



# Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336  
Telephone (928) 282-6800 FAX (928) 282-6857

## REGULAR BOARD MEETING & BUDGET HEARING Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room Tuesday, July 8, 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, July 8, 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 demonstrates 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.***

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Meeting ID: 260 905 087 538

Passcode: CfAysN

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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 – YEARS OF SERVICE & BADGE PINNING**

**A. Recognition of Fleet Services Manager Michael Sheehan – 15 Years of Service**

### **III. REGULAR BUSINESS MEETING**

#### **A. Public Forum:**

*Speakers are limited to three-minute oral presentations, but may submit written comments of any length for Board files. Board Members may not discuss items not specifically identified on the Agenda. Therefore, pursuant to ARS 38-431.01(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. June 17, 2025 Regular Meeting and Public Budget Hearing Minutes

### **C. Staff Items:**

#### 1. June 2025 Monthly Staff Report

- a. Operations Activities – Assistant Chief Jayson Coil
  - 1) Significant Events
    - a. All-Hazard
    - b. Emerging Issues
  - 2) Human Resources
    - a. Staffing
    - b. Promotions
    - c. Significant Issues
  - 3) Administration
    - a. News
    - b. Upcoming Events
- b. Community Risk Reduction Activities – Interim Fire Marshal Kirk Riddell
  - 1) Inspection Activities
  - 2) Fire Investigations
  - 3) Notable Events
- c. Operational Support – Division Chief Buzz Lechowski
  - 1) EMS Activities and Updates
  - 2) Fleet Activities and Updates
  - 3) Other program updates
- d. Training and Preparedness – Division Chief Jordan Baker
  - 1) Training Report
  - 2) Wellness
- e. Fire Chief Report – Fire Chief Ed Mezulis
  - 1) Call Volume & Response Review
    - a. Incident Summary and Year-to-Date Comparison
    - b. Response Times
    - c. Incident Volume Compared to Previous Year by Incident Type by Stations
  - 2) Purchase Orders over \$10,000 (if any)

#### 2. Discussion/Possible Action: Emergency Dispatch Services Agreement with City of Cottonwood – July 2025

#### 3. Discussion/Possible Action: Board Agenda Communication regarding Requisition #10208 with The HVAC Company for Air Conditioning Units at Fire Station 4, Airport Mesa, Schnebly Hill and Mingus Mountain in the not-to-exceed amount of \$189,000

### **D. Board Member Items:**

1. Discussion/Possible Action: Schedule Special Meeting for the Selection of an Architect and Construction Manager at Risk (CMAR); and June 2025/Fiscal Year End Financial Report
2. Discussion/Possible Action: Biennial Election of SFD Fire Board Chairperson and Clerk
3. Updates and Ideas for Future Meetings

#### **IV. ADJOURNMENT**

*Original signed by Corrie Cooperman*

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Corrie Cooperman, Board Clerk

Posted by: *Tricia Greer*    Date: *7/2/2025*    Time: *3:00 PM*



# Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336  
Telephone (928) 282-6800 FAX (928) 282-6857

**REGULAR BOARD MEETING & BUDGET HEARING**  
**Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room**  
**Tuesday, June 17, 2025 / 3:00 PM**

~ M I N U T E S ~

**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**

Pursuant to notice, a Regular Meeting and Public Budget Hearing of the Sedona Fire District (SFD) was called to order by Board Chair Helen McNeal at 3:03 PM on Tuesday, June 17, 2025. A quorum was present and the meeting, having been duly convened, proceeded with business.

**Board Present:** Helen McNeal – Chair; Corrie Cooperman – Clerk; Diana Christensen; Scott Springett; and Lance Waldrop – Members. **Other Present:** Assistant Chief Jayson Coil; JVG Finance Director Gabe Buldra; Deputy Fire Marshal Kirk Riddell; Division Chief Buzz Lechowski; Josh Clouch – User Support Technician; Bill Whittington – Board Attorney; and Tricia Greer – Acting Recorder. **Absent:** Ed Mezulis – Fire Chief

Ms. McNeal led the Pledge of Allegiance and requested a moment of silence to honor the seven firefighters and eight law enforcement officers who died nationwide in the line of duty since the last meeting.

