



Sedona Fire District

J u n e  
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# Local Governing Board





# 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, June 18, 2024 / 4:00 PM

~ AGENDA ~

Join Zoom Meeting

<https://sedonafire.zoom.us/j/89102189713?pwd=V0lvMFk4cG5WQjRIQmpuT1BMM1NwUT09>

Meeting ID: 891 0218 9713

Passcode: 215186

Dial by your location

- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US

### 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. STAFF RECOGNITION

A. Introduction of IT Radio Technician:

1. Jonny Dicken

B. Years of Service Recognition – 10 Years

1. Phil Bruglio

### III. PUBLIC BUDGET HEARING

A. Open Public Hearing for Proposed Fiscal Year 2025 Budget.

B. Public Comments regarding Proposed Fiscal Year 2025 Budget; Staff Response.

C. Discussion/Possible Action: Proposed Fiscal Year 2025 Budget, Resolutions #2024-01, Approval of Fiscal

Year 2025 Budget including Pension Funding & Salary Scale.

### IV. ELECTION OF FY2024 BOARD POSITIONS (to be seated in July 2024)

A. Discussion/Possible Action to elect new Board Positions for FY 2024: Nominations and voting for

following positions:

1. Board Chair
2. Board Clerk

## **V. REGULAR BUSINESS MEETING**

A. Public Forum:

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

B. Consent Agenda – Discussion/Possible Actions:

1. May 21, 2024 Regular Meeting Minutes

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

1. Discussion/Possible Action: Review and Approval of May 2024 Finance Report

D. Staff Items:

1. May 2024 Monthly Staff Report
  - a. 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. Administration
      - a. Upcoming Events
      - b. News & Activities
  - b. Community Risk Reduction Activities – Division Chief Dori Booth
    - i. Inspection Activities
    - ii. Fire Investigations
    - iii. Notable Events
    - iv. Fire Marshal Safety Message
  - c. EMS, Fleet, Telecom – Division Chief Lechowski

- i. EMS Activities and Updates
    - ii. Fleet Activities and Updates
    - iii. Other Updates
  - d. Preparedness & Training – Division Chief Jordan Baker
    - i. Division Updates and Activities
    - ii. 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 Thanks & Appreciation
- E. Discussion/Possible Action: Discussion and possible approval/signing: IGA with Cottonwood Dispatch Center.
- F. Discussion/Possible Action: Possible approval of BAC request to replace Ambulance Chassis Remount, in the amount not to exceed \$233,000.
- G. Board Member Items:
  - 1. Discussion: Board Member’s Fire District Related Activities Since the Last Board Meeting.

# Employee Recognition

New Hire Introduction - Jonathon Dicken, Radio Technician

Jonny Dicken was born May 8, 1991 in Phoenix, AZ and raised in Deer Valley. He grew up the third of 12 children.

Jonny enlisted in the Marines in 2015 and was assigned as a Field Radio Operator. He served honorably in several capacities and was discharged in 2023.

Jonny has a wife, Andrea, and three daughters, Holley (10), Daisy (6), and Evelyn (newborn). He is an avid hiker and likes working on classic cars.

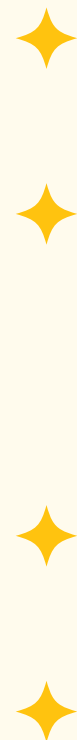




# Employee Recognition

10 Years of Service Recognition

**Phil Bruglio**



# Public Hearing

## ◆◆◆ FY 2025 Budget



**\$24,440,081**

**Proposed FY2025 Budget**  
Total Proposed FY25 Budget.



**\$2.7030**

**Proposed FY2025 Mil. Rate**  
Remains unchanged from FY24



# **Sedona Fire District Public Safety Personnel Retirement System Pension Funding Policy**

The intent of this policy is to clearly communicate the Fire Board's pension funding objectives and its commitment to our employees and the sound financial management of the Sedona Fire District and to comply with statutory requirements of Laws 2018, Chapter 112.

Several terms are used throughout this policy:

**Unfunded Actuarial Accrued Liability (UAAL)** – Is the difference between trust assets and the estimated future cost of pensions earned by employees. This UAAL results from actual results (interest earnings, member mortality, disability rates, etc.) being different from the assumptions used in previous actuarial valuations.

**Annual Required Contribution (ARC)** – Is the annual amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost – which is the estimated cost of pension benefits earned by employees in the current year; and, amortization of UAAL – which is the cost needed to cover the unfunded portion of pensions earned by employees in previous years. The UAAL is collected over a period of time referred to as the amortization period. The ARC is a percentage of the current payroll.

**Funded Ratio** – Is a ratio of fund assets to actuarial accrued liability. The higher the ratio the better funded the pension is with 100% being fully funded.

**Intergenerational equity** – Ensures that no generation is burdened by substantially more or less pension costs than past or future generations.

The Sedona Fire District fire employees who are regularly assigned hazardous duty participate in the Public Safety Personnel Retirement System (PSPRS).

## **Public Safety Personnel Retirement System (PSPRS)**

PSPRS is administered as an agent multiple-employer pension plan. An agent multiple-employer plan has two main functions: 1) to commingle assets of all plans under its administration, thus achieving economy of scale for more cost efficient investments, and invest those assets for the benefit of all members under its administration and 2) serve as the statewide uniform administrator for the distribution of benefits.

Under an agent multiple-employer plan each agency participating in the plan has an individual trust fund reflecting that agencies' assets and liabilities. Under this plan all contributions are deposited to and distributions are made from that fund's assets, each fund has its own funded ratio and contribution rate, and each fund has a unique annual actuarial valuation. The Sedona Fire District has one trust fund for fire employees.

The Fire Board formally accepts the assets, liabilities, and current funding ratio of the Sedona Fire District PSPRS trust funds from the June 30, 2023 actuarial valuation, which are detailed below.



## Liabilities and Funded Ratios – Tiers 1 & 2

	June 30, 2023	June 30, 2022
<b>Pension</b>		
Actuarial Present Value of Benefits (PVB)		
Retirees and Beneficiaries	\$ 27,233,579	\$ 25,145,516
DROP Members	8,144,981	8,575,172
Vested Members	118,489	347,491
Active Members	<u>46,408,883</u>	<u>41,740,378</u>
Total Actuarial Present Value of Benefits	81,905,932	75,808,557
Actuarial Accrued Liability (AAL)		
All Inactive Members	35,497,049	34,068,179
Active Members	<u>36,455,208</u>	<u>32,005,825</u>
Total Actuarial Accrued Liability	71,952,257	66,074,004
Actuarial Value of Assets (AVA)	45,907,783	40,915,928
Unfunded Actuarial Accrued Liability	26,044,474	25,158,076
PVB Funded Ratio (AVA / PVB)	56.0%	54.0%
AAL Funded Ratio (AVA / AAL)	63.8%	61.9%
<b>Health</b>		
Actuarial Present Value of Benefits (PVB)		
Retirees and Beneficiaries	\$ 366,309	\$ 296,381
DROP Members	99,674	104,835
Active Members	<u>754,812</u>	<u>720,417</u>
Total Present Value of Benefits	1,220,795	1,121,633
Actuarial Accrued Liability (AAL)		
All Inactive Members	465,983	401,216
Active Members	<u>590,374</u>	<u>546,362</u>
Total Actuarial Accrued Liability	1,056,357	947,578
Actuarial Value of Assets (AVA)	858,548	798,865
Unfunded Actuarial Accrued Liability	197,809	148,713
PVB Funded Ratio (AVA / PVB)	70.3%	71.2%
AAL Funded Ratio (AVA / AAL)	81.3%	84.3%

### Liabilities and Funded Ratios – Tier 3

	June 30, 2023	June 30, 2022
<b>Pension</b>		
Actuarial Present Value of Benefits (PVB)		
Retirees and Beneficiaries	\$ 2,783,769	\$ 944,111
Vested Members	6,565,608	3,654,003
Active Members	<u>558,509,014</u>	<u>403,144,180</u>
Total Actuarial Present Value of Benefits	567,858,391	407,742,294
Actuarial Accrued Liability (AAL)		
All Inactive Members	9,349,377	4,598,114
Active Members	<u>101,611,814</u>	<u>64,341,090</u>
Total Actuarial Accrued Liability	110,961,191	68,939,204
Actuarial Value of Assets (AVA)	119,101,476	76,171,857
Unfunded Actuarial Accrued Liability	(8,140,285)	(7,232,653)
PVB Funded Ratio (AVA / PVB)	21.0%	18.7%
AAL Funded Ratio (AVA / AAL)	107.3%	110.5%
<b>Health</b>		
Actuarial Present Value of Benefits (PVB)		
Retirees and Beneficiaries	0	0
Active Members	<u>7,842,159</u>	<u>5,807,514</u>
Total Present Value of Benefits	7,842,159	5,807,514
Actuarial Accrued Liability (AAL)		
All Inactive Members	0	0
Active Members	<u>1,651,466</u>	<u>1,075,733</u>
Total Actuarial Accrued Liability	1,651,466	1,075,733
Actuarial Value of Assets (AVA)	3,508,666	2,281,928
Unfunded Actuarial Accrued Liability	(1,857,200)	(1,206,195)
PVB Funded Ratio (AVA / PVB)	44.7%	39.3%
AAL Funded Ratio (AVA / AAL)	212.5%	212.1%

## PSPRS Funding Goal

Pensions that are less than fully funded place the cost of service provided in earlier periods (amortization of UAAL) on the current taxpayers. Fully funded pension plans are the best way to achieve taxpayer and member intergenerational equity. Most funds in PSPRS are significantly underfunded and falling well short of the goal of intergenerational equity.

**The Fire Board's PSPRS funding ratio goal is 100% (fully funded) by June 30, 2036.** Fire Board established this goal for the following reasons:

- The PSPRS trust funds represent only the Sedona Fire District liability
- The fluctuating cost of an UAAL causes strain on the Sedona Fire District budget, affecting our ability to provide services
- A fully funded pension is the best way to achieve taxpayer and member intergenerational equity

Fire Board has taken the following actions to achieve this goal:

- Maintain ARC payment from operating revenues – Fire Board is committed to maintaining the full ARC payment (normal cost and UAAL amortization) from operating funds.
- Additional payments above ARC.
  - Annually evaluate prior years budget compared to actual expenditures may permit excess payments.

Based on these actions the Fire Board plans to achieve its goal of 100% funding by June 30, 2036, in accordance with the amortization timeline set forth by the PSPRS June 30, 2023 Actuarial Valuation.

**FY 2025 Pay Schedule for Sedona Fire District  
July 2024 - June 2025**

FINAL  
3.2% COLA

**Salaried**

<b>Salary - Exempt</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Fire Chief	158,595.88	166,525.67	174,851.96	183,594.55	192,774.28	202,413.00	n/a
bi-weekly	6,099.84	6,404.83	6,725.08	7,061.33	7,414.40	7,785.12	
hourly rate	76.25	80.06	84.06	88.27	92.68	97.31	
Assistant Chief	146,848.04	154,190.44	161,899.96	169,994.96	178,494.70	187,419.44	n/a
bi-weekly	5,648.00	5,930.40	6,226.92	6,538.27	6,865.18	7,208.44	
hourly rate	70.60	74.13	77.84	81.73	85.81	90.11	
Division Chief	133,498.21	140,173.12	147,181.78	154,540.87	162,267.91	170,381.31	n/a
bi-weekly	5,134.55	5,391.27	5,660.84	5,943.88	6,241.07	6,553.13	
hourly rate	64.18	67.39	70.76	74.30	78.01	81.91	
Telecomm Manager	102,645.87	107,778.16	113,167.07	118,825.42	124,766.69	131,005.03	137,555.28
bi-weekly	3,947.92	4,145.31	4,352.58	4,570.21	4,798.72	5,038.65	5,290.59
hourly rate	49.35	51.82	54.41	57.13	59.98	62.98	66.13
HR Manager	90,817.80	95,358.69	100,126.62	105,132.95	110,389.60	115,909.08	121,704.53
bi-weekly	3,492.99	3,667.64	3,851.02	4,043.58	4,245.75	4,458.04	4,680.94
hourly rate	43.66	45.85	48.14	50.54	53.07	55.73	58.51
Admin Services Manager	86,493.14	90,817.80	95,358.69	100,126.62	105,132.95	110,389.60	115,909.08
bi-weekly	3,326.66	3,492.99	3,667.64	3,851.02	4,043.58	4,245.75	4,458.04
hourly rate	41.58	43.66	45.85	48.14	50.54	53.07	55.73

**FY 2025 Pay Schedule for Sedona Fire District  
July 2024 - June 2025**

FINAL  
3.2% COLA

**Support Services**

<b>40-Hr Week - Non-Exempt</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Public Safety Radio Technician hourly rate	82,116.69 39.48	86,222.53 41.45	90,533.66 43.53	95,060.34 45.70	99,813.35 47.99	104,804.02 50.39	110,044.22 52.91
Fleet Services Manager hour rate	82,116.69 39.48	86,222.53 41.45	90,533.66 43.53	95,060.34 45.70	99,813.35 47.99	104,804.02 50.39	110,044.22 52.91
IT Systems Specialist/ GIS Analyst/Fleet Technician hourly rate	68,430.58 32.90	71,852.11 34.54	75,444.71 36.27	79,216.95 38.09	83,177.80 39.99	87,336.69 41.99	91,703.52 44.09
Executive Assistant hourly rate	61,780.81 29.70	64,869.86 31.19	68,113.35 32.75	71,519.02 34.38	75,094.97 36.10	78,849.71 37.91	82,792.20 39.80
Administrative Specialist (EMS/CRR/Payroll&Ben/HR) hourly rate	53,722.45 25.83	56,408.57 27.12	59,229.00 28.48	62,190.45 29.90	65,299.97 31.39	68,564.97 32.96	71,993.22 34.61
Administrative Generalist hourly rate	46,715.17 22.46	49,050.93 23.58	51,503.48 24.76	54,078.65 26.00	56,782.58 27.30	59,621.71 28.66	62,602.80 30.10
Administrative Clerk hourly rate	40,621.89 19.53	42,652.98 20.51	44,785.63 21.53	47,024.91 22.61	49,376.16 23.74	51,844.97 24.93	54,437.22 26.17

**FY 2025 Pay Schedule for Sedona Fire District**

FINAL

**July 2024 - June 2025**

3.2% COLA

**Operations**

<b>56-Hr Week - Non Exempt</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>n/a</b>
Battalion Chief - annual	116,085.40	121,889.67	127,984.16	134,383.37	141,102.53	148,157.66	n/a
hour rate	38.82	40.77	42.80	44.94	47.19	49.55	
Battalion Chief - w/medic	123,560.40	129,364.67	135,459.16	141,858.37	148,577.53	155,632.66	n/a
Medic Pay	2.50	2.50	2.50	2.50	2.50	2.50	
Total with medic pay	41.32	43.27	45.30	47.44	49.69	52.05	
Captain - annual	87,943.49	92,340.66	96,957.69	101,805.58	106,895.86	112,240.65	n/a
hour rate	29.41	30.88	32.43	34.05	35.75	37.54	
Captain - w/medic	95,418.49	99,815.66	104,432.69	109,280.58	114,370.86	119,715.65	n/a
Medic Pay	2.50	2.50	2.50	2.50	2.50	2.50	
Total with medic pay	31.91	33.38	34.93	36.55	38.25	40.04	
Engineer - annual	73,286.24	76,950.55	80,798.08	84,837.98	89,079.88	93,533.88	n/a
hour rate	24.51	25.74	27.02	28.37	29.79	31.28	
Engineer - w/medic	80,761.24	84,425.55	88,273.08	92,312.98	96,554.88	101,008.88	n/a
Medic Pay	2.50	2.50	2.50	2.50	2.50	2.50	
Total with medic pay	27.01	28.24	29.52	30.87	32.29	33.78	
Firefighter - annual	61,071.87	64,125.46	67,331.73	70,698.32	74,233.24	77,944.90	n/a
hour rate	20.43	21.45	22.52	23.64	24.83	26.07	
Firefighter - w/medic	68,546.87	71,600.46	74,806.73	78,173.32	81,708.24	85,419.90	n/a
Medic Pay	2.50	2.50	2.50	2.50	2.50	2.50	
Total with medic pay	22.93	23.95	25.02	26.14	27.33	28.57	

**FY 2025 Pay Schedule for Sedona Fire District**  
**July 2024 - June 2025**

FINAL  
 3.2% COLA

**CRR & Training**

<b>40-Hr Week - Non-Exempt</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Deputy DC of CRR hourly rate	96,737.84 46.51	101,574.73 48.83	106,653.46 51.28	111,986.14 53.84	117,585.44 56.53	123,464.72 59.36	n/a
Fire Inspector II hourly rate	80,614.86 38.76	84,645.61 40.70	88,877.89 42.73	93,321.78 44.87	97,987.87 47.11	102,887.26 49.47	n/a
Fire Inspector I hourly rate	67,179.05 32.30	70,538.01 33.91	74,064.91 35.61	77,768.15 37.39	81,656.56 39.26	85,739.39 41.22	n/a

SFD Fire Board Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Public Hearing

## Proposed FY 2025 SFD Budget

1



2



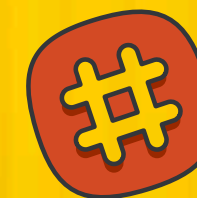
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**A:**  
Open Public Hearing



**B:**  
Public Comments/Staff  
Response



**C:**  
Proposed vote to approve  
FY25 Budget/Resolution





- 1. Enter fire district name
- 2. Select the county of the fire district
- 3. Select the budget year

Sedona Fire District  
 Yavapai/Coconino  
 2025



We, the undersigned, hereby certify that the Fire District has not incurred any debt or liability in excess of taxes levied and to be collected and the monies actually available and unencumbered at this time in the district general fund, except for those liabilities as prescribed in A.R.S. §§48-805(B)(2) and (3), 48-806, and 48-807. Additionally, we hereby certify that the Fire District has complied with A.R.S. §48-805.02(F).

