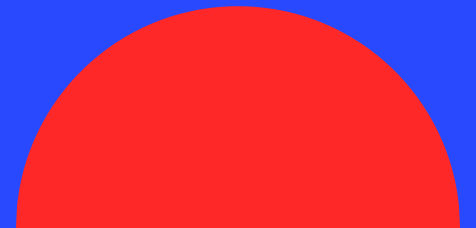
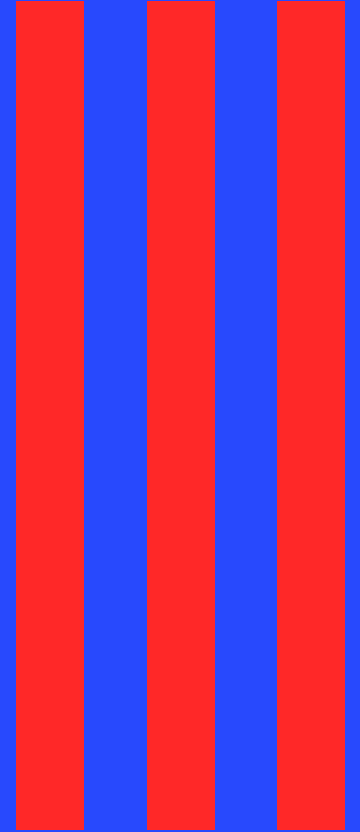


Sedona Fire District Governing Fire Board

April 2025





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, April 15, 2025 / 3:00 PM

~ A G E N D A ~

Pursuant to ARS §38-431.02, notice is given to members of the SFD Governing Board and the public that the Governing Board will meet in Public Session on Tuesday, April 15, 2025, beginning at 3:00 PM in the Station #1 Multipurpose Room. Members of the Board and legal counsel may attend either in person or by telephone conference call.

During this meeting, Board Members may ask questions about, discuss, consider, approve, and/or take possible action on any listed Agenda item and any variable related thereto unless specifically otherwise indicated (such as under Public Forum). SFD may vote to go into Executive Session, which will not be open to the public, on any agenda item pursuant to ARS §38-431.03(A)(3) for legal advice with the Fire District Attorney on the matter(s) set forth in the agenda.

Public Input: Citizens may make oral comments on specific Agenda items or any topic relevant to District business during the public forum. Citizens who wish to speak should complete a Request to Address form, indicating the topic they intend to address. Citizens may submit written comments of any length to the Fire Board. **Notice:** Public comment is encouraged, but it is important that everyone demonstrate the appropriate decorum, courtesy and respect during the meeting. Please treat your fellow citizens with courtesy. Outbursts, interruptions, and personal attacks will not be tolerated.

The meeting room will be accessible to the public at 2:30 p.m.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 260 905 087 538

Passcode: CfAysN

Dial in by phone

[+1 312-625-2555,,372741307#](#) United States, Chicago

[Find a local number](#)

Phone conference ID: 372 741 307#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

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.
- B. Roll call of Board Members

II. **EMPLOYEE RECOGNITION – YEARS OF SERVICE & BADGE PINNING**

A. Years of Service

1. Kirk Riddell, 35 years of service

B. Badge Pinning

1. Cooper Carr, promotion to Captain/EMT
2. Jonathan King, promotion to Captain/Medic
3. David Yingling, promotion to Captain/Medic
4. Jeff Hamm, promotion to Engineer/Medic
5. Jeremy Lilly, promotion to Engineer/Medic
6. Kirk Riddell, promoted to Deputy Fire Marshal

III. **BUDGET WORKSHOP**

- A. Discussion of possible staff direction regarding the 2026 Budget.
- B. Schedule time for May 13 Budget Workshop.

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(I), 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

B. Consent Agenda – Discussion/Possible Actions:

All matters under Consent Agenda are considered by the Board to be routine (i.e. Minutes and/or signatory authority for bank accounts), and will be enacted by a single motion approving the Consent Agenda. If discussion is desired on any particular consent item, a Board Member may ask that item be removed from the Consent Agenda to be considered separately.

1. March 18, 2025 Regular Meeting minutes

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

1. Discussion/Possible Action: Review and approval of March 2025 Finance Report.

D. Staff Items:

1. March 2025 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. News
 - b. Upcoming Events

- b. Community Risk Reduction Activities – Acting Fire Marshal Kirk Riddell
 - i. Inspection Activities
 - ii. Fire Investigations
 - iii. Notable Events
- c. Operational Support – Division Chiefs Lechowski
 - i. EMS Activities and Updates
 - ii. Fleet Activities and Updates
 - iii. Other program updates
- d. Training and Preparedness – Division Chief Baker
 - i. Training Report
 - ii. Wellness
- e. Fire Chief Report – Fire Chief Mezulis
 - i. Call Volume & Response Review
 - a. Incident Summary and Year-to-Date Comparison
 - b. Response Times
 - ii. Purchase Orders over \$10K

E. Discussion/Possible Action: BAC for possible approval of purchase of IT Vehicle for new IT position from Sanderson Ford in an amount not to exceed \$57,000.00.

F. Discussion/Possible Action: BAC for possible approval for truss system replacement at Station 3, contracting with , in an amount not to exceed \$

G. Keep Your Pet Fire Safe Week, May 5-12, 2025.

H. Board Member Updates and Ideas for Future Meetings.

V. ADJOURNMENT

Corrie Cooperman, Board Clerk

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:

Employee Recognition YEARS OF SERVICE

35 YEARS OF SERVICE
ACTING FIRE MARSHAL KIRK RIDDELL



Employee Recognition **PROMOTIONS**

PROMOTE TO DEPUTY FIRE MARSHAL:

- Kirk Riddell

PROMOTE TO CAPTAIN:

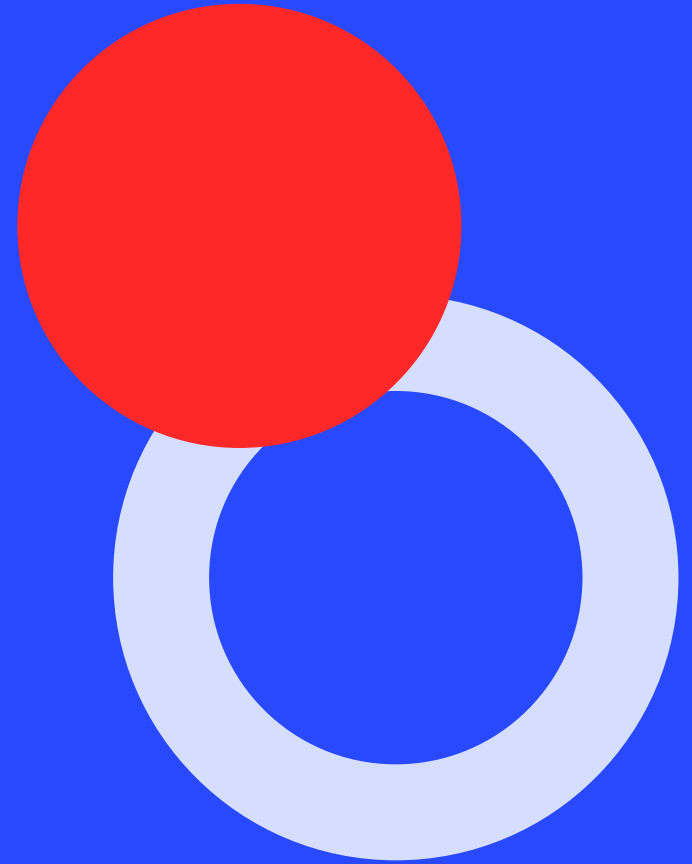
- Cooper Carr
- Jonathan King
- David Yingling

PROMOTE TO ENGINEER:

- Jeff Hamm
- Jeremy Lilly

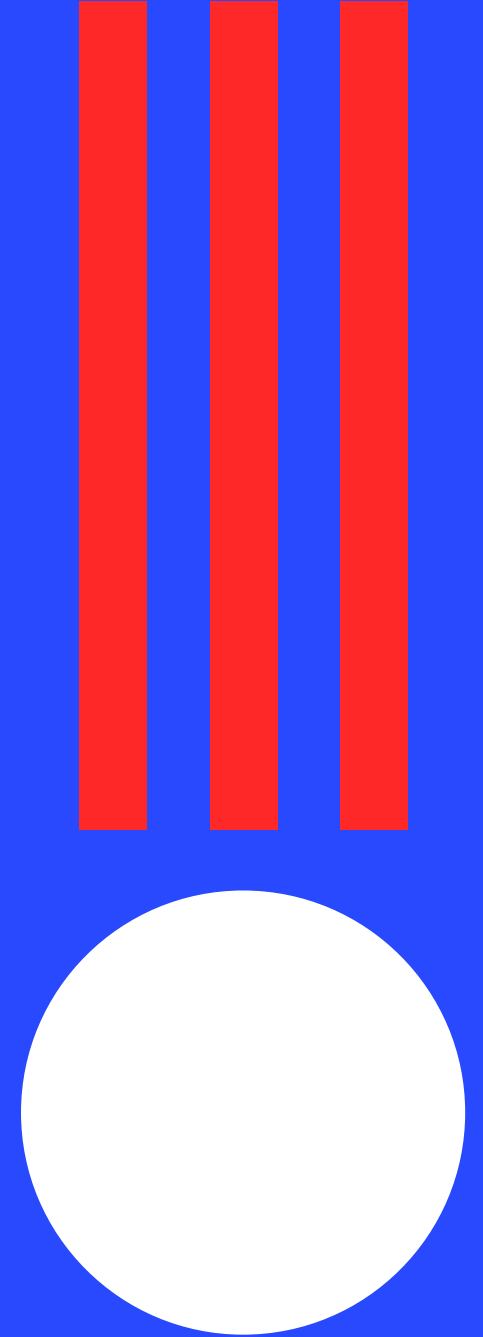


BUDGET WORKSHOP



Consent Agenda

March 18, 2025 - 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, March 18, 2025 / 3:00 PM

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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.
- B. Roll call of Board Members

II. EMPLOYEE RECOGNITION – BADGE PINNING

- A. Badge Pinning – Isaiah Moore, Engineer.

III. BUDGET WORKSHOP

- A. Discussion of possible staff direction regarding the 2026 Budget.

IV. REGULAR BUSINESS MEETING

A. Public Forum:

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

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1. February 18, 2025 Regular and Executive Session Meeting minutes

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

1. Discussion/Possible Action: Review and approval of February 2025 Finance Report.

D. Staff Items:

1. February 2025 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. News
 - b. Upcoming Events
- b. Community Risk Reduction Activities – Acting Fire Marshal Kirk Riddell
 - i. Inspection Activities
 - ii. Fire Investigations
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 - i. EMS Activities and Updates
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 - ii. Wellness

- e. Fire Chief Report – Fire Chief Mezulis
 - i. Call Volume & Response Review
 - a. Incident Summary and Year-to-Date Comparison
 - b. Response Times
 - ii. Purchase Orders over \$10K
 - iii. Community Thanks & Donations
- E. Discussion/Possible Action: Discussion and possible approval of BAC for Sharepoint software
- F. Discussion/Possible Action: Discussion and possible approval to purchase replacement turnout gear in the amount of \$62,203.75.
- G. Discussion/Possible Action: Discussion and possible approval of Glidescope-Go Video Laryngoscopes for Paramedic Ambulances and Engines in the amount not to exceed \$53,000.00.
- H. Discussion/Possible Action: Discussion and possible approval to approve Request for Statement of Qualifications (RFQ) for architectural services for Fire Station #4 construction AND Request for Statement of Qualifications (RFQ) for Construction Manager at Risk (CMAR) for the construction of Fire Station #4.
- I. Board Member Updates and Ideas for Future Meetings.

V. ADJOURNMENT

Corrie Cooperman, Board Clerk

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Posted by:

Date:

Time:

March 2025 Finance Report

Finance Director Gabe Buldra





Sedona Fire District

Monthly Financial Report

Monthly Financial Report – March 2025

Attached are the following for your information and review:

1. Balance Sheet as of March 31, 2025.
2. Summary of reconciled cash balances on March 31, 2025.
3. Income Statement of Revenues and Expenditures for March 2025, including budget to actual and year- to-date balances.
4. Graphs for March 2025.
5. Fixed Asset Additions and Disposals Schedule FY25.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

Key points:

- Total Revenue for March is \$761,540 which is \$43,333 under budget.
 - Tax Revenue for March is \$470,274 which is \$66,228 under budget.
 - Non-Tax Revenue for March is \$291,266, which is \$22,895 over budget.
 - Interest revenue is over budget by \$49,654.
- Total Expense for March is \$1,837,120 which is \$83,574 under budget.
 - Personnel Costs are under budget \$34,631, driven by less than anticipated wages and associated costs.
 - Communications is under budget \$22,976, driven by timing of computer software and support.
 - Meetings, Travel & Training is under budget \$14,919, driven by timing of training.
- Year-To-Date Revenue for March is \$19,107,507, which is \$1,060,210 over budget.
- Year-To-Date Expenses for March is \$16,302,554 which is \$624,310 under budget.

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

04/09/25
Accrual Basis

Sedona Fire District Balance Sheet As of March 31, 2025

	Mar 31, 25	Mar 31, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1000 · Bill.com Money Out Clearing	0.00	12,582.18	-12,582.18
1010 · Capital Reserves Fund	9,488,743.64	4,801,418.91	4,687,324.73
1050 · Chase - Operating Account	97,194.94	398,320.38	-301,125.44
1060 · Chase - Payroll Account	1,103,428.48	329,467.44	773,961.04
1070 · County General Fund	10,225,785.07	11,937,457.40	-1,711,672.33
Total Checking/Savings	20,915,152.13	17,479,246.31	3,435,905.82
Accounts Receivable			
1200 · Accounts Receivable*	8,030.31	56,931.16	-48,900.85
1202 · Ambulance Billings Receivable	417,800.61	563,332.92	-145,532.31
1206 · Property Tax - Receivable	274,016.85	294,100.87	-20,084.02
1270 · Lease Receivables	677,198.00	835,305.00	-158,107.00
Total Accounts Receivable	1,377,045.77	1,749,669.95	-372,624.18
Other Current Assets			
1320 · Prepaid Expenses	86,097.10	166,292.83	-80,195.73
1900 · Suspense	6,825.71	0.00	6,825.71
Total Other Current Assets	92,922.81	166,292.83	-73,370.02
Total Current Assets	22,385,120.71	19,395,209.09	2,989,911.62
Fixed Assets			
1400 · Accumulated Depreciation	-16,266,298.67	-15,285,043.75	-981,254.92
1410 · Building and Other Improvements	9,594,240.11	9,387,627.44	206,612.67
1411 · Construction in Progress	15,124.61	0.00	15,124.61
1412 · Furniture and Equipment	7,330,333.70	7,221,009.37	109,324.33
1413 · Land	2,054,578.48	2,054,578.48	0.00
1414 · Vehicles	8,342,133.34	7,722,775.63	619,357.71
1450 · CIP	1,598,474.90	1,598,474.90	0.00
1470 · Right to Use Asset			
1401 · Accum Depreci- Right to Use	-92,998.00	-34,383.00	-58,615.00
1470 · Right to Use Asset - Other	119,624.00	119,624.00	0.00
Total 1470 · Right to Use Asset	26,626.00	85,241.00	-58,615.00
Total Fixed Assets	12,695,212.47	12,784,663.07	-89,450.60
Other Assets			
1500 · Defer Outflows of Rsrcs - ASRS	167,808.00	210,737.00	-42,929.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,027,233.00	9,743,953.00	-716,720.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	388,283.00	293,325.00	94,958.00
1520 · Defer Outflows - PSPRS OPEB	120,568.00	89,576.00	30,992.00
1525 · Defer Outflows PSPRS OPEB Tr 3	5,880.00	3,257.00	2,623.00
1530 · Defer Outflows - ASRS OPEB	8,439.00	5,554.00	2,885.00
1540 · Risk Pool Capitalization	231,080.00	231,080.00	0.00
1815 · Net Pension Asset - PSPRS Tr 3	51,105.00	35,355.00	15,750.00
1825 · Net Pension Asset PSPRS OPEB	11,446.00	7,775.00	3,671.00
1830 · Net Pension Asset ASRS OPEB	40,926.00	46,043.00	-5,117.00
Total Other Assets	10,052,768.00	10,666,655.00	-613,887.00
TOTAL ASSETS	45,133,101.18	42,846,527.16	2,286,574.02