**II. BUDGET HEARING**

**A. Open Public Hearing for the Proposed SFD Fiscal Year 2025/2026 Budget**

**B. Public Comments regarding the Proposed SFD Fiscal Year 2025/2026 Budget; Staff Response**

**C. Discussion/Possible Action: Proposed/Posted Sedona Fire District Fiscal Year 2025/2026 Budget, Resolution #2025-01, Approval of Sedona Fire District Fiscal Year 2025/2026 Budget including Pension Funding and Salary Scale**

Board Chair McNeal opened the Public Budget Hearing and asked if any member of the public requested to speak; there were none. *Ms. McNeal then moved to approve the proposed Sedona Fire District Fiscal Year 2025/2026 Budget with Resolution #2025-01 including pension funding and the salary scale; a second was provided by Board Member Lance Waldrop.* Ms. McNeal then opened the discussion. Finance Director Gabe Buldra said the FY 2025/2026 tentative budget was posted for the legally-required 20 days and there were no known public comments. He said the proposed budget is set for \$26,051,330 at a proposed tax rate of \$2.7592 funding our capital reserve at \$1.5 Million and includes appropriate staff step increases and other staffing previously discussed at public workshops. Ms. Cooperman asked if this figure was the same amount as at the last budget workshop; Mr. Buldra confirmed it and stated if the dollar amount had increased, state law would require re-posting for 20 days. Ms. Cooperman said the Board has gone over details of this budget and had opportunities to ask questions about it. Mr. Waldrop commended the chain-of-command and Mr. Buldra for being proactive and utilizing economies of scale; he hopes staff will continue this practice in the future.

Mr. Buldra then reviewed Public Safety Personnel Retirement System (PSPRS) pension funding policy. He reminded the Board by approving this budget, they would also approve annual pension funding. He said a 2018 law ensured government agencies' knowledge of public safety pension funding and contribution requirements to maintain funding levels. The SFD actuarial report includes funded ratio, present value benefit, and actuarial assumed liability of a 64.1% increase and an unfunded liability of \$27.7 Million. He said some agencies took out loans on the actuarial assumed liability – the concept was that PSPRS charged 7.2% interest and, at that time, it was possible to get a loan at 4%. JVG did not advise agencies either way, but a loan means using a calculated assumed number to create real debt; if an agency was unable to pay annual contributions, the consequence would

be bond holders removing assets. Some agencies with loans have continued to see unfunded liabilities increase and are paying more into the pension. SFD will need to pay down this liability more aggressively in the future, after there is more stability in the pension system. The goal is to be 100% funded, but this policy states we pay off at the actuarial calculated rate and be fully funded by 2036. He said next year, SFD will pay 49.57% (with a payment of 45% on new firefighters). Ms. Cooperman asked what percentage is actually going towards liability; Mr. Buldra replied SFD's normal rate is 15% and the other 35% goes toward unfunded liability.

Ms. McNeal asked for any other questions or comments. Ms. Cooperman commended staff for the work and time put into this year's salary scale; she said the scale has been vetted and reviewed by the Board. There were no other comments. *Ms. McNeal then called for a Board vote on the previously stated motion, which was unanimously approved.* Ms. McNeal also stated her deep appreciation of the work done by SFD staff and JVG.

### **III. REGULAR BUSINESS MEETING**

#### **A. Public Forum:**

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

No one submitted a request to speak.

#### **B. Consent Agenda – Discussion/Possible Actions:**

- 1. March 18, 2025 Regular Meeting Minutes (Tabled at May 20, 2025 Meeting)**
- 2. April 15, 2025 Regular Meeting and Public Budget Workshop Minutes (Tabled at May 20, 2025 Meeting)**
- 3. May 13, 2025 Special Board Meeting Minutes**
- 4. May 20, 2025 Regular Meeting and Public Budget Workshop Minutes**

Ms. McNeal noted four items under Consent Agenda needed approval and the Board has reviewed these Minutes in-depth; *she then requested a motion to approve the Minutes, as listed; Ms. Cooperman so moved; Board Member Diana Christensen provided a second and the motion was unanimously approved.*

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

##### **1. Discussion/Possible Action: Review and approval of May 2025 Finance Report**

Finance Director Buldra presented the May 2025 finance report; he said tax levy revenue was slightly lagging at \$2.4 Million. Mr. Buldra reported a small variance of 1% year-to-date; the non-levy revenue was at \$338,000 – overbudget by \$53,000 – by ambulance revenue and interest income. On the Expense side, SFD was underbudget across all major categories by \$242,000; the one exception was an overage of \$51,000 under Vehicles and Equipment. At 11 months through the current fiscal year, SFD's total revenue is at \$24.9 Million – \$1.1 Million over budget with non-levy revenues. Tax levy is \$260,000 under expectations (about 1%). SFD is at \$20,326,000 in total expenses – under budget by \$881,000 in all major expenses – 85% was for Personnel, 7% for Operations and about 3% for both Managerial and Communications; year over year, SFD ended the month at \$20 Million total cash on hand – an increase of \$262,000 over the prior year; other assets increased from \$25.3 to \$26.7 Million (mostly due to a land purchase made earlier in the year ). Total liabilities had a small decrease from \$33.4 Million to \$33.3 Million.

The Board had no questions. *Ms. McNeal entertained a motion to approve the May 2025 Finance Report; Ms. Cooperman so moved and Ms. Christensen seconded; the motion was unanimously approved.*

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

- 1. May 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**

Assistant Chief Coil reported SFD had 44 applicants for the firefighter testing; currently staff is verifying all listed certifications. Human Resources Manager Keona Freeman is scheduling interviews for August in order to establish a ranking list; Ms. Christensen asked about the list; Chief Coil stated the process would establish a hiring list which, per the approved budget, includes three additional firefighters to be hired for Station 6. Ms. Cooperman asked about the length of the application period; Chief Coil responded at least three months. Ms. McNeal inquired how 44 applicants compared to the numbers received in previous years; Chief Coil said it was a higher amount compared to 30-plus last year and 20-plus from the year before. Ms. McNeal asked if any candidates would be brought forward from last year's list; Chief Coil replied, no, that lists expire after one year.

Chief Coil said the start dates for the three new Administrative employees would be in July, and the second round of interviews for two Fire Inspector candidates are scheduled. Chief Coil commented heat-related calls are on the rise; Deputy Fire Marshal Kirk Riddell and Captain Cooper Carr recently gave media presentations to reinforce the risks of hiking in 100+ degrees without being prepared.

Chief Coil remarked on the uncertainty in the wildland fire community regarding the 2025 Wildland Fire Executive Order of June 13, 2025, along with the budget proposals for the Department of the Interior and the creation of a new National Wildland Firefighting service across large swaths of the Federal government. The Executive Order imposes aggressive timelines for making changes; there is a good deal of ambiguity, tension, and questions from the National Wildfire Committee and Western Fire Chiefs Wildfire Committee. Ms. Christensen asked if whoever wrote the proposed plan was well-versed in wildland fire operations and safety; Chief Coil responded on the revised version, yes, as the administration received input from fire professionals. The Order may create a "very big lift" in tasks and budget challenges for non-operational support staff and Forest Rangers losing the ability to utilize personnel during non-fire seasons. He further stated fire agencies are in a "wait and see" period regarding the proposals.

