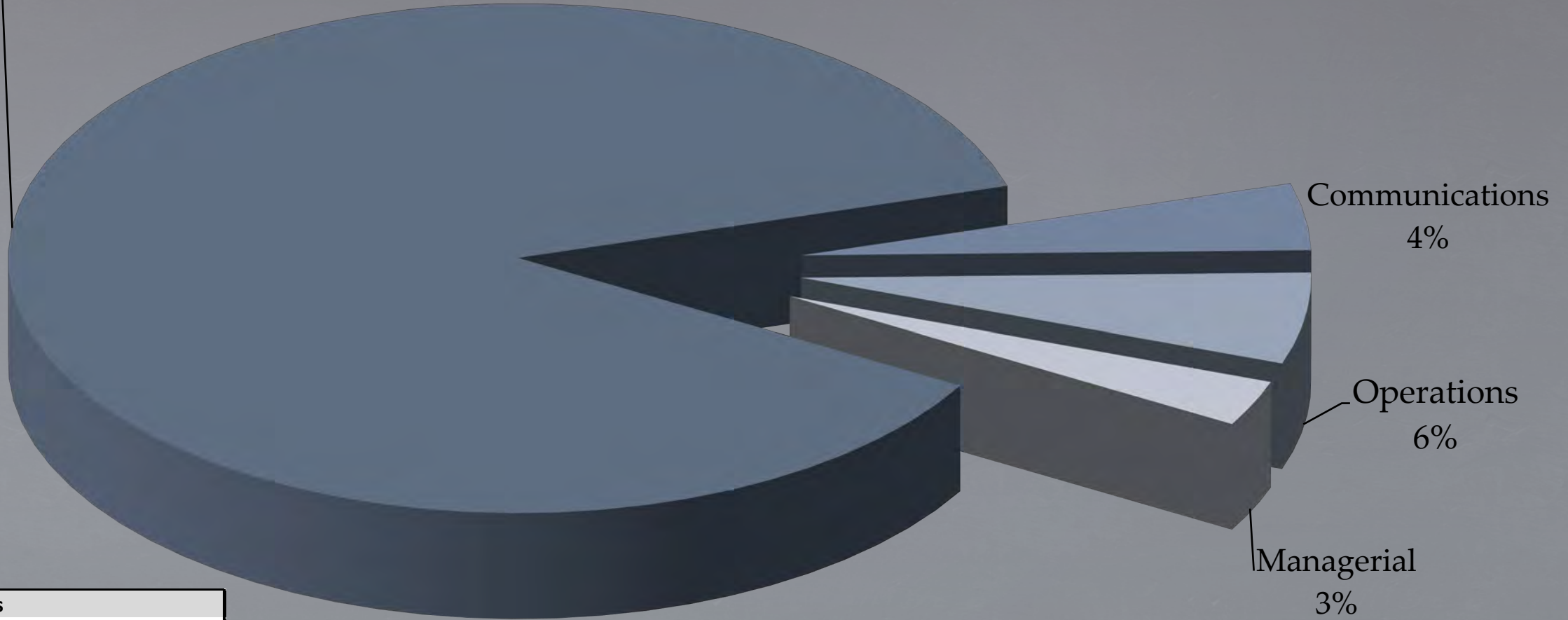
Actual YTD Budget Remaining



# Percentage of Expenses Year to Date

Personnel

87%



Communications

4%

Operations

6%

Managerial

3%

## Function Expenses

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

# Cash Position



# **Staff & Division Updates – July 2023**

# Administration Updates – Director of Administrative Services, Heidi Robinson



New resident at the Admin picnic table area, Florenzio.

- News & Events
  - “Christmas in July” Diaper Drive, SFD Total =215
  - Conflict Management Plan
- Upcoming Events
  - Communications Study
  - Procedure updates
  - Collaboration with HR – Job Descriptions



How many admin staff does it take to install a new microwave?  
A-one, A-two, A-three....

## THE A-TEAM PRESENTS...

### The Five “A”s of Conflict Resolution

#### Acknowledgment:

The first step to solving a conflict is acknowledging one exists.

- ❖ Immediate Recognition
- ❖ Damage Done /Injury
- ❖ No one is completely right or wrong

#### Apology:

Issued with an honest desire to repair that damage, intentional or not.

- ❖ Express Remorse
- ❖ Be Sincere
- ❖ Ask Questions & Share Observations

#### Agreement:

Find a positive outcome for all parties, together.

- ❖ What will resolve the issue?
- ❖ Offer Reasonable Solution(s)
- ❖ Solicit Help

#### Action:

Every commitment requires action in order to have meaning.

- ❖ Be Specific
- ❖ Set a Deadline
- ❖ Follow Up

#### Accountability:

Team agrees to the following process when parties do not align with the agreement.

- ❖ Reflect on your role in the conflict
- ❖ Invite the other party to join you in solving problem
- ❖ Report – some issues require intervention
- ❖ Accept & Repair



*Because you don't send the “B” team,  
when you have... THE A-TEAM*



# **OPERATIONS**

**ASSISTANT CHIEF JAYSON COIL**

**OPERATIONS**

**SIGNIFICANT EVENTS**

**ALL-HAZARD**

**EMERGING ISSUES**

**HUMAN RESOURCES**

**STAFFING**

**PROMOTIONS**

**SIGNIFICANT ISSUES**

**TELECOMMUNICATIONS**

**OUTAGES**

**MAJOR PROJECTS**



# Operations



Ops & Admin, working together in sweet harmony, Captain Jeff Wassell & GIS Specialist Matt Spinelli installing TVs in all stations for First Arriving dashboard displays.



SEDONA  
FIRE  
DISTRICT

## HIRING LIST ANNOUNCEMENT 2023 Career Firefighter

SFD is seeking qualified applicants to establish a hiring list for Career Firefighter/EMTs and/or Firefighter/CEPs.

### Minimum Qualifications

- ✓ Firefighter I and II Certification by Pro Board, IFSAC or equivalent
- ✓ HAZMAT/First Responder Operations Qualified
- ✓ Valid, current Candidate Physical Ability Test (CPAT)
- ✓ High School Diploma, GED, or equivalent
- ✓ Valid AZ Driver's License (or ability to acquire upon hire)
- ✓ Current Arizona State EMT or Paramedic Certification

### Top Firefighter Competencies

The Ideal Firefighter will align with the district's core competencies of:

*Integrity & Trust      Ethics & Values      Approachability  
Interpersonal Savvy      Self-Knowledge*

The Successful Firefighter will be skilled in demonstrating:

*Action Orientation      Customer Focus      Compassion  
Learning on the Fly      Perseverance*



### Career Firefighter Starting Pay 2023

Firefighter/EMT \$55,000 annually ----- Firefighter/CEP \$63,000  
Plus, an approved Cost of Living pay increase on 7/1/2023  
We offer a comprehensive health and retirement benefit plan!

### Steps in the Testing/Recruitment Process

1. Go to <http://www.sedonafire.org>, click *About Us*, then *Careers*. Download the job description and SFD 2023 Career Firefighter Hiring FAQs.
2. Go to National Testing Network (NTN) to complete the test by June 16, 2023 at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).
3. Top candidates will be contacted by June 23, 2023 to submit a Sedona Fire District application packet.
4. Candidates with verified credentials will be scheduled for the Assessment Center by July 20, 2023.
5. Firefighter Assessment Center week of July 31, 2023.



2860 Southwest Drive, Sedona, AZ 86336  
928-282-6800

[www.sedonafire.org](http://www.sedonafire.org)

**NTN testing must be completed by  
Friday, June 16, 2023.**

*Sedona Fire District is an equal opportunity employer*



SEDONA  
FIRE  
DISTRICT

Is Seeking an Accomplished  
Professional to Serve as

**Fire Inspector**

**Position open until filled;  
first applicant screening on  
August 17, 2023**

Type	FY 23-24 Totals	Change	Jul-23
Code Consultations	8	-	8
FireWise Consultation	1	-	1
Plan Reviews	28	-	28
CRR Inspections	76	-	76
Engine Company Inspections	0	-	0
Special Events	1	-	1
Investigations	2	-	2
Public Outreach	2	-	2
Life Safety Systems Past Due		-	522
Life Safety Systems Compliant		-	175
Life Safety Systems Deficient		-	49
Total Known Life Safety Systems		-	1526

# Community Risk Reduction

**Division Chief- Dori Booth**

## Inspection Activities

1 Home Ignition Zone Assessment

8 Code Consultations

76 Site Inspections

28 Plan Reviews

## Notable Events and Projects

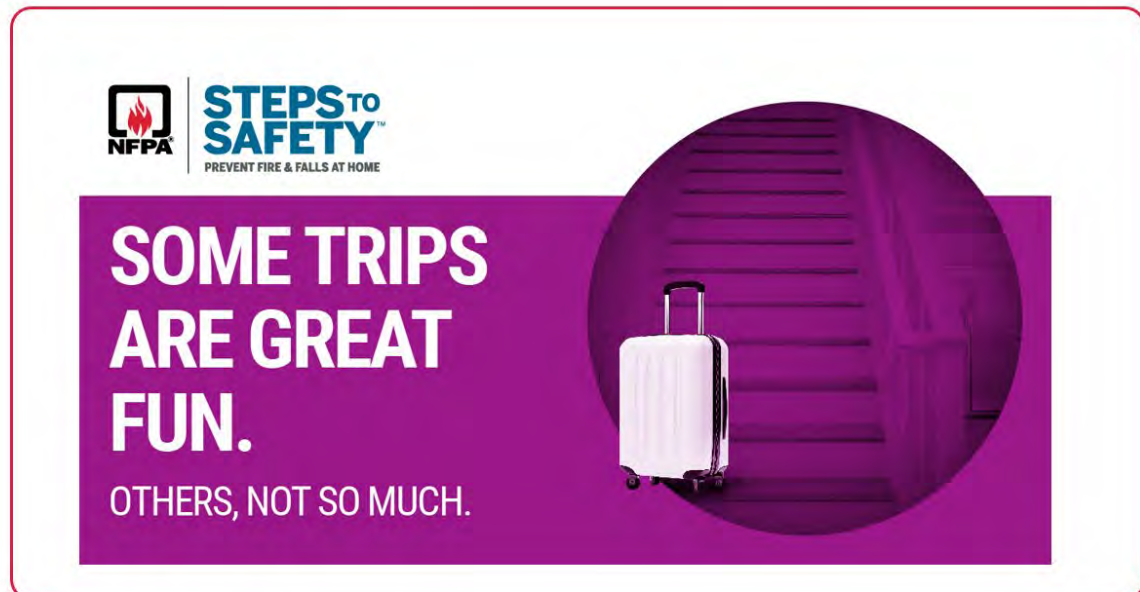
City of Sedona Wet Fest

Advanced Arson Seminar

Fire Marshal Safety Message

Fall Prevention

Questions/Comments

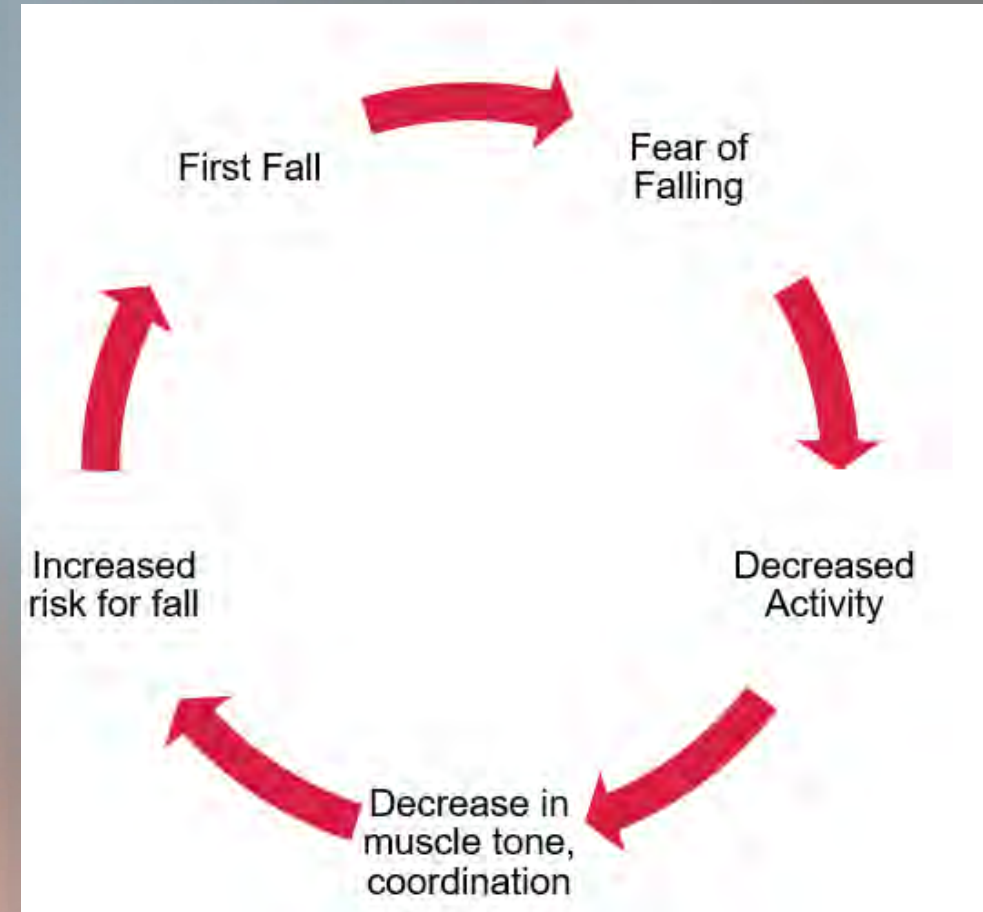




**STEPS TO  
SAFETY™**  
PREVENT FIRE & FALLS AT HOME

# 8 STEPS FOR FALL PREVENTION

- Exercise Regularly
- Take Your Time
- Keep Stairs, Pathways, and Walking areas clear
- Improve lighting in and outside your home
- Use non-slip mats and grab bars
- Be aware of uneven surfaces
- Wear sturdy, well fitting shoes
- Have a list of your current medications available



# Operational Support – Division Chief Lechowski

- EMS Update
- Communications Center Update
- Behavioral Health Update
- Fleet Update



Dori, Start Moving On  
Counseling's most  
valuable player!

# Operational Support – Division Chief Baker

- Training Report



# Fire Chief's Report – Chief Ed Mezulis

## Red Flag Warning

Valid: Wednesday, June 28, 2023

Weather Forecast Office

Flagstaff, AZ

Issued: Tue, Jun 27, 2023 1:18 PM



Timing  
Info

11 AM MST – 8 PM MST

12 PM MDT – 9 PM MDT



Fire Risk

Gusty winds and low humidity can cause fires to rapidly grow in size and intensity



Winds

Southwest winds of  
20-30 mph gusting  
up to 45 mph



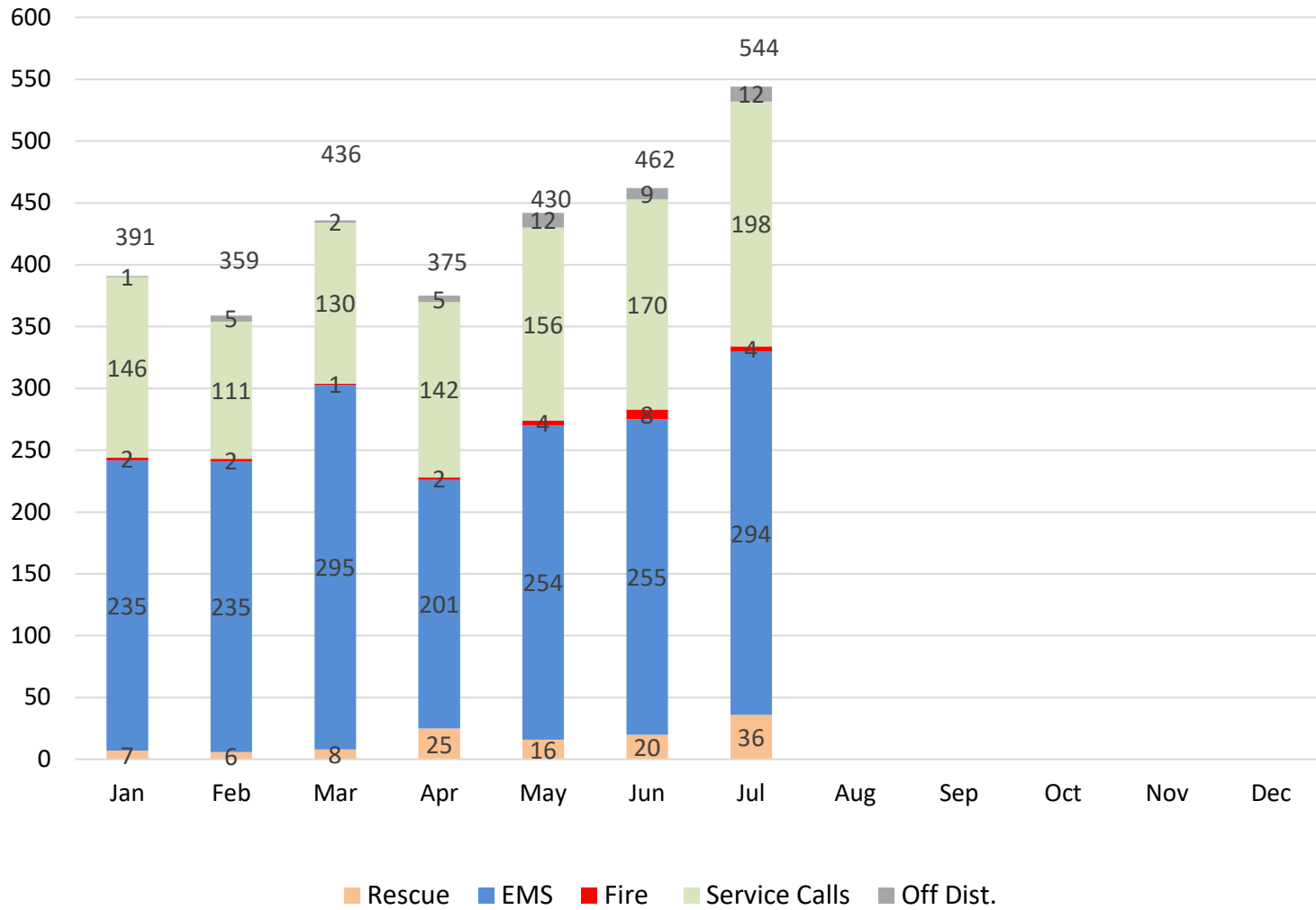
Relative  
Humidity

Humidity values as  
low as 5%

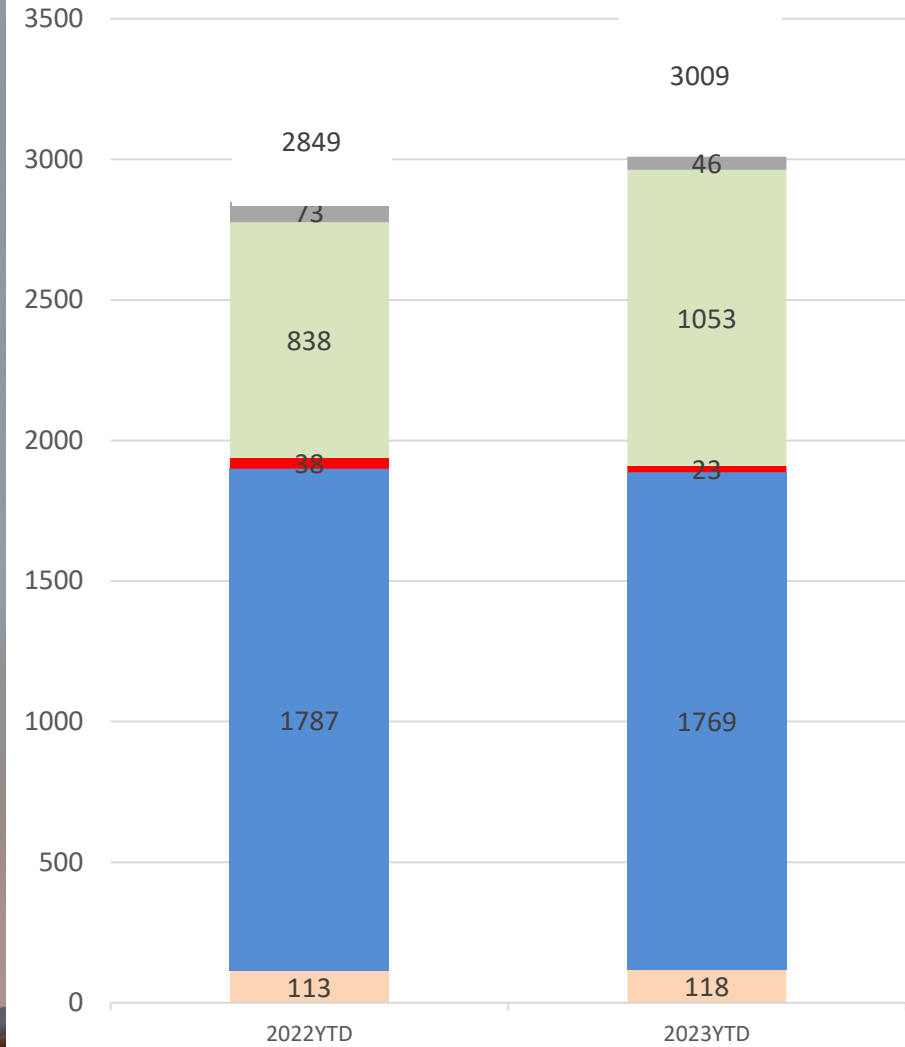


The Incident Summary provides an overview of the number of calls for each month and the type of incidents. A Year-to-Date comparison of the prior year is provided to view how SFD's calls are trending from the year prior.

2023 Monthly Incident Summary



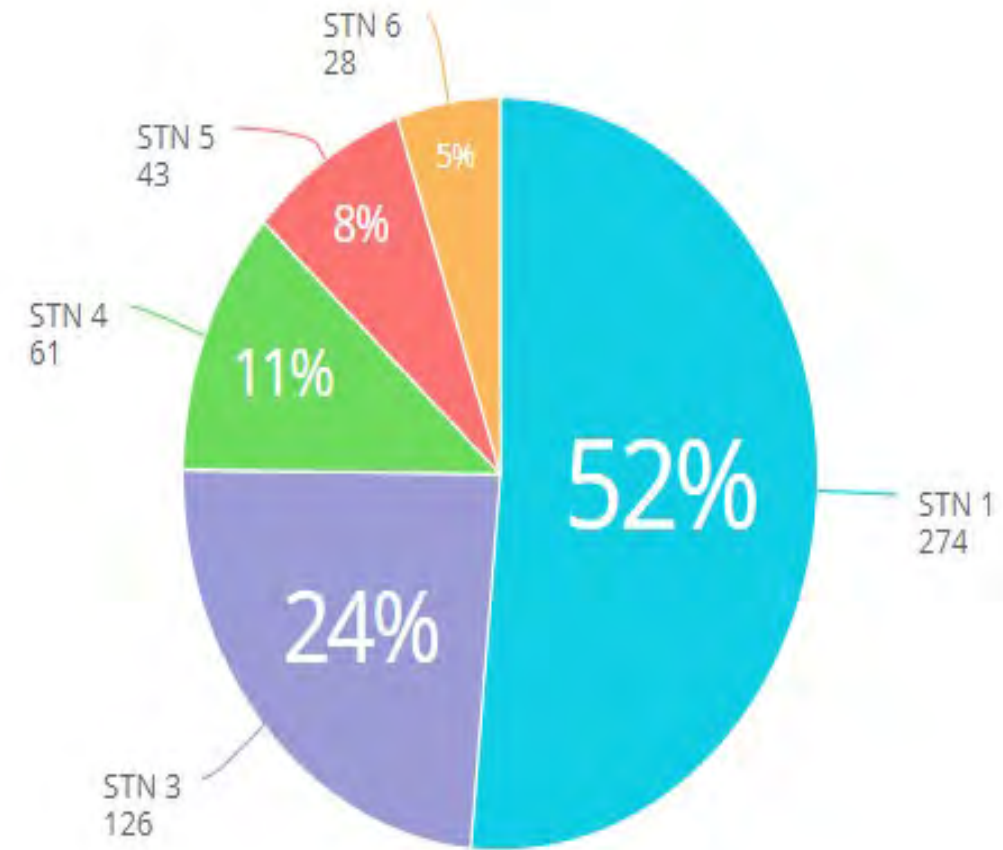
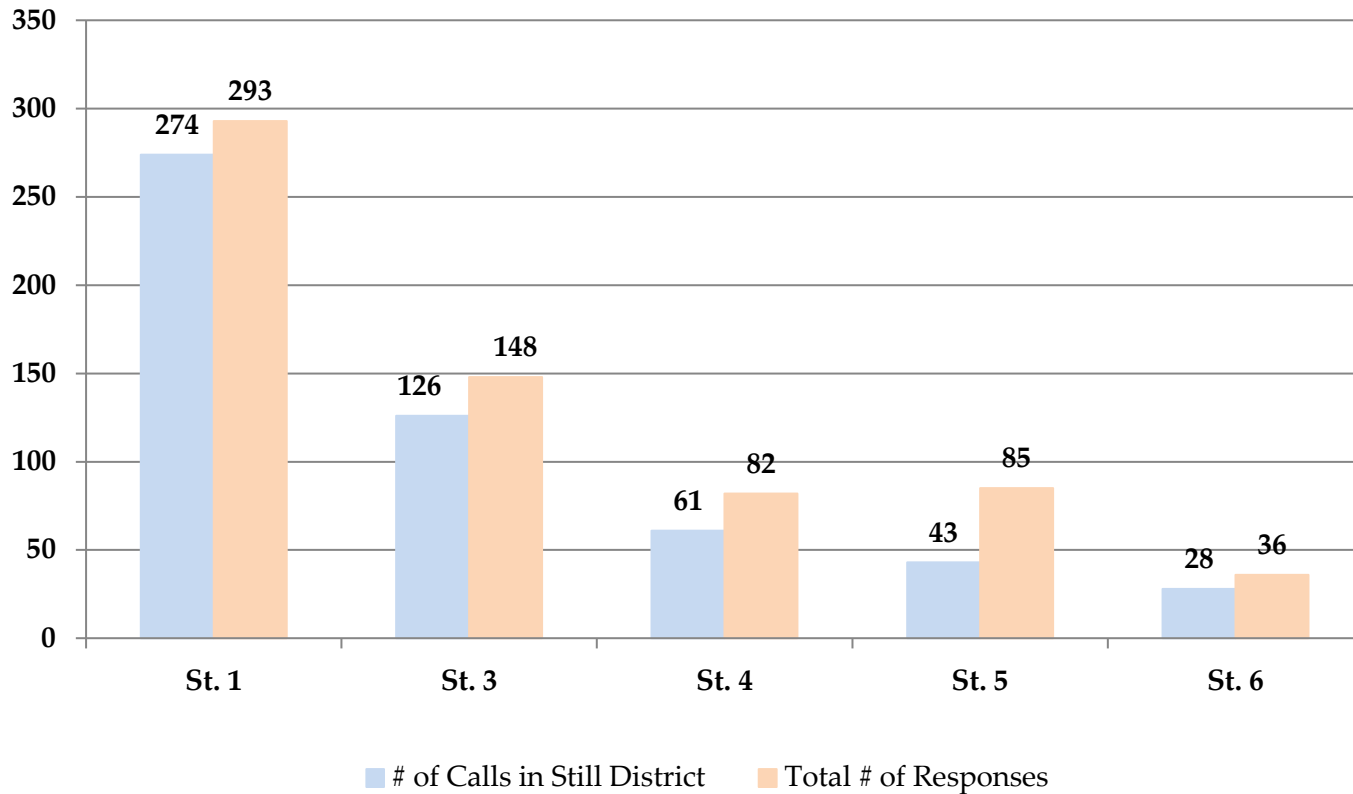
YTD Totals





The 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.

Responses by Station  
July 2023



# Emergency Responses

Dispatch Handling Time

Turnout Time

Unit Travel Time

Total Response Time

Median of Dispatch Notified Alarm H...

**00m:41s**

90th Percentile Dispatch Time

**01m:37s**

Median Turnout Time

**01m:43s**

90th Percentile Turnout Time **02m:38s**

Median Travel Time

**04m:08s**

90th Percentile Travel Time **12m:38s**

Median Total Response Time

**06m:40s**

90th Percentile Total Response Time **13m:29s**

# Specific Ambulance Times

Ambulance Total EMS Emergent Response Time

Total EMS Ambulance Road Time

Median Total Response Time

**06m:25s**

90th Percentile Total Response Time **13m:04s**

Median Total EMS Ambulance Road Time

**01h:16m:58s**

90th Percentile Total EMS Ambulance Road Time **02h:22m:34s**

## Purchase Orders over \$10K – July 2023

- **HVAC Co.**                      **\$12,985**                      **Station 1 AC**

*That's all, folks.....*

# Community Appreciation – July 2023

To the Sedona Fire Fighters:

The Pine Flats Property Owners thank you for providing the large dumpster to our communities during Spring Clean up. Our members are very serious about fire safety, and we do our best to clear our properties of pine straw, leaves, branches, and other yard waste. The dumpster encourages our members to bag as much waste as we can to cut down on the fire threat in Pine Flats.


We appreciate what you people do for Pine Flats, the canyon, and Sedona. Many thanks for your support.  
Pine Flats Property Owners

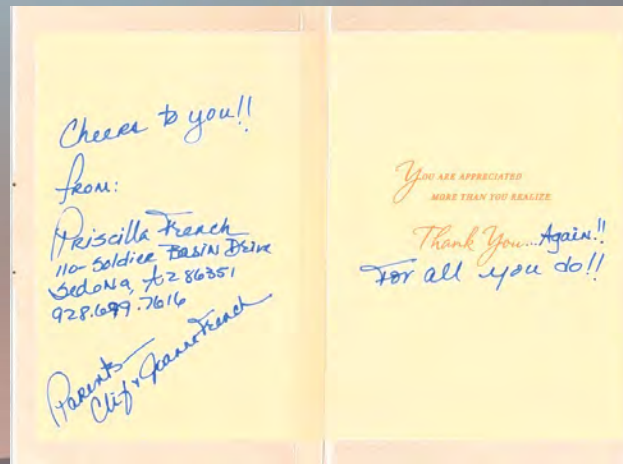
Pine Flats Property Owners with included \$500 donation.



\$150 donation from Mr. Wienges for changing smoke detector batteries.



Hey you guys & gals... you wonderful heroes of Sedona!! A few years ago you all were so instrumental in the help you gave me & my parents during the many 911 calls and it was deeply appreciated - Especially for my Mother - Joanne French (and you don't have to remember which one she was 'cuz that was a few years ago...) but as part of those events there were a fair number of sheets & pillow cases, etc that ended up at our house - And I thought I had returned them all to you - so imagine my surprise when I recently cleaned out a hall closet & found this stash  so here ya go - and here are some tasty goodies that will help with some feel good energy boost! And some \$\$ spiff \$\$ to be used for whatever you want!!



Priscilla French, Cliff & Janet French, with included \$50 donation.



# Facebook Engagement

## Page Overview

[See more insights](#)

Followers: 16,825

Last 28 days

Post reach

**43,811**

Post Engagement

**5,736**

New followers

**85**

## Recent content

Last 28 days



**Waking up to smoke in the Sedona area.**  
There are 2 wildfires that the Coconino National Forest are currently working. Thes...  
Sat, Aug 5

Post reach   Engagement  
**4,121**   **607**



**\*\*\*FLASHFLOOD WARNING\*\*\* ISSUED BY NATIONAL WEATHER SERVICE Severe Alerts Issued for Verde Valley and Sedona Areas o...**  
Sun, Jul 30

Post reach   Engagement  
**786**   **28**



**EMPLOYMENT OPPORTUNITY!!!! We are currently recruiting for Fire Inspector!! Please refer to the recruitment announcement or...**  
Fri, Jul 28

Post reach   Engagement  
**8,648**   **750**

[See more](#)

## Frequently Asked Questions

Answers to common questions about the new Pages experience.

**What policies apply to the new Pages experience?**

**What will happen to posts I made on my classic Page?**

**Is there any content that will not transfer from my Page?**


**How will people find my new Page?**

**What is a News Feed? How can I set up my News Feed?**

# Twitter Engagement



**Analytics** Home Tweets More ▾ Sedona Fire District ▾ [Sign up for Twitter Ads](#)

 **Account home**  
**Sedona Fire District** @SedonaFD Page updated daily

We're working on improvements to [analytics.twitter.com](#). In the meantime, you may see some metrics are missing. You can access your Tweet Analytics and download reports [here](#). You can try the new version of account analytics beta [here](#).

### 28 day summary

with change over previous period

Tweet impressions <b>1,811</b> ↓86.6%	Profile visits <b>101</b> ↓90.4%	Followers <b>1,520</b> ↑10
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**Aug 2023** · 8 days so far...

#### TWEET HIGHLIGHTS

**You haven't Tweeted this month... yet**

People who Tweet consistently throughout the month get higher engagement over accounts with intermittent posting. Try posting a photo, people like photos.

[Compose a Tweet now](#)

**Tweets with photos get noticed**

It's true. Tweets with images **drive more engagement** and generate more responses.

[Learn how to share a photo](#)

**Get your Tweets in front of more people**

Promoted Tweets and content open up your reach on Twitter to more people.

[Get started](#)

#### AUG 2023 SUMMARY

Tweet impressions <b>257</b>	New followers <b>2</b>
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# **Sedona Fire District Local Governing Board**

August 15, 2023