04/09/25
Accrual Basis

Sedona Fire District Balance Sheet As of March 31, 2025

	Mar 31, 25	Mar 31, 24	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	104,174.69	209,613.03	-105,438.34
Total Accounts Payable	104,174.69	209,613.03	-105,438.34
Credit Cards			
2003 · National Bank of Arizona Credit	40,960.56	38,623.34	2,337.22
Total Credit Cards	40,960.56	38,623.34	2,337.22
Other Current Liabilities			
2010 · Accrued Employee Leave	1,719,680.90	1,513,232.61	206,448.29
2011 · Accrued Payroll	313,580.31	230,405.10	83,175.21
2014 · Defer Inflows of Rsrcs - ASRS	167,731.00	159,774.00	7,957.00
2015 · Defer Inflows of Rsrcs - PSPRS	1,397,093.00	1,915,187.00	-518,094.00
2017 · Federal PR Taxes Payable	0.00	-42,554.27	42,554.27
2018 · HSA Deduction	3,111.47	-10,989.08	14,100.55
2019 · Insurance Premium Liabilities	34,458.72	-17,764.42	52,223.14
2021 · Payroll Liabilities	0.00	1,351.18	-1,351.18
2022 · Retirement Payable	500,633.16	241,832.96	258,800.20
2023 · SUTA Tax Payable	0.00	2,179.30	-2,179.30
2025 · Workers Compensation Liability	-20,373.21	531.72	-20,904.93
2027 · State Withholding Tax Payable	0.00	40,374.97	-40,374.97
2049 · Defer Inflows of Rsrcs PSPRS T3	9,611.00	8,792.00	819.00
2050 · Defer Inflows OPEB PSPRS	88,115.00	117,288.00	-29,173.00
2051 · Defer Inflows OPEB ASRS	21,151.00	30,171.00	-9,020.00
2054 · Defer Inflows PSPRS OPEB TR3	571.00	661.00	-90.00
2070 · Defer Inflow related to Leases	638,122.00	825,154.00	-187,032.00
Total Other Current Liabilities	4,873,485.35	5,015,627.07	-142,141.72
Total Current Liabilities	5,018,620.60	5,263,863.44	-245,242.84
Long Term Liabilities			
2052 · Net Pension Liab OPEB PSPRS	208,845.00	161,554.00	47,291.00
2053 · Net Pension Liab OPEB ASRS	980.00	750.00	230.00
2201 · Net Pension Liability - ASRS	1,197,427.00	1,313,939.00	-116,512.00
2202 · Net Pension Liability - PSPRS	26,875,394.00	26,242,437.00	632,957.00
2270 · Lease Liability	88,208.00	87,343.00	865.00
Total Long Term Liabilities	28,370,854.00	27,806,023.00	564,831.00
Total Liabilities	33,389,474.60	33,069,886.44	319,588.16
Equity			
3000 · Opening Balance Equity	5,149,965.20	5,149,965.20	0.00
3010 · Fund Balance	-2,425,262.92	-2,425,262.92	0.00
3200 · Unrestricted Net Assets	6,213,970.47	4,745,194.57	1,468,775.90
Net Income	2,804,953.83	2,306,743.87	498,209.96
Total Equity	11,743,626.58	9,776,640.72	1,966,985.86
TOTAL LIABILITIES & EQUITY	45,133,101.18	42,846,527.16	2,286,574.02

Sedona Fire District
Summary of Reconciled Cash Balances
Period Ending 03/31/2025

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	3/31/2025	3/31/2025	3/31/2025	3/31/2025
Beginning Balance	10,601,154.41	9,456,454.17	499,511.92	1,121,328.79
Cleared Transactions				
Checks and Payments	(975,726.10)	-	(626,860.85)	(967,900.31)
Deposits and Credits	469,766.23	32,289.47	224,543.87	950,000.00
Total Cleared Transactions	(505,959.87)	32,289.47	(402,316.98)	(17,900.31)
Cleared Balance	10,095,194.54	9,488,743.64	97,194.94	1,103,428.48
Uncleared Transactions				
Checks and Payments	(18,225.20)	-	-	-
Deposits and Credits	148,815.73	-	-	-
Total Uncleared Transactions	130,590.53	-	-	-
Register Balance as of 03/31/2025	10,225,785.07	9,488,743.64	97,194.94	1,103,428.48