Chief Coil reported significant fire activity in the northwestern United States recently, and locally, the energy release component (availability of fuels and likeliness of fuels to burn) below the Mogollan Rim is at the 97<sup>th</sup> percentile – an almost-historic maximum; above the rim, is at the 90<sup>th</sup> percentile. The area will be hot and dry over the next seven days with critical fire conditions, which means aggressive fires are possible.

- b. **Activities – Deputy Fire Marshal Kirk Riddell**
  - i. **Inspection Activities**
  - ii. **Fire Investigations**
  - iii. **Notable Events**

Deputy Fire Marshal Kirk Riddell reported the Community Risk Reduction (CRR) division maintains a status quo of activities in inspections, Firewise consultations, and plan reviews. CRR has two candidates for Fire Inspector moving forward on June 26<sup>th</sup>. Starting tomorrow and probably through the summer, the district will be in Stage 2 fire restrictions with the Coconino Forest; this means campfires, charcoal grills, welding, other gas-fired equipment, and fireworks are all prohibited (with some equipment allowed prior to 9:00 AM and after 8:00 PM). Ms. Cooperman noted she had received a Constant Contact e-mail providing the details of the fire restrictions. DFM Riddell also informed the Board that Arizona Water Company is replacing water mains on NavaHopi and upgrading to 8" pipes from 4"; this will help that subdivision.

DFM Riddell reported one fire occurred in May in the Village of Oak Creek on a home's deck caused by improper usage of extension cords for hardwiring tree lighting. The smoke detectors in the house (which was a rental) were not operational and the homeowner replaced them immediately.

DFM Riddell was interviewed by Arizona Family News about heat-related injuries and being prepared – adding that some Arizona State Parks are shutting down trails during the heat of the day.

**c. Operational Support – Division Chief Buzz Lechowski**

**i. EMS Activities and Updates**

**ii. Fleet Activities and Updates**

**iii. Other program updates**

Division Chief Buzz Lechowski reported he and a SFD Engineer attended a free, five-day behavioral health course called “Struggle Well” based on post-traumatic growth. Chief Lechowski stated it was a great class and would be beneficial for all SFD responders dealing with the aftermath of traumatic events including learning about resiliency and wellness practices; staff is planning to co-host the class with the Sedona Police Department, which would require rotating shifts through the course.

Chief Lechowski reported there are three Firefighters currently finishing Paramedic (CEP) programs (one of those has recently graduated and is now working with the hospital to become a practicing Paramedic). Additionally, there are three more personnel interviewing to enter CEP programs at Granite Mountain Training and Coconino Community College. Chief Lechowski stated the Paramedic course work is challenging and very intensive. SFD continues to have an upwards trend in numbers of paramedics and SFD attempts to have two Firefighter-CEPs at each station on every shift as a baseline.

Chief Lechowski reported in-service training on the new video laryngoscopes, which are now on every ambulance and engine; this is a first-line industry standard. He reported the day after training, a patient in full code was intubated using the new technology.

Staff is still working with the Regional Dispatch Center on response plans. Also, SFD is six weeks into the new interfacility transfer communication model with the hospital; after eight weeks the model will be evaluated for effectiveness. Staff will soon be meeting with the base station medical director to minimize risks to responders on Phoenix and Flagstaff transports.

Chief Lechowski stated SFD is beginning to participate in the Narcon (naloxone medication which quickly reverses the effects of opioid overdose) Leave Behind program with the State of Arizona providing free kits for households suspected of potential drug overdoses; this has resulted in a 21% decrease of incidents within that sphere at the state level; Ms. Christensen commented on a similar lifesaving program in the San Francisco area when she worked in animal control. SFD is awaiting signature approval for the program from our Medical Director – other Verde Valley agencies are currently participating and many lives have been saved by the program. SFD encountered two overdoses in one week in our district.

Ms. McNeal asked about Fleet; Chief Lechowski said the new vehicles ordered are scheduled to arrive shortly. Our Radio Technicians are working on radio installations in vehicles, and Chief Coil reported at this time of year, air conditioning units are requiring lots of repairs.

**d. Training and Preparedness – Division Chief Jordan Baker**

**i. Training Report**

**ii. Wellness**

Division Chief Jordan Baker was unable to attend today’s meeting; Assistant Chief Coil reported training delivery and wellness initiatives are ongoing and aligned with strategic focus areas.

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

**i. Call Volume & Response Review**

**a. Incident Summary and Year-to-Date Comparison**

**b. Response Times**

**ii. Purchase Orders over \$10K**

On behalf of Fire Chief Ed Mezulis, Assistant Chief Coil presented the Fire Chief report. Incident response has a slight decrease in fire/rescue responses for year to date; there were 16 backcountry rescues; he said all incident numbers represent the 90<sup>th</sup> percentile at 13 minute or less response time. Ms. Cooperman commented it is helpful to have a comparison of year over year and month over month of statistics. Ms. McNeal stated she wants to see the percentages of different types of calls per station; Chief Coil commented we had that slide in past meetings

and it is instructive for first due areas and planning training. Station 1 calls represent many interfacility transports; Station 3 runs significant numbers of calls in their own first due area. Chief Coil will request that information for future meetings. He also suggested a future meeting agenda item for response statistics (perhaps to be presented by Captain Jon King and GIS Analyst Matt Spinelli).

**E. Board Member Updates and Ideas for Future Meetings.**

Ms. McNeal reiterated the Board's request to deep dive into statistics and call numbers at a future meeting. She then gave a reminder that the next Fire Board meeting was rescheduled for July 8<sup>th</sup> as the regular meeting date conflicted with the Arizona Fire District Association conference. Assistant Chief Coil added it would be unlikely to have all financial report information that early in the month.

**V. ADJOURNMENT**

Chair McNeal adjourned the meeting at 4:08 PM.

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Corrie Cooperman, Board Clerk

:tg

DRAFT

# COMMUNITY RISK REDUCTION (CRR)

INTERIM FIRE MARSHAL KIRK RIDDELL

	May	June	This Year
<b>Consultations</b>	<b>3</b>	<b>2</b>	<b>48</b>
<b>Inspections</b>	<b>66</b>	<b>69</b>	<b>423</b>
<b>Firewise Consult/Public</b>	<b>19</b>	<b>7</b>	<b>90</b>
<b>Plan Reviews</b>	<b>27</b>	<b>33</b>	<b>223</b>
<b>Applications Processed</b>	<b>33</b>	<b>16</b>	<b>147</b>
<b>Events/Public Education</b>	<b>2</b>	<b>0</b>	<b>3</b>
<b>Fires</b>	<b>1</b>	<b>1</b>	<b>18</b>
<b>Infant Car Seat Installs</b>	<b>2</b>	<b>0</b>	<b>7</b>



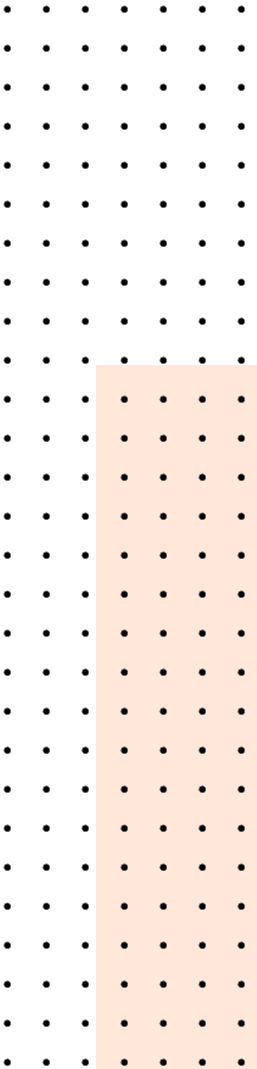
# CRR PHOTOS - FIRE IN JUNE:



