

Sedona Fire District Local Governing Board

• November 14, 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, November 14, 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=VTBNVHIBNjNyYk9PZnZQcnFIWlhLdz09>
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. EMPLOYEE RECOGNITION/BADGE PINNING

- A. Brian Russell, Fire Inspector
- B. Colten Anderson, Firefighter
- C. Lukas Becker, Firefighter
- D. Michael Garcia, Firefighter
- E. Austin Litten, Firefighter
- F. Elijah Mylott, Firefighter
- G. Madelyn Peyton, Firefighter
- H. Andrew Richards, Firefighter
- I. Clyde Rubin, Firefighter
- J. Justin Wassell, Firefighter

REGULAR BUSINESS MEETING

A. Public Forum:

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

B. Consent Agenda – Discussion/Possible Actions:

- 1. October 17, 2023 Regular Meeting Minutes.

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

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

2. Discussion/Possible Action: Possible allocation of ARPA reimbursement funds into the Capital Fund.

D. Staff Items:

1. October 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
 - iii. Notable Events
 - iv. Fire Marshal Safety Message
 - d. Operational Support – Division Chiefs 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. Social Media Engagement

E. Discussion/Possible Action: Discussion regarding upgrade to radio system and installation.

F. Discussion/Possible Action: Announcement of new board member to be seated December 2023.

G. Board Member Items:

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

Employee Recognition – Badge Pinning



- Brian Russell, Fire Inspector
- Colten Anderson, Firefighter
- Lukas Becker, Firefighter
- Michael Garcia, Firefighter
- Austin Litten, Firefighter
- Elijah Mylott, Firefighter
- Madelyn Peyton, Firefighter
- Andrew Richards, Firefighter
- Clyde Rubin, Firefighter
- Justin Wassell, Firefighter

CONSENT AGENDA

- October 17, 2023 Regular Meeting Minutes





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, October 17, 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, October 17, 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; Assistant Chief Jayson Coil (by phone); Division Chief Dori Booth; Director of Administrative Services Heidi Robinson; Finance Director Gabe Buldra, JVG; Attorney William Whittington; 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 Ed Mezulis requested a Moment of Silence for the 9 Police Officers and 2 firefighters who passed away since the previous Board Meeting.

II. PRESENTATION OF AWARDS/STAFF RECOGNITION

A. Badge Pinning – New Hire Firefighters & Fire Inspector

The badge pinning was tabled at the request of Chief Mezulis, due to the shortage in uniform requirements. Chairman Soto agreed to table the motion until the November meeting.

III. 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. September 15, 2023, Regular & Executive Session Meeting Minutes

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

C. Financial Report and Updates – Gabe Buldra, JVG

1. Discussion/Possible Action: Review and Approval of September 2023 Finance Report
Finance Director Buldra gave the monthly overview of expenditure and revenue, noting that the lack of wildland activity and billing is one of the drivers of the lower revenue this year. Chairman Soto

asked why there was a discrepancy in the personnel costs, as all positions are funded whether they are vacant or staffed. Mr. Buldra noted that the vacancies are funded in the budget, but the funds have not been expended and that makes up most of the underage. Mr. Buldra noted that SFD continues to run under budget in most categories.

Board Clerk McNeal asked if it was time for Mr. Buldra to have a discussion with the County regarding lack of tax revenue paid in. Mr. Buldra stated that at this point in the year, he is not concerned, the taxes typically come in during October and November, but if we don't see something within the next month, then he would reach out to the County.

Mr. Buldra noted that the ARPA funding had come through and is in, but it is accrued to last year as that was when it was requested.

Chairman Soto made a motion to approve the September 2023 finance report as presented, Member Jablow seconded, there was no further discussion and the motion passed unanimously.

D. Staff Items:

2. August 2023 Monthly Fire Chief Report –

a. Administration – Director of Administrative Services Heidi Robinson

Director Robinson noted that the fall “sickness” season is upon us, with staff and crew being affected by seasonal maladies and Covid infections.

Administration has been given access to dashboard to post information for all staff. She noted that there is good engagement from personnel and there is a slide to enable them to make suggestions and corrections to slides.

Chairman Soto asked if the dashboard was somehow integrated to the website so that pertinent information could be linked for community access. Chief Mezulis stated that the website was the out-facing public informational site, while the dashboards are for internal use and information.

Chairman Soto asked about the hydrant slide to report hydrant usage and Chief Mezulis explained that the local water companies want to know when we are flowing water, and this is a tool for the crews to report.

Operations – Assistant Chief Jayson Coil

Assistant Chief Coil began his reporting with the significant event that he felt that with the Spinelli, Espiau, Clouch team, he finds it is better to give intent and then get out of the way, as they will produce a more inclusive product design than expected. Call volume continue to rise, showing that the fall “sick” season is upon us. SFD has already had more calls in October than all of September, most interfacility transports and EMS transports.

Chief Coil briefly spoke about El Nino weather patterns and the chance of a warmer, wetter winter.

Human Resources: There has been one resignation and two conditional offers made to IT Radio Techs. Those two individuals are in the pre-employment process, awaiting background, physicals, etc. HR and Payroll will be attending the UKG Conference.

Telecom: AC Coil stated that he will reserve comments until the purchase orders come up at the end of the agenda.

Chairman Soto stated that AC Coil's statement about showing intent and getting out of the way was a new concept to him and seemed like a good idea in co-existing with other divisions and he feels that this is a good direction to be headed and that he accredits the new leadership. Chief Mezulis said he believes in “from the top down” and agrees. Chairman Soto stated that he feels that there are a lot of bright individuals throughout the District.

b. Community Risk Reduction – Chief Ed Mezulis

Chief Mezulis stated that Chief Booth was in training/orientation with the new hire firefighters. He reported that Chief Booth is working with her new fire inspector, Brian Russell, who has a lot of experience and should be up to speed very shortly.

The Airport Fuel Farm is finished and passed all inspections.

Safety Message: Halloween Safety

Chairman Soto asked if the fuel farm had achieved appropriate water supply and additional access. Chief Mezulis stated that he would defer to Chief Booth, and he has no updates other than the water supply is adequate and if they continue and make infrastructure improvements, then more discussion will need to be completed regarding additional access.

c. **EMS, Safety, Development & Planning – Fire Chief Ed Mezulis**

Chief Mezulis reported for DC Lechowski, who is out with the New Hires. Chief Mezulis stated that DC Lechowski has been out a lot obtaining training and certifications for his position and getting them done. DCs Lechowski and Baker have created a new probationary task book and creating the onboarding with the best tools for the probationary new hires to be successful.

d. **Suppression, Preparedness, and Performance – Chief Ed Mezulis**

Chief Mezulis noted that DC Baker was out with Covid and gave his report, stating that with the rash of retirements went knowledge and skills that are necessary, so much of the past weeks have been training new instructors in various programs. SFD has 4 new NFPA 1403, Live Fire training instructors and 3 new ROHVA (off-road vehicle) training instructors.

Not only are DCs Lechowski and Baker working with the new hires to orient and train, but they are also evaluating the processes of training and content for validity and streamlining. Driver's training, TRT, etc. are also upcoming and they are dissecting and modifying those programs.

e. **Fire Chief Report – Fire Chief Mezulis**

Chief Mezulis reported that incident numbers remain about the same, as well as Station responses and response times. He reviewed the Purchase Orders over \$10K.

Chief Mezulis stated that he and Chief Booth had spoken to the Sedona Women's Group and one of their comments was how they loved following SFD on social media. The group has a membership of 40-60 women who live in Sedona and wanted an overview of the District and emergency procedures. The Chief stated that he is focusing on education around and about the District and there will be more events like this upcoming.

Board Clerk McNeal asked to be notified about events like this to accommodate Board attendance and support.

E. Discussion/Possible Action: Possible vote to approve BAC Request to upgrade and improve AV and other meeting facilitation equipment in the multi-purpose room.

Chief Mezulis stated that he had requested bids from three vendors in November of 2022. One vendor would not submit as he was too busy, another focuses more on new construction and declined to bid, and AVS came and gave a bid, after a thorough walk through and investigation of what is currently in place. Chief Mezulis stated that the process involved was something he did not expect and the outcome was a 2-hour meeting with Josh Clouch, Chief Mezulis and Executive Assistant Smathers to debrief his findings and recommendations for the new system. Board Clerk McNeal stated that she wondered if this was the correct time, with collections not coming in and stated she was concerned about the appearance to the public being good fiscal and financial stewards. Mr. Buldra explained that this was a capital funded item and the money is available in the Capital account. He again stated he is nowhere near concerned for tax revenue and not once have tax collections not come in at 99-100%. He stated that SFD does not need to wait for cash flow from tax revenues for this project. McNeal followed up with concerns about upcoming costs for Stations 4 & 5 and Chairman Soto asked Chief if he said he had started the process last year. Chief Mezulis stated that yes, this bid request went out in November 2022, and he can't speak to trending prices or AVS availability at a later date. Josh Clouch, IT User Technician, stated that the current system is legacy upon legacy, dating back to the newest being installed in 2014. All of it is end-of-life, and SFD will have to start piecemealing if it is not replaced. Clouch stated that he is experiencing longer times to set up before each meeting, which he should not even have to be doing, but with the dying equipment, it's taking longer and longer, each month.

Chairman Soto asked if the original equipment would go in the control room, as originally thought, or would all be out in the multi-purpose room. Clouch explained that it will all be in the ceiling and it will truly plug and play that any user can facilitate. Board member Jablow asked about repairs if it is all in the ceiling, and Clouch explained that any AV equipment repairs will be covered by the contractor, and any computer repairs will be handled by him. The new system will be a "stadium" set up with four TV screens, speakers, microphone, etc. and it is a very sound plan with warranties on everything. Chief Mezulis stated that the cost had originally caused him

concern, but he had asked another person who had just completed installations on several conference rooms to weigh in and that estimate was within 10 % of the estimated price. Chairman Soto asked if the wiggle room in the estimate vs. the purchase order was intentional and Chief stated that, knowing Clouch, he would find something better and there might be some additional charges for his preferences.

Chairman Soto moved to approve the BAC Request to upgrade and improve AV and other meeting facilitation equipment in the multi-purpose room not to exceed \$102,000.00 as requested in Requisition #9895. Board Member Springett seconded the motion, there was no further discussion and the motion passed unanimously.

F. Discussion/Possible Action: Possible vote to approve BAC Request for tough books for EMS purposes.

Chief Mezulis stated that these are planned replacements of EMS tablets for patient care reporting and an Update of 5-year-old computers. Assistant Chief Coil noted that they are end-of-life and unable to be supported and do not support upgrades or updates to software. The data is at risk, and these are best price at Government contract national pricing. Josh Clouch stated that he is receiving more tickets to resolve, as the old tablets continue to be used. Chairman Soto asked about delivery dates and Clouch stated he would need to check with Brian Espiau about a specific date. Board Clerk McNeal asked why they were still running Windows 10 and Clouch stated that they will continue until January when Windows 11 is installed. Member Jablow asked for clarification on the bar code scanners and Clouch explained that they are built into the bottom of the keyboard and scan IDs with a laser scanner.

Chairman Soto made a motion to approve the BAC Request for purchase of tough books for EMS purposes in the amount of \$69,338.99 to CDW-G, as requested in Requisition #9855. Board Clerk McNeal seconded, there was no further discussion and the motion passed unanimously.

G. Discussion/Possible Action: Possible vote to approve BAC Request for new data network devices and Wi-Fi upgrades.

Chief Mezulis explained that this was a planned radio upgrade, but not the totality of the overall upgrade, with the Wi-Fi also being part of the foundational building block of the entire system. Assistant Chief Coil stated that there were three CORE recommendations from the third-party vendor who evaluated the SFD current system. This request with the data network devices and Wi-Fi were recommended as the current system is unsupported. Chairman Soto remarked that it was convoluted and very involved and Chief Mezulis stated that he really wanted to commend Bob Motz because his concern really is the impact on the taxpayers and this recommendation will give SFD the bandwidth to keep up with technology.

Board Clerk McNeal stated she would like to know where we stand with the \$750K that was set-aside and Mr. Buldra reported that this was only the second purchase made in that set-aside.

Chairman Soto stated that SFD is behind the curve on this, and it is needed, it seems like it can't wait any longer.

Chairman Soto moved to approve the BAC Request for new data network devices and Wi-Fi upgrade in the amount of \$167,362.31 as requested in Requisitions 9891, 9192, and 9893. Board McNeal seconded the motion, there was no further discussion and the motion passed unanimously.

H. Discussion/Possible Action: Accept resignation of Board Member Gene McCarthy position and discussion of timeline to fill position for duration of term.

Chief Mezulis noted that due to recent medical events, Mr. McCarthy made the decision to take the time to heal and that he appreciated the strength it took to make that decision. Chairman Soto followed up, stating the resignation was delivered on September 22, 2023. Chairman Soto noted that Mr. McCarthy has a long road to recovery, but he is getting better by day. The Board has a 90-day timeline to go through the process of filling the position.

Chairman Soto made a motion to accept the resignation of Board Member McCarthy, Clerk McNeal seconded, there was no further discussion and the motion passed unanimously. Chairman Soto offered that Member McCarthy will be missed.

Chairman Soto followed the vote with discussing policies on filling the vacancy and stated that a notice had been drafted for immediate release to the Red Rock News, the SFD website, and the usual posting place outside Station 1. Clerk McNeal asked that the release to the newspaper have a deadline date. Interviews for

interested parties will take place the weeks of November 6-16, 2023, depending on interest generated and applications received. Mr. Whittington advised that no motion was necessary, and this could be by consensus. Chairman Soto polled the Board for consensus, and it was agreed unanimously.

I. Board Member Items:

Discussion of Fire Board Members Fire District related activities since the last Board Meeting:

Scott Springett: One-on-one with Fire Chief generated good ideas; billpay.com training tomorrow; working on ideas for partnering with community center for program activities, i.e., Meals On Wheels, etc.

Helen McNeal: Participated in one-on-one with Fire Chief; enjoyed and participated in Welcome potluck for new employees. Usual business of signing checks, paying bills, etc.

Janet Jablow: Also attended potluck and meet & greet of new employees, check signing, bill paying, upcoming one-on-one with Fire Chief.

Dave Soto: Working with JVG on billpay.com training for Springett; met with Chief and Labor regarding the Board vacancy process; expecting Need to Meet invitation for 1st Quarter evaluation of Fire Chief; working with Yavapai County Firewise with mitigations and getting word out to the communities, along with VV Fire Chiefs.

III. ADJOURNMENT

Chairman Soto adjourned the meeting at 5:56 p.m.

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 and Updates – Gabe Buldra

- Review and approval of October 2023 Finance Report
- Possible allocation of ARPA reimbursement funds to Capital Fund.





Sedona Fire District Monthly Financial Report

Monthly Financial Report – October 2023

Attached are the following for your information and review:

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

Key points:

- Total Revenue for October is \$8,136,713 which is \$1,409,815 over budget.
 - Tax Revenue for October is \$7,695,990 which is \$1,237,316 over budget.
 - Non-Tax Revenue for October is \$440,723, which is \$172,499 over budget.
 - Wildland revenue is over budget by \$89,912.
 - Ambulance revenue is over budget by \$77,070.
- Total Expense for October is \$1,670,838 which is \$1,133 under budget.
 - Personnel Expense is \$9,636 under budget, driven by lower than anticipated operational wages and associated benefit costs.
 - Vehicles & Equipment is \$22,577 over budget, driven by higher than anticipated vehicle maintenance and PPE costs.
 - Managerial Expense is \$17,795 under budget, driven by lower than anticipated professional fees.
- Year-To-Date Revenue for October is \$9,327,916, which is \$220,412 over budget.
- Year-To-Date Expenses for October is \$6,728,027, which is \$671,715 under budget.

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

Sedona Fire District
Balance Sheet
As of October 31, 2023

	Oct 31, 23	Oct 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1000 · Bill.com Money Out Clearing	0.00	13,792.85	-13,792.85
1010 · Capital Reserves Fund	3,628,742.50	3,502,508.19	126,234.31
1050 · Chase - Operating Account	410,904.91	322,125.99	88,778.92
1060 · Chase - Payroll Account	1,324,037.43	361,238.72	962,798.71
1070 · County General Fund	13,507,771.36	11,323,635.84	2,184,135.52
Total Checking/Savings	18,871,456.20	15,523,301.59	3,348,154.61
Accounts Receivable			
1200 · Accounts Receivable*	17,586.75	19,743.42	-2,156.67
1202 · Ambulance Billings Receivable	693,708.56	394,076.49	299,632.07
1204 · ND Fire Billing Receivables	0.00	164,752.18	-164,752.18
1206 · Property Tax - Receivable	294,100.87	242,382.14	51,718.73
1208 · Grant Receivable	4,959.01	0.00	4,959.01
1270 · Lease Receivables	987,486.00	987,486.00	0.00
Total Accounts Receivable	1,997,841.19	1,808,440.23	189,400.96
Other Current Assets			
12000 · Undeposited Funds	0.00	103,503.93	-103,503.93
1320 · Prepaid Expenses	131,759.65	32,460.47	99,299.18
1321 · PSPRS Prepaid Expense	2,596.33	0.00	2,596.33
Total Other Current Assets	134,355.98	135,964.40	-1,608.42
Total Current Assets	21,003,653.37	17,467,706.22	3,535,947.15
Fixed Assets			
1400 · Accumulated Depreciation	-15,295,656.89	-14,310,101.78	-985,555.11
1410 · Building and Other Improvements	9,296,601.64	9,230,946.20	65,655.44
1411 · Construction in Progress	85,706.13	0.00	85,706.13
1412 · Furniture and Equipment	7,046,462.77	6,137,927.15	908,535.62
1413 · Land	2,054,578.48	2,054,578.48	0.00
1414 · Vehicles	7,701,601.60	7,619,367.26	82,234.34
1450 · CIP	1,512,768.77	1,565,822.94	-53,054.17
1470 · Right to Use Asset	119,624.00	119,624.00	0.00
Total Fixed Assets	12,521,686.50	12,418,164.25	103,522.25
Other Assets			
1500 · Defer Outflows of Rsrcs - ASRS	339,603.00	339,603.00	0.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,751,158.00	9,751,158.00	0.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	204,782.00	204,782.00	0.00
1520 · Defer Outflows - PSPRS OPEB	55,671.00	55,671.00	0.00
1525 · Defer Outflows PSPRS OPEB Tr 3	879.00	879.00	0.00
1530 · Defer Outflows - ASRS OPEB	7,611.00	7,611.00	0.00
1540 · Risk Pool Capitalization	231,080.00	173,310.00	57,770.00
1815 · Net Pension Asset - PSPRS Tr 3	61,360.00	61,360.00	0.00
1825 · Net Pension Asset PSPRS OPEB	9,445.00	9,445.00	0.00
1830 · Net Pension Asset ASRS OPEB	46,236.00	46,236.00	0.00
Total Other Assets	10,707,825.00	10,650,055.00	57,770.00
TOTAL ASSETS	44,233,164.87	40,535,925.47	3,697,239.40
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	906,154.55	115,100.35	791,054.20
Total Accounts Payable	906,154.55	115,100.35	791,054.20

Sedona Fire District

Balance Sheet

As of October 31, 2023

11/08/23

Accrual Basis

	Oct 31, 23	Oct 31, 22	\$ Change
Credit Cards			
2003 · National Bank of Arizona Credit	33,846.40	19,440.91	14,405.49
Total Credit Cards	33,846.40	19,440.91	14,405.49
Other Current Liabilities			
2010 · Accrued Employee Leave	1,618,109.46	1,565,421.77	52,687.69
2011 · Accrued Payroll	230,405.10	0.00	230,405.10
2012 · Lease Purchase Liabilities	0.00	608.20	-608.20
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	0.00	-96.67	96.67
2018 · HSA Deduction	78.96	687.14	-608.18
2019 · Insurance Premium Liabilities	-35,347.93	248,825.70	-284,173.63
2021 · Payroll Liabilities	-757.60	6,790.25	-7,547.85
2022 · Retirement Payable	279,911.77	428,263.18	-148,351.41
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
Total Other Current Liabilities	8,474,758.48	8,632,326.57	-157,568.09
Total Current Liabilities	9,414,759.43	8,766,867.83	647,891.60
Long Term Liabilities			
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	0.00	171,025.55	-171,025.55
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
Total Long Term Liabilities	24,150,246.00	24,321,271.55	-171,025.55
Total Liabilities	33,565,005.43	33,088,139.38	476,866.05
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	5,343,586.77	2,661,786.72	2,681,800.05
Net Income	2,599,888.93	2,061,315.63	538,573.30
Total Equity	10,668,159.44	7,447,786.09	3,220,373.35
TOTAL LIABILITIES & EQUITY	44,233,164.87	40,535,925.47	3,697,239.40

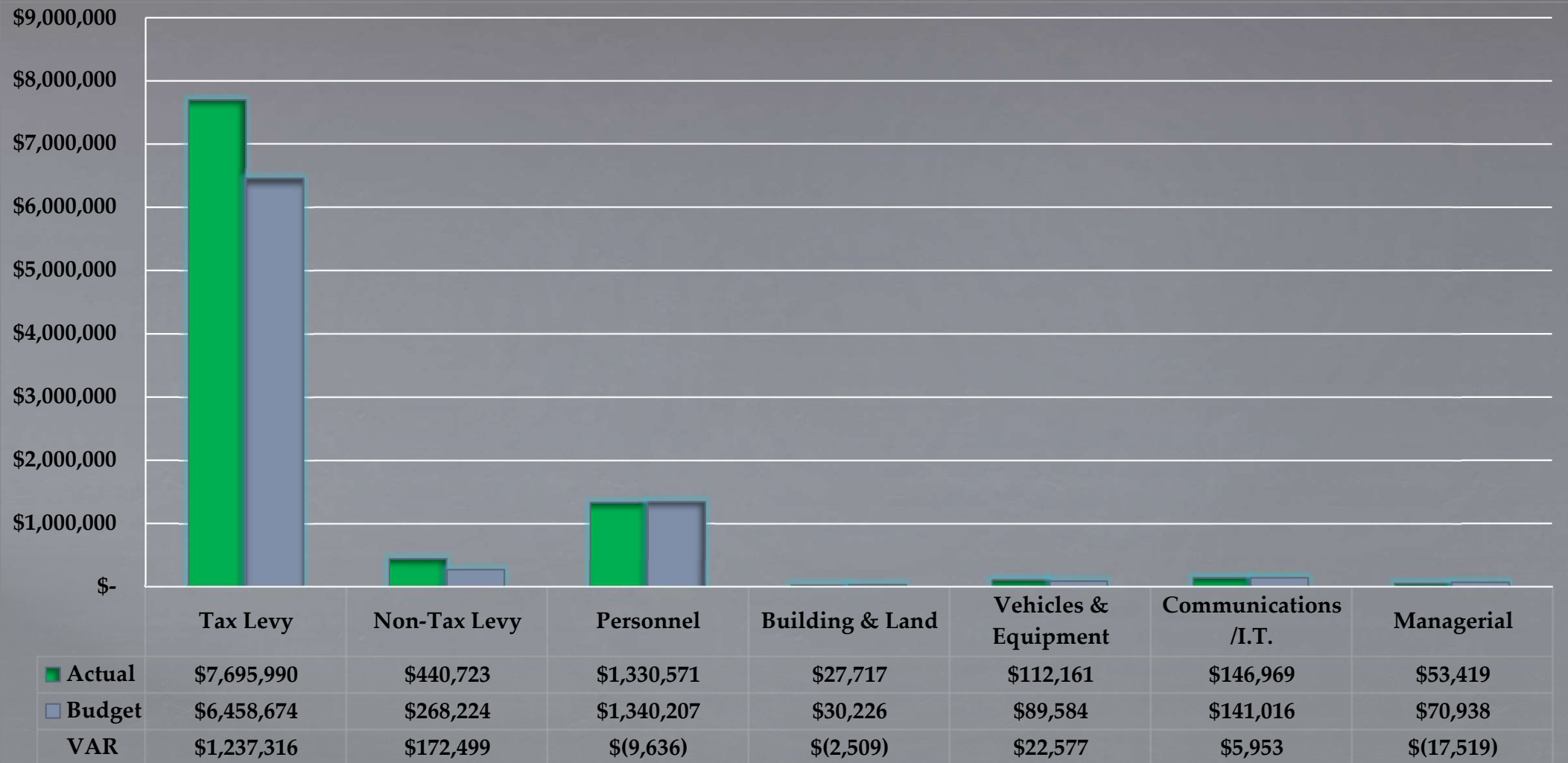
Sedona Fire District
Summary of Reconciled Cash Balances
 Period Ending 10/31/2023

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	<u>10/31/2023</u>	<u>10/31/2023</u>	<u>10/31/2023</u>	<u>10/31/2023</u>
Beginning Balance	6,830,485.86	3,615,409.66	1,350,199.30	138,966.44
Cleared Transactions				
Checks and Payments	(980,275.08)	-	(1,436,560.65)	(1,164,929.01)
Deposits and Credits	6,252,402.99	13,332.84	501,889.86	1,600,000.00
Total Cleared Transactions	<u>5,272,127.91</u>	<u>13,332.84</u>	<u>(934,670.79)</u>	<u>435,070.99</u>
Cleared Balance	<u>12,102,613.77</u>	<u>3,628,742.50</u>	<u>415,528.51</u>	<u>574,037.43</u>
Uncleared Transactions				
Checks and Payments	(107,352.03)	-	(4,623.60)	-
Deposits and Credits	1,512,509.62	-		750,000.00
Total Uncleared Transactions	<u>1,405,157.59</u>	<u>-</u>	<u>(4,623.60)</u>	<u>750,000.00</u>
Register Balance as of 10/31/2023	<u>13,507,771.36</u>	<u>3,628,742.50</u>	<u>410,904.91</u>	<u>1,324,037.43</u>

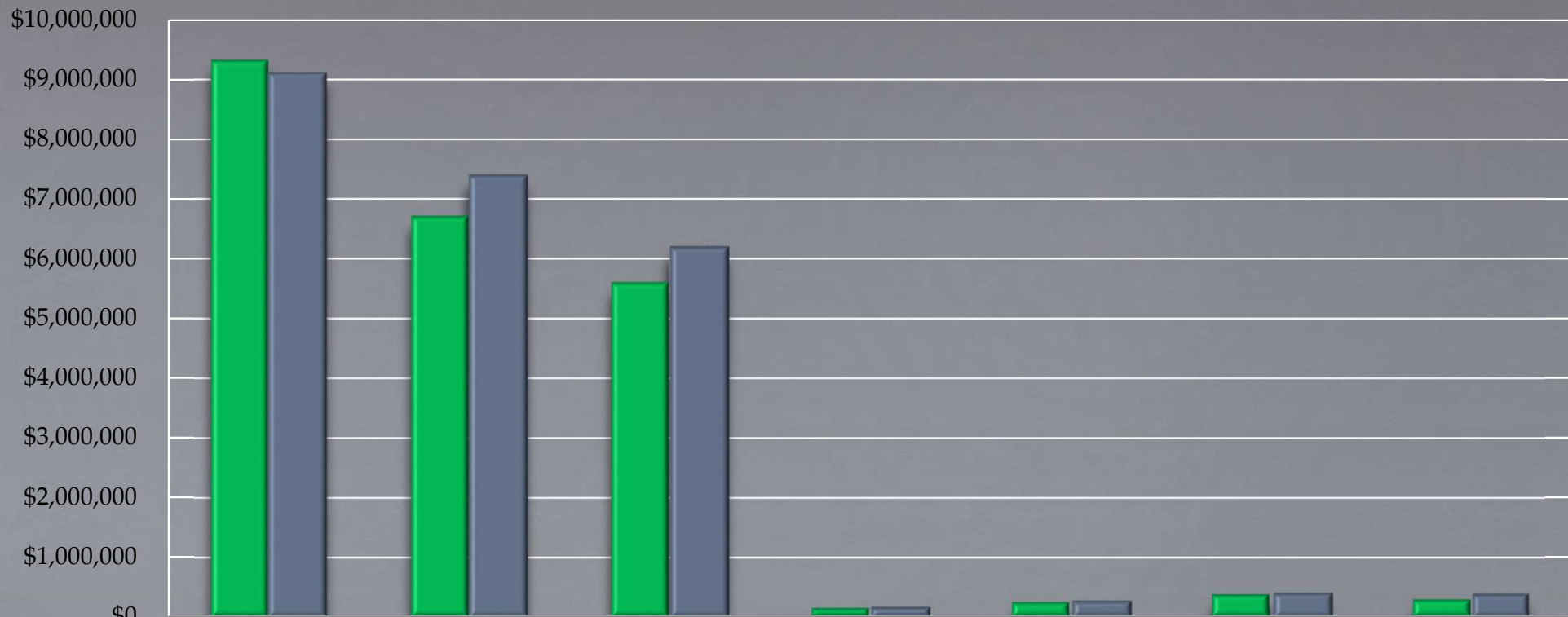
Sedona Fire District
Profit & Loss Budget Performance
October 2023

	<u>Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Oct 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
4001 · Tax Levy Revenue	7,695,990.24	6,458,674.00	1,237,316.24	7,986,726.23	7,659,608.00	327,118.23	19,874,119.00
4100 · Non-Tax Levy Revenue	440,722.58	268,224.00	172,498.58	1,341,189.84	1,447,896.00	-106,706.16	3,968,693.00
Total Income	<u>8,136,712.82</u>	<u>6,726,898.00</u>	<u>1,409,814.82</u>	<u>9,327,916.07</u>	<u>9,107,504.00</u>	<u>220,412.07</u>	<u>23,842,812.00</u>
Gross Profit	8,136,712.82	6,726,898.00	1,409,814.82	9,327,916.07	9,107,504.00	220,412.07	23,842,812.00
Expense							
5001 · Personnel Cost	1,330,571.23	1,340,207.00	-9,635.77	5,620,104.07	6,203,512.00	-583,407.93	18,937,414.00
6001 · Building & Land	27,717.21	30,226.00	-2,508.79	157,664.79	156,904.00	760.79	398,712.00
6101 · Vehicles & Equipment	112,160.62	89,584.00	22,576.62	259,845.56	261,940.00	-2,094.44	710,200.00
6300 · Communications	146,969.25	141,016.00	5,953.25	389,495.51	398,056.00	-8,560.49	909,396.00
6401 · Meetings, Travel & Training	23,096.13	22,819.00	277.13	93,695.85	121,276.00	-27,580.15	333,829.00
7001 · Managerial Cost	30,323.31	48,119.00	-17,795.69	207,221.36	258,054.00	-50,832.64	750,019.00
8001 · Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	<u>1,670,837.75</u>	<u>1,671,971.00</u>	<u>-1,133.25</u>	<u>6,728,027.14</u>	<u>7,399,742.00</u>	<u>-671,714.86</u>	<u>22,039,570.00</u>
Net Ordinary Income	<u>6,465,875.07</u>	<u>5,054,927.00</u>	<u>1,410,948.07</u>	<u>2,599,888.93</u>	<u>1,707,762.00</u>	<u>892,126.93</u>	<u>1,803,242.00</u>
Net Income	<u>6,465,875.07</u>	<u>5,054,927.00</u>	<u>1,410,948.07</u>	<u>2,599,888.93</u>	<u>1,707,762.00</u>	<u>892,126.93</u>	<u>1,803,242.00</u>

October 2023



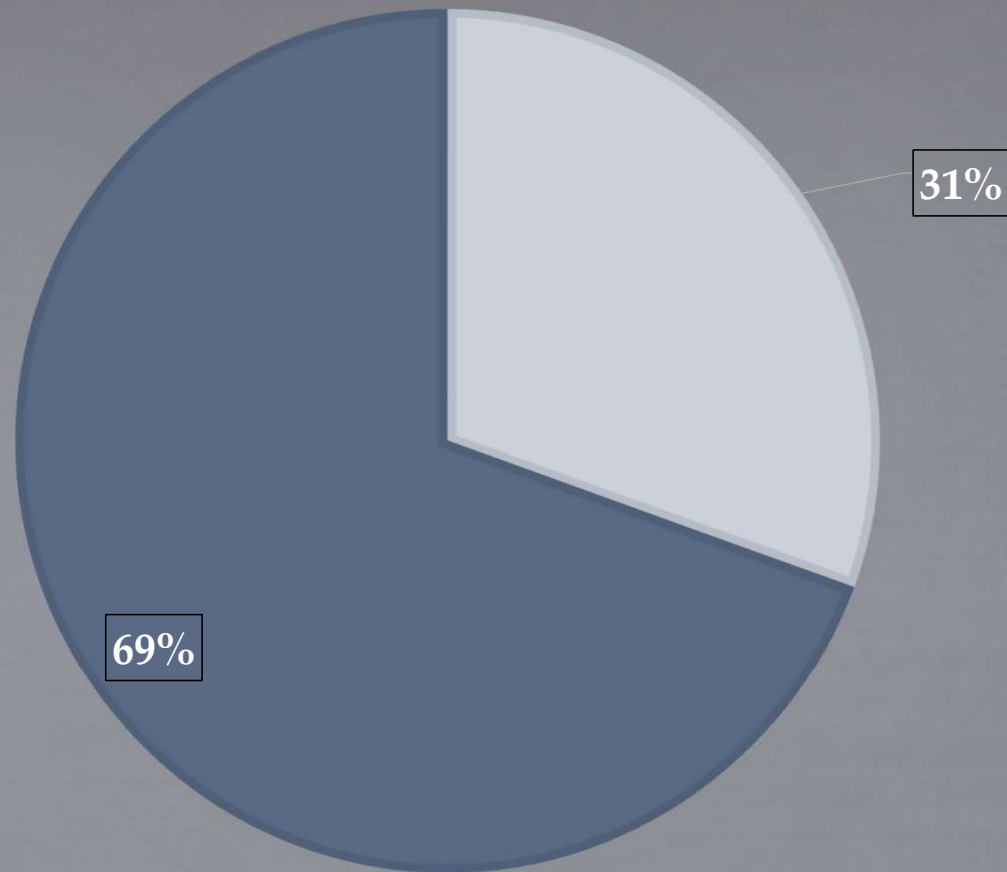
Fiscal Year to Date Budget to Actual



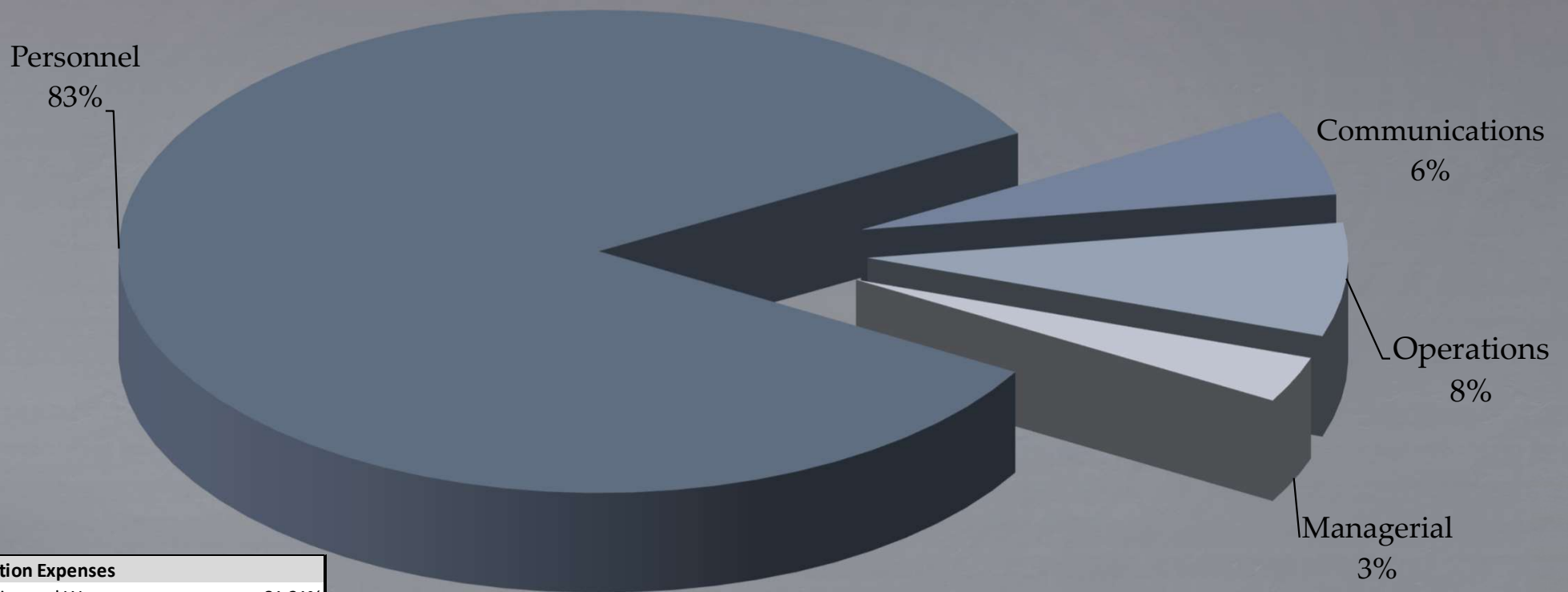
	Revenue	Total Expenses	Personnel	Building & Land	Vehicles & Equipment	Communications/I.T.	Managerial
Actual	\$9,327,916	\$6,728,027	\$5,620,104	\$157,665	\$259,846	\$389,496	\$300,917
Budget	\$9,107,504	\$7,399,742	\$6,203,512	\$156,904	\$261,940	\$398,056	\$379,330
Budget to Actual Var	\$220,412	(671,715)	(583,408)	761	(2,094)	(8,560)	(78,413)

YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

Actual YTD Budget Remaining

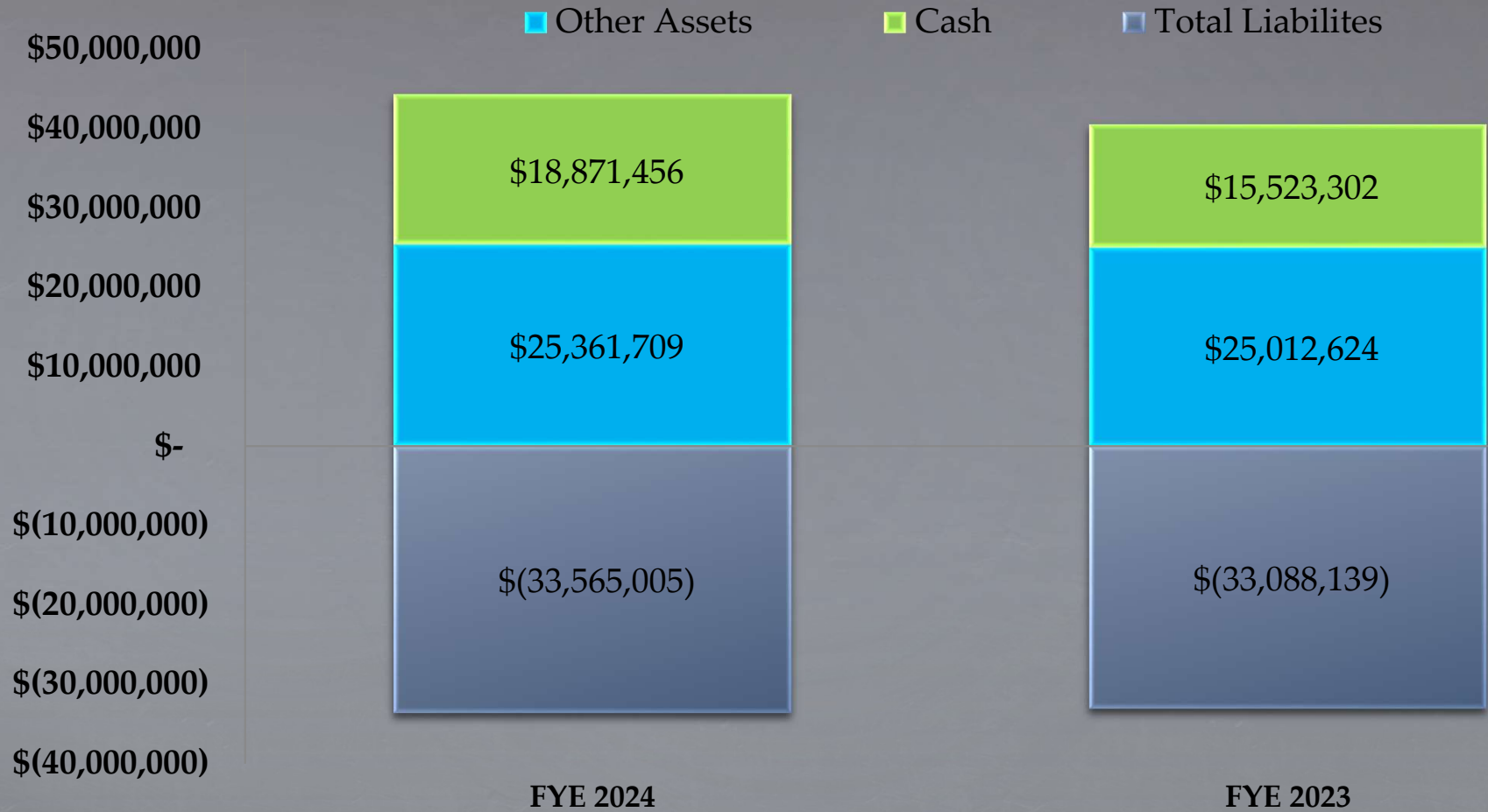


Percentage of Expenses Year to Date



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

Cash Position



Recorded Fixed Asset purchases:

Account Number	Account Name	Amount	Description of Asset
1410	Building and Other Improvements	\$9,487.00	New HVAC Unit at Station 5
1410	Building and Other Improvements	\$20,421.00	New HVAC Unit at Station 3
1410	Building and Other Improvements	\$12,985.00	New HVAC Unit at Station 4
1412	Furniture and Equipment	\$7,547.04	New Oven/Air Fryer
1414	Vehicles	\$7,923.34	Light and Siren Package for 506
1411	Construction in Progress	\$85,706.13	Multi-purpose room A/V upgrade
1410	Building and Other Improvements	\$8,800.00	3 Ton Mini-Split Unit Station 6 IT Room
	TOTAL	\$152,869.51	

Recorded Fixed Asset Disposals:

Account Number	Account Name	Amount	Description of Asset

Division Briefings

Happenings of October 2023 Sedona Fire District Divisions



Administrative Services – Director Heidi Robinson

- Professional Development
 - Administrative
 - Finance
 - UKG – HR/Payroll
 - Car Seat Program – CRR
 - Toys-4-Tots – ongoing through Dec 14
 - Audit Update - JVG



OPERATIONS

ASSISTANT CHIEF JAYSON COIL

OPERATIONS

SIGNIFICANT EVENTS

ALL-HAZARD

EMERGING ISSUES

HUMAN RESOURCES

STAFFING

PROMOTIONS

SIGNIFICANT ISSUES

TELECOMMUNICATIONS

OUTAGES

MAJOR PROJECTS



Community Risk Reduction

Division Chief- Dori Booth

Type	FY 23-24 Totals	Change	23-Sep	23-Oct
Code Consultations	24	33%	3	4
FireWise Consultation	4	-100%	1	0
Plan Reviews	85	79%	14	25
CRR Inspections	248	9%	58	63
Special Events	6	-67%	3	1
Investigations	7	0%	2	2
Public Outreach	14	100%	3	6
Life Safety Systems Past Due		-2%	463	452
Life Safety Systems Compliant		47%	55	81
Life Safety Systems Deficient		-63%	30	11
Total Known Life Safety Systems		1%	1952	1963

❖ Notable Events and Projects

❖ Arson Investigator 3 – Riddell / Puyana

❖ Brian Russell – New Inspector Started

❖ Blasting

❖ Upcoming Events

❖ Toys For Tots Bicycle Day – 12/16

❖ Safety Message

❖ Questions/Comments

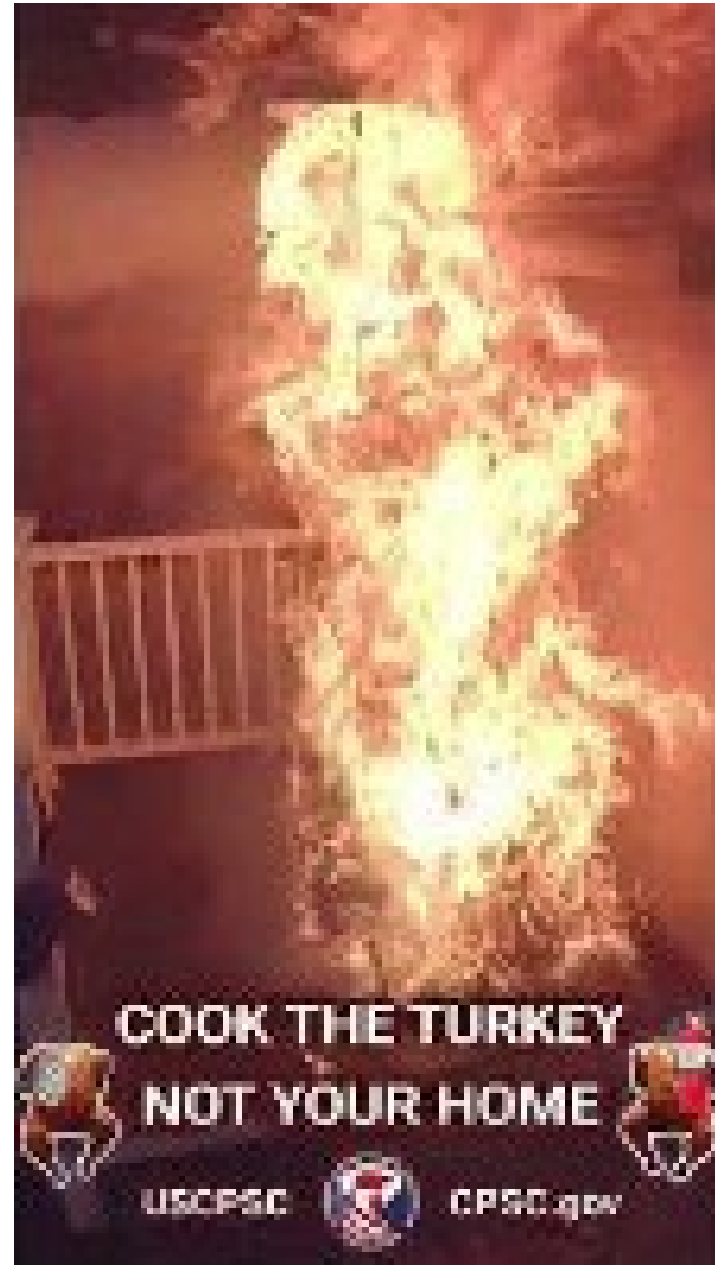


Safety Message – Holiday Fire Safety

Thanksgiving is the peak day for home cooking fires

Unattended cooking was by far the leading contributing factor in cooking fires and fire deaths

On Thanksgiving day alone, an estimated 1,160 home cooking fires were reported to U.S fire departments in 2021, reflecting a 297 percent increase over the daily average.



Operational Support – Division Chief Lechowski

- EMS Updates
- Fleet Update
- Training Update
- GIS Update
- Mental Wellness Update



Operational Support-Division Chief Jordan Baker



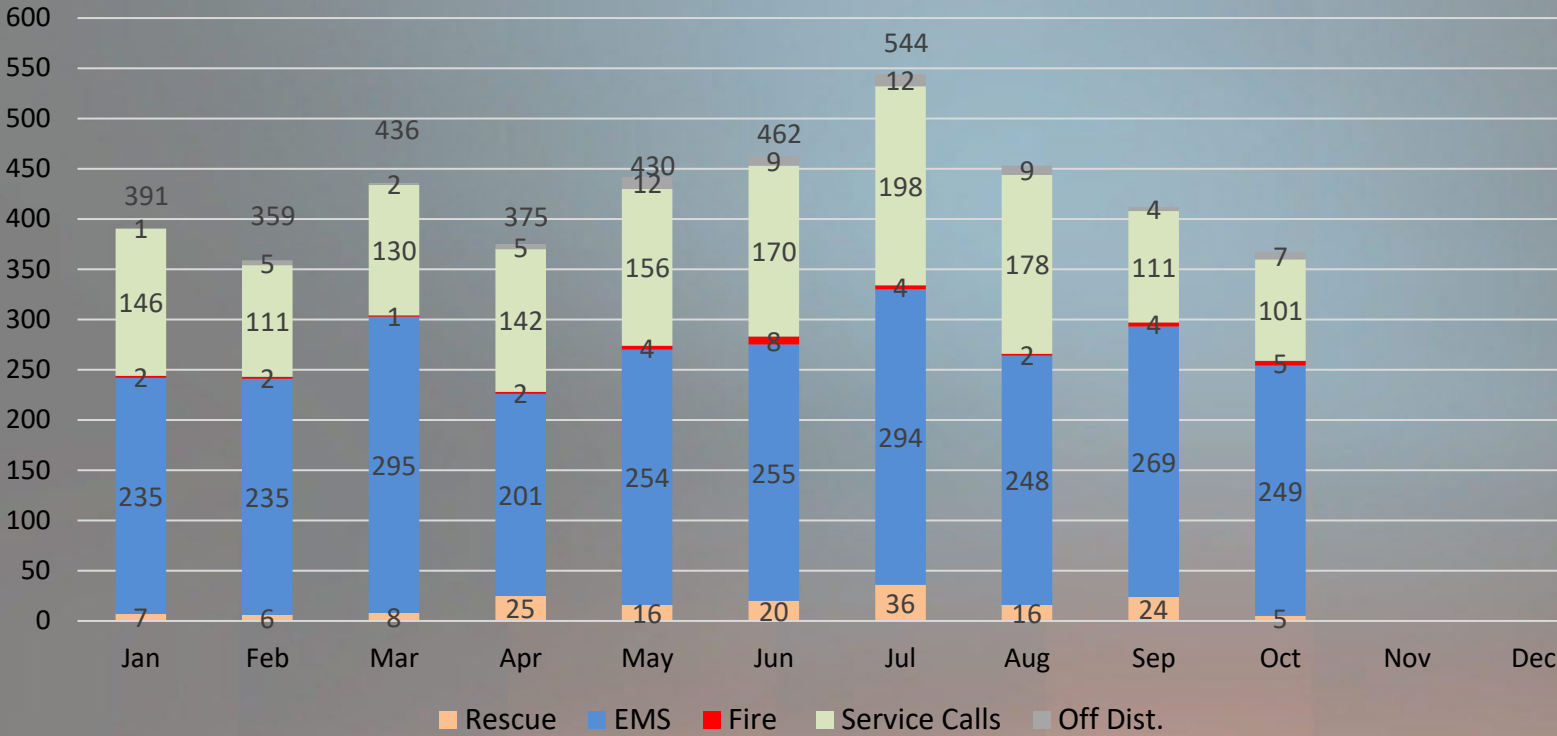
- Recruit Class 2023-2
 - 14 days/140+ Hours of Training
- Annual Drivers' Training to begin part 1 next week, part 2 in Dec.
- New probationary Firefighter Task Books finalized and issued with a formal follow-up process in place. Committee formation in the works.
- New SFD Training Library check out/check in process in place. Thanks to Espiau, GIS & IT Divisions. More accountability and fiscal responsibility.
- Firefighter Cascade Detrick registered for the 1st All-Woman's Firefighter Leadership Symposium in Feb.
- Three of our extrication specialists registered and approved to attend an advanced extrication course in Corona, CA in Feb.

Chief's Report – Fire Chief Ed Mezulis

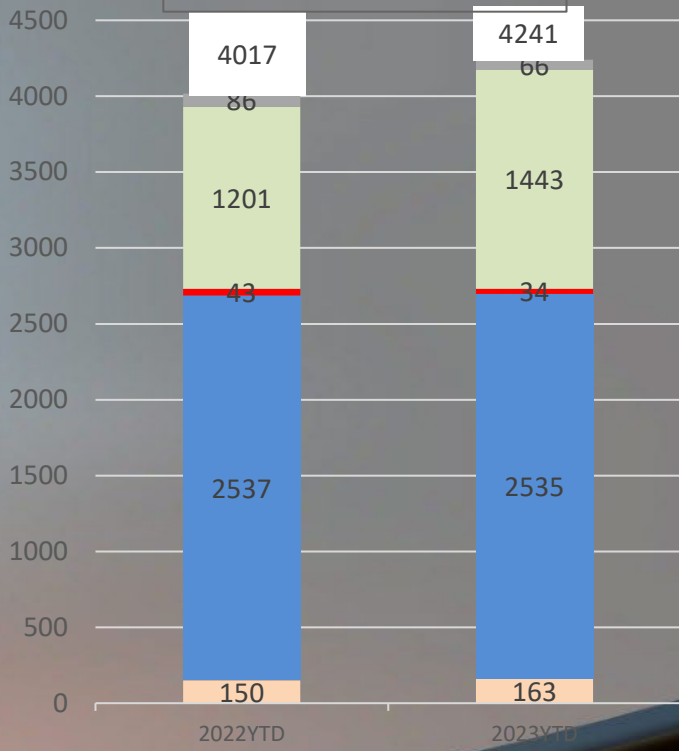


The Incident Summary provides an overview of the number of calls for each month and the type of incidents. A Year-to-Date comparison of the prior year is provided to view how SFD's calls are trending from the year prior.

2023 Monthly Incident Summary

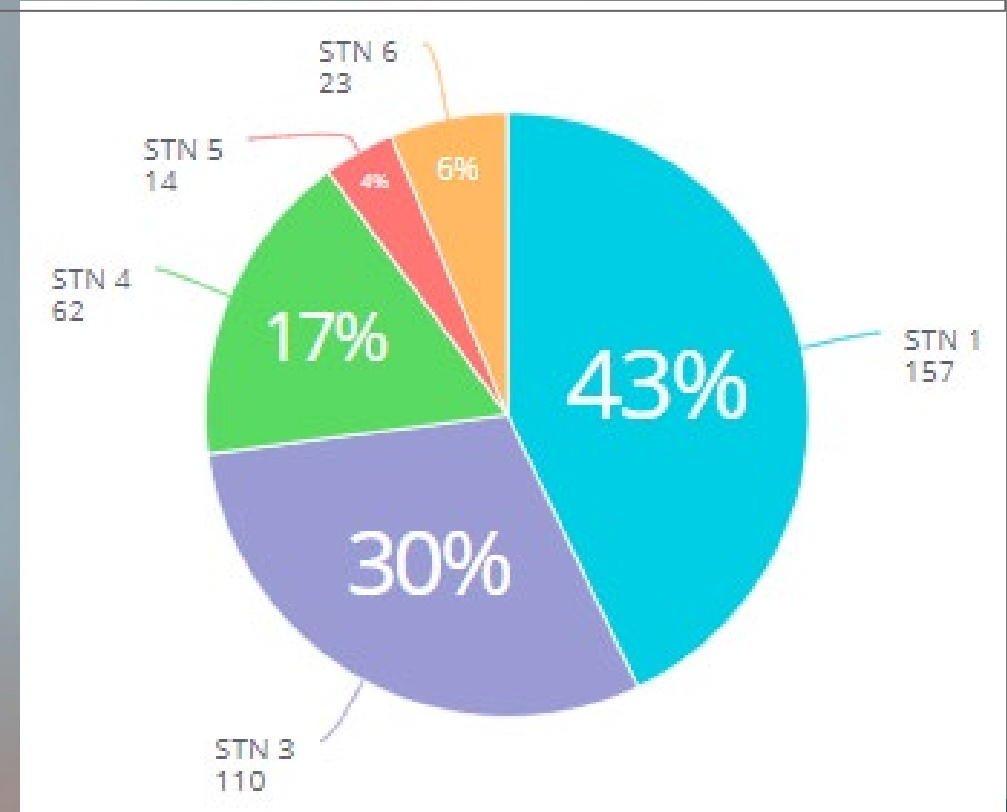
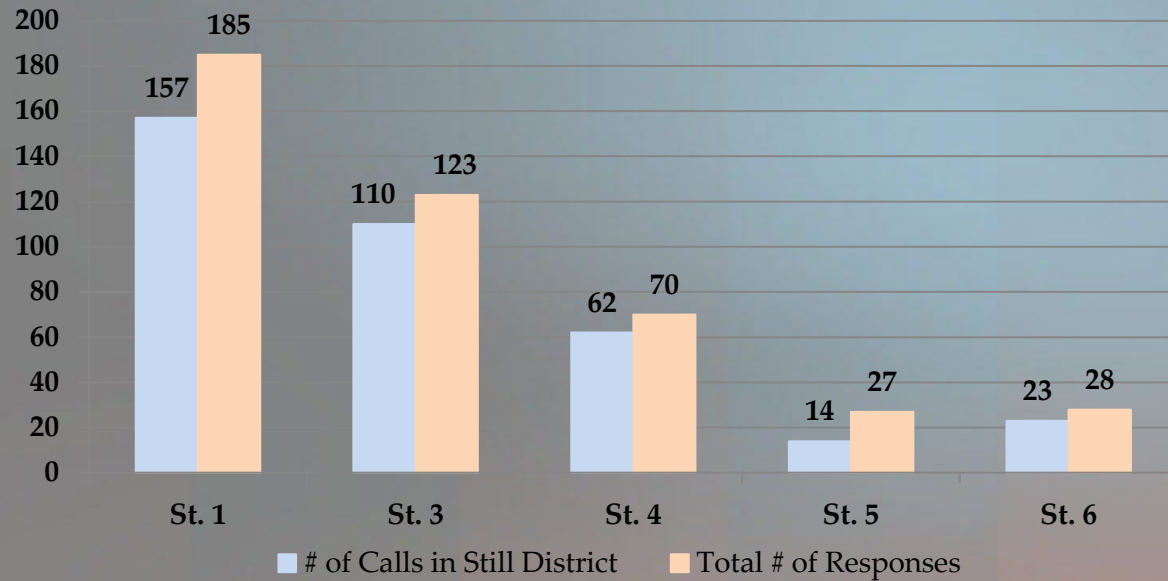


YTD Totals



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
September 2023



Emergency Responses

Dispatch Handling Time

Turnout Time

Unit Travel Time

Total Response Time

Median of Dispatch Notified Alarm Handling Time

00m:41s

Median Turnout Time

01m:49s

Median Travel Time

03m:56s



90th Percentile Dispatch Time

01m:28s

90th Percentile Turnout Time 02m:51s

90th Percentile Travel Time 08m:44s

Specific Ambulance Times

Ambulance Total EMS Emergent Response Time

Total EMS Ambulance Road Time



Median Total EMS Ambulance Road Time

01h:20m:36s

90th Percentile Total EMS Ambulance Road Time 02h:40m:39s

Purchase Orders over \$10K

10/23	Carlson Wireless	\$10,789
10/17	Approved Project	
	MerIT	\$25,000
	MerIT	\$55,776
	MerIT	\$85,586
10/11	FireCatt Testing	\$11,931
10/12	Approved AV Project	\$100,830
10/9	Servably, Annual	\$17,015
10/2	AZ Emergency Products	\$15,671 (Part of Vehicle Build)

Community Support & Appreciation

On behalf of SAVCO (Sedona Area Veteran and Community Outreach), I want to let you know how much we appreciate the donation you made for our auction at this year's charity golf tournament.

Because of your generosity, we were able to host another successful fund-raising event this year. Over 100 golfers participated in our tournament and the silent auction was a popular and very successful part of the event. The funds we raised will benefit underprivileged kids at Christmas, through the Toys for Tots program, and local veterans who have fallen on tough times. These funds will also enable us to continue installing American flags on the main road in Sedona on patriotic holidays throughout the year and to conduct Memorial Day services in our Veteran Park. Additionally, we will be able to provide an annual scholarship to a Red Rock High School graduate and be able to help support local groups such as The Boy Scouts, the Sedona Community Center and the Civil Air Patrol.

SAVCO is a 501 (c) (3) organization, thus your contribution is tax deductible. I've enclosed a form for that purpose, should you decide to claim your donation.

Thank you again for helping us succeed in our mission. We couldn't do it without you!

Best Regards,
Gordie Garvey
Tournament Director

THANK YOU!!! You're support meant everything!!



Officer Catherine Beers
Patrol Officer #972

Sedona Police Department, Building
#100
102 Roadrunner Drive Sedona, AZ
86336
cbeers@sedonaaz.gov



Donation in memory of Larry & Anna Brooks
from the Snead Family Trust \$50.00

Donation from Mr. Mal Wienges \$100.00

Welcome to professional dashboard

Insights, management tools and ad creation - all in one place.



Page Overview

[See more insights](#)

Followers: 16,971

Last 28 days

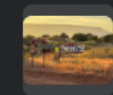
Post reach ⓘ
31,309

Post Engagement ⓘ
8,399

New followers ⓘ
75

Recent content

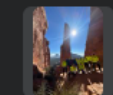
Last 28 days



Sedona Fire is on scene of a motor vehicle accident off of Loy butte road. One patient was flown to Flagstaff Medical Center for...

Post reach Engagement
4,199 759

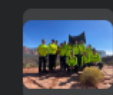
Sun, Nov 5



Sedona Fire finishing up the last day of our 3-week new-hire academy. Recruits finished up the week with education in peer suppor...

Post reach Engagement
795 639

Fri, Nov 3



Sedona Fire recruit class 2023-2 working on more hike out operations on Cathedral Rock this morning. This afternoon, training...

Post reach Engagement
2,178 386

Thu, Nov 2

[See more](#)

New Pages guide

Easily switch between your Page and profile

You're now switched into Sedona Fire, allowing you to interact as the Page and get everything done. Switch back into your profile at any time.

[Learn how to switch](#)

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? ▾

When I had a classic Page, I followed other Pages. What happens to those connections on my new Page? ▾

Can others see the Pages and new Pages I follow? ▾

[View Help Center](#)

Social Media Engagement



Account home

Sedona Fire District @SedonaFD

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

28 day summary with change over previous period

Tweet impressions

1,512 ↓45.3%



Followers

1,527 ↑6



Nov 2023 · 6 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](#)



Sedona Fire District Local Governing Board

• November 14, 2023



Sedona Fire District

IT infrastructure status report

November

Historical impacts and current events

2003-2013

- Mid 2000's-system upgrades were accomplished using a mix of used and new parts. SFD telecom sourced multiple vendors to build out our Channel 3, they were recognized at the International Wireless and Comm Expo in 2009
- Addition of digital microwave system
- 2010-Reduction in Telecom Division staffing due to retirements and moves
- 2011-Board directed Telecom hiring freeze
- 2013-FCC narrow banding mandate

2013-2023

- 2015-Closure of SFD PSAP
- 2018-Network, phone system, associated radio equipment aging
- 2022-Telecom down to one employee
- 2022-Third party hired to do a telecom needs assessment. The Pegasus report.
- 2020-2023-Ongoing attempts to hire Radio Technicians

Strategic move forward

SFD executive management has worked with Telecom Manager Motz to develop a comprehensive plan to modernize our communications system. This system will...

- Improve our coverage area enhancing crew safety
- Meet the needs of a modern emergency service
- Keep up with the increasing demands on our broadband network
- Ensure our system is compliant and will sync with other agencies as improvements are made county wide.

Current Radio System Coverage

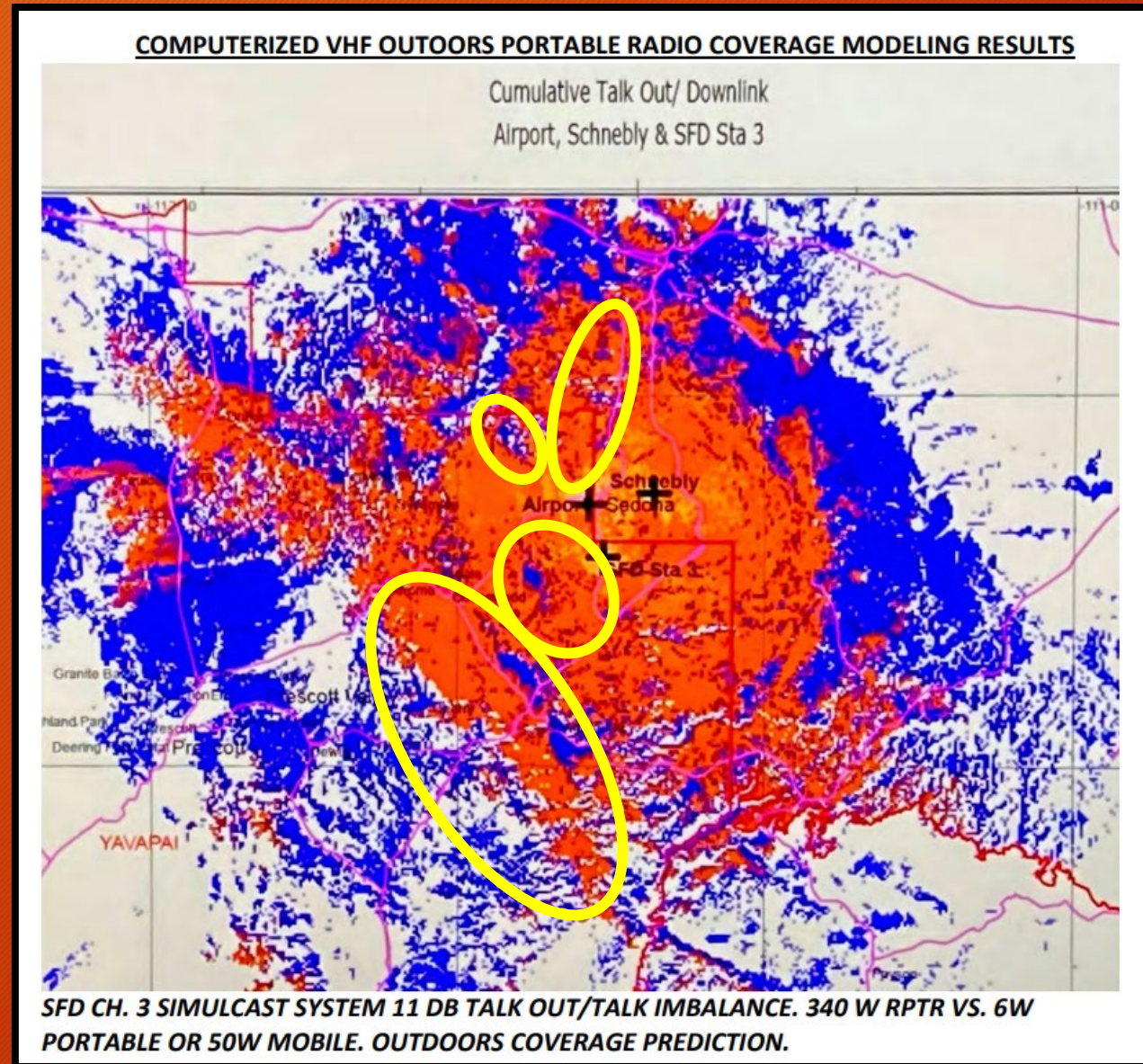
Based on Pegasus Consultant Report, OCT 2022

Current Areas of Concern

1. Oak Creek Canyon
2. Bear Mountain
3. Carroll Canyon
4. Southwest

Current Technical Risks

1. Out of coverage area, change channels
2. Dispatchers are blind
3. Some channels are not being recorder
4. Aging communications
5. Channel Management



Radio Network Strategy

- Replace the existing system with existing sites and adding simulcast, voting technology and additional channels: Which Means:
 - District wide coverage, no more changing channels
 - Dispatchers will have clearer comms.
 - More district-wide communication channels
 - All channels will be recorded
 - Redundant System Communication
 - Loss a site, the system keeps working
 - Setting the foundation for additional technology and coverage
 - Technology: P25, encryption, vehicle ID's, etc.
 - Coverage: Discussed in the next slides
 - Although the radio network will be advancing, the district can continue using existing mobiles and portables.

Needs assessment

Moving forward

- Acquire and replace network layer of switches and routers

Status- board approved October 2023, equipment ordered and preparations being made.

- Hire 2 additional radio technicians

Status- Completed, onboarding will begin mid November 2023

- Facilities support infrastructure for tower sites

Status-In progress, sourcing vendors, contractors, and scoping work.

- Server and desktop replacement schedule

Status- In progress, mobile EMS tablets approved for replacement October 2023

- System wide radio upgrade

Status-Quote received, developing deliverables for approval

Sedona Fire District

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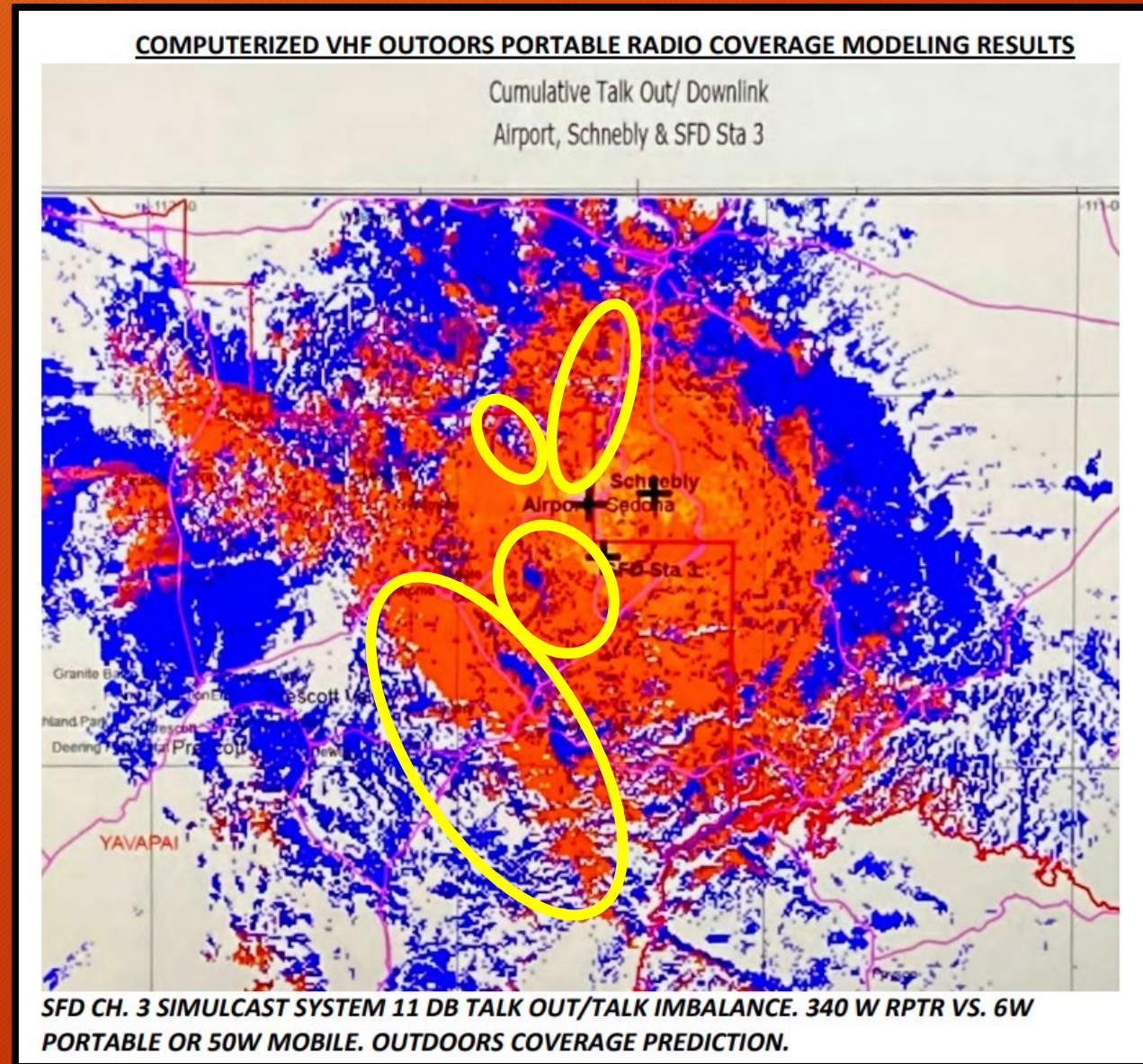
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