4. District chairperson: \_\_\_\_\_ SIGNED District clerk: \_\_\_\_\_ SIGNED Date: \_\_\_\_\_

**A. Calculation of the tax year 2024 secondary property tax rate for fiscal year 2025 operations:**

**Adjustment to secondary property tax levy for territory annexed during the tax year 2023 (A.R.S. §48-807[I])**

A.1	Net assessed value of annexed property in tax year 2023			
A.2	Actual tax year 2023 secondary property tax rate	\$	2.7030	per \$100 AV
A.3	Annexed property tax limit adjustment in tax year 2024	\$		-

Check box if newly merged or consolidated:

**Tax year 2024 secondary property tax information (A.R.S. §48-807[K])**

A.4	Tax year 2024 Assessed Value (AV) in the Fire District	\$	755,103,088
A.5	Actual tax year 2023 secondary property tax levy	\$	19,470,222
A.6	Maximum allowed tax year 2023 secondary property tax levy	\$	41,614,705

**Calculation of the allowable tax year 2024 secondary property tax levy (A.R.S. §48-807[F])**

A.7	Line A.6 multiplied by 1.08 (A.R.S. §48-807[F])	\$	44,943,882	
A.8	Maximum allowable tax year 2024 levy limit (A.7 + A.3)	\$	44,943,882	
A.9	Allowable tax year 2024 secondary tax rate	\$	5.9520	per \$100 AV
A.10	Maximum allowable tax year 2024 secondary tax rate (lesser of A.9 or \$3.75)	\$	3.7500	per \$100 AV
A.11	Maximum allowable tax year 2024 secondary tax levy	\$	28,316,366	
A.12	Tax year 2023 excess levy or collections: (A.R.S. §48-807[J])			
A.13	Tax year 2024 maximum allowable levy limit (A.11 - A.12)	\$	28,316,366	

**Calculation of the proposed tax year 2024 secondary property tax rate for fiscal year 2025 operations**

A.14	Total budgeted expenses in fiscal year 2025 (Budget tab, line 51)	\$	43,211,633	
A.15	Less—Unrestricted unencumbered carryforward (Budget tab, line 1)	\$	18,431,552	
A.16	Less—Revenues from sources other than direct property tax	\$	4,369,645	
A.17	Less—Interest and principal expense for Bonds (Budget tab, lines 38 & 39)	\$	-	
A.18	Tax year 2024 tax levy needed for operations (A.14 - (A.15 + A.16 + A.17))	\$	20,410,436	
A.19	Tax year 2024 tax rate needed for operations:	\$	2.7030	per \$100 AV
A.20	Tax year 2024 maximum allowable levy rate (A.13/(A.4/100)):	\$	3.7500	per \$100 AV
A.22	Proposed tax year 2024 secondary property tax rate for fiscal year 2025 operations	\$	2.7030	per \$100 AV

**Calculation of the proposed 2024 secondary property tax rate for the repayment of bonds (A.R.S. §48-806)**

A.23	Tax year 2024 secondary property tax levy needed for the repayment of bonds			
A.24	Tax year 2024 secondary property tax rate needed for the repayment of bonds	\$	-	per \$100 AV

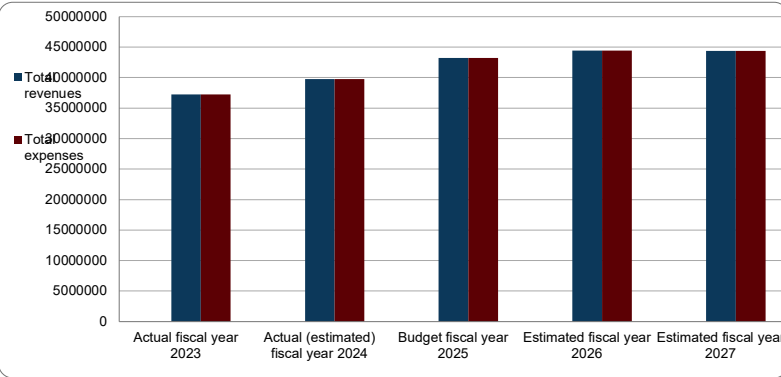
**Summary for fiscal years 2023 through 2027:**

Special study

**No study of merger, consolidation, or joint operating alternative is required**

If the district's total estimate of expenses exceeds its total estimate of revenues for any fiscal year, A.R.S. §48-805.02(D)(15) requires the district include a study of merger, consolidation, or joint operating alternative. The Fire District is not required to include a study as their estimated expenses are not greater than budgeted revenue for any fiscal year.

Revenue and expense chart will populate automatically based on the Budget tab



Year	Total revenues	Total expenses
Actual fiscal year 2023	\$ 37,226,168	\$ 37,226,168
Actual (estimated) fiscal year 2024	\$ 39,764,422	\$ 39,764,422
Budget fiscal year 2025	\$ 43,211,633	\$ 43,211,633
Estimated fiscal year 2026	\$ 44,439,668	\$ 44,439,668
Estimated fiscal year 2027	\$ 44,391,504	\$ 44,391,504

Budget

	Actual fiscal year 2023	Actual (estimated) fiscal year 2024	Budget fiscal year 2025	Estimated fiscal year 2026	Estimated fiscal year 2027
<b>Financial resources available at July 1</b>					
1. Beginning fund balance/(deficit)—unrestricted unencumbered	\$ 13,602,046	\$ 15,628,825	\$ 18,431,552	18,240,457.17	16,371,333.36
2. Beginning fund balance—restricted	\$ 239,718	\$ 338,180	\$ 340,000	340,000.00	340,000.00
<b>Revenues</b>					
3. Secondary property tax revenue	17,762,259.04	\$ 19,428,359	\$ 20,410,436	21,738,575.00	23,466,269.00
4. Fire district assistance tax	\$ 391,067	\$ 427,749	\$ 390,000	390,000.00	390,000.00
5. Wildland	\$ 532,721	\$ 245,974	\$ 400,000	410,000.00	420,250.00
6. Operating revenues	\$ -	\$ -	\$ -	-	-
7. Grants	\$ 1,108,390	\$ -	\$ 50,000	51,250.00	52,531.25
8. Bonds	\$ -	\$ -	\$ -	-	-
9. Interest	\$ 339,179	\$ 550,465	\$ 250,000	256,250.00	262,656.25
10. Donations	\$ -	\$ -	\$ -	-	-
11. Miscellaneous	\$ 154,761	\$ 284,429	\$ 349,145	357,873.54	366,820.38
12. Other (specify) <u>Donation</u>	\$ 9,050	\$ 320	\$ 500	512.50	525.31
Other (specify) <u>Ambulance</u>	\$ 2,515,326	\$ 2,325,070	\$ 2,300,000	2,357,500.00	2,416,437.50
Other (specify) <u>Prop 207</u>	\$ 235,348	\$ 234,749	\$ -	-	-
Other (specify) <u>Rental Revenue</u>	\$ 233,881	\$ 206,074	\$ 200,000	205,000.00	210,125.00
Other (specify) <u>Plan Review</u>	\$ 102,422	\$ 94,229	\$ 90,000	92,250.00	94,556.25
13. Total financial resources available	\$ 37,226,168	\$ 39,764,422	\$ 43,211,633	\$ 44,439,668	\$ 44,391,504
<b>Expenses</b>					
14. <b>Personnel:</b>					
15. Estimated number of full-time employees (FTE) in 2025:			106		
16. Salaries & wages	\$ 10,062,337	\$ 10,542,714	\$ 11,759,631	12,347,613.05	12,964,993.71
17. Health insurance	\$ 1,714,768	\$ 1,956,669	\$ 1,614,198	1,694,907.82	1,779,653.21
18. Pension & other retirement benefits	\$ 4,148,967	\$ 3,957,333	\$ 4,439,527	4,661,502.95	4,894,578.09
19. Other (specify) <u>Workers Compensation</u>	\$ 1,042,373	\$ 806,411	\$ 872,606	916,236.17	962,047.98
Other (specify) <u>Payroll Taxes</u>	\$ 139,996	\$ 150,279	\$ 165,051	173,303.83	181,969.03
Other (specify) <u>Other Benefits</u>	\$ 189,782	\$ 180,889	\$ 129,288	135,752.20	142,539.81
20. Total personnel expenses	17,298,223.12	17,594,294.75	18,980,300.97	19,929,316.02	20,925,781.82
<b>Operating:</b>					
21. Fuel	\$ 131,832	\$ 120,798	\$ 143,000	150,150.00	157,657.50
22. Tools & minor equipment	\$ 239,689	\$ 133,512	\$ 187,885	197,279.25	207,143.21
23. Contracted services	\$ -	\$ -	\$ -	-	-
24. Supplies	\$ 163,638	\$ 186,044	\$ 238,300	250,215.00	262,725.75
25. Vehicle repair	\$ 198,693	\$ 196,549	\$ 172,000	180,600.00	189,630.00
26. Training & prevention	\$ 261,587	\$ 325,911	\$ 412,306	432,921.30	454,567.37
27. Maintenance & repair—operating	\$ 279,748	\$ 297,908	\$ 358,650	376,582.50	395,411.63
28. Communications	\$ 850,261	\$ 988,841	\$ 1,114,066	1,169,769.38	1,228,257.84
29. Contingencies & emergencies	\$ -	\$ -	\$ -	-	-
30. Other (specify) <u>Travel</u>	\$ 114,816	\$ 82,335	\$ 180,535	189,561.75	199,039.84
Other (specify) _____	\$ -	\$ -	\$ -	-	-
Other (specify) _____	\$ -	\$ -	\$ -	-	-
31. Total operating expenses	2,240,264.38	2,331,898.22	2,806,742.07	2,947,079.18	3,094,433.13
<b>Capital:</b>					
32. Land, building, & construction	\$ 13,962	\$ 80,158	\$ -	-	-
33. Vehicles	\$ 105,138	\$ 13,426	\$ 835,000	1,510,000.00	1,215,000.00
34. Lease payments	\$ 237,732	\$ 21,554	\$ -	615,000.00	1,230,000.00
35. Machinery & equipment	\$ 546,041	\$ 149,565	\$ 963,000	1,900,000.00	1,925,000.00
36. Maintenance & repair—capital				68,500.00	93,000.00
37. Reserve for future years—carryforward	\$ 15,967,005	\$ 18,771,552	\$ 18,580,457	16,371,333.36	14,754,927.72
38. Debt service—principal				-	-
39. Debt service—interest				-	-
40. Other (specify) _____				-	-
Other (specify) _____				-	-
Other (specify) _____				-	-
41. Total capital expenses	16,869,878.43	19,036,254.80	20,378,457.17	20,464,833.36	19,217,927.72
<b>Administrative:</b>					
42. Administrative equipment	\$ -	\$ -	\$ -	-	-
43. Insurance	\$ 151,939	\$ 197,234	\$ 176,000	184,800.00	194,040.00
44. Utilities	\$ 186,131	\$ 159,340	\$ 178,500	187,425.00	196,796.25
45. Professional services	\$ 366,292	\$ 356,235	\$ 535,700	562,485.00	590,609.25
46. Subscriptions, dues, fees	\$ 48,989	\$ 36,348	\$ 50,833	53,374.65	56,043.38
47. General administrative expenses	\$ 64,452	\$ 52,818	\$ 105,100	110,355.00	115,872.75
48. Other (specify) _____	\$ -	\$ -	\$ -	-	-
Other (specify) _____	\$ -	\$ -	\$ -	-	-
Other (specify) _____	\$ -	\$ -	\$ -	-	-
49. Total administrative expenses	817,802.47	801,974.57	1,046,133.00	1,098,439.65	1,153,361.63
50. Total expenses	\$ 37,226,168	\$ 39,764,422	\$ 43,211,633	\$ 44,439,668	\$ 44,391,504



# SEDONA FIRE DISTRICT

2860 SOUTHWEST DRIVE ~ SEDONA, AZ 86336 ~ TEL: (928) 282-6800 ~ FAX: (928) 282-6857

## RESOLUTION #2025-01 APPROVAL OF FISCAL YEAR 2025 BUDGET

A formal Resolution of the Governing Board of the Sedona Fire District to adopt the 2025 Fiscal Year Budget of \$24,440,081, to encumber sufficient funds to cover outstanding items (purchase orders, checks, etc.), from the previous fiscal year, less any cash and liability reserves, and to encumber any carryover amount to offset taxes (less any unreimbursed stop/loss payments and any adjustments for uncollected out-of-District fire revenues incurred prior to June 30, 2025) establishing the balance to be utilized as our fiscal year end Reserved Fund Balance as per the Sedona Fire District Policy #2014-02, *Fund Balance*.

**WHEREAS**, Arizona Revised Statutes Title 48 requires the Sedona Fire District to prepare an annual budget that contains detailed estimated expenditures for each fiscal year and that clearly shows salaries payable to employees of the district; *and*

**WHEREAS**, the budget summary has been posted in three public places and a complete copy of the budget published on the district's official website for twenty days before a public hearing; *and*

**WHEREAS**, a Public Hearing was held on the proposed 2025 Fiscal Year Budget on June 18, 2024, in compliance with State Law; *and*

**WHEREAS**, the Sedona Fire District wishes to transfer \$4,400,000 from the General Operating Fund to the Capital Fund in anticipation of future capital needs Sedona Fire District may have; *and*

**WHEREAS**, the Sedona Fire District wishes to encumber any carryover amount to remain in the General Fund as our fiscal year end Reserved Fund Balance to be maintained to allow the Sedona Fire District to continue providing services to the community in case of economic downturns and/or unexpected emergencies or requirements, and to provide working capital in the first several months of the fiscal year, until sufficient revenues are available to fund operations.

**THEREFORE**, it is hereby resolved that the Sedona Fire District Governing Board adopts the 2025 Fiscal Year Budget of \$24,440,081 at a tax rate of \$2.7030, including the 2025 wage scale, and encumbers sufficient funds to cover outstanding items (purchase orders, checks, etc.), any cash and liability reserves, and any carryover amounts to offset taxes (less any unreimbursed stop/loss payments and any adjustments for uncollected out-of-District fire revenues incurred prior to June 30, 2025) to remain in the General Fund as our fiscal year end Reserved Fund Balance.

**APPROVED and ADOPTED this 18<sup>th</sup> day of June, 2024.**

ATTEST:

\_\_\_\_\_  
**Dave Soto, Board Chairman**

\_\_\_\_\_  
**Helen McNeal, Board Clerk**

# FY2024 Board Election



## Board Chair

Election of Board Chair for  
FY 2024



◆ Helen McNeal



## Board Clerk

Election of Board Clerk for FY  
2024



◆ Scott Springett



◆ Corrie Cooperman





# Regular

Public Forum:

Public Comments  
Staff Response



# Business

Consent Agenda:

May 21, 2024 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, May 21, 2024 / 4:00 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 Chair Dave Soto at 4:03 PM on Tuesday, May 21, 2024. 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 – Chair; Janet Jablow, Corrie Cooperman, and Scott Springett – Members Others Present: Fire Chief Ed Mezulis; Assistant Chief Jayson Coil; Division Chief Dori Booth; 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.**

Chair Dave Soto led the Pledge of Allegiance and Chief Ed Mezulis requested a Moment of Silence for the 18 Police Officers and three firefighters who passed away since the previous Board Meeting.

### II. BOARD MEMBER SERVICE RECOGNITION

A. Recognition of Board Clerk/Member Gene McCarthy's service, and presentation of brick for memorial courtyard.

Board members were given a chance to speak to Mr. McCarthy with their remembrances and words of gratitude for his service. Chair Soto noted that he admired the passion that McCarthy brought to the position on the Board, stating that he never wavered in his support and the District and Board are in a good place due, in part, to that passion. Fire Chief Mezulis thanked Mr. McCarthy for his guidance and unrelenting support. Mr. McCarthy noted that he was proud and honored to have served in a position to give guidance and serve the voters of the District. He stated that he was proud of the accomplishments and the high level of well-trained, quick response that the voters expect and deserve.

*At this 4:11, Chair Soto called a recess for photos and to congratulate Mr. McCarthy.  
Meeting reconvened at 4:15 p.m.*

### III. BUDGET WORKSHOP – Finance Director, Gabe Buldra, JVG

Finance Director Buldra presented the proposed FY2025 Final Budget for tentative approval and posting for public comment before adopting at the June 18 board meeting. Mr. Buldra noted that there had not been much change from what was discussed in the May 8 Special Workshop.

*At 4:20 p.m., the internet connection was lost. The Board continued to discuss and ask questions of Mr. Buldra. At 4:24 p.m. the internet connection was restored.*

Mr. Buldra continued to review the Capital Plan and the upcoming major expenditures that are on the horizon. There was concern about the jump in the mil rate in the proposed 10-year plan coming in 2029. Mr. Buldra stated that there are a lot of planned purchases expected in 2029 and that he recommends increasing funding to the Capital Plan in the interim years.

The budget for FY25 is \$24,440,081.00 with a mil rate of \$2.7030 which remains the same as the prior year. Member Cooperman stated that it was nice to see the smoothing for FY26 so that the change was not so dramatic. Chair Soto thanked staff and JVG for all their work in preparing the budget and Sara Simonton for presenting the line-by-line workshop. Cooperman stated that it was amazing that there was only a 2.51% increase in the budget of last year due to the affects of inflation. Chair Soto stated that the system adopted works and stated that he had spoken to Clerk McNeal, and she was comfortable with the budget as it stands.

*Chair Soto motions to adopt the tentative budget for FY25 as presented, Member Cooperman seconded, there was no further discussion and the motion passed with a unanimous vote.*

#### IV. 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. April 16, 2024 Regular Meeting Minutes

May 8, 2024, Special Budget Workshop Minutes

*Chair Soto made a motion to approve the Minutes presented, Member Springett seconded, there was no further discussion and the motion passed unanimously.*

##### C. Financial Report and Updates-Director of Finance Gabe Buldra

##### 1. Discussion/Possible Action: Review and Approval of April 2024 Finance Report.

Mr. Buldra presented the monthly finance report beginning with the tax levy collection had come in and was over budget by \$537, 964. There were some unexpected managerial costs due to the wage compensation study, legal fees, and liability insurance, but those are more timing issues than concerns. Member Cooperman noted that the cash on hand looks good but asked Mr. Buldra to speak to why. Mr. Buldra stated that SFD has increased the capital to have cash on hand for large capital project that will then not need to be financed. These are also the funds that carry over at

the end of the year to maintain operations before the next tax cycle deposits come in. Chair Soto noted that during the 2008-2012 economic downturn, the funds were spent down and since that time SFD and the Board has been more responsible with saving knowing that stations needed to be built and engines and apparatus continued to increase in price. Mr. Buldra did say that with expected spending until the end of the year, the number would be closer to \$18.2 million.

*Chair Soto motioned to approve the finance report as reported, Member Springett seconded, there was no further discussion and the motion carried.*

#### **D. Staff Items:**

##### **1. April 2024 Monthly Fire Chief Report –**

###### **a. Operations, Admin, HR – Chief Jayson Coil**

Chief Coil opened by showing a picture of himself, SFD crew members, and the Secretary of State, who was in Sedona for the Sedona Summit. He stated that it was one of the highlight of the past several months and the security detail noted that SFD was the most cooperative and assistive agency they had ever worked and coordinated with. SFD crews participated in many aspects of the security operations, including sitting in on the security briefing with over 60 people from multiple agencies.

Admin- focusing on revamping the website to provide smoother function and operation and allowing Ms. Robinson to update and maintain.

HR- firefighter hiring in progress. Open enrollment ending this week for new insurance plan.

Ops – last Wednesday, Chiefs Mezulis, Lechowski and Baker assisted Chief Coil by participating in the presentation for Coil’s Train the Trainer class in communications and teamwork. Coil is working on the simulation center in the annex, as well.

Wildland – SFD is not currently sending out anyone on Wildland deployments due to swiftwater training in Durango, CO. While crews have assisted on a couple of fires this season, until swiftwater is complete, SFD will stand down.

###### **b. Community Risk Reduction – Fire Inspector Dori Booth**

Fire Marshall Booth noted that Firefighter Puyana and Deputy Fire Marshall Riddell completed Arson IV, which prepares them to defend their inspections, etc. in a courtroom environment. Wildfire Prep Days were held and collected over 20 tons of yard waste and debris. The smoke alarm walk at Sunset Mobile Home Park went well, with the volunteers being able to get into over 30 homes and install smoke detectors, etc.

May 25 is the 50<sup>th</sup> anniversary of EMS and there is an Open House scheduled at Station 3.

Plan reviews continue to increase with numerous multi-family homes pushing up on the three-story limit.

Safety Message-Home Fire Sprinklers significantly slow fire growth allowing more time to get out of the residence while awaiting response.

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

Fire Chief Mezulis briefed the Board, Chief Lechowski was involved in a family situation that needed his attention. Chief Lechowski has been busy coordinating and prepping for the EMS Open House. Also, letters of concern have been sent to DHS regarding the certificate of necessity and the gap areas that are somewhat “open” at this time. Chief Mezulis would like to get the EMS committee more involved.



Fleet – The ladder truck passed testing and Mechanic Sheehan will be doing upgrades and maintenance. Next month there will be a funding request for an ambulance chassis remount.

IT – the second radio tech has been hired and started work. He is a good fit for SFD and already contributing to the IT division. Welcome Jonnie Dicken.

GIS – Matt Spinelli spoke briefly about hosting the new GIS for the City of Cottonwood, attended quarterly Yavapai County GIS meeting, and working on maps of hike-outs and heat-related incidents.

**d. Operations – Training-Division Chief Jordan Baker**

Chief Baker also had a family emergency, leaving Chief Coil to brief the training activities. Venomous Reptile training is on-going this week for all crews and shifts. The trainers have great expertise and really seem to know what they are doing.

Executive Assistant Smathers gave a briefing on the Women’s Leadership Conference that she attended along with Firefighters Detrick and Peyton.

Regional Assailant Training was held in conjunction with several regional partners in Cottonwood. There was a lot of feedback from participants and volunteers and, while the hope is to never have to respond to a situation of that complexity, training and being ready make a difference.

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

Chief Mezulis stated that everyone has been busy with budget prep and everything else going on. He is currently engaged at the County-level regional communications study initiated by Sherrif Rhoades. Next week, the Chief will be meeting with the City Manager to try to spur the land swap agreement and make some progress on Station 4.

The AZ Parks Dept. want a proposal for Station 5, and he is working on navigating who it goes to and what they want.

Chief is attending the Station/Building Design Conference in Glendale currently. He drove up for the meeting and will return after. There is a lot of information to soak up and vendors are helpful and engaged.

The Chief reviewed the turnout and response numbers, noting that times are trending downward and mentioning that the Comm Center had hired a number of people and he had expected that as they were trained up, the dispatch times would come down. Member Cooperman would like a way to compare month-over-month trends and decreases in response times.

**E. Discussion/Possible Action: Possible approval date change for July 2024 meeting which coincides with AFDA conference.**

There was a brief discussion about the date change and whether Finance would be inconvenienced by moving the meeting up a week. Chief Coil said that typically July was kind of a slow month for everything, and he did not feel it would be an issue. Chair Soto stated that finance could give us a report as up to date as possible and then they could cover it in August. It was decided that July 9, at 4:30 would be the date for the July Board Meeting. The Board was polled, and all agreed.

*Chair Soto made the motion to move the July 16, 2024, meeting to July 9, 2024, at 4:30. Member Cooperman seconded, there was no further discussion and the motion passed unanimously.*

**F. Discussion/Possible Action: Discussion and possible approval of Regional Community Risk Reduction IGA with regional partners.**

Fire Chief Mezulis stated that this will be a good effort in improving regional services and coordinating fee schedules. Chief Booth stated that it will make the entire region safer for fire personnel and residents. Chief Mezulis noted that there will be “one book” regionally on how things are done, so contractors, and vendors, etc. will not have to try to navigate rules and fees and it will improve customer service.

Member Jablow asked how we come up with an equitable schedule of fees, as some areas will be more and some much less. Chief Mezulis stated that this is just the beginning and aligns us to have those discussions to evaluate and coordinate. Chief Booth said the fee schedules would be based on the International Code Council schedules. Chair Soto asked how it would benefit the members of the communities and would it be reciprocal? Chief Booth stated that VVFD personnel are already training with SFD staff and gaining experience, while the VVFD Fire Marshal has vast experience as a fire investigator. Attorney Whittington asked that Chair Soto sign a consent and waiver.

*Chair Soto motioned to approve the Regional Community Risk Reduction IGA as presented with the consent and waiver; Member Springett seconded. There was no further discussion and the motion passed unanimously.*

**G. Discussion/Possible Action: Discussion and possible approval of EMS Week Proclamation.**

Chief Mezulis asked that we declare the week of May 19-25 EMS Week. As EMS response is 80% of what we do, SFD fully supports. May 25<sup>th</sup> is the 50<sup>th</sup> Anniversary.

*Chair Soto reads the proclamation into the record and reminds all the Open House at Station 3 on Saturday from 10-2.*

**H. Board Member Items:**

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

The Fire Board members provided details regarding their activities for the month of April which included billpay.com, signing checks, meeting with Fire Chief Mezulis, and reviewing the budget. Board Chair Soto outlined his participation in the Yavapai Firewise program involvement in Dewey-Humboldt expo and Prescott Home Show, while Member Springett joined the Sunset Mobile Home Park walk.

**III. ADJOURNMENT**

**Chair Soto adjourned the meeting at 5:51 PM.**

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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

May 2024 Financial Report

Presented by Gabe Buldra, Finance  
Director, James Vincent Group,  
Accounting & Consulting





## Sedona Fire District Monthly Financial Report

### Monthly Financial Report – May 2024

Attached are the following for your information and review:

1. Balance Sheet as of May 31, 2024.
2. Summary of reconciled cash balances on May 31, 2024.
3. Income Statement of Revenues and Expenditures for May 2024, including budget to actual and year- to-date balances.
4. Graphs for May 2024.
5. Fixed Asset Additions and Disposals Schedule FY24.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

#### Key points:

- Total Revenue for May is \$1,143,277 which is \$201,266 under budget.
  - Tax Revenue for May is \$849,043 which is \$102,276 under budget.
  - Non-Tax Revenue for May is \$294,234, which is \$98,990 under budget.
    - Ambulance revenue is over budget by \$48,842.
    - Non-District Fire revenue is under budget by \$125,000.
- Total Expense for May is \$1,964,721 which is \$294,983 under budget.
  - Personnel Expense is \$326,100 under budget, driven by less S&W and retirement.
  - Vehicles & Equipment is \$9,259 over budget, driven by higher vehicle repairs and maintenance.
  - Communications is \$15,026 over budget, driven by timing of software licensing.
  - Managerial cost is \$8,026 over budget, driven by timing of outside professional fees.
- Year-To-Date Revenue for May is \$23,163,841, which is \$198 over budget.
- Year-To-Date Expenses for May is \$19,023,117 which is \$1,387,102 under budget.

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

# Sedona Fire District Balance Sheet As of May 31, 2024

06/11/24

Accrual Basis

	May 31, 24	May 31, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000 · Bill.com Money Out Clearing	0.00	702.41	-702.41
1010 · Capital Reserves Fund	4,817,441.43	3,553,289.82	1,264,151.61
1050 · Chase - Operating Account	388,615.02	181,763.90	206,851.12
1060 · Chase - Payroll Account	1,071,806.39	927,325.63	144,480.76
1070 · County General Fund	13,505,522.99	11,311,657.76	2,193,865.23
<b>Total Checking/Savings</b>	19,783,385.83	15,974,739.52	3,808,646.31
<b>Accounts Receivable</b>			
1200 · Accounts Receivable*	77,270.29	85,128.63	-7,858.34
1202 · Ambulance Billings Receivable	563,332.92	394,076.49	169,256.43
1206 · Property Tax - Receivable	294,100.87	242,382.14	51,718.73
1270 · Lease Receivables	835,305.00	987,486.00	-152,181.00
<b>Total Accounts Receivable</b>	1,770,009.08	1,709,073.26	60,935.82
<b>Other Current Assets</b>			
1320 · Prepaid Expenses	94,520.89	140,574.18	-46,053.29
<b>Total Other Current Assets</b>	94,520.89	140,574.18	-46,053.29
<b>Total Current Assets</b>	21,647,915.80	17,824,386.96	3,823,528.84
<b>Fixed Assets</b>			
1400 · Accumulated Depreciation	-15,285,043.75	-14,310,101.78	-974,941.97
1410 · Building and Other Improvements	9,325,066.64	9,230,946.20	94,120.44
1411 · Construction in Progress	85,706.13	0.00	85,706.13
1412 · Furniture and Equipment	7,188,480.33	6,926,063.57	262,416.76
1413 · Land	2,054,578.48	2,054,578.48	0.00
1414 · Vehicles	7,707,104.27	7,686,857.26	20,247.01
1450 · CIP	1,512,768.77	1,565,822.94	-53,054.17
1470 · Right to Use Asset			
1401 · Accum Depreci- Right to Use	-10,458.00	0.00	-10,458.00
1470 · Right to Use Asset - Other	119,624.00	119,624.00	0.00
<b>Total 1470 · Right to Use Asset</b>	109,166.00	119,624.00	-10,458.00
<b>Total Fixed Assets</b>	12,697,826.87	13,273,790.67	-575,963.80
<b>Other Assets</b>			
1500 · Defer Outflows of Rsrcs - ASRS	210,737.00	339,603.00	-128,866.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,743,953.00	9,751,158.00	-7,205.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	293,325.00	204,782.00	88,543.00
1520 · Defer Outflows - PSPRS OPEB	89,576.00	55,671.00	33,905.00
1525 · Defer Outflows PSPRS OPEB Tr 3	3,257.00	879.00	2,378.00
1530 · Defer Outflows - ASRS OPEB	5,554.00	7,611.00	-2,057.00
1540 · Risk Pool Capitalization	231,080.00	173,310.00	57,770.00
1815 · Net Pension Asset - PSPRS Tr 3	35,355.00	61,360.00	-26,005.00
1825 · Net Pension Asset PSPRS OPEB	7,775.00	9,445.00	-1,670.00
1830 · Net Pension Asset ASRS OPEB	46,043.00	46,236.00	-193.00
<b>Total Other Assets</b>	10,666,655.00	10,650,055.00	16,600.00
<b>TOTAL ASSETS</b>	<b>45,012,397.67</b>	<b>41,748,232.63</b>	<b>3,264,165.04</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	49,038.88	59,025.16	-9,986.28
<b>Total Accounts Payable</b>	49,038.88	59,025.16	-9,986.28

**Sedona Fire District**  
**Balance Sheet**  
As of May 31, 2024

06/11/24

Accrual Basis

	May 31, 24	May 31, 23	\$ Change
<b>Credit Cards</b>			
2003 · National Bank of Arizona Credit	41,429.31	34,245.17	7,184.14
<b>Total Credit Cards</b>	41,429.31	34,245.17	7,184.14
<b>Other Current Liabilities</b>			
2010 · Accrued Employee Leave	1,513,232.61	1,565,421.77	-52,189.16
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	159,774.00	399,034.00	-239,260.00
2015 · Defer Inflows of Rsrcs - PSPRS	1,915,187.00	4,696,305.00	-2,781,118.00
2017 · Federal PR Taxes Payable	0.00	-96.67	96.67
2018 · HSA Deduction	0.00	5,876.40	-5,876.40
2019 · Insurance Premium Liabilities	112,195.40	109,601.55	2,593.85
2021 · Payroll Liabilities	2,126.18	6,782.29	-4,656.11
2022 · Retirement Payable	608,291.51	194,863.24	413,428.27
2025 · Workers Compensation Liability	531.72	531.72	0.00
2049 · Defer Inflows of Rsrcs PSPRS T3	8,792.00	41,129.00	-32,337.00
2050 · Defer Inflows OPEB PSPRS	117,288.00	209,801.00	-92,513.00
2051 · Defer Inflows OPEB ASRS	30,171.00	39,952.00	-9,781.00
2054 · Defer Inflows PSPRS OPEB TR3	661.00	2,570.00	-1,909.00
2070 · Defer Inflow related to Leases	825,154.00	993,036.00	-167,882.00
<b>Total Other Current Liabilities</b>	5,523,809.52	8,265,415.50	-2,741,605.98
<b>Total Current Liabilities</b>	5,614,277.71	8,358,685.83	-2,744,408.12
<b>Long Term Liabilities</b>			
2052 · Net Pension Liab OPEB PSPRS	161,554.00	60,488.00	101,066.00
2053 · Net Pension Liab OPEB ASRS	750.00	1,938.00	-1,188.00
2200 · NBAZ Station Loan	0.00	21,554.38	-21,554.38
2201 · Net Pension Liability - ASRS	1,313,939.00	1,220,665.00	93,274.00
2202 · Net Pension Liability - PSPRS	26,242,437.00	22,757,643.00	3,484,794.00
2270 · Lease Liability	109,512.00	109,512.00	0.00
<b>Total Long Term Liabilities</b>	27,828,192.00	24,171,800.38	3,656,391.62
<b>Total Liabilities</b>	33,442,469.71	32,530,486.21	911,983.50
<b>Equity</b>			
3000 · Opening Balance Equity	5,149,965.20	5,149,965.20	0.00
3010 · Fund Balance	-2,425,262.92	-2,425,281.46	18.54
3200 · Unrestricted Net Assets	4,704,501.18	2,661,786.72	2,042,714.46
Net Income	4,140,724.50	3,831,275.96	309,448.54
<b>Total Equity</b>	11,569,927.96	9,217,746.42	2,352,181.54
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>45,012,397.67</b>	<b>41,748,232.63</b>	<b>3,264,165.04</b>

**Sedona Fire District**  
**Summary of Reconciled Cash Balances**  
 Period Ending 05/31/2024

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	<u>5/31/2024</u>	<u>5/31/2024</u>	<u>5/31/2024</u>	<u>5/31/2024</u>
<b>Beginning Balance</b>	13,980,384.30	4,817,441.43	254,455.73	478,694.51
<b>Cleared Transactions</b>				
<b>Checks and Payments</b>	(2,099,033.39)	-	(298,609.25)	(1,356,758.53)
<b>Deposits and Credits</b>	1,474,161.81	-	432,768.54	1,952,103.89
<b>Total Cleared Transactions</b>	<u>(624,871.58)</u>	<u>-</u>	<u>134,159.29</u>	<u>595,345.36</u>
<b>Cleared Balance</b>	<u><u>13,355,512.72</u></u>	<u><u>4,817,441.43</u></u>	<u><u>388,615.02</u></u>	<u><u>1,074,039.87</u></u>
<b>Uncleared Transactions</b>				
<b>Checks and Payments</b>	(5,299.03)	-	-	(2,233.48)
<b>Deposits and Credits</b>	155,309.30	-	-	-
<b>Total Uncleared Transactions</b>	<u>150,010.27</u>	<u>-</u>	<u>-</u>	<u>(2,233.48)</u>
<b>Register Balance as of 05/31/2024</b>	<u><u>13,505,522.99</u></u>	<u><u>4,817,441.43</u></u>	<u><u>388,615.02</u></u>	<u><u>1,071,806.39</u></u>

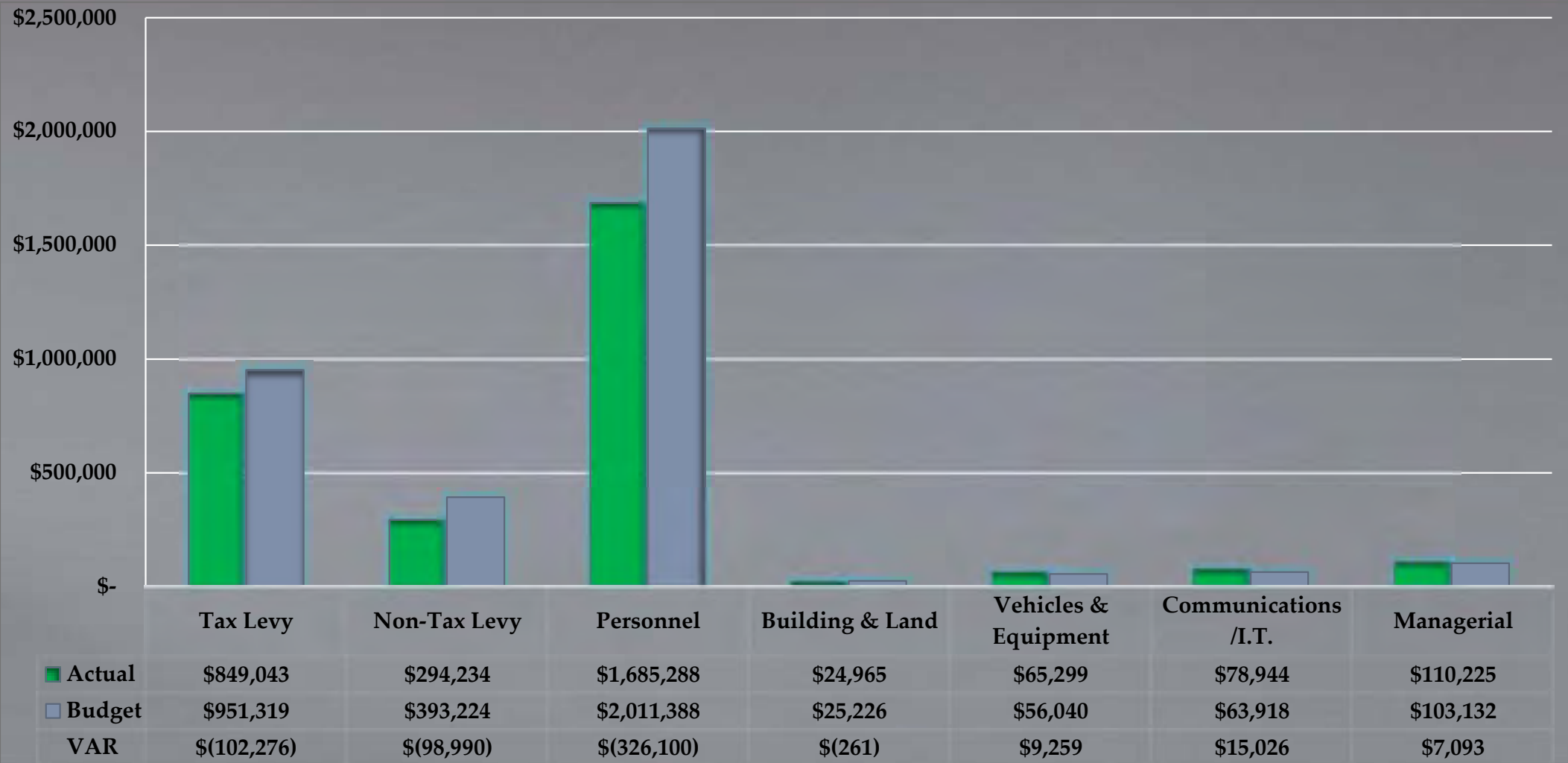
06/11/24  
 Accrual Basis

## Sedona Fire District Profit & Loss Budget Performance May 2024

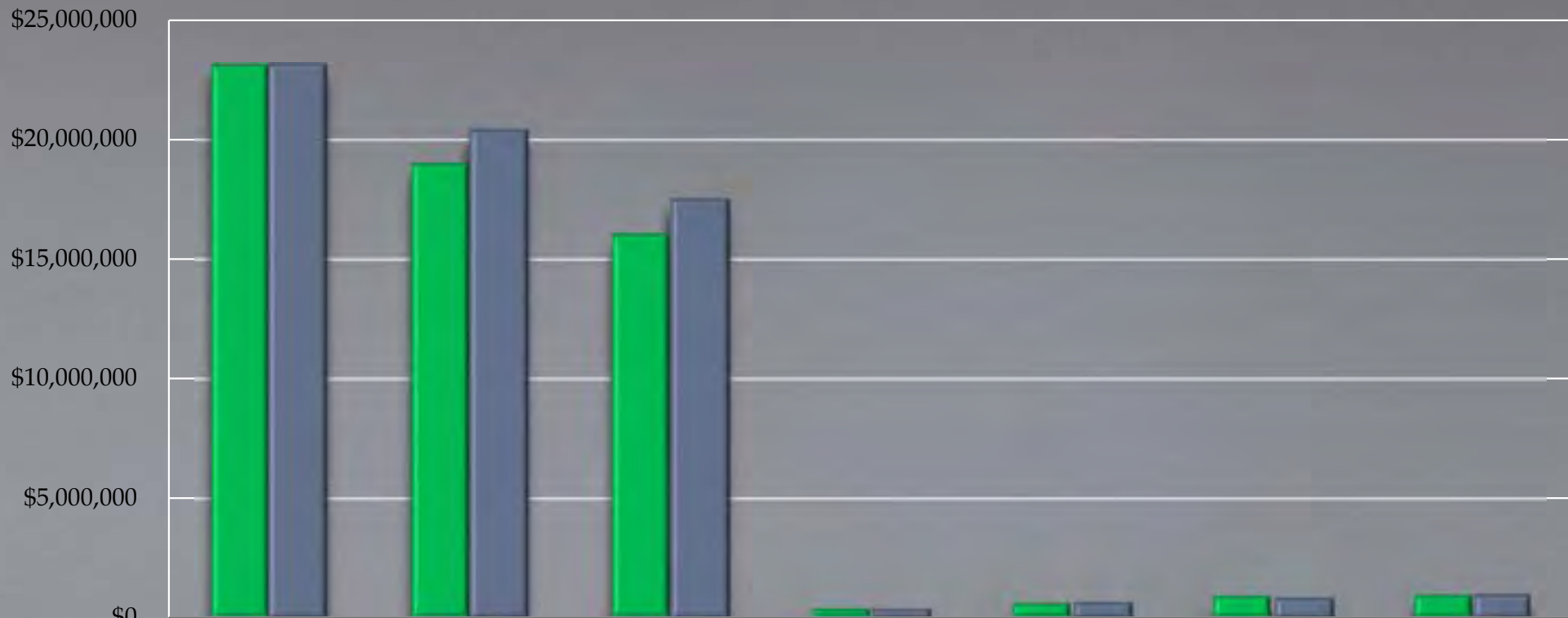
	May 24	Budget	\$ Over Budget	Jul '23 - May 24	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>4001 · Tax Levy Revenue</b>	849,042.91	951,319.00	-102,276.09	19,592,928.30	19,588,179.00	4,749.30	19,874,119.00
<b>4100 · Non-Tax Levy Revenue</b>	294,234.16	393,224.00	-98,989.84	3,570,912.96	3,575,464.00	-4,551.04	3,968,693.00
<b>Total Income</b>	1,143,277.07	1,344,543.00	-201,265.93	23,163,841.26	23,163,643.00	198.26	23,842,812.00
<b>Gross Profit</b>	1,143,277.07	1,344,543.00	-201,265.93	23,163,841.26	23,163,643.00	198.26	23,842,812.00
<b>Expense</b>							
<b>5001 · Personnel Cost</b>	1,685,287.82	2,011,388.00	-326,100.18	16,073,609.53	17,529,027.00	-1,455,417.47	18,937,414.00
<b>6001 · Building &amp; Land</b>	24,965.30	25,226.00	-260.70	389,279.86	373,486.00	15,793.86	398,712.00
<b>6101 · Vehicles &amp; Equipment</b>	65,298.63	56,040.00	9,258.63	637,902.80	654,220.00	-16,317.20	710,200.00
<b>6300 · Communications</b>	78,944.49	63,918.00	15,026.49	932,321.83	845,482.00	86,839.83	909,396.00
<b>6401 · Meetings, Travel &amp; Training</b>	28,530.35	29,463.00	-932.65	306,070.87	304,625.00	1,445.87	333,829.00
<b>7001 · Managerial Cost</b>	81,694.52	73,669.00	8,025.52	683,931.87	703,379.00	-19,447.13	750,019.00
<b>Total Expense</b>	1,964,721.11	2,259,704.00	-294,982.89	19,023,116.76	20,410,219.00	-1,387,102.24	22,039,570.00
<b>Net Ordinary Income</b>	-821,444.04	-915,161.00	93,716.96	4,140,724.50	2,753,424.00	1,387,300.50	1,803,242.00
<b>Net Income</b>	<b>-821,444.04</b>	<b>-915,161.00</b>	<b>93,716.96</b>	<b>4,140,724.50</b>	<b>2,753,424.00</b>	<b>1,387,300.50</b>	<b>1,803,242.00</b>



# May 2024



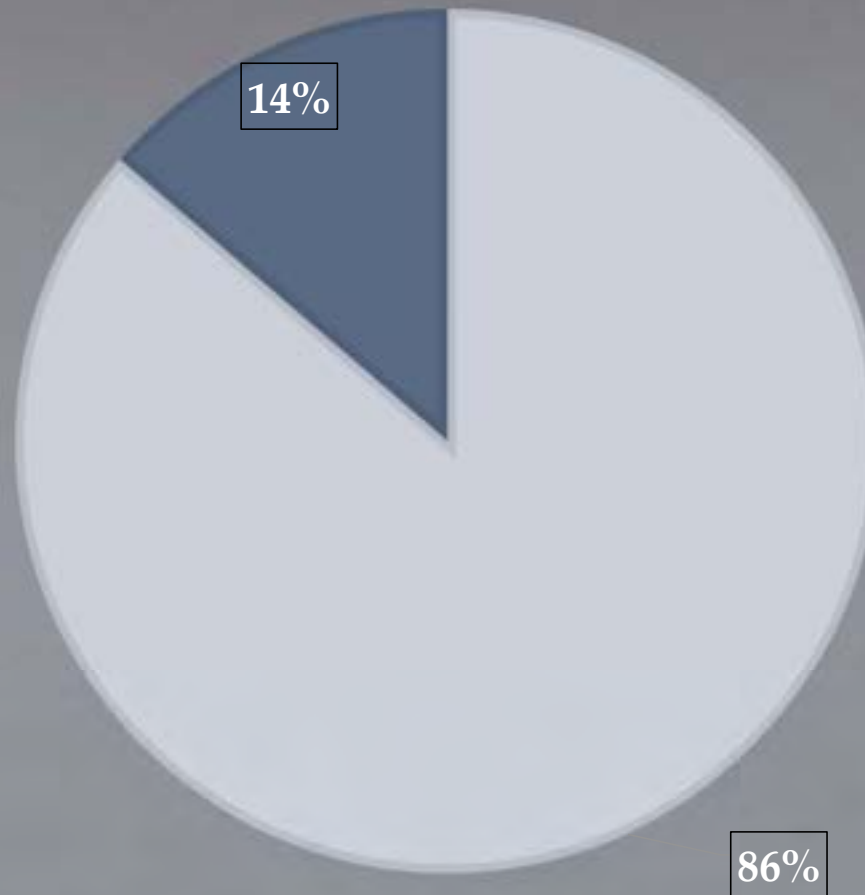
# Fiscal Year to Date Budget to Actual



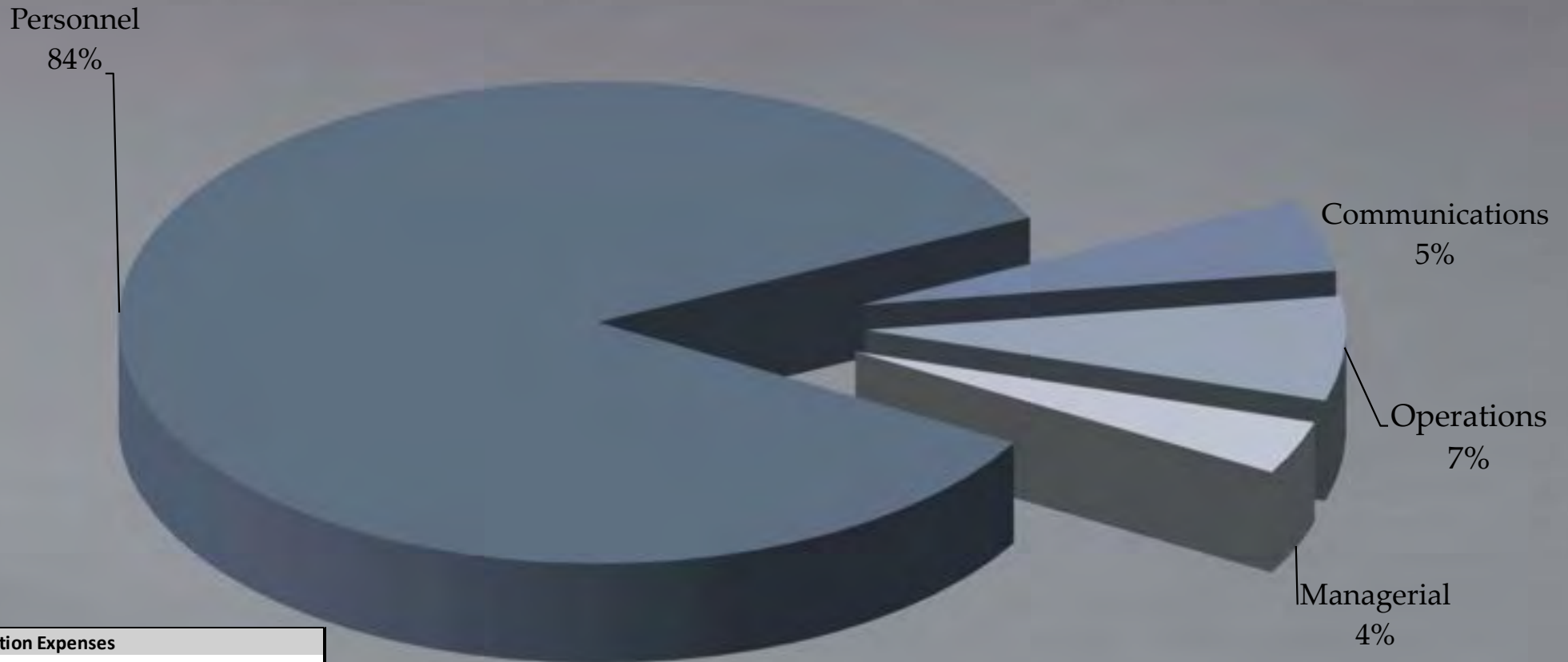
	Revenue	Total Expenses	Personnel	Building & Land	Vehicles & Equipment	Communications/I.T.	Managerial
Actual	\$23,163,841	\$19,023,117	\$16,073,610	\$389,280	\$637,903	\$932,322	\$990,003
Budget	\$23,163,643	\$20,410,219	\$17,529,027	\$373,486	\$654,220	\$845,482	\$1,008,004
Budget to Actual Var	\$198	(1,387,102)	(1,455,417)	15,794	(16,317)	86,840	(18,001)

## YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

Actual YTD Budget Remaining

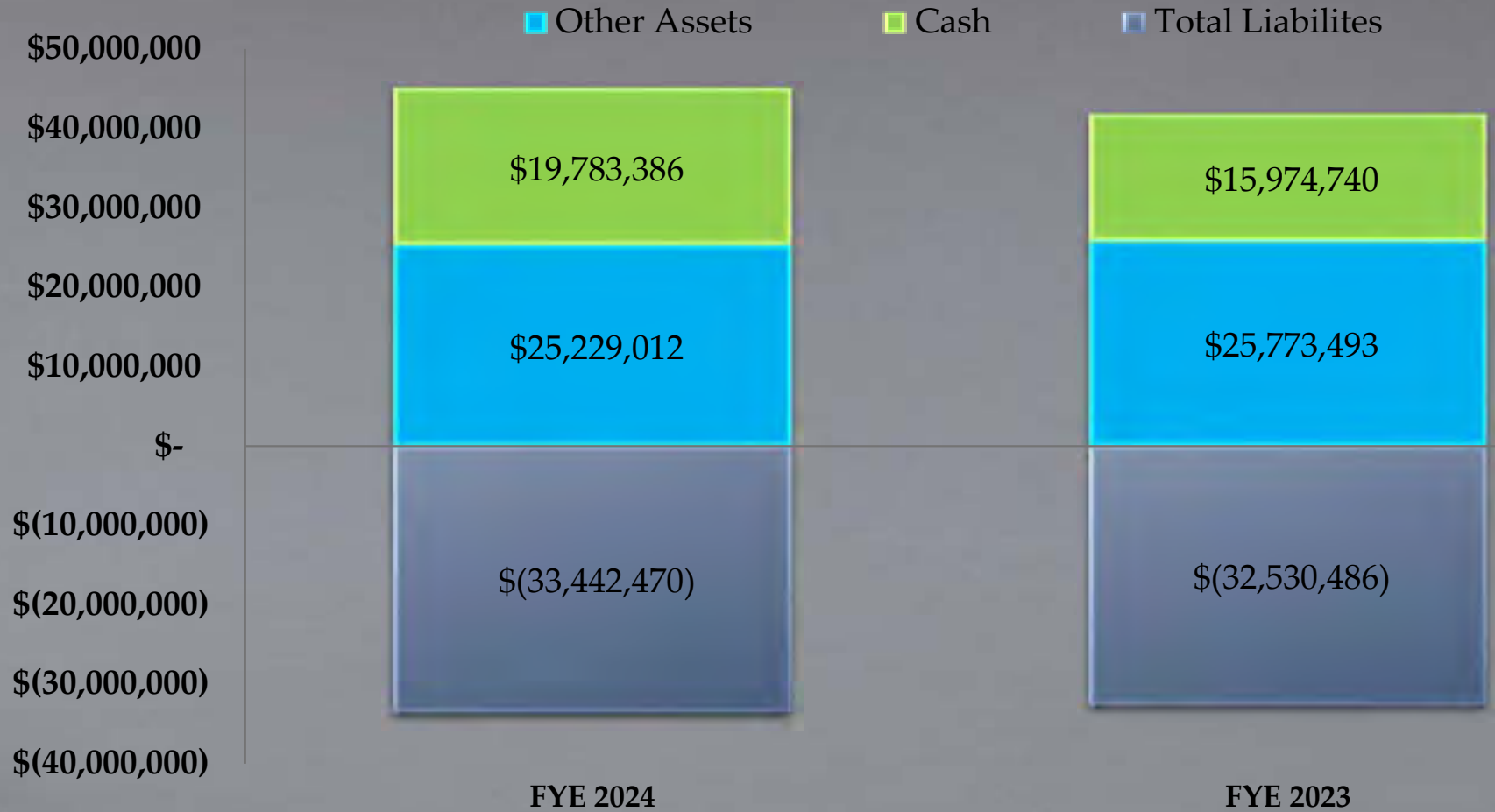


# Percentage of Expenses Year to Date



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

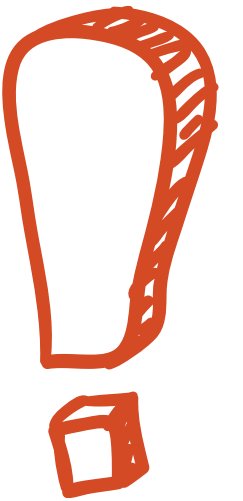
# Cash Position



# Division Updates

*May 2024 Staff Briefings*

*News, Significant Incidents, Training Activities, and other SFD-related Events.*



# Operations

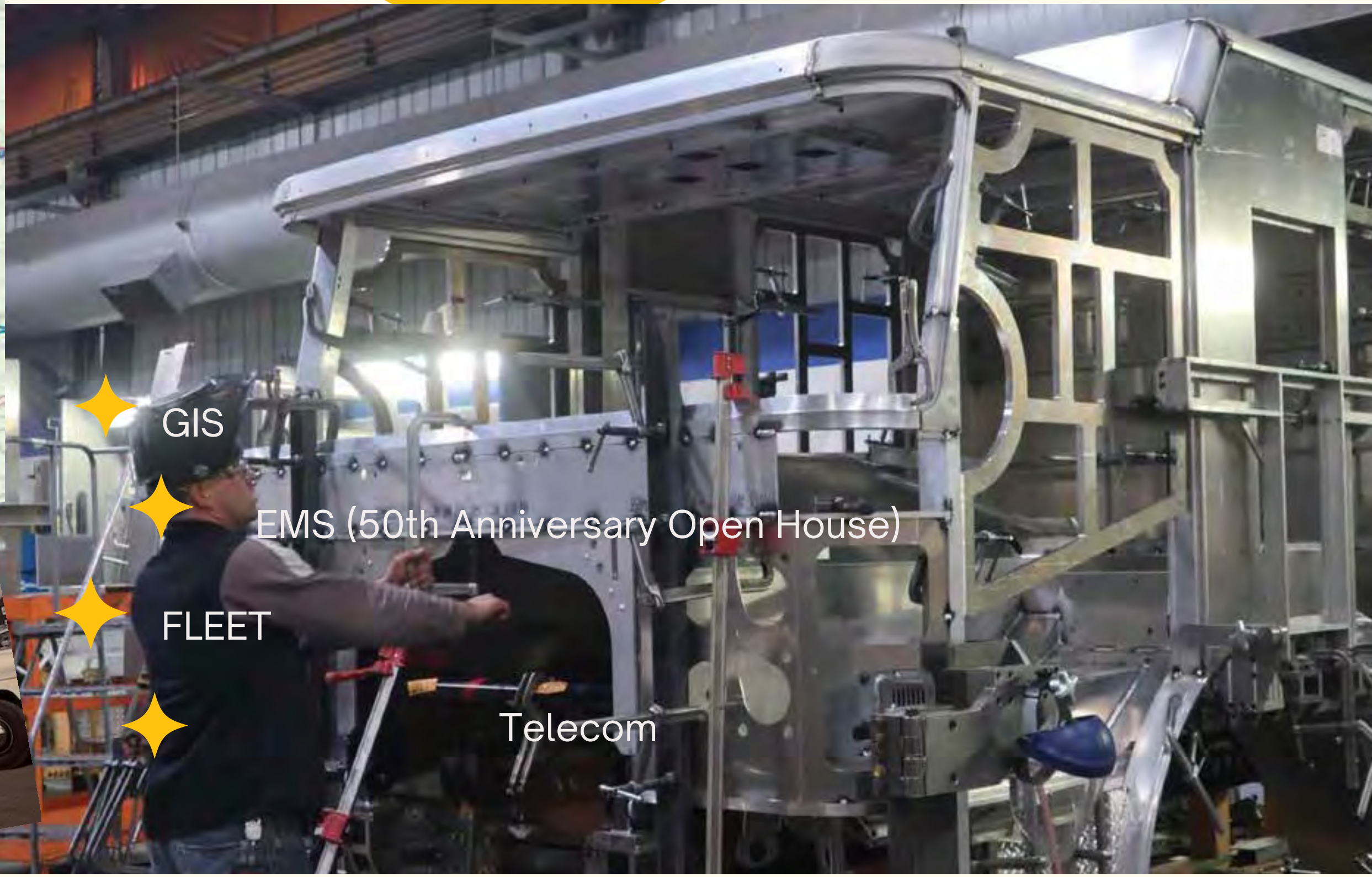
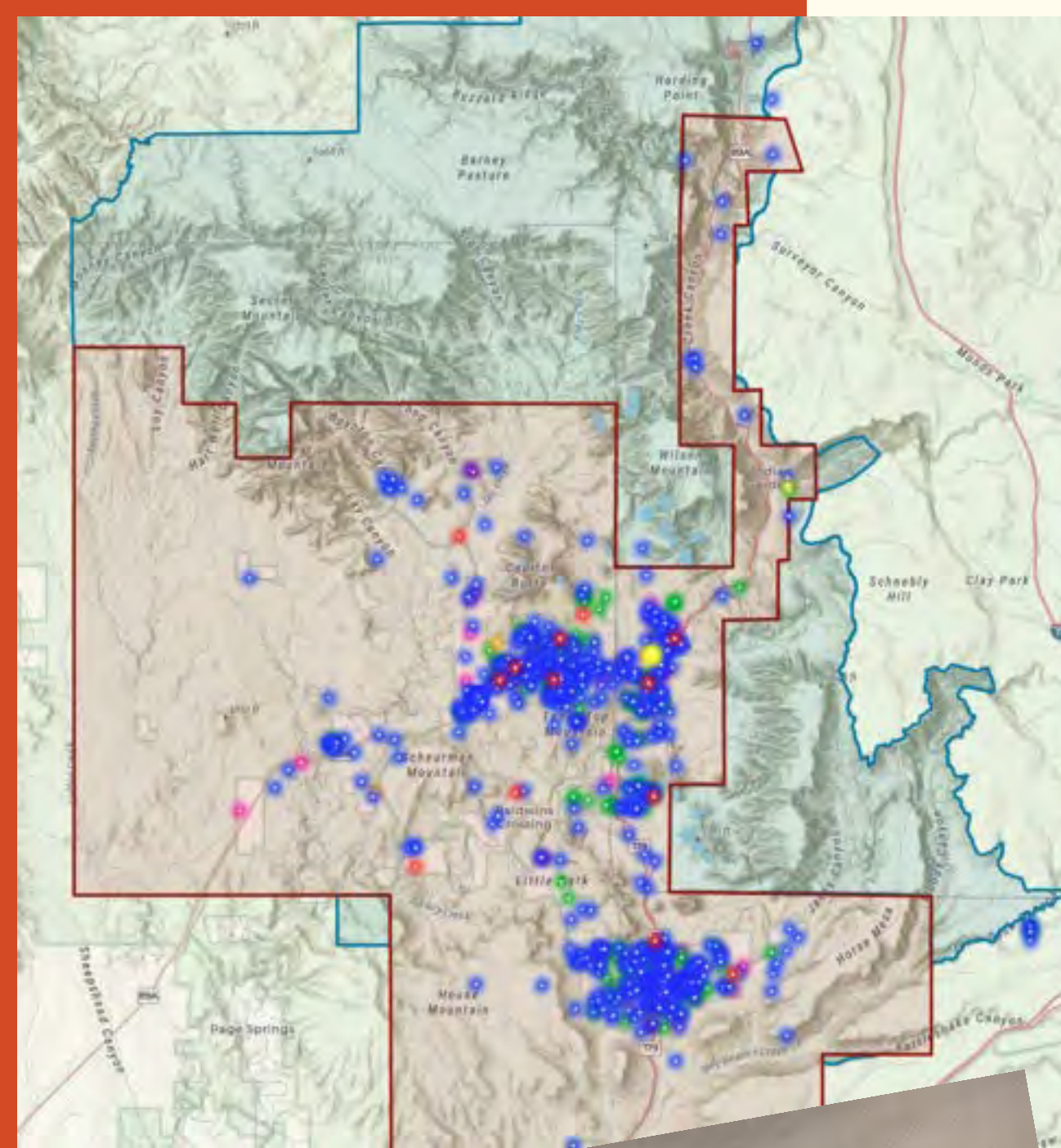
Assistant Chief, Jayson Coil

Significant Events	Human Resources	Administration
All Hazard	Staffing	Upcoming Events
Emerging Issues	Promotions	News & Activities
	Significant Issues	



# GEFT Division

Division Chief Buzz Lechowski



GIS

EMS (50th Anniversary Open House)

FLEET

Telecom





# Station 3 Open House



# Preparedness & Training

Division Chief Jordan Baker



Monthly Training



Specialized Training(s)



Safety/Wellness



Future Opportunities



# Fire Chief's Report

Fire Chief Ed Mezulis

May 2024



**50<sup>TH</sup> ANNIVERSARY**

**EMS WEEK**

**May 19-25, 2024**

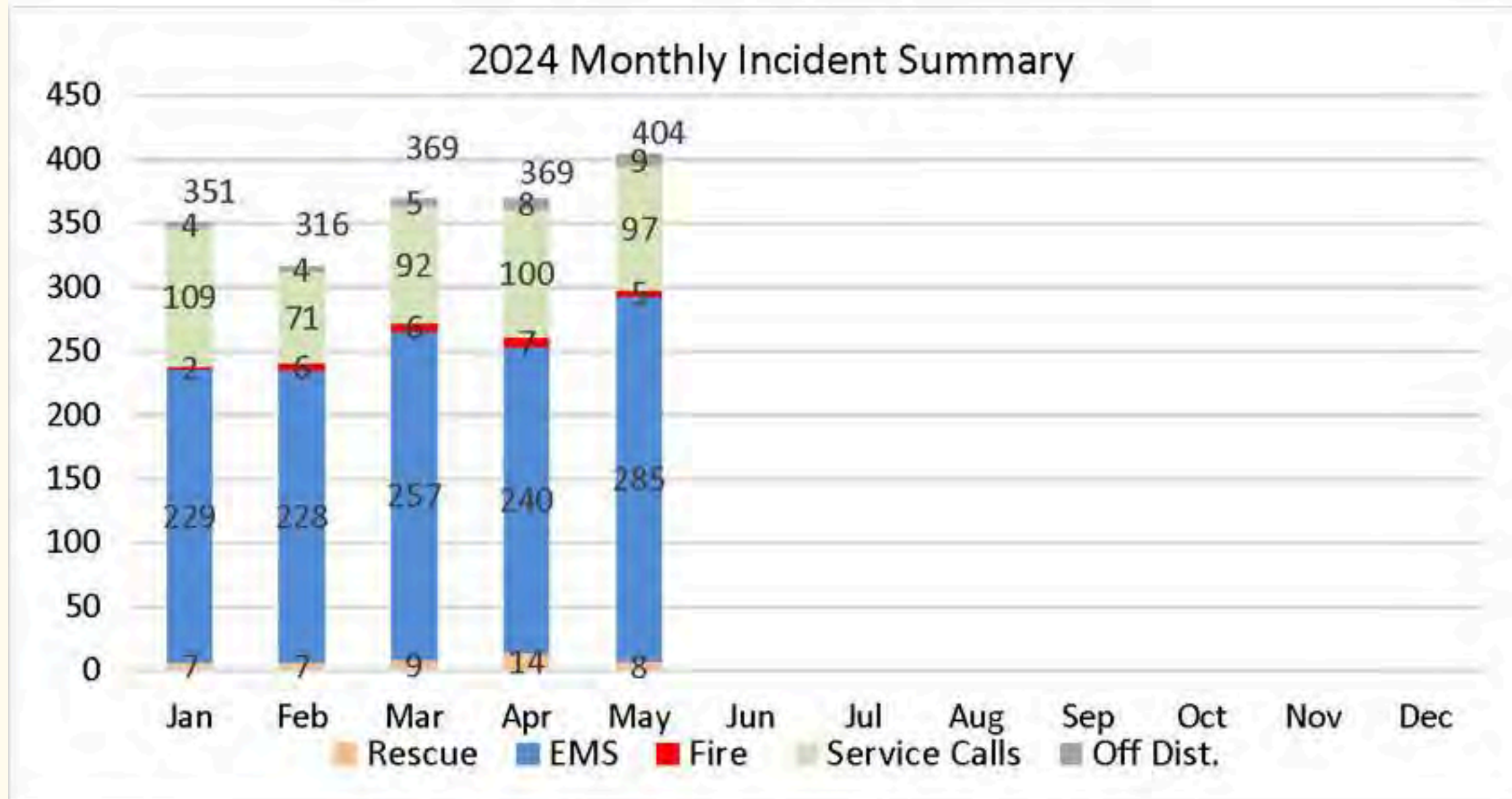
**HONORING OUR PAST.  
FORGING OUR FUTURE.**

# Station 4 Silent Auction Lunch

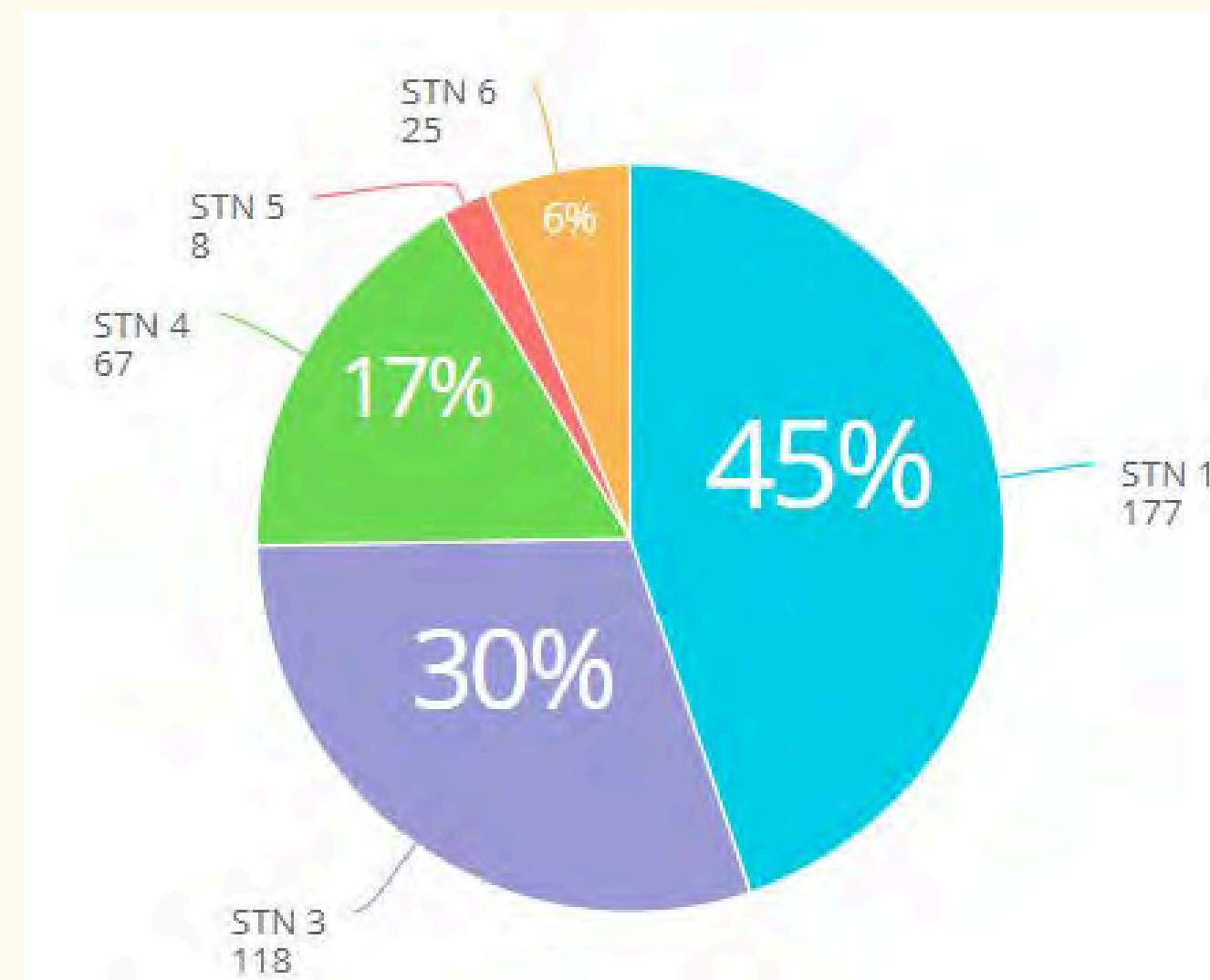
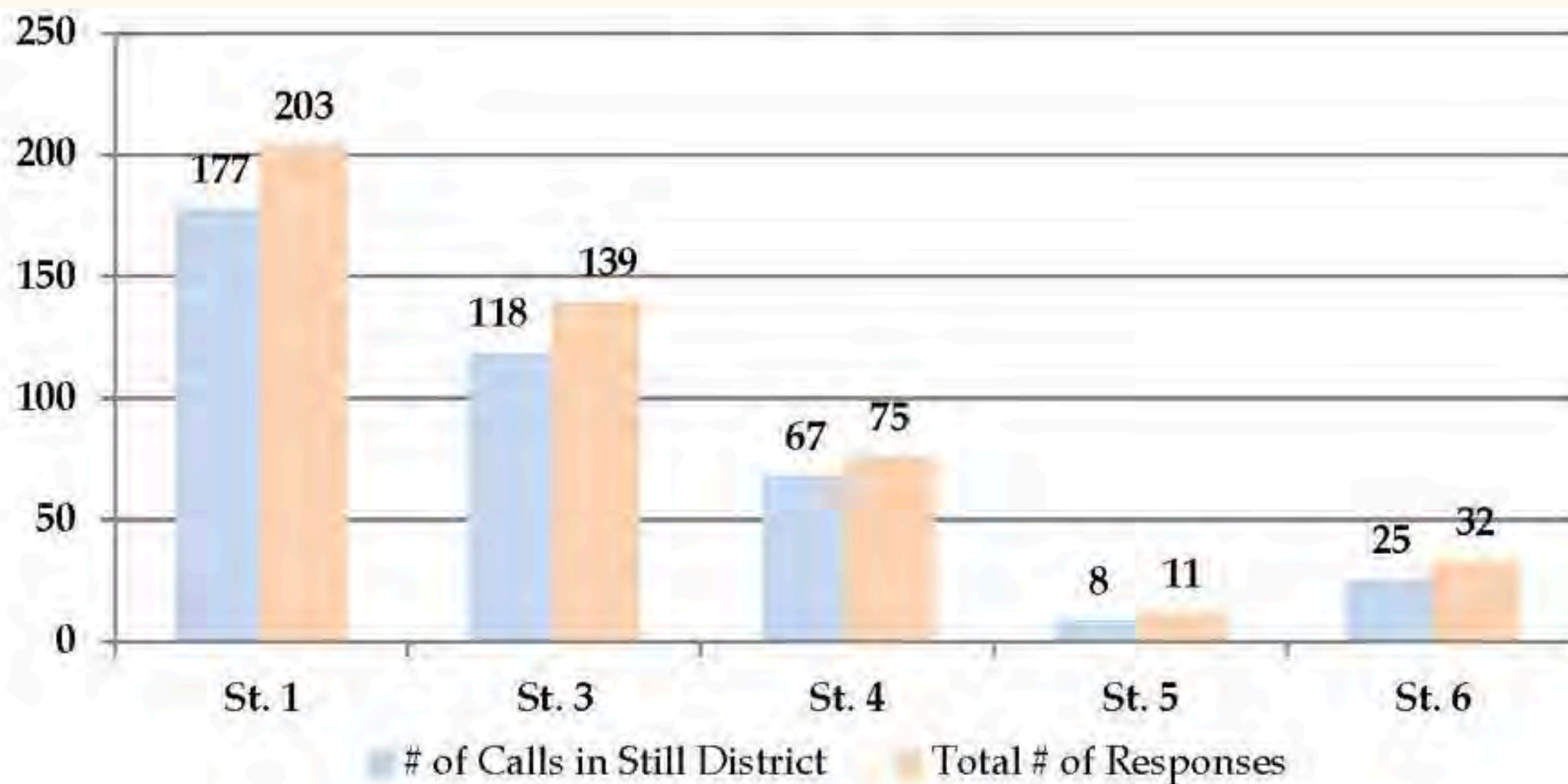


The Incident Summary provides an overview of the number of calls for each month and the type of incidents.

A year-to-date comparison of the prior year is provided to view how SFD's calls are trending from the year prior.



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.



# Ambulance & Response Times

## Emergency Responses

Dispatch Handling Time

Turnout Time

Unit Travel Time

Total Response Time

Median of Dispatch Notified Alarm H...

**00m:42s**

90th Percentile Dispatch Time

**01m:22s**

Median Turnout Time

**01m:39s**

90th Percentile Turnout Time **02m:40s**

Median Travel Time

**03m:50s**

90th Percentile Travel Time **09m:52s**

Median Total Response Time

**06m:17s**

90th Percentile Total Response Time **10m:42s**

## Specific Ambulance Times

Ambulance Total EMS Emergent Response Time

Median Total Response Time

**06m:00s**

90th Percentile Total Response Time **10m:08s**

Total EMS Ambulance Road Time

Median Total EMS Ambulance Road Time

**01h:28m:25s**

90th Percentile Total EMS Ambulance Road Time **02h:24m:08s**



# Purchase Orders over \$10K



\$16,979	The HVAC Company Station 3
\$10,633	Absolute Software Secure VPN
\$15,928	Kronos Telestaff Migration
\$25,250	Boutique Recruiting IT Recruitment

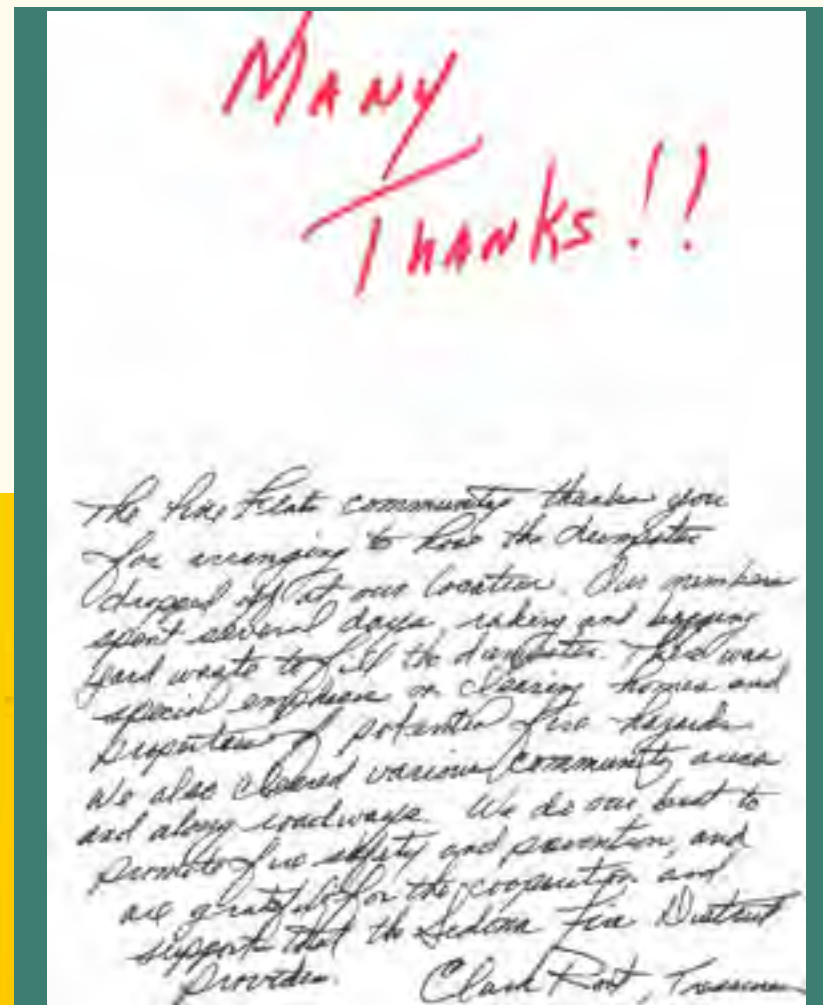


# Community Thanks & Appreciation

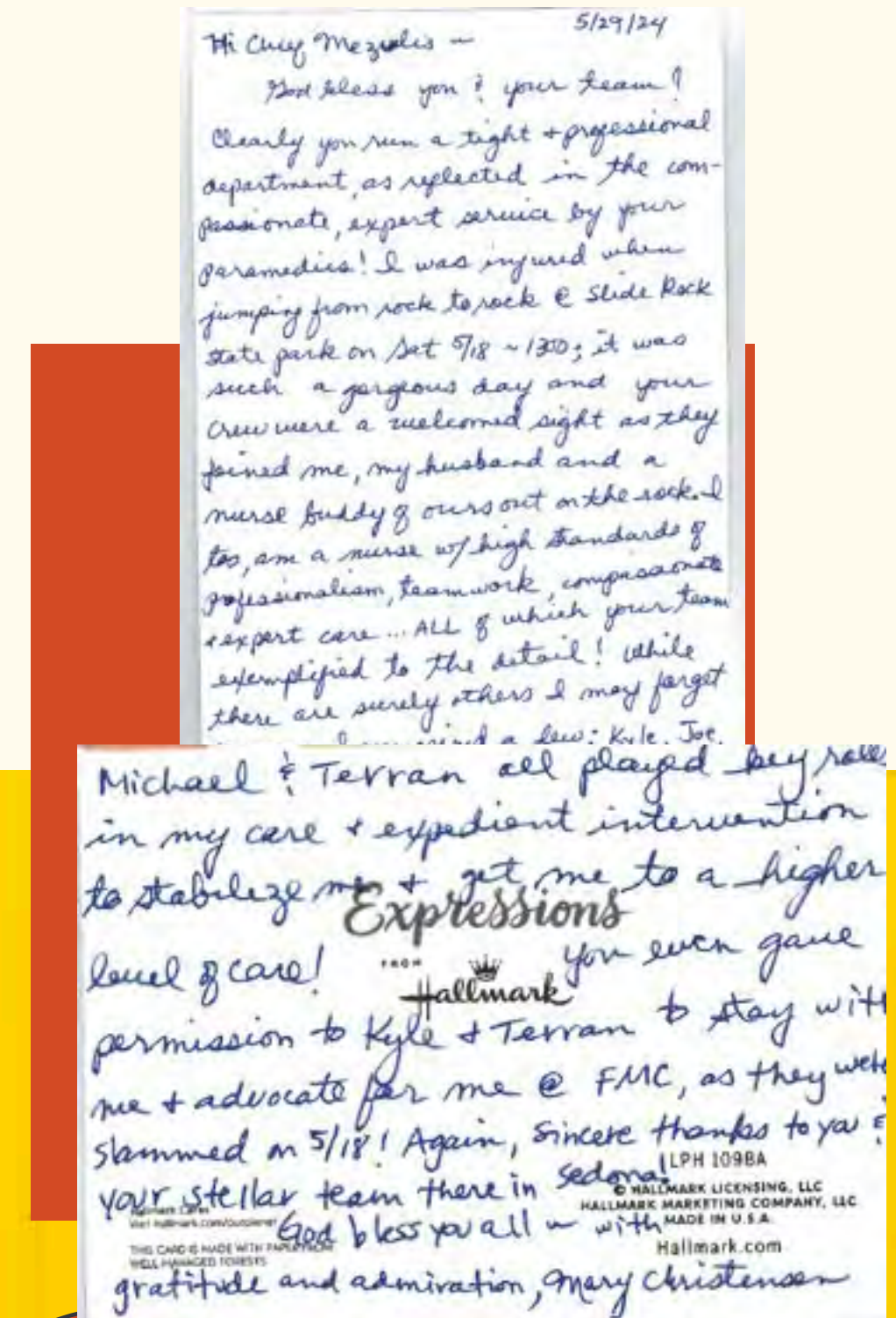
Emailed thank you from Tanja Gunsberger, thanking Station 4 crew for lunch & tour!



**# A:**  
Debby Farley



**# B:**  
Pine Flats Property Owners with \$967.50 donation



**# C:**  
Mary Christiansen





**SEDONA FIRE DISTRICT  
FIRE BOARD AGENDA COMMUNICATION**

*Submitted by:* DC Buzz Lechowski *Date:* 06/12/2024

<b>SUBJECT: Braun Ambulance Chassis purchase &amp; Remount</b>  <b>AGENDA ITEM #:</b>	<b>BOARD MEETING DATE: 06/18/2024</b>  <b>DIVISION / SECTION: EMS</b>
<b>ACTION REQUIRED:</b> <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	<b>BOARD RECOMMENDATION:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

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

**ISSUE:** SFD is seeking to complete the planned remount/re-chassis of an ambulance. This agenda item is seeking approval to spend funds as outlined within the attached proposal to purchase the new chassis, refurbish the existing patient compartment, and remount it onto the new chassis.

**BACKGROUND:** A 2013, Ford F-350, 2-wheel drive, Type 1 ambulance will be returned to the manufacturer for refurbishment and remounting onto a 2024, Ford F-450, 4-wheel drive chassis. The vehicle being removed from has over 166,000 miles and will be the last 2-wheel drive ambulance to be replaced with 4-wheel drive.

**FINANCIAL PERSPECTIVE:** This planned remount is budgeted and shown within the SFD Capital Plan for the current fiscal year.

**PROS & CONS:** This remount project allows SFD to efficiently increase the longevity of ambulance life cycles by paying for a new chassis and refurbishment versus a completely new build which comes at a greater cost and longer projected manufacturer times. Additionally, this specific remount project removes a high-mileage, end of life, 2-wheel drive ambulance and replaces it with a 2024 vehicle chassis that is 4-wheel drive. This project aligns with our fleet replacement and capital plan.

**BOARD ATTORNEY APPROVAL:** *(If Applicable)*

**FIRE CHIEF RECOMMENDATION:** **It is recommended that approval to spend funds to remount this ambulance be approved. The expenditure allows SFD to remain within capital replacement planning cycles.**

**FINANCE SECTION APPROVAL:** Braun NW is sole source refurbishment/remount provider. Ford Chassis will be provided at Government Price Concession (GPC).

**MOTION(S):**

I move to approve *the expenditure to purchase the Ford chassis and complete the refurbishment and remount of the ambulance by Braun Northwest, Inc., total price not to exceed \$233,000.*

**ATTACHMENTS:**

- (1) Vehicle remount specifications.*
- (2) Braun NW remount proposal.*

**BRAUN NORTHWEST, INC.**  
**REMOUNT SPECIFICATIONS**  
**FOR**  
**SEDONA FIRE DISTRICT**  
**SEDONA, ARIZONA**

**BNW #1733-1, 2013 FORD F-350, 147" L MODULE**

**VIN: 1FDRF3GT4DEA99885**

**1 CHASSIS**

**1.01 OEM CHASSIS**

- 2024 Ford F-450 XLT, Regular Cab 4 x 4, meeting all the specifications of Section 1.01 (**Note: Chassis is subject to model year changes**)
  - Ambulance Prep. Package with EPA Special Emergency Vehicle Emissions (47L)
  - 3-year/36,000 mile "Bumper to Bumper" warranty
  - Dual rear wheels
  - Provided by Braun Northwest

**1.01.01 SPECIFIC RATINGS**

- Drive – 4 x 4
- G.V.W.R. – 16,500 lb
- Front Axle – 7,500 lb
- Rear Axle – 12,880 lb
- Wheelbase – 169"
- Cab to Axle – 84"
- Front Spring Capacity – 7,000 lb
- Rear Spring Capacity – 12,880 lb
- Rear Differential – 4.10 ratio, limited slip wide track rear axle

**1.01.02 POWER TRAIN**

- Engine
  - 6.7L Power Stroke V8 turbo diesel B20
  - Diesel Emission Fluid (DEF) system with operator-commanded regeneration
  - External oil cooler
  - Factory diesel package
  - Engine block heater
  - Heavy duty dry type air cleaner with flow restriction indicator
  - Exhaust brake
- Engine Cooling System
  - Heavy duty, closed-air, free-liquid state type
  - Coolant recovery system
  - 50/50 solution Permanent type antifreeze to –34 degrees F
- Transmission
  - TorqShift 10-speed automatic transmission with selectable drive modes (Normal, Eco, Slippery Roads, Tow/Haul)

- External oil cooler in chassis grille area
- Electronic Shift on the Fly with auto-locking wheel hubs
- Exhaust System
  - System complies with Federal Motor Carrier Safety Regulations, Part 393.83
  - Suspended using three hangers, excluding manifold attachment
  - Discharge at right rear side of module
  - Tailpipe shall not terminate within twelve inches of the vertical axis of the fuel tank filler opening.

**1.01.03 STEERING**

- Power assisted
- Manual Tilt and telescoping steering wheel/column

**1.01.04 SHOCK ABSORBERS/STABILIZER BARS**

- Heavy-duty shock absorbers front and rear
- OEM front and rear stabilizer bars

**1.01.05 BRAKES**

- Heavy duty power-assisted four wheel ABS; front and rear disc
- Front 15.39" diameter; Rear 15.75" diameter
- Trailer Brake Controller

**1.01.06X TIRES AND WHEELS**

- Seven OEM LT 225-70R-19.5G all-purpose steel belted radials
- Seven OEM 19.5" Argent-painted steel wheels
- Spare tire and wheel shipped loose
- OEM jack and tire changing tools
- OEM stainless steel wheel simulators with braided valve extenders (945)

**1.01.07 ELECTRICAL**

- Alternators – OEM Dual rated at 410 Amps total
- Batteries – OEM Dual 750CCA 68AH/Group 65 AGM
- Stationary Elevated Idle Control

**1.01.08X INSTRUMENT PANEL AND CONTROLS**

- Gauges
  - Speedometer
  - Tachometer
  - Engine Coolant Temperature
  - Transmission Fluid Temperature
  - Turbocharger Boost
  - Fuel Level
  - Indicator lights
  - Odometer/Trip Odometer
- Cruise Control, with steering mounted controls
- Audio – OEM AM/FM with MP3
- SYNC 4 - 8" touchscreen in center stack
- 4.2" LCD Productivity Screen in IP Cluster with compass display
- Ford Pass® Connect 5G Wi-Fi Modem
- Ford Co-Pilot 360
  - Audible Lane Departure Alert

- Pre-collision Assist with Automatic Emergency Braking
- Rearview Camera and Prep Kit (872)

#### 1.01.09

#### **CAB EXTERIOR**

- Trim Level – XLT
- Bumper – Chrome
- Tow Hooks –Two Front
- Mud Flaps – Two Front
- Horn – OEM dual electric
- Windows – Solar Tinted
- Windshield wipers – Two-speed electric, washer and intermittent speed control
- Mirrors
  - Two black manually telescoping trailer tow
  - Power, heated glass, upper portion
  - Turn indicators and clearance lights on outside edge
  - Lower portion convex
- Lights
  - Headlamps – Auto High-Beam, Quad-beam halogen
  - Roof clearance lights
  - Daytime running lamps
- Fuel – OEM 40 gallon tank

#### 1.01.10

#### **CAB INTERIOR**

- Trim Level – XLT
- Seats – OEM
  - Cloth 40/20/40
  - Combination lap and shoulder harness
  - Side door armrest
- Flooring – Black Vinyl
- Climate Control – OEM
  - Heavy duty, fresh air, high capacity heater/defroster
  - Dehumidifying air conditioning system
- Airbags
  - Driver and Passenger frontal and side airbag/curtain
  - Passenger side airbag deactivation switch
- Other
  - Dome light, with dual map lights
  - Auxiliary Power Point
  - Interior hood release
  - Power door lock & windows
  - Remote keyless entry w/Anti-Theft

#### 1.01.11

#### **COLORS**

- Exterior – Oxford White (Z1)
- Interior – Medium Dark Slate

**1.02 CHASSIS MODIFICATIONS**

The following modifications shall be made to the chassis by Braun Northwest.

**1.02.04 EXHAUST HEAT SHIELD**

Shall be formed from 20 ga. galvanized sheet metal with stamped reinforcements and formed edges. Access openings shall be provided for shock absorber, mounting bolts, etc. Heat shields shall be bolted to chassis frame and extend from back of cab to the frame cross member just behind the rear axle.

**1.02.05 RUNNING BOARDS**

Running boards made of 0.125" bright aluminum diamond plate with Grip Strut inserts embedded in the step surfaces for a Ford F-450 regular cab shall be securely mounted on both sides of the chassis with OEM fasteners.

**1.02.07A AUTO THROTTLE**

An Intermotive voltage monitor shall be installed to automatically adjust the throttle for changes in electrical and AC loads.

**1.02.09A RUBBER MUD FLAPS**

Mud flaps with the "NORTH STAR" logo shall be installed behind each rear wheel. Note: Curbside mud flap shall not make contact with exhaust pipe.

**1.02.13 TIRE CHAINS**

Tire chains shall remain with used chassis. Guarded tire chains switch shall be removed from console and returned to customer (Section 8.03 related).

**1.02.14A SUSPENSION**

The Granning air compressor shall be removed from Compartment #1 and be shipped loose with the used chassis (Section 8.03 related).

A LiquidSpring rear suspension system shall be installed, with a kneeling feature to activate when the rear streetside patient compartment entrance door opens within 60 minutes of the chassis ignition being turned off. An override switch labeled "DUMP OVERRIDE" shall be transferred on the curbside rear wall, accessible from rear curbside door. The LiquidSpring control panel shall be installed on the chassis dash to the left of the steering wheel.

**1.02.17A CHASSIS FRAME EXTENSIONS**

A 10"H frame extension shall be welded to each OEM frame rail to provide rear lateral and bumper support and to provide a step height of 13.5" from the bumper to the module floor.

**1.02.31A STATION EXHAUST**

Existing station exhaust adapter shall be transferred.



- 1.02.36 AUXILIARY COMPRESSOR**  
A TM-16 auxiliary air conditioning compressor kit shall be added to the OEM engine (Section 5.17 related).
- 1.02.43 CHASSIS MISCELLANEOUS**  
Knox KeySecure shall be transferred on the cab floor, aft of the driver's console.
- 1.02.60 CAB CONDUIT**  
A 5.5" cab conduit shall be installed between the cab and module located behind the driver's seat. The driver's console harness shall be routed through the conduit.
- 1.03A MODULE-TO-CHASSIS MOUNTING SYSTEM**  
Existing module shall be transferred, utilizing existing module mounting points. New isolator pads and bolts shall be installed.
- 1.03.02C CAB-TO-MODULE ATTACHMENT**  
The module shall be connected to the cab with a flexible watertight boot to allow cab-body flex as designed by the chassis manufacturer. The chassis back shall be replaced by an aluminum insert with integral walk-thru frame covered with black-painted polyurea thermoplastic elastomer (Section 3.04.01 related). The insert shall be installed with 0.25" stainless steel bolts. A stainless steel threshold shall be installed protect the bottom of the walk-thru (Section 2.13 related).
- 1.04B USED CHASSIS**  
Used chassis shall be returned to customer, **FOB Chehalis** (Section 8.03 related). Tail lights, mud flaps, and clear plastic sheeting on cab back shall be installed, battery(ies) shall be transferred and battery cables reconnected, and HVAC connections closed off.  
**Note: The air compressor shall be removed from Compartment #1 and shipped loose with the used chassis.**



## **2** **MODULAR CONSTRUCTION**

**Disclaimer: Module shall be inspected at preconstruction meeting. If damage is discovered, scope of work shall be detailed and customer authorization is required before repairs are made.**

- Screw/light holes from existing 700 Series rear scene lights shall be welded shut before repainting.
- Holes from existing module identification lights, clearance lights, and side marker lights shall be modified for new Truck-Lite #36 lights.
- Pocket for rear back-up camera shall be welded shut before repainted.
- A backing plate shall be added on the stepwell floor for a Zico step.
- Existing antennas shall be transferred, and locations shall be marked before repainting.

### **2.08** **EXTERIOR COMPARTMENTS**

Existing shelves and dividers shall be transferred.

#### **Compartment #1**

Location: Streetside, forward

Item(s) shall be transferred:

- Fire extinguisher with bracket on adjustable shelf (Section 4.32 related).
- Samlex Inverter with new perforated surround (Section 6.31 related)

Changes:

- New gray Matéflex shall be installed on the compartment floor (Section 3.10 related).
- A new 120 VAC power box shall be installed in forward wall (Section 6.21 related).
- Two portable flashlight chargers shall be removed and returned to customer (Sections 6.34 and 8.03 related).
- Air compressor and surround shall be removed and shipped loose with the used chassis (Section 8.03 related).

#### **Compartment #2**

Location: Streetside rear

Item(s) shall be transferred:

- Two SCBA brackets, one each on the forward and aft walls (Section 4.10 related)
- Stair chair storage on door skin (Section 4.27 related)

Changes: None

#### **Compartment #3**

Location: Curbside rear

Item(s) shall be transferred:

- Oxygen cylinder corner bracket with straps (Section 4.10 related)
- Backboard storage straps

Changes: None

#### **Compartment #4**

Location: Curbside, rear

Item(s) shall be transferred: As-is

Changes: None

**Compartment #5 - Inside/Outside Access**

Location: Curbside forward

Item(s) shall be transferred: See interior Cabinet #17

Changes:

- A slide-out tray with locking right slide and battery hold downs shall be installed. Two Group 31 batteries shall be installed on the tray (Section 6.24 related). Battery storage area shall be vented.
- A UV-C light timer shall be installed on the forward wall of the compartment, upper (Section 5.27 related).

**2.09A**

**MODULE DOORS**

Existing doors shall be transferred.

**2.09.01A**

**DOOR SEAL**

Door gaskets shall be installed for all doors. A stainless steel gasket protector shall be installed in Compartment #3.

A secondary wiper style seal shall be installed across the top and between the rear patient compartment doors.

**2.09.02A**

**DOOR HINGES**

Existing hinges shall be transferred.

**2.09.03X**

**DOOR LATCHES**

All existing compartment and passage door latches shall be transferred, lubricated, and adjusted for proper operation.

Compartment #1 door latch shall be replaced with a new Eberhard E Grabber #21100 handle.

**2.09.04A**

**COMPARTMENT DOOR CONTROLS**

Existing double spring door hold open devices shall be transferred and lubricated on Compartments #1, and 3-5. Compartment #2 door grabber shall be transferred.

**2.09.05A**

**CURBSIDE DOOR CONTROL**

Existing double spring door hold open device shall be transferred and lubricated.

**2.09.06A**

**REAR DOOR CONTROLS**

Two existing grabber-type door hold open devices and rubber inserts shall be transferred.

**2.09.07A**

**COMPARTMENT DOOR SKINS**

Existing compartment door skins shall be transferred.

Red/white 1.5" conspicuity tape shall be installed on the outboard vertical edge of each door

**2.09.08A**

**ENTRANCE DOOR SKINS**

Existing passage door skins shall be transferred.

Red/white 1.5" conspicuity tape shall be installed on the top, bottom, and vertical edges of the side passage door and curbside rear door.

Glove butlers shall be transferred on rear passage door skins (Section 5.32 related).

**2.09.10B**

**THRESHOLDS**

Stainless-steel thresholds shall be installed at all doors with a polyurethane adhesive.

## 2.10A

### MODULE INTERIOR CABINETS

All existing cabinet, doors, shelves and dividers shall be transferred.

#### **Dometic Duo Cool Cat 120 VAC air conditioning unit**

Location: Streetside, upper forward

Item(s) shall be transferred:

- Dometic Duo Cool Cat 120 VAC AC unit (Section 5.17 related)
- Fluorescent attendant light under cabinet (Section 6.14 related)

Changes: None

#### **Cabinet #1**

Location: Streetside, upper forward

Item(s) shall be transferred: As-is

Changes:

- A new 0.125" clear polycarbonate door with piano hinge and twist/slam latch shall be installed.

#### **Cabinet #2**

Location: Streetside, upper aft

Item(s) shall be transferred: As-is

Changes: None

#### **Cabinet #3**

Location: Streetside, upper aft

Item(s) shall be transferred:

- IV hook between Cabinets #3 and 4 (Section 5.07 related)

Changes: None

#### **Open Storage #4**

Location: Streetside, aft

Item(s) shall be transferred:

- One 120 VAC GFCI duplex receptacle (Section 6.21 related)
- One 12 VDC receptacle (Section 6.25 related)

Changes: None

#### **Cabinet #5**

Location: Streetside, lower aft

Item(s) shall be transferred: As-is

Changes: None

#### **Cabinet #6**

Location: Streetside

Item(s) shall be transferred:

- Seat and back pad (Section 3.08 related)
- Three-point seatbelt (Section 5.14 related)

Changes: None

### **#7 – Action Area**

Location: Streetside forward

Item(s) shall be transferred:

- Two oxygen outlets (Section 5.11 related)
- Suction bracket with vacuum connection (Section 5.13 related)
- Two digital thermostats (Section 5.17 related)
- Attendant control panel (Section 6.13 related)
- Motorola radio remote head and mic, with auxiliary speaker (Section 6.18 related)
- One Sigtronics intercom port with PTT button and dual headphone hook (Section 6.18 related)
- One 120 VAC GFCI duplex receptacle (Section 6.25 related)
- Speaker volume knob (Section 6.38 related)
- Placard holder above oxygen outlets

Changes:

- A round Blue Sea dual USB charge port shall be installed on the Action Area wall (Section 6.18 related).
- The Magnum inverter status panel shall be removed and hole covered with gray ABS. The Samlex inverter panel shall be relocated from Compartment #1 to the Action Area wall (Section 6.31 related).

### **Cabinet #8**

Location: Streetside forward

Item(s) shall be transferred:

- Transceiver (Section 6.18 related)

Changes: None

### **Cabinet #9**

Location: Head of cot cabinet

Item(s) shall be transferred:

- Cabinet base

Changes:

- A Wise #1613 rear-facing child safety attendant seat with three-point seatbelt shall be installed (Section 5.10 related).

### **Cabinet #10**

Location: Curbside, upper aft

Item(s) shall be transferred: As-is

Changes: None

### **Cabinet #10**

Location: Curbside, upper center

Item(s) shall be transferred: As-is

Changes: None

### **Cabinet #12**

Location: Curbside, above passage door

Item(s) shall be transferred:

- Glove storage (Section 5.32 related)

Changes: None

**Cabinet #13**

Location: Curbside

Item(s) shall be transferred:

- One oxygen outlet (Section 5.11 related)
- One electric oxygen panel with manual bypass on aft wall (Section 5.11 related)
- Three three-point seatbelts and three auto-locking retractor seatbelts for securing backboards (Section 5.14 related)
- One bench-end restraint bar (Section 5.34 related)
- One dome timer switch (Section 6.16 related)
- One MDT on aft wall (Section 6.18 related)

Changes: None

**Cabinet #14**

Location: Right front stack, upper

Item(s) shall be transferred: None

Changes:

- A combo heat/AC unit shall be installed, with a painted aluminum closeout (Section 5.17 related).

**Cabinet #15**

Location: Center upper

Item(s) shall be transferred: As-is

Changes: None

**Cabinet #16**

Location: Curbside, forward

Item(s) shall be transferred: As-is

Changes: None

**Cabinet #17**

Location: Right front stack, middle

Item(s) shall be transferred:

- One 120 VAC GFCI duplex receptacle (Section 6.21 related)
- One 12 VDC receptacle (Section 6.25 related)

Changes: None

**Cabinet #18**

Location: Right front stack, lower

Item(s) shall be transferred:

- Cabinet door with keyed lock

Changes: 12 VDC Dometic CS-NC-15 one-piece cooling unit (Section 5.28 related).

**2.11A**

**SIDE DOORSTEP**

Existing stepwell shall be transferred and cleaned.

**2.13A**

**CAB TO MODULE PASSAGE**

Existing partition door shall be transferred.

**2.15**

**CORROSION REDUCTION/ PREVENTION**

Corrosion inhibitor shall be applied to all newly installed screws, bolts, etc.

### **3 COATINGS AND FINISHES**

**Disclaimer: Module shall be inspected at preconstruction meeting. If damage is discovered, scope of work shall be detailed and customer authorization is required before repairs are made.**

- Screw/light holes from existing 700 Series rear scene lights shall be welded shut before repainting.
- Holes from existing module identification lights, clearance lights, and side marker lights shall be modified for new Truck-Lite #36 lights.
- Pocket for rear back-up camera shall be welded shut before repainted.
- A backing plate shall be added on the stepwell floor for a Zico step.
- Existing antennas shall be transferred, and locations shall be marked before repainting.

#### **3.01 MODULE FINISH PREPARATION**

The module shall be sanded smooth to remove imperfections on aluminum surfaces. The entire exterior shall be mechanically etched and washed with wax-and-grease-remover to ensure proper primer/sealant adhesion.

Note: Damage to upper rear curbside corner of module and shall be sanded smooth before repainting.



#### **3.02 MODULE PRIMER**

Module shall be sealed with a two-component, low VOC, direct-to-metal epoxy primer/sealant prior to applying the finish coat of acrylic urethane paint.

#### **3.03 PAINT TYPE**

Shall be Sherwin Williams acrylic urethane.

#### **3.04 COLOR SCHEME**

Base color: Custom Red #GB-285981, to match current fleet.

New condenser bracket on front of module shall be painted to match module, Red #GB-285981.

Reference: See 717-R photos

<b>Stripe #1</b>	Color:	Custom White GVL-108340948
	Style:	Straight
	Material:	Paint
	Location:	Module roof, down to drip rail

**Stripe #2**      Color:            White #680CR-10  
                          Size:                4"H  
                          Style:                Beltline, with downward angle at front of module to meet stripe on chassis  
                          Material:           Scotchlite  
                          Location:           Sides and front of module wrapping around rear radius

**Stripe #3**      Color:            Custom Sunbeams/Cathedral Rock Decal  
                          Size:                Custom  
                          Style:                Diagonal "Chevron" stripes alternating between the two colors "Sunburst" stripes alternating red/yellow with Cathedral Rock silhouette in blue across bottom width.  
                          Material:           Scotchlite; Ruby Red 680CR-82, Lemon Yellow 680CR-81, and a custom blue (5% darker than 680CR-75, printed on white Scotchlite)  
                          Location:           Rear of module, below drip rail, wrapping around the outboard corner radius (Includes rear passage doors, header above doors, and area outboard of doors.)



**3.04.01A      CHASSIS COLOR**

Chassis shall be OEM Oxford White (Z1) (Section 1.01.11 related).  
 Cover back-of-cab insert with black-painted polyurea thermoplastic elastomer.  
 Reference: See 717-R photos

**Stripe #1**      Color:            Custom Red #GB-285981, to match current fleet.  
                          Material:           Paint  
                          Location:           Cab hood and below windows, down  
                          Paint under the hood to match the chassis.

**Stripe #2**      Color:            White #680CR-10  
                          Size:                4"H  
                          Style:                Straight, meeting stripe on module  
                          Material:           Scotchlite  
                          Location:           Sides of chassis

3.05

**LETTERING/DECALS**

**Streetside**

- Item #S1**      Lettering:      "SEDONA FIRE"  
Font:            Century Bold  
Color:          White #680CR-10  
Material:       Scotchlite  
Size:            6.1"H x 44.5"L  
Location:       Side of module, upper, centered
  
- Item #S2**      Lettering:      "DISTRICT"  
Font:            Century Bold  
Color:          White #680CR-10  
Material:       Scotchlite  
Size:            6.1"H x 30.4"L  
Location:       Side of module, upper, centered below item S1
  
- Item #S3**      Lettering:      "Safe, Friendly, Dedicated"  
Font:            Century Bold  
Color:          White #680CR-10  
Material:       Scotchlite  
Size:            3.7"H x 43.1"L  
Location:       Side of module, upper, centered below item S3
  
- Item #S4**      Lettering:      Custom "911" graphic  
Font:            Custom  
Color:          White #680CR-10  
Material:       Scotchlite  
Size:            6.7"H x 10.5"L  
Location:       Compartment #2 door, lower, centered (graphic shown below)



**Rear**

- Item #R1**      Lettering:      "SEDONA FIRE"  
Font:            Century Bold  
Color:          White #680CR-10  
Material:       Scotchlite  
Size:            3"H x 22.25"L  
Location:       Rear doors of module, upper, centered



**Curbside**

- Item #C1** Lettering: "SEDONA FIRE"  
Font: Century Bold  
Color: White #680CR-10  
Material: Scotchlite  
Size: 6.1"H x 44.5"L  
Location: Side of module, upper, centered
  
- Item #C2** Lettering: "DISTRICT"  
Font: Century Bold  
Color: White #680CR-10  
Material: Scotchlite  
Size: 6.1"H x 30.4"L  
Location: Side of module, upper, centered below "SEDONA FIRE"
  
- Item #C3** Lettering: "Safe, Friendly, Dedicated"  
Font: Century Bold  
Color: White #680CR-10  
Material: Scotchlite  
Size: 3.7"H x 43.1"L  
Location: Side of module, upper, centered below "Safe, Friendly, Dedicated"
  
- Item #C4** Lettering: Custom "911" graphic  
Font: Custom  
Color: White #680CR-10  
Material: Scotchlite  
Size: 6.7"H x 10.5"L  
Location: Compartment #3 door, lower, centered

Placards:

- Lettering: "A532"
- Font: Helvetica Medium Condensed
- Color: 680CR-85 black on red acrylic
- Size: 6.2"H x 15"W
- Location: Four placards

**3.06A**

**COMPARTMENT FINISH**

Existing compartment interiors shall be cleaned from the gasket inward.

**3.07A**

**INTERIOR CABINETRY FINISH**

Existing interior cabinets shall be cleaned.

**3.08A**

**MODULE UPHOLSTERY**

All existing upholstered pads shall be transferred with existing covering.

**3.09B**

**MODULE FLOORING MATERIAL**

Module sub-flooring shall be transferred, and Altro Transflor Meta Genome (#TFM2702) flooring shall be installed.

**3.10A****COMPARTMENT LINING**

Existing exterior compartment flooring shall be transferred.  
New gray Matéflex shall be installed in Compartment #1.

**3.11A****CABINET LINING**

Existing cabinet lining shall be transferred.

**3.14****PLACARDS/PLACARD HOLDERS**

Four placard holders with red acrylic placards shall be installed, to match 2903-1, with one each in the following locations:

- Front of module, streetside, upper outboard
- Streetside, upper, forward
- Rear of module, upper, streetside
- Curbside, upper center portion of Compartment #5 door.

## **4            MODULE EXTERIOR**

- Existing antennas shall be transferred, and locations shall be marked before repainting.

### **4.01A        STEP/BUMPER**

Existing rear step bumper shall be transferred.

### **4.02A        RUB RAILS**

Existing rub rails shall be transferred.

### **4.03C        FENDER RINGS**

Black rubber flexible fenderettes shall be installed.

### **4.04B        DRIP RAILS**

Drip rails shall be installed full length on the module's four sides, and above all compartment and passage doors.

### **4.05B        ROCK GUARDS**

Aluminum diamond plate rock guards shall be installed.

### **4.06B        REAR KICK PANEL**

An aluminum diamond plate rear kick panel shall be installed.

### **4.07A        FUEL FILL**

Existing fuel fill shall be transferred as it exists.

The OEM DEF tank fill is located between the cab and module, streetside.

### **4.08A        MODULE WINDOWS**

Existing windows shall be transferred.

### **4.10A        EXTERIOR CYLINDER STORAGE**

Existing SCBA cylinder brackets shall be transferred in Compartment #2.

Existing oxygen cylinder storage shall be transferred in Compartment #3.

### **4.16C        REAR LICENSE PLATE**

A recessed license plate holder with dual Whelen #OACOEDCR LED lights shall be installed in the rear kick panel, centered below rear doors.

### **4.17D        STEP**

A Zico Quic-Step electric side door step a **10.5"** drop (to be confirmed at preconstruction meeting) shall be installed with a 0.1875" aluminum backing plate welded to the step well floor under the curbside passage door. An override switch labeled "AUTO/OFF" shall be installed on the curbside door latch bezel.

### **4.27A        STAIR CHAIR STORAGE**

Existing stair chair storage shall be transferred in Compartment #2.

### **4.32A        EXTERIOR FIRE SUPPRESSION**

Existing fire extinguisher bracket in Compartment #1 shall be transferred.

**4.34****AUTOMOTIVE UNDERCOATING**

The chassis cab underbody shall be sprayed, per manufacturer's specifications, with undercoating for reduced corrosion and added sound deadening. Touch-up bare metal, holes and any new fasteners.

## **5            MODULE INTERIOR**

- 5.01A            UPPER WALL COVERING**  
Existing wall covering shall be transferred.
- 5.02A            HEADLINER**  
Existing headliner shall be transferred.
- 5.03A            HEAD PADS/CUSHIONS**  
All existing head pads and back pads with existing upholstery shall be transferred.
- 5.04A            LOWER WALL COVERING**  
Existing covering shall be transferred.
- 5.05A            GRAB RAILS**  
Existing grab rails shall be transferred.
- 5.06A            ACCESS DOOR GRAB RAILS**  
Existing door grab rails shall be transferred.
- 5.07A            IV HANGERS/HOOK**  
Existing IV hangers and IV hook shall be transferred.
- 5.08A            COT MOUNT**  
Existing cot mount shall be transferred in the same position.  
Existing rear rail floor plate shall be transferred.
- 5.09            COT PLATE**  
Cot plate shall be removed and discarded.
- 5.10C            ATTENDANT SEAT**  
A Wise #1613 rear-facing child safety attendant seat, with a three point seatbelt and dove gray vacform upholstery shall be installed on the existing cabinet.
- 5.11A            OXYGEN SYSTEM**  
Existing oxygen system shall be transferred and low-pressure tested.  
An on/off switch labeled "ELECT. O2" shall be transferred in the Action Area attendant panel (Section 6.13 related).
- 5.12A            SUCTION PUMP**  
Existing suction pump and switch shall be transferred.
- 5.13A            SUCTION COLLECTOR**  
Existing suction system shall be transferred.
- 5.14A            SEATBELTS**  
Existing seatbelts shall be transferred.

- 5.17X MODULE CLIMATE CONTROL SYSTEM**  
Existing Dometic Cool Cat 120 VAC air conditioning unit shall be transferred, with a digital thermostat transferred in the Action Area.  
A 43,300/32,000 BTU/hr heating and cooling heating/air conditioning unit shall be installed in the module. Existing thermostat shall be transferred in the Action Area.  
A painted aluminum closeout with two horizontal vents and a punched air return shall be installed.  
A 12 VDC booster pump shall be installed to optimize the heating capacity in the module. An auxiliary dual fan condenser and painted bracket shall be installed on the front of the module.  
A TM-16 auxiliary air conditioning compressor kit shall be added to the OEM engine.  
A 14 watt UV-C lamp shall be installed inside of the AC/heater combot unit, and shall turn on with the HVAC blower fan.
- 5.18 EXTERNAL AIR INTAKE**  
Existing air intake shall be transferred.
- 5.19B AIR RETURN**  
A painted aluminum closeout with punched air return shall be installed.
- 5.20A EXHAUST VENT**  
Existing exhaust system shall be transferred and tested. The exhaust fan switch labeled "VENT" shall be transferred in the Action Area attendant panel to turn the exhaust vent on/off (Section 6.13 related)
- 5.21A NO SMOKING/FASTEN SEAT BELTS SIGNS**  
Existing module signs shall be transferred, new signs shall be installed in the chassis.
- 5.24B CLOCK**  
An atomic-controlled clock shall be installed at a location to be determined at customer's final inspection (Section 8.04 related).
- 5.26 SHARPS/HAZARDOUS WASTE CONTAINERS**  
**Customer shall be responsible for removing any biohazardous sharps/waste containers from the vehicle before delivery to Braun Northwest.**  
Existing sharps/waste storage brackets shall be transferred on the curbside bench end bar.
- 5.27B AIR AND SURFACE DISINFECTION**  
A UV-C infection control system with 36-watt lamp shall be installed in ceiling. The light shall be powered only with the shoreline and shall have a 60/30/20/10-minute push-button timer with a warning label installed on the forward wall of Compartment #5. Module passage door switches and Compartment #5 door switch shall deactivate the timer switch until the doors are closed. Other compartment door switches shall not be connected to the timer. UV warning label shall read:  
**WARNING: SKIN AND EYE EXPOSURE DANGER!**  
1. Exit module  
2. Close all passage doors  
3. Connect shoreline  
4. Set timer switch  
UV light shall automatically activate.

**5.28X****COOL CABINET**

Existing Cool cabinet in Cabinet #18, shall be modified, and a 12 VDC Dometic CS-NC-15 one-piece cooling unit shall be installed Details to be discussed at pre-construction meeting.

**5.32A****GLOVE BUTLERS**

Existing glove butlers shall be transferred:

- One semi-recessed glove butler on each rear passage door skin
- One glove butler above the curbside passage door

**5.34A****BENCH RESTRAINT**

Existing bench-end bar shall be transferred on the forward end of the squad bench.

## **6 ELECTRICAL**

Existing module electrical system shall be function tested upon arrival at Braun Northwest. Customer shall be contacted for change order authorization to replace non-functional components. Upon completion, electrical system shall be function tested and vehicle electrical system certified to AMD 005 requirements.

### **6.01A ELECTRICAL LOAD DEVICES**

All relays shall be replaced as needed to meet current BNW electrical standards. Replace or add circuit breakers as required to meet new circuit requirements. Modify or replace electrical wiring as required to accommodate new or revised electrical circuits or to address damaged, spliced, or poorly routed or inadequately protected conductors.

### **6.02B VOLTMETER/AMMETER**

A single digital voltmeter/ammeter shall be installed in the side of the driver's console, driver's side, which simultaneously displays voltage and alternator current when the ignition is on (Section 6.09 related). Display flashes to indicate low voltage.

### **6.04A IGNITION CONTROL**

Existing 100-amp solenoid shall be transferred for auxiliary chassis related functions.

### **6.05A MODULE POWER**

Existing 100-amp solenoid shall be transferred, and a "MODULE DISC." switch shall be transferred on the driver's console (Section 6.09 related).

### **6.07A BACK-UP ALARM**

Existing back-up alarm shall be transferred and "BACK-UP DISABLE" switch installed on the driver's console (Section 6.09 related).



**6.09X**

**DRIVER'S CONSOLE**

Existing driver's console shall be transferred in current condition, Two new black-powder coated plates with the following layout shall be installed. The guarded tire chains switch shall be removed and returned to customer (Section 8.03 related). New rocker switches shall be installed.

1.	Passage Compt. D/O Lights	Transferred Motorola remote head and mic (Sections 6.18 and 8.02 related)
Module Disc.		

4.	5.	6.	7.	8.	9.	10.	Blank
Pri/Sec	Left Scene	Right Scene	Rear Scene	Dual USB	Blank	Back-up Disable	

Transferred traffic advisor control head (Section 6.30.14 related)	New Golight controller (Section 6.30.05 related)
-----------------------------------------------------------------------	-----------------------------------------------------

Transferred siren head (Section 6.30.09 related)
--------------------------------------------------

**Additional Items:**

Auxiliary speaker shall be transferred on the front of the console (Section 6.18 related).  
MDT mounting post shall be transferred in the map box area.

Example photo from #2903-1:



**6.10B**

**SWITCHES**

Rocker type switches with inserts shall be installed in the driver's consol and Action Area attendant panel.

**6.11A**

**MAP LIGHT**

Existing map light shall be transferred on driver's console (Section 6.09 related).

**6.12A**

**DOOR AJAR WARNING LIGHTS**

Existing system shall be transferred.

**6.13A**

**CONTROL PANEL**

Existing Action area attendant panel shall be transferred. New switches shall be installed, with the following switch layout:

1.	2.	3.	4.	5.	6.
Dome Hi-Off-Lo	Dome Hi-Off-Lo	Suction	Vent	Elect. 02	Blank

**6.14A**

**CABINET LIGHTING**

Existing Action Area #7 fluorescent attendant light with integrated switch shall be transferred.

**6.15X**

**STEP LIGHT**

An Optronics #LPL11CB LED light shall be installed on the back wall of the curbside door stepwell.

**6.16A**

**MODULE INTERIOR LIGHTING**

Existing dome lights shall be transferred. Dome timer switch on the curbside wall shall be transferred. Two new "DOME Hi-Off-Lo" switches shall be installed in the Action Area attendant panel.

**6.17X**

**BASIC EXTERIOR LIGHTING**

Existing stop/turn, back-up lights, and rear lights shall be transferred and lenses cleaned, replacing any broken lights.

Truck-Lite #36 LED module identification lights, clearance lights, and side marker lights shall be installed. Existing holes shall be modified prior to being repainted.

Truck-Lite #45 LED stop/tail light, turn signal and back-up light shall be installed.

## 6.18A

### COMMUNICATIONS EQUIPMENT

The repowering and tuning of the radios shall be the responsibility of the vehicle owner.

#### Item #1

**Description:** Existing Motorola transceiver with two remote heads, mics, and auxiliary speakers.

#### Location(s):

- Transceiver in Cabinet #8
- One remote head/mic and aux. speaker above the Action Area
- One remote head/mic in the driver's console, with aux. speaker on the front of the console

**Additional Instructions:** Make all connections including antenna, antenna cable(s), battery power and/or ignition power, and grounds. Prior to powering up of the module, remove and secure to fuse holders all in-line fuses of radio equipment.

#### Item #2

**Description:** Existing Sigtronics intercom system

#### Location(s):

- One headphone port, double headphone hook, and PTT button above the Action Area
- Two headphone ports and PTT buttons in the cab, on the upper aft wall

**Additional Instructions:** Make all connections including antenna, antenna cable(s), battery power and/or ignition power, and grounds. Prior to powering up of the module, remove and secure to fuse holders all in-line fuses of intercom equipment.

#### Item #3

**Description:** Wall-mounted MDT

**Location(s):** On forward-facing wall at aft end of the curbside squad bench

**Additional Instructions:** Make all connections including antenna, antenna cable(s), battery power and/or ignition power, and grounds. Prior to powering up of the module, remove and secure to fuse holders all in-line fuses of MDT equipment.

## 6.19A

### ANTENNA MOUNTS AND CABLES

Existing antennas and antenna bases and cables shall be transferred. Antenna cables shall terminate in Cabinet #8.



### 6.19.01

#### ANTENNAS

Existing antennas shall be transferred in same locations.

## 6.20A

### BLOCK HEATER

Wire block heater to the 120 VAC shorepower system (Section 1.01.02 related). Block heater shall have a circuit breaker in 120 VAC power box.

**6.21A 120 VAC/SHORELINE CIRCUIT BOX**

Existing shoreline connections and interior 120 VAC receptacles shall be transferred. A new 120 VAC power box shall be installed in the forward wall of Compartment #1. The upper shoreline connection shall be labeled "SHORELINE" and shall power 120VAC receptacles and the inverter/battery charger. The lower shoreline connection shall be labeled "120 VAC AIR CONDITIONING" and shall power the rooftop A/C unit.

**6.22 BATTERY GROUNDS**

In addition to OEM chassis grounds, the following ground circuits shall be added to reduce RF interference:

- A minimum 4 ga. ground cable from the power component panel to the chassis frame.
- Two braided ground straps from the module body to the chassis frame.

**6.23A BATTERY CHARGER**

Existing battery charging system shall be transferred as part of the Samlex inverter.

**6.24X BATTERY MODIFICATION**

Compartment #5 shall be modified to house battery(ies). Modification to include venting, and a slide-out tray with locking right slide and hold-downs (Section 2.08 related).

Two aftermarket Group 31 batteries shall be installed on the tray.

An Egis Mobile Electric #8710-1300B XD Series 12 VDC 500 amp programmable automatic charging relay with manual control shall be installed to separate OEM chassis batteries from the module batteries. The relay shall connect the two battery banks when charging voltage is present.

**6.25A 12 VDC POWER SUPPLY**

Existing 12 VDC power point receptacles shall be transferred:

A Blue Sea dual USB round charging port shall be installed on the Action Area #7 wall.

A Blue Sea dual USB switch-insert style charging port shall be installed on the driver's console.

All 12 VDC power point receptacles, USB charge ports, 12 VDC charging circuits, electric air compressors, powered cots, and cool cabinets, if present, shall be powered from a 12 VDC auxiliary bus. An InPower LVD20-100-SPC540 low voltage disconnect switch shall deliver power to the auxiliary bus only when the supply voltage to the vehicle batteries is at or above 13.0 VDC.

**6.26A COMPARTMENT LIGHTING**

Existing compartment lights shall be transferred.

**6.27B EXTERIOR DOOR SWITCHES**

1/2" mechanical door switches shall be installed.

**6.30X EMERGENCY WARNING SYSTEMS**

All emergency lighting shall be controlled by the "PRI/SEC" switch on the driver's console (Section 6.09 related). When the switch is in "PRIMARY" mode, module power is on, and the vehicle is not in park, all emergency lighting and Tomar emitter shall be activated, and the hands-free function of the siren shall be enabled.

When the switch is in "SECONDARY" mode, only the side and rear flashers shall activate.

**6.30.01A FRONT FLASHERS**

Six existing flashers with chrome flanges on front of module shall be transferred. Existing pattern curbside to streetside:

Curbside: 900 Series Red Lens Red LED flasher  
900 Series Red Lens Red LED flasher  
900 Series Red Lens Red LED flasher

Center: Transferred Tomar Strobcom II emitter (Section 6.48 related)  
900 Series Red Lens Red LED flasher  
900 Series Red Lens Red LED flasher

Streetside: 900 Series Red Lens Red LED flasher

Front flashers shall be controlled by the "PRI/SEC" switch on the driver's console (Section 6.09 related).

**6.30.02A REAR UPPER FLASHERS**

Two 900 Series flashers with chrome flanges and 700 Series 3<sup>rd</sup> brake light with chrome flange on upper rear of module shall be transferred and lenses cleaned. Pattern curbside to streetside:

Curbside: Transferred 900 Series Red Lens Red LED flasher  
New M7ZC LED scene light with chrome flange (Section 6.30.04 related)

Center: Transferred 700 Series Red Lens RED third brake light  
New M7ZC LED scene light with chrome flange (Section 6.30.04 related)

Streetside: Transferred 900 Series Blue Lens Blue LED flasher

Flashers shall be controlled by the "PRI/SEC" switch on the driver's console (Section 6.09 related).

**6.30.03A FLASHERS**

Existing flashers with chrome flanges shall be transferred and lenses cleaned. Flashers shall be controlled by the "PRI/SEC" switch on the driver's console (Section 6.09 related).

**6.30.04X SCENE LIGHTS**

Existing 900 Series scene lights shall be replaced with four Whelen #904SLC EZ SCENE LED scenelights. The curbside passage door shall activate the curbside scene lights. The scene lights shall also be controlled by the respective switches on the driver's console (Section 6.09 related).

The back-up camera pocket shall be welded shut. Two 700 series halogen scenelights removed and discarded, and screw/light holes welded shut before repainting. Two Whelen M7 LED scenelights with chrome flanges shall be installed. Two Whelen #M7ZC LED scene lights with chrome flanges shall be installed above the rear passage doors. The rear scene lights shall be controlled by the "REAR SCENE" switch on the driver's console, and shall activate when the rear curbside passage door is opened or when the vehicle is placed in reverse (Section 6.09 related).

- 6.30.05C SPOTLIGHT**  
A GoLight roof-mounted LED spotlight with a white housing and stainless-steel mounting bracket shall be installed in the center of the cab roof. A hardwired controller shall be installed on the driver's console (Section 6.09 related).
- 6.30.06A INTERSECTION LIGHTS**  
Existing Whelen 500 Series chassis flashers with chrome flanges shall be transferred and lenses cleaned, replacing any broken lenses. Flashers shall be controlled by the "PRI/SEC" switch on the driver's console (Section 6.09 related).
- 6.30.08B GRILLE LIGHTS**  
Two 500 Series Red Lens Red LED flashes with chrome flanges shall be removed and returned to customer (Section 8.03 related).  
Two Whelen #WIONSMCR Clear Lens Red flashers with chrome housings shall be installed on the OEM grille. Lights shall be controlled by the "PRI/SEC" switch on the driver's console (Section 6.09 related).
- 6.30.09A SIREN**  
Existing Whelen electronic siren shall be transferred on the driver's console shall be transferred (Section 6.09 related).
- 6.30.10C SIREN SPEAKERS**  
A Cast Products in-the-bumper system with two 100-watt speaker drivers shall be installed in the OEM bumper.
- 6.30.14A TRAFFIC ADVISOR**  
Existing traffic advisor shall be transferred on the upper rear of module, and controller shall be transferred on the driver's console (Section 6.09 related).
- 6.31A INVERTER**  
Existing Samlex 120 VAC inverter shall be tested and transferred if functional. A new perforated surround shall be installed. If not functional, customer shall be contacted for authorization before installing new inverter.  
The inverter shall be configured to turn on and off with ignition. The remote status panel shall be relocated from Compartment #1 to the Action Area #7 wall.  
Magnum inverter status panel shall be removed from the Action Area wall and discarded, and holed covered with gray ABS.
- 6.38A MODULE SPEAKERS**  
Existing speakers in the module ceiling shall be transferred. Volume knob on Action Area #7 wall shall be transferred.
- 6.40X ELECTRIC DOOR LOCKS**  
Existing electric door locks shall be utilized as they exist.  
Two "LOCK/UNLOCK" switches shall be installed in existing Eberhard interior door handles, one switch each located on the rear curbside passage door handle, and one switch located on the curbside passage door.  
A hidden unlock switch shall be installed in the OEM grille area.

**6.45****ADDITIONAL LIGHTING**

Two portable flashlight chargers shall be removed from Compartment #1 and returned to customer (Section 8.03 related).

**6.46B****AUDIO/VIDEO/RECORDING EQUIPMENT**

Existing back-up camera shall be removed and discarded. Pocket shall be welded shut before repainting.

A Rostra\_back up camera shall be installed, to display in the OEM in-dash display.

**6.48A****TRAFFIC SIGNAL PREEMPTION**

Existing Tomar system shall be transferred. The emitter shall be activate in "PRIMARY" mode, and shall disable when the vehicle is shifted into park (Section 6.09 related).

## **7 SUPPORTING DOCUMENTATION**

### **7.01 OWNER'S MANUAL**

- Chassis owner information packet.
- Second OEM key.
- Remount warranty.
- Factory Chassis warranty.
- 1-year/24,000 mile limited electrical warranty.
- Electrical load test.
- Alternator maintenance information.
- Schematics for individual options.
- Warranty and parts list for lightbar, etc.

### **7.03 LABELS**

The following labels shall be provided:

<b>Label Description</b>	<b>Location</b>
Braun Northwest Paint Label	Inside of the electrical cabinet door
FMVSS Certification Label	Adjacent to the chassis OEM stickers, typically on the B pillar (or inside of the electrical cabinet door if there is not room on the B pillar)
Tire and Loading Information Label (for under 10k GVWR only)	
Overall Height and GVWR	Visible to the driver while seated
Medical Gas Test Certification	Near the medical gas cylinder
Shorepower Inlet Rating	Near the shorepower inlet
Line Voltage Receptacle Rating	At each receptacle

## **8 MISCELLANEOUS EQUIPMENT**

### **8.01 LOOSE EQUIPMENT**

The following equipment shall be shipped loose with vehicle:

- Touch-up paint, one bottle each:
  - Red #GB-285981.
  - White GVL-108340948
- Spare tire & wheel

### **8.03 EQUIPMENT TO BE RETURNED**

Return the following equipment to customer, if not transferred or reused. Customer is responsible for taking all returned equipment.

- Old license plate(s)
- Used chassis with air compressor shipped loose
- Two 500 Series Red Lens Red LED flashes with chrome flanges
- Guarded tire chains switch
- Two portable flashlight chargers



**8.04**

**EQUIPMENT INSTALLED AT CUSTOMER INSPECTION**

The following items shall be installed at customer's final inspection:

- Atomic clock

\* \* \* \* \*



150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

**REMOUNT PROPOSAL**

June 12, 2024

Sedona Fire District  
Attn: Buz Lechowski  
2860 Southwest Drive  
Sedona, AZ 86336  
[blechowski@sedonafire.org](mailto:blechowski@sedonafire.org)

**RE: Remount/Refurbish one (1) 2013 North Star vehicle #1733-1 module**

Braun Northwest is pleased to offer the following proposal:

Remount/Refurbish one (1) North Star vehicle #1733-1 module on a 2024 Ford F-450 4x4 ambulance prep diesel chassis per enclosed specification dated 5/23/2024.

Total F.O.B. Chehalis, WA ..... \$205,704.00  
Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: Remount/refurbish to be completed within ninety (90) days after receipt of new chassis and existing vehicle. Start of process to be scheduled based upon new chassis delivery and agency's operational schedule.

Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

It is understood that the used chassis is not road legal due to the transfer of such items as lights and mud flaps to new chassis. Transportation of used chassis remains the responsibility of agency unless chassis is traded-in. Any parts or pieces not transferred to the new chassis or reused, unless specifically noted, shall be included in trade-in value of chassis to reduce overall cost of this project.

\*Vehicle must be in drivable condition, capable of completing the trip to Chehalis, WA. If vehicle becomes disabled, Customer is responsible for any additional charges related to getting the vehicle to the Braun Northwest, Inc. Chehalis, WA facility


\*\*Note: The above pricing includes one-way travel charges, for one (2) people flying from Phoenix, AZ to Portland, OR for the Final Inspection.

(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.

Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.

Respectfully Submitted by:  
Braun Northwest, Inc.

We agree to accept the above proposal:  
Sedona Fire District

  
Colton Schoelkopf, Inside Sales  
Manager

\_\_\_\_\_  
Signature Date

Date: 6-12-24

\_\_\_\_\_  
Printed Name Title



CS  
cc CB  
Enclosures: Specifications

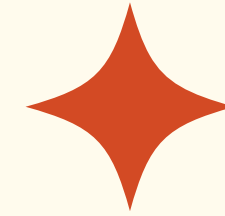
# Board Activities



# Board Recognition



Recognition of Gene McCarthy's  
years of service on the Fire  
Board



Presentation of Brick  
for Memorial Terrace



# Board Member Report

✦ Chair Dave Soto

✦ Clerk Helen McNeal

✦ Member Janet Jablow

✦ Member Scott Springett

✦ Member Corrie Cooperman

Board Activities

May 2024

Thank you!