04/09/25

Accrual Basis

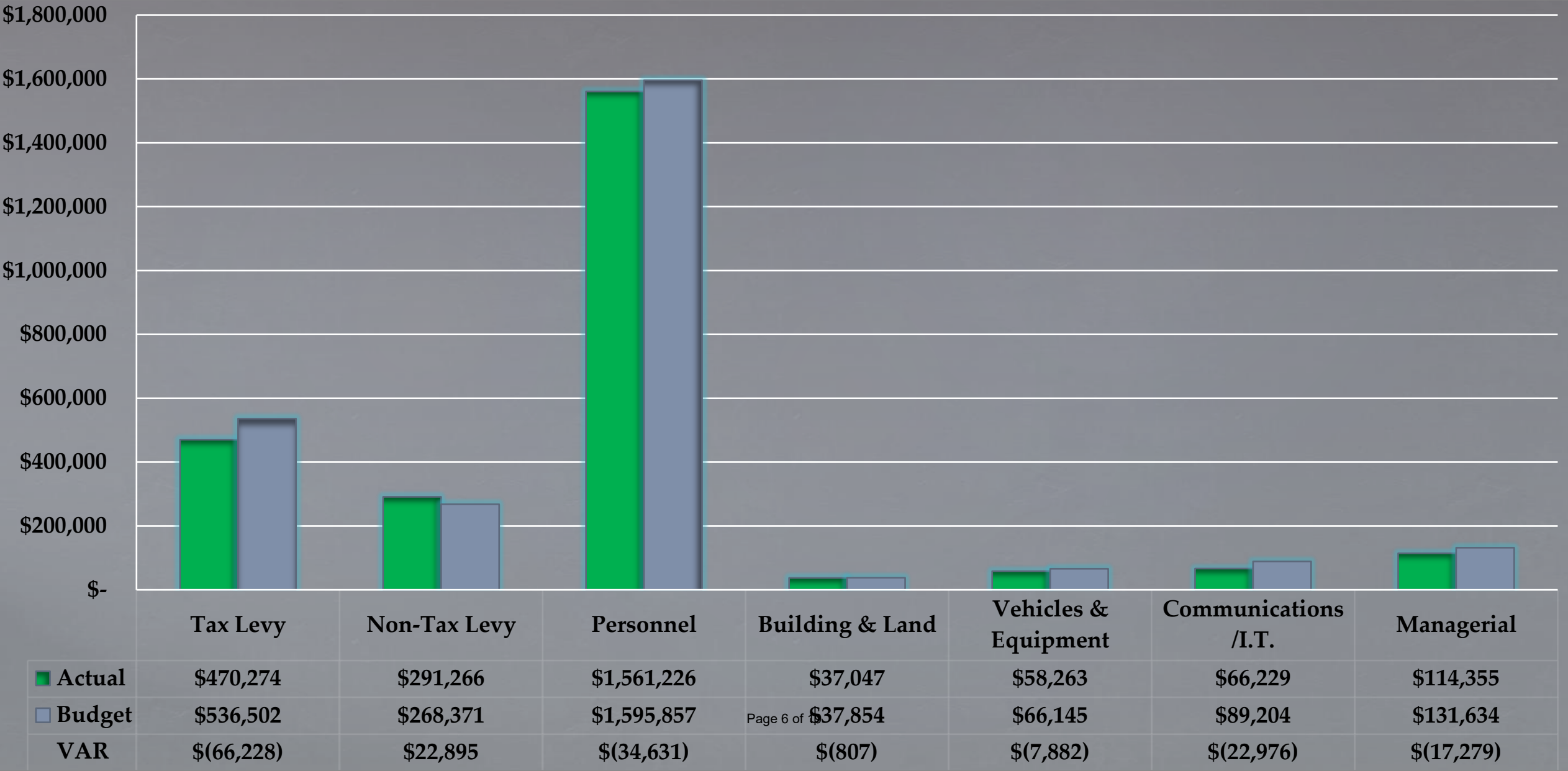
Sedona Fire District

Profit & Loss Budget Performance

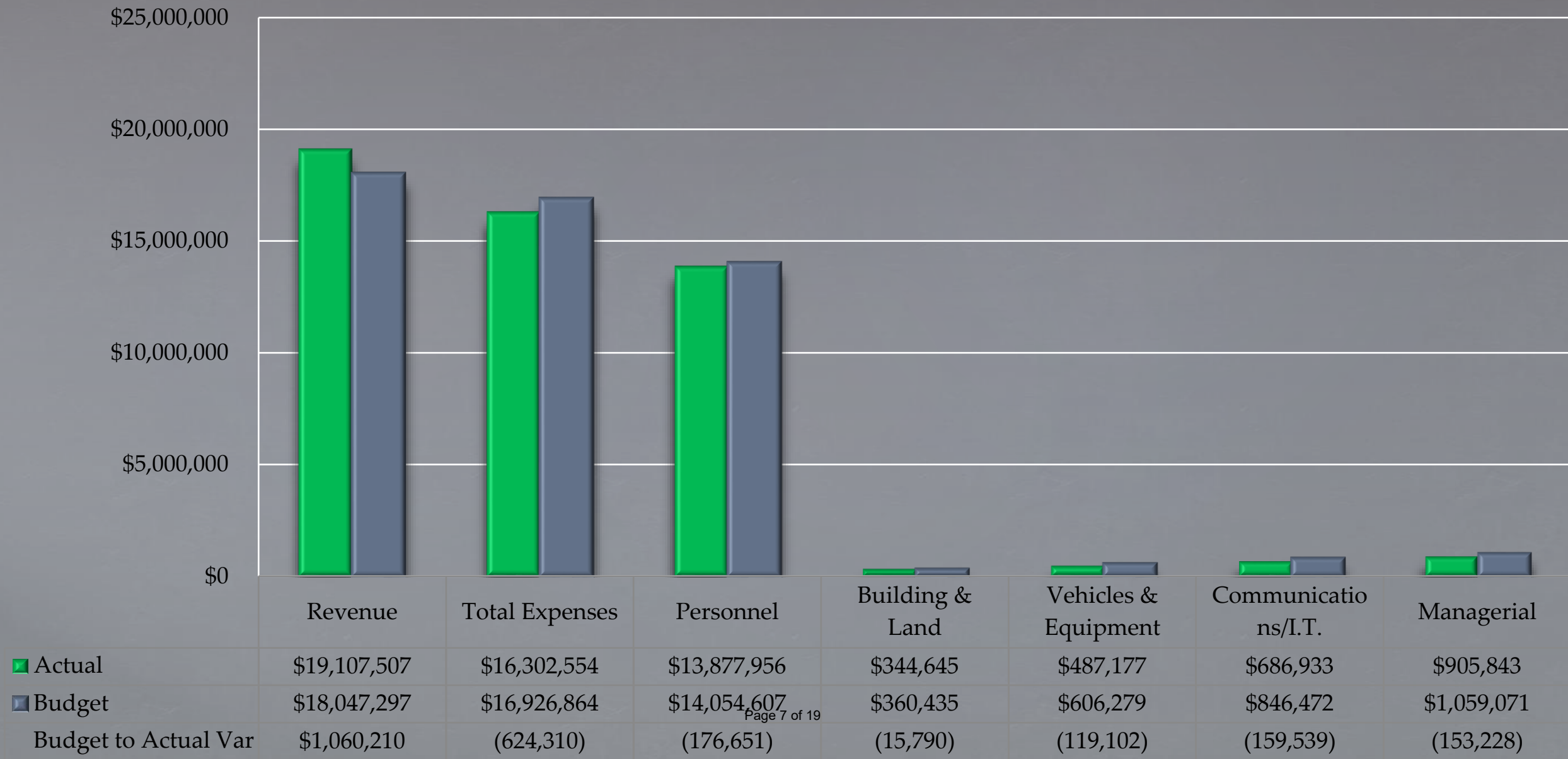
March 2025

	Mar 25	Budget	\$ Over Budget	Jul '24 - Mar 25	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
4001 · Tax Levy Revenue	470,274.33	536,502.00	-66,227.67	15,125,402.88	15,412,757.00	-287,354.12	20,800,436.00
4100 · Non-Tax Levy Revenue	291,265.91	268,371.00	22,894.91	3,982,104.49	2,634,540.00	1,347,564.49	3,639,645.00
Total Income	761,540.24	804,873.00	-43,332.76	19,107,507.37	18,047,297.00	1,060,210.37	24,440,081.00
Gross Profit	761,540.24	804,873.00	-43,332.76	19,107,507.37	18,047,297.00	1,060,210.37	24,440,081.00
Expense							
5001 · Personnel Cost	1,561,226.08	1,595,857.00	-34,630.92	13,877,955.53	14,054,607.00	-176,651.47	19,138,347.00
6001 · Building & Land	37,046.70	37,854.00	-807.30	344,644.99	360,435.00	-15,790.01	475,750.00
6101 · Vehicles & Equipment	58,263.25	66,145.00	-7,881.75	487,176.85	606,279.00	-119,102.15	812,635.00
6300 · Communications	66,228.50	89,204.00	-22,975.50	686,933.34	846,472.00	-159,538.66	1,114,066.00
6401 · Meetings, Travel & Training	20,611.63	35,531.00	-14,919.37	235,236.59	355,776.00	-120,539.41	498,291.00
7001 · Managerial Cost	93,043.58	96,103.00	-3,059.42	669,906.24	703,295.00	-33,388.76	881,608.00
8001 · Other Expense	700.00			700.00			
Total Expense	1,837,119.74	1,920,694.00	-83,574.26	16,302,553.54	16,926,864.00	-624,310.46	22,920,697.00
Net Ordinary Income	-1,075,579.50	-1,115,821.00	40,241.50	2,804,953.83	1,120,433.00	1,684,520.83	1,519,384.00
Net Income	-1,075,579.50	-1,115,821.00	40,241.50	2,804,953.83	1,120,433.00	1,684,520.83	1,519,384.00

March 2025

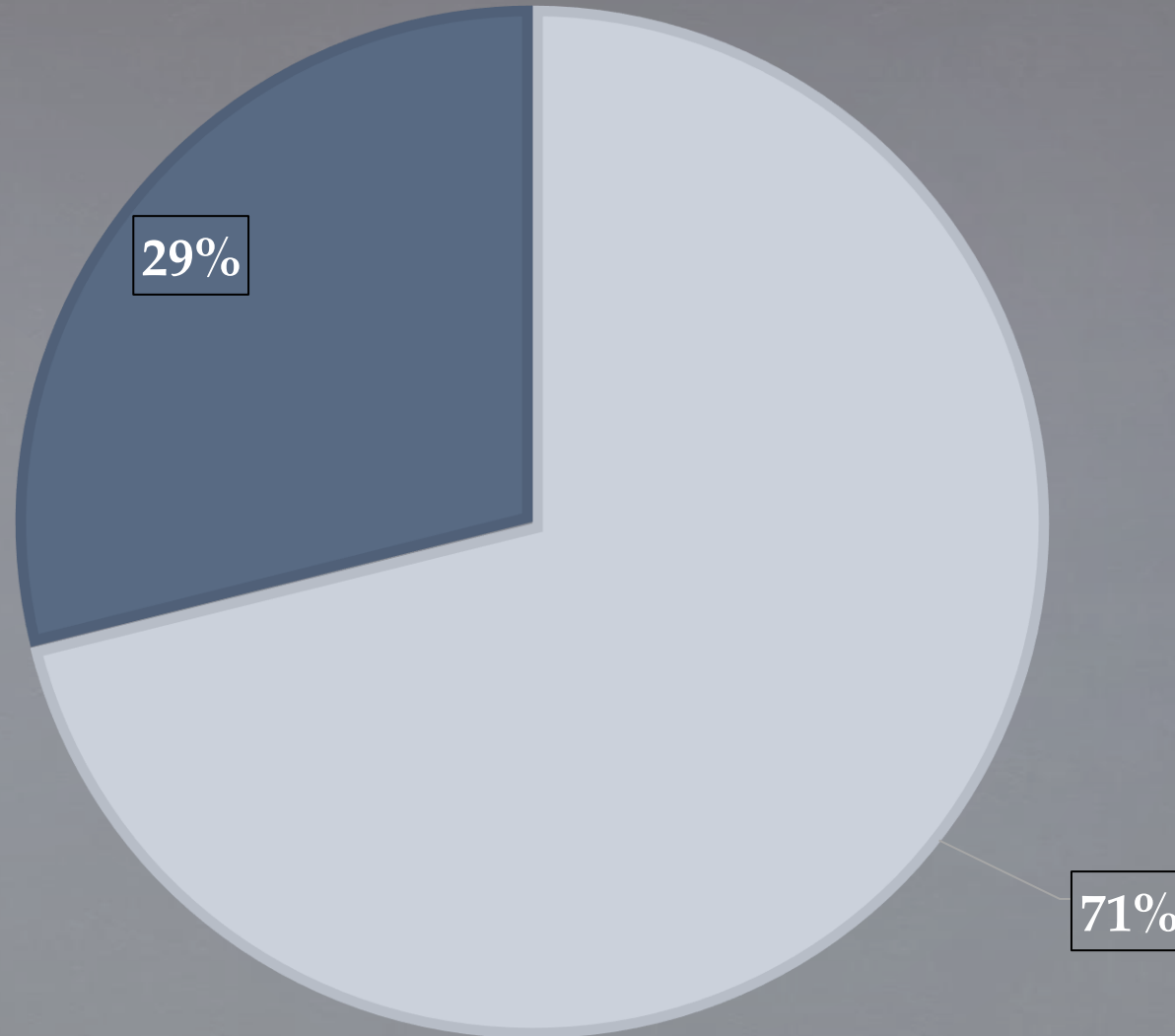


Fiscal Year to Date Budget to Actual



YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

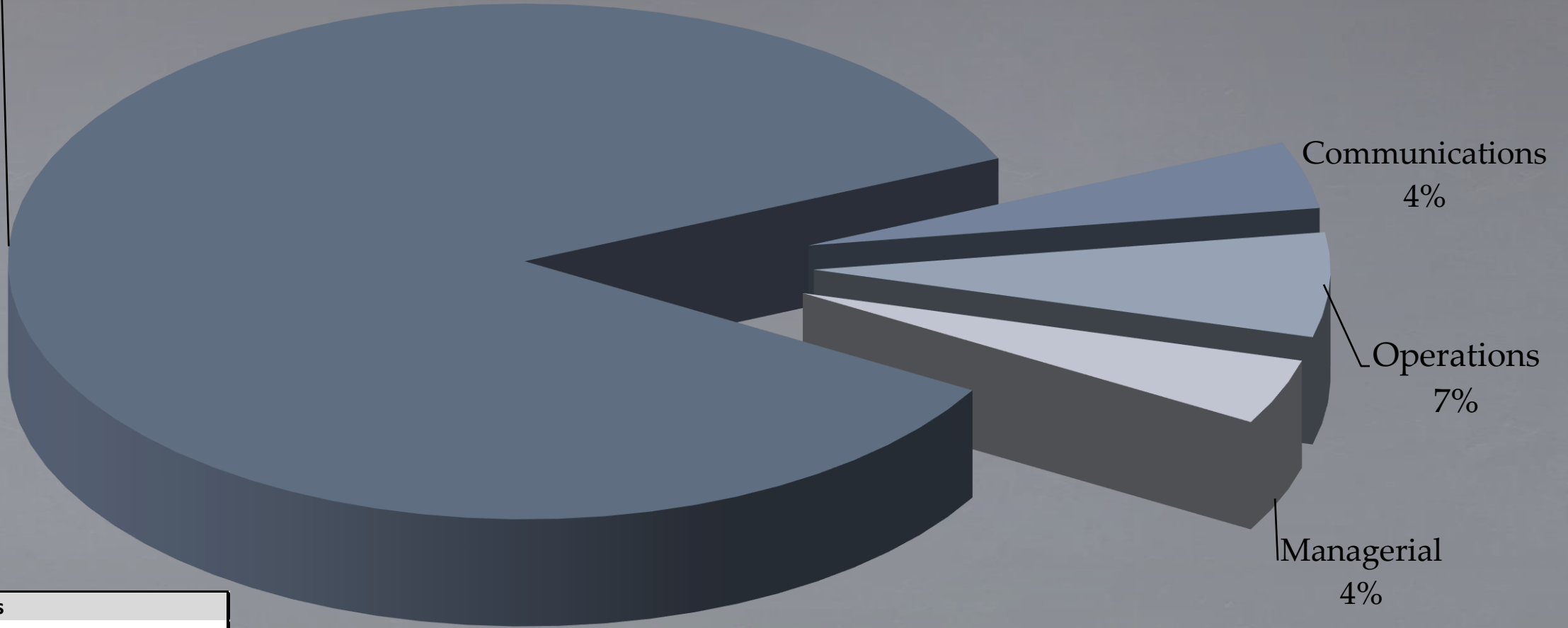
Actual YTD Budget Remaining



Percentage of Expenses Year to Date

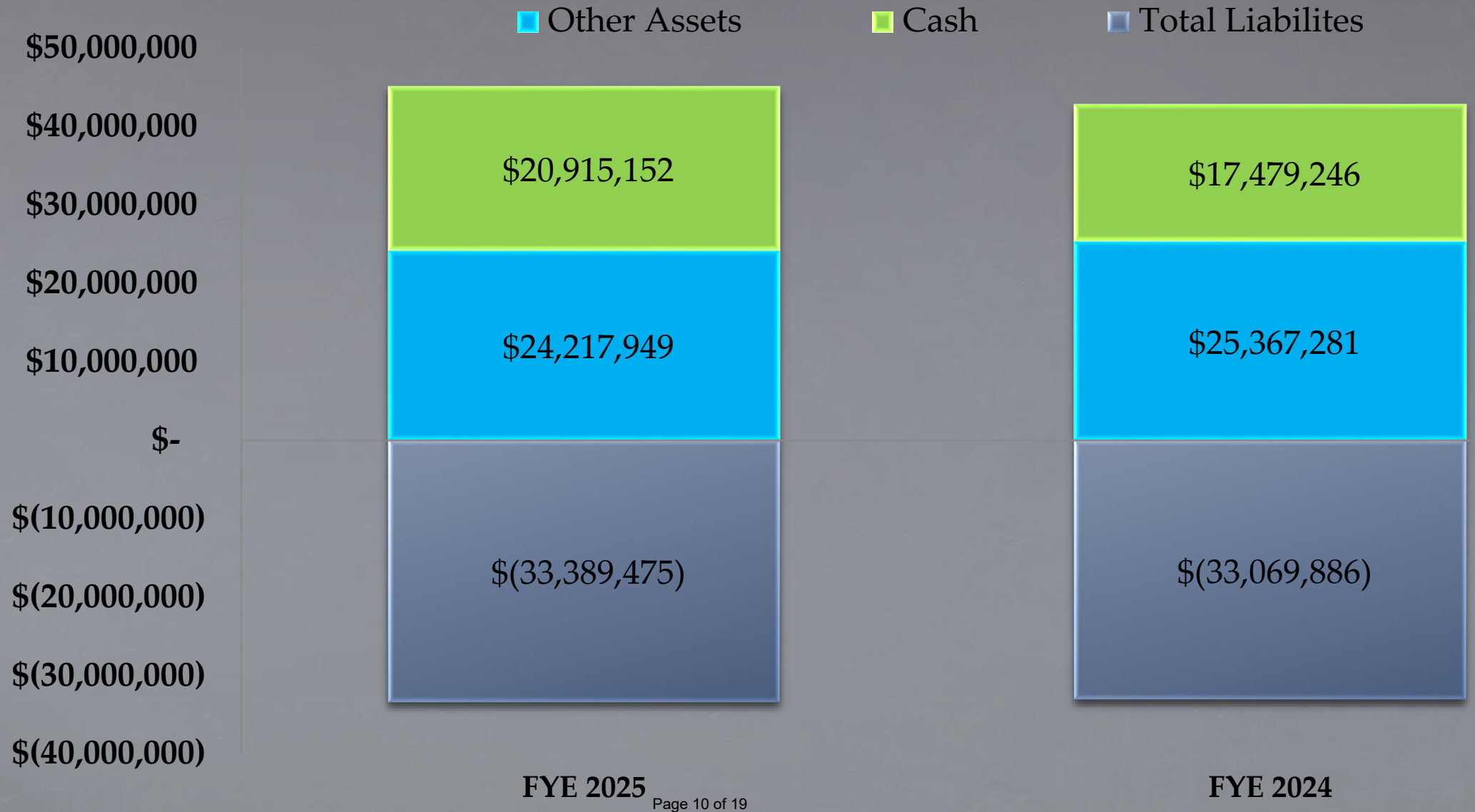
Personnel

85%



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

Cash Position



Recorded Fixed Asset purchases:

Account Number	Account Name	Amount	Description of Asset
1411	Construction in Progress	\$15,124.61	Multi-purpose room A/V upgrade
1412	Furniture & Equipment	\$45,182.33	Equipment for Type 1 Engine
1412	Furniture & Equipment	\$7,356.10	Battery powered blower
1412	Furniture & Equipment	\$56,785.90	EMS Supplies: Glidescope Go Monitor Kit, Etc...
1410	Buildings and Other Improvements	\$69,659.74	Station 1 Stucco
1410	Buildings and Other Improvements	\$2,175.00	Station 1 Concrete
1410	Buildings and Other Improvements	\$9,062.50	Station 3 & 6 Concrete Repairs
1410	Buildings and Other Improvements	\$94,268.57	Station 1 Improvements
1414	Vehicles	\$10,839.42	Remaining Balance on Pierce Enforcer
1414	Vehicles	\$15,668.45	Upgrades for new Type 1 Engine
1414	Vehicles	\$231,729.59	Remount/refurbish North Star
1414	Vehicles	\$67,321.94	2024 Suburban
1414	Vehicles	\$293,798.31	Ford F550 BME Type 6
	TOTAL	\$918,972.46	

Recorded Fixed Asset Disposals:

Account Number	Account Name	Amount	Description of Asset



OPERATIONS

SIGNIFICANT EVENTS

ALL-HAZARD

EMERGING ISSUES

HUMAN RESOURCES

STAFFING

PROMOTIONS

SIGNIFICANT ISSUES

OPERATIONS

ASSISTANT CHIEF JAYSON COIL

TELECOMMUNICATIONS

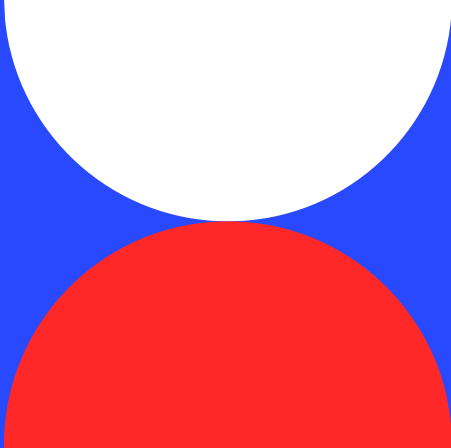
OUTAGES

MAJOR PROJECTS

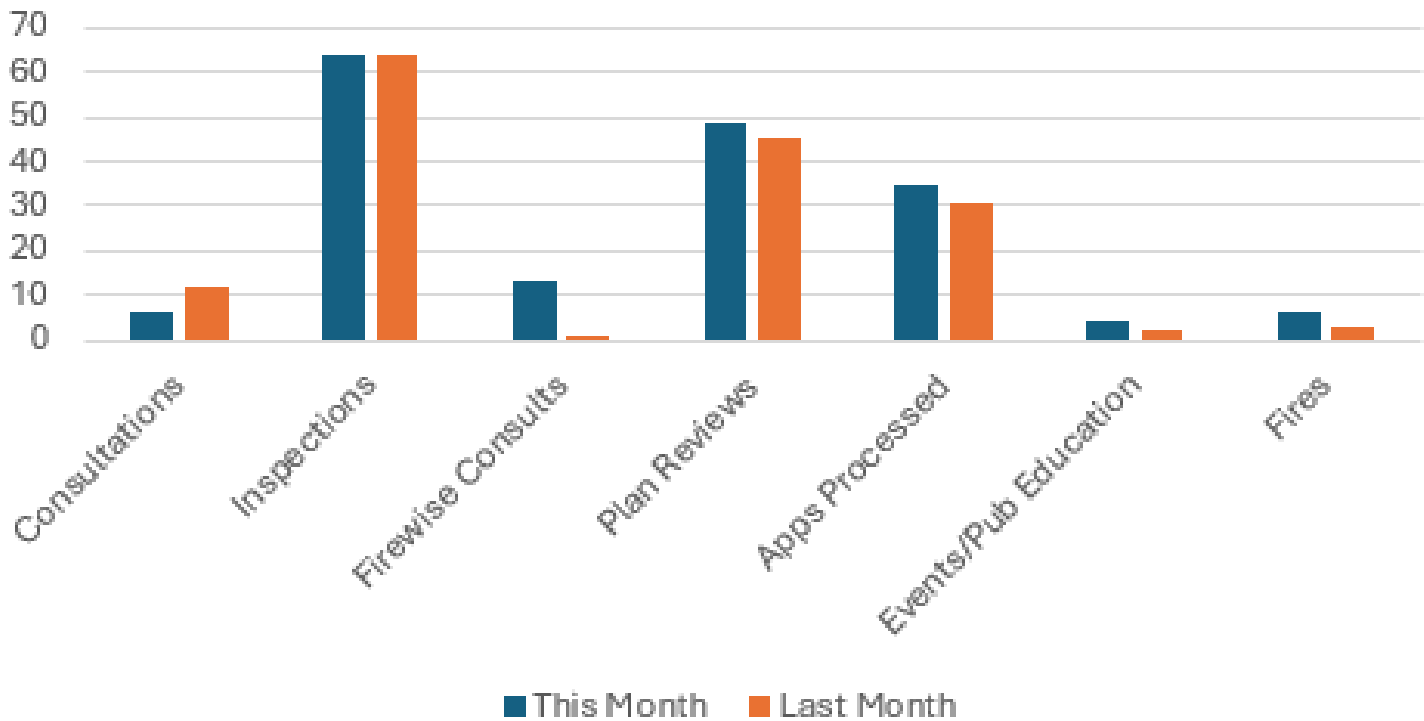


Community Risk Reduction

Acting Fire Marshal – Kirk Riddell



CRR Monthly Statistics



- Acting FM Riddell attended Wildland Academy FI 210 Class
- Inspector Russell attended Firewise Assessor Class at Yavapai Title in Sedona
- Acting FM Riddell attended 2 Firewise Workshops at the Sedona Public Library
- Inspector Russell attended the Drone FAA Part 107 Certification Course and is now a licensed drone pilot.



Sedona Fire District's 22nd Annual Wildfire Preparedness Event

WILDFIRE PREPAREDNESS DAYS

Yard Waste Drop Off

For more information call 928-282-6800

April 26TH and 27th Village of Oak Creek – 8:00 – 5:00

6657 State Route 179 VOC (Enter via Jacks Canyon Rd to East Cortez)

May 3rd and 4th West Sedona – 8:00 – 5:00 West Sedona School

570 Posse Ground RD (Near the Community Pool Parking)

Sedona & Village of Oak Creek Area Residents

A free event to dispose of flammable and combustible vegetation to assist with protecting your home from wildfire.

Creating a defensible space of just 30 feet can substantially increase your home's survivability during a wildfire.

What You Can Do

- Remove tall, dry grasses & brush around your home
- Create fuel "breaks" amongst dead shrubs & trees
- Trim tree branches off the ground and above & near buildings
- Remove pine needles & leaves from roofs, gutters, and eaves

ABSOLUTELY NO DUMPING BEFORE OR AFTER TIMES NOTED ABOVE

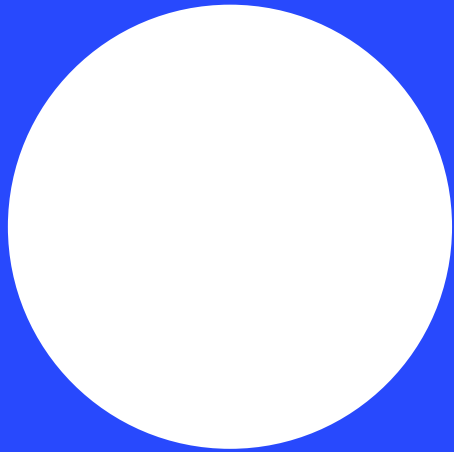
What is Accepted

Bagged leaves, grass & pine needles
Brush, limbs, tree & shrub trimmings

What is NOT Accepted

Cactus, appliances, hazardous materials, garbage, mattresses, paint, batteries, treated lumber and other household waste.

Buzz's Report



1.Fleet

2.GIS

3.IT

4.Mental Health/Peer Support

5.EMS

Training & Wellness

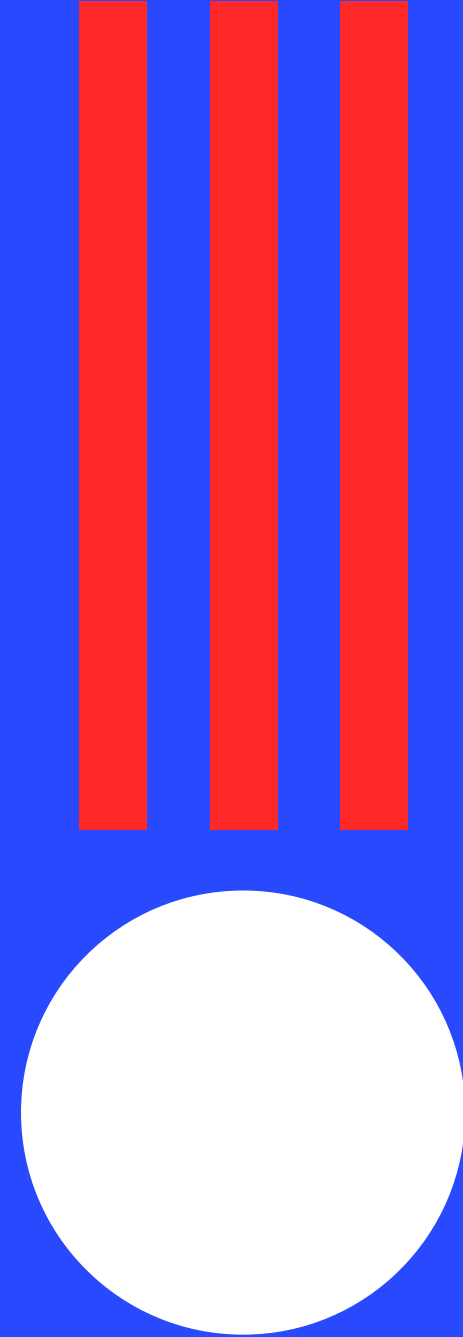
Division Chief Jordan Baker

- New Hire 3-week Academy
- Replacing ballistic plates
- Engineer PTB Reviews planned
- New Captain PTB nearing completion
- 6-month evaluations x 4 next week
- Water Tender training – upcoming
- ROHVA Training – upcoming
- Policy and Procedure work ongoing

WELLNESS:

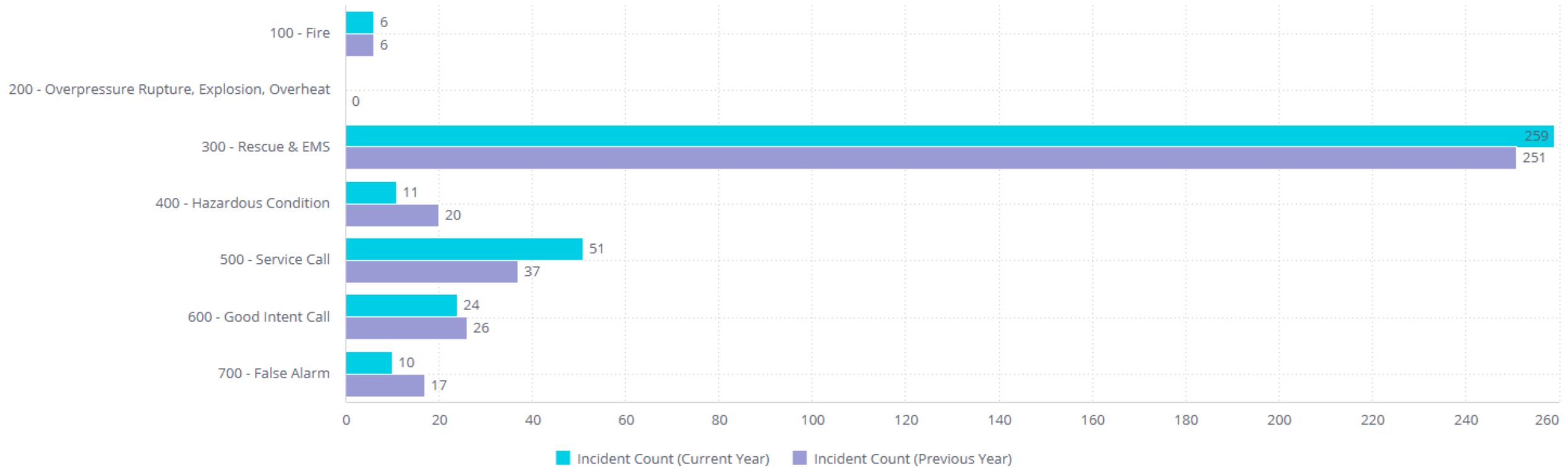
- FMS screens upcoming for all staff
- Equipment replacement ongoing

**March 2025
Chief's Report**



Incident Numbers 2025 vs. 2024

Incident Volume Compared to Previous Year by Incident Type Group



Response Times

Emergency Responses			
Dispatch Handling Time	Turnout Time	Unit Travel Time	Total Response Time
Median of Dispatch Notified Alarm Ha... 00m:39s	Median Turnout Time 01m:41s	Median Travel Time 04m:01s	Median Total Response Time 06m:31s
90th Percentile Dispatch Time 01m:19s	90th Percentile Turnout Time 02m:38s	90th Percentile Travel Time 12m:03s	90th Percentile Total Response Time 12m:37s
Specific Ambulance Times			
Ambulance Total EMS Emergent Response Time		Total EMS Ambulance Road Time	
Median Total Response Time 06m:28s		Median Total EMS Ambulance Road Time 01h:27m:59s	
90th Percentile Total Response Time 12m:41s		90th Percentile Total EMS Ambulance Road Time 02h:20m:51s	

Current

2024

Emergency Responses			
Dispatch Handling Time	Turnout Time	Unit Travel Time	Total Response Time
Median of Dispatch Notified Alarm Ha... 00m:42s	Median Turnout Time 01m:45s	Median Travel Time 03m:59s	Median Total Response Time 06m:31s
90th Percentile Dispatch Time 01m:19s	90th Percentile Turnout Time 02m:45s	90th Percentile Travel Time 09m:04s	90th Percentile Total Response Time 11m:08s
Specific Ambulance Times			
Ambulance Total EMS Emergent Response Time		Total EMS Ambulance Road Time	
Median Total Response Time 06m:05s		Median Total EMS Ambulance Road Time 01h:31m:08s	
90th Percentile Total Response Time 11m:08s		90th Percentile Total EMS Ambulance Road Time 02h:30m:11s	

Purchase Orders over \$10K



\$37,400	Glidescope Intubation Equipment (approved by Board)
\$60,000	Sharepoint (approved by Board)
\$59,235	Turnout Gear (approved by Board)
\$11,195	Annual Drug Box Fees
\$10,823	Hazardous Gas Monitors



**SEDONA FIRE DISTRICT
FIRE BOARD AGENDA COMMUNICATION**

Submitted by: Buzz Lechowski Date: 04/08/2025

SUBJECT: Command Staff Vehicle Approval	BOARD MEETING DATE: 04/15/2025
AGENDA ITEM #:	DIVISION / SECTION: Fleet
ACTION REQUIRED: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	BOARD RECOMMENDATION: <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 needs to purchase a vehicle for the IT Tech position. This agenda item is seeking approval to purchase this vehicle.

BACKGROUND: This purchase will be used within IT, specifically for the new position that is currently being filled. This vehicle will also be available for use during the infrastructure improvement project that is underway at our remote tower sites.

FINANCIAL PERSPECTIVE: The purchase of this vehicle is budgeted in the capital plan for this year.

PROS & CONS: This purchase keeps us in alignment with our apparatus capital replacement program and improves the functionality of our fleet. There are no noted cons to this request.

BOARD ATTORNEY APPROVAL: *N/A*

FIRE CHIEF RECOMMENDATION: It is recommended that the approval for this purchase be granted. This will keep the Sedona Fire District in line with projected capital expenditures and continue to keep our apparatus fleet current and functional.

FINANCE SECTION APPROVAL: This vehicle purchase price is Arizona government contract pricing. State of Arizona Vehicle Procurement Contract CTR059316.

MOTION(S): I move to approve the purchase of a 2025 Ford F250 Pickup Truck at a price not to exceed \$57,000 from Sanderson Ford.

ATTACHMENTS: Retail pricing order form from Sanderson Ford.

REQUISITION
REQ10168
04-08-2025



Vendor
Sanderson Ford
6400 N 51St Ave

Arizona, Glendale 85301
United States

Vendor Account Number
01329

Ship To
Sedona Fire District - Home
Office
2860 Southwest Drive
Sedona, Arizona 86336
United States
928-282-6800

Delivery Date
04-08-2025

#	Item & Description	G/L Account	Custom Fields	Qty	U/M	Rate	Amount
1	2025 Ford F250 XL Crew Cab 4x4 short bed (6.75') Pickup 1. Paint: Oxford White std 2. Engine: 6.8L V8 gasoline std 3. Interior: Cloth 40/20/40 Split Bench included 4. Power Windows / Power Locks / Power Mirrors / Cruise Control std 5. Receiver Hitch with Wiring std 6. Electronic Brake Controller \$282.00 7. 3.73 E-Lock differential \$404.00 8. FX4 Pkg (skid plates and specially tuned shocks) \$517.00 9. LT 245 /75R17 BSW All-Terrain Tires (required w/ FX4) \$155.00 Upgrade Options Total: \$1,358.00 Bid Price (w/options): \$52,400.00 Sales Tax (8.5%): \$4,454.00 Tire Tax: \$11.95	Vehicles Account # 1414	Location Station 1 Department 601-Rsrvs/Capital/Debt Svcs Requestor Lechowski	1	EA	\$56,865.95	\$56,865.95

Ordered By: DC Purchasing

Requisition Approved By: **REQ10168:**
Is pending approval from Ed Mezulis

Total: \$56,865.95



Government Fleet Sales Managers

Dave Harris	(623) 930-5961	dharris@sandersonford.com
Marty Tritschler	(623) 930-5963	mtitschler@sandersonford.com
Jerry Becker	(623) 842-8795	jbecker@sandersonford.com
Caleb Haley	(623) 842-8618	chaley@sandersonford.com
Department Fax: (623) 930-5966		

Date: 4/8/2025

Customer: Sedona Fire District

FAX: _____

Vehicle Description: 2025 Ford F250 XL Crew Cab 4x4 short bed (6.75') Pickup

***** State of Arizona Vehicle Procurement Contract CTR059316

Base Price: \$51,042.00

Upgrade Options:

1.	Paint: Oxford White	std
2.	Engine: 6.8L V8 gasoline	std
3.	Interior: Cloth 40/20/40 Split Bench	included
4.	Power Windows / Power Locks / Power Mirrors / Cruise Control	std
5.	Receiver Hitch with Wiring	std
6.	Electronic Brake Controller	\$282.00
7.	3.73 E-Lock differential	\$404.00
8.	FX4 Pkg (skid plates and specially tuned shocks)	\$517.00
9.	LT 245 /75R17 BSW All-Terrain Tires (required w/ FX4)	\$155.00
10.		
11.		
12.		
13.		
14.		
15.		
16.	***** Lead Times approx 8 - 10 weeks but vary *****	
17.		

Upgrade Options Total: \$1,358.00

Bid Price (w/options): \$52,400.00

Sales Tax (8.5%): \$4,454.00

Tire Tax: \$11.95

Ford Extended Service Plan: _____

Total Delivered Price: \$56,865.95

Proposal



P.O. Box 1812 – Flagstaff, AZ 86002 – (O) 928.779.5737 – contact@straightlinebuilders.com

Submitted To:

Date: April 9, 2025

Sedona Fire Station #3
Attn: Scott Schwisow
125 Slide Rock Road
Sedona, AZ 866351

We Propose hereby to furnish material, labor and equipment for the below described project - in accordance with the specifications below.

Project Name: **Sedona Fire Station #3 Truss Repair (Rev 1)**

In the Sum of: One Hundred Fifty Nine Thousand Nine Hundred Forty Four and 91/100 dollars *****(\$159,944.91)

Payment is to be made: Net Ten (10) Days of Invoice

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra cost will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature: _____

Note: This proposal may be
Withdrawn by us if not accepted within **30** days.

We hereby submit specifications and estimates for:

The repair of failing trusses in the roof over the garage and mezzanine of Fire Station #3 per the structural sheet S1.0 provided by BDA dated 10-01-24. This is a cost-plus proposal and is to be considered a worst-case scenario based on the site visit Wednesday, April 2nd. This being said, there is a possibility of savings to the owner should the quantity of repairs needed be less than anticipated. This proposal includes the following:

- **Repair/reinforcement of no more than 20% of existing gusset plates (detail 8).**
- **Repair of no more than 25 truss web members (detail 7).**
- **Installing top & bottom chord truss stabilizers between all trusses @ 48" on center (detail 3).**
- **Installing cross bracing in the piggy-back trusses attached to new blocking in the bottom trusses (details 4, 5 & 6).**
- **Installing Simpson H2.5As to connect bottom of bottom trusses to beam and nail truss overlaps together above beam (detail 9).**
- **Includes removing and replacing of ceiling drywall as needed/if needed to facilitate repairs.**
- **Repair and repaint entire ceiling over vehicle bays**
- **The duration for this project is expected to be approximately 4 weeks once permit is issued.**

We hereby exclude:

- | | | |
|---------|---|--|
| • Bonds | • Any work not specifically included above. | • Removal of any hazardous material from work site |
| • | | |

Acceptance of Proposal -The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____



PROPOSAL

To: **Sedona Fire**
 Contact: **Scott Schwisow**
 Phone: **N/A**
 Fax: **N/A**
 Email: **sschwisow@sedonafire.org**

Job # ~

Proposal Dated:
March 6, 2025

Item Totals = \$ **125,750.00**
 + Sales Tax = \$ -

"Exceeding Customer Expectations!"

Total Proposal = **\$ 125,750.00**

Item	Refer Page(s)	Material Type / Grade	Finish	Material Description	Qty	Unit	Total Cost
				Provide material and labor to perform the following scope of work.			\$ -
				Base Bid Inclusions:			\$ -
							\$ -
				Demo/Protection	1.00		\$ 24,754.31
							\$ -
				Framing Materials	1.00		\$ 7,976.39
							\$ -
				Framing Labor	1.00		\$ 27,504.78
							\$ -
				Drywall	1.00		\$ 8,401.46
							\$ -
				Painting	1.00		\$ 24,285.47
							\$ -
				Supervision			\$ -
				Project Management	1.00		\$ 6,501.13
				Field Supervision	1.00		\$ 13,002.26
							\$ -
				General Condition Inclusions	1.00		\$ 13,324.19
				Superintendent Fuel			\$ -
				Equipment / Consumables			\$ -
				Dumpster			\$ -
				Scaffold			\$ -
				Safety			\$ -
				Rental Equipment			\$ -
				Final Cleaning			\$ -
							\$ -
				Exclusions:			\$ -
				Permit Fees			\$ -
							\$ -
				+ Sales Tax on Materials @	0.00%		\$ -

General Notes

- 1) Signed Change Orders to be bill at \$65/hour
- 2) Change Order items may add time to length of contract
- 3) Duration of time to complete the contract is dependent of material availability and also weather permitting.
- 4) Permits are NOT INCLUDED

Tierra Verde Builders / Proposal Information

Prepared by: **Ben Bassous**

Phone #: **928-300-9443**



PROPOSAL

To: **Sedona Fire**
 Contact: **Scott Schwisow**
 Phone: **N/A**
 Fax: **N/A**
 Email: **sschwisow@sedonafire.org**

Job #	~
-------	---

Proposal Dated:
March 6, 2025

Item Totals = \$ **125,750.00**
 + Sales Tax = \$ **-**

"Exceeding Customer Expectations!"

Total Proposal = **\$ 125,750.00**

Item	Refer Page(s)	Material Type / Grade	Finish	Material Description	Qty	Unit	Total Cost
				Email: bbassous@tierraverdebuilders.com	Fax: 928-567-2477		
				Proposal is prepared from customer's: Plans Dated 10-01-2024	Is Customer		
				Approximate Start Date: TBD	Tax Exempt? YES		
				Material as described above provided by: Tierra Verde Builders	Resale # ~		
				Note: Tierra Verde Builders holds a commercial auto insurance policy, as well as higher than normal general liability insurance policy and Workman's Compensation. All documents are available upon requests.			
				Thank you for this opportunity !			
Terms & Payments							
100%	TBD					\$	125,750.00
0%	TBD					\$	-
0%	TBD					\$	-
0%	TBD					\$	-
100%	Invoices are payable upon receipt.					\$	125,750.00
Pricing is good for 30 days, unless noted otherwise.							
Upon Acceptance of this proposal, either sign and return to XX via fax or e-mail, or provide your company's' Purchase Order number.							
<div> <div>Print</div> <div>Sign</div> <div>Date</div> </div>							

"Thank you for the opportunity to provide this quote to you"



Thank you

Sedona Fire District

Governing Fire Board

<https://www.sedonafiredistrict.org>

928-282-6800





**SEDONA FIRE DISTRICT
FIRE BOARD AGENDA COMMUNICATION**

Submitted by: Scott Schwisow *Date:* 4/8/2025

SUBJECT: Station 3 Truss Project	BOARD MEETING DATE: 4/15/2025
AGENDA ITEM #:F	DIVISION / SECTION: Facilities
ACTION REQUIRED: [] Resolution [X] Motion [] Information [] Other (Explain)	BOARD RECOMMENDATION: [] Approval [] Denial [] None Forwarded

Project/issue relates to SFD Strategic Plan _____ or Not Applicable _ ____.

ISSUE: The trusses over the bays at station #3 were not braced appropriately when the station was built. The trusses have since started to settle, causing cracking issues in the bay ceiling, and changes to the roof line as it settles. To understand the problem and see how best to resolve the issue SFD contracted an engineering firm to design a fix for the truss situation. The fix involves removing parts of the ceiling to gain access and installing bracing both lineal lumber and plywood cleats to shore up the trusses.

BACKGROUND: The trusses were inspected by two different engineers and found to be failing. The trusses are bowing and leaning causing actual truss integrity issues as a result. This issue needs to be resolved before the trusses settle more and we potentially have a truss failure.

FINANCIAL PERSPECTIVE: SFD project management contacted nine commercial contractors in total: 5 were in the Verde Valley area, 3 from Flagstaff and 1 from the Phoenix area. In total 5 contractors, after reviewing the documents, decided not to bid on the project. Two contractors were non-responsive to voicemail left for them. In the end we received two qualified bids for this project. One from Tierra Verde, a Camp Verde-based company, and one from Straight-Line Construction, a Flagstaff-based company. Based on the quality of the bid and the bid amount we choose Tierra Verde Builders, in the amount of \$125,750.00, not to exceed \$150,000.00 due to unforeseen contingencies.

PROS & CONS: Fixing the trusses proactively now has many benefits including the longer we wait the more damage may become evident and with it a higher cost for repairs in the future. There is also a concern regarding safety if in fact we had a failure,
There are no cons to this project.

INTERNAL PROCESS PERSPECTIVE: *Approval will ensure continued continuity of service and provide for public and staff safety.*

BOARD ATTORNEY APPROVAL: *N/A*

FIRE CHIEF RECOMMENDATION: **It is recommended that we make the identified repair. The integrity of our critical facilities infrastructure is a core component of providing emergency services to our community.**

FINANCE SECTION APPROVAL: N/A
MOTION(S):

I move to approve *the truss repair project for Station #3, using Tierra Verde Builders, in the amount of \$125,750.00, not to exceed \$150,000.00 due to unforeseen contingencies, supply shortages, or other changing economic conditions.*

I move to deny approval *(include the necessary verbiage).*

ATTACHMENTS: *(List any attachments, such as, Purchase Order # and Amount, Resolution, Quotations, Agreements/Contracts, etc.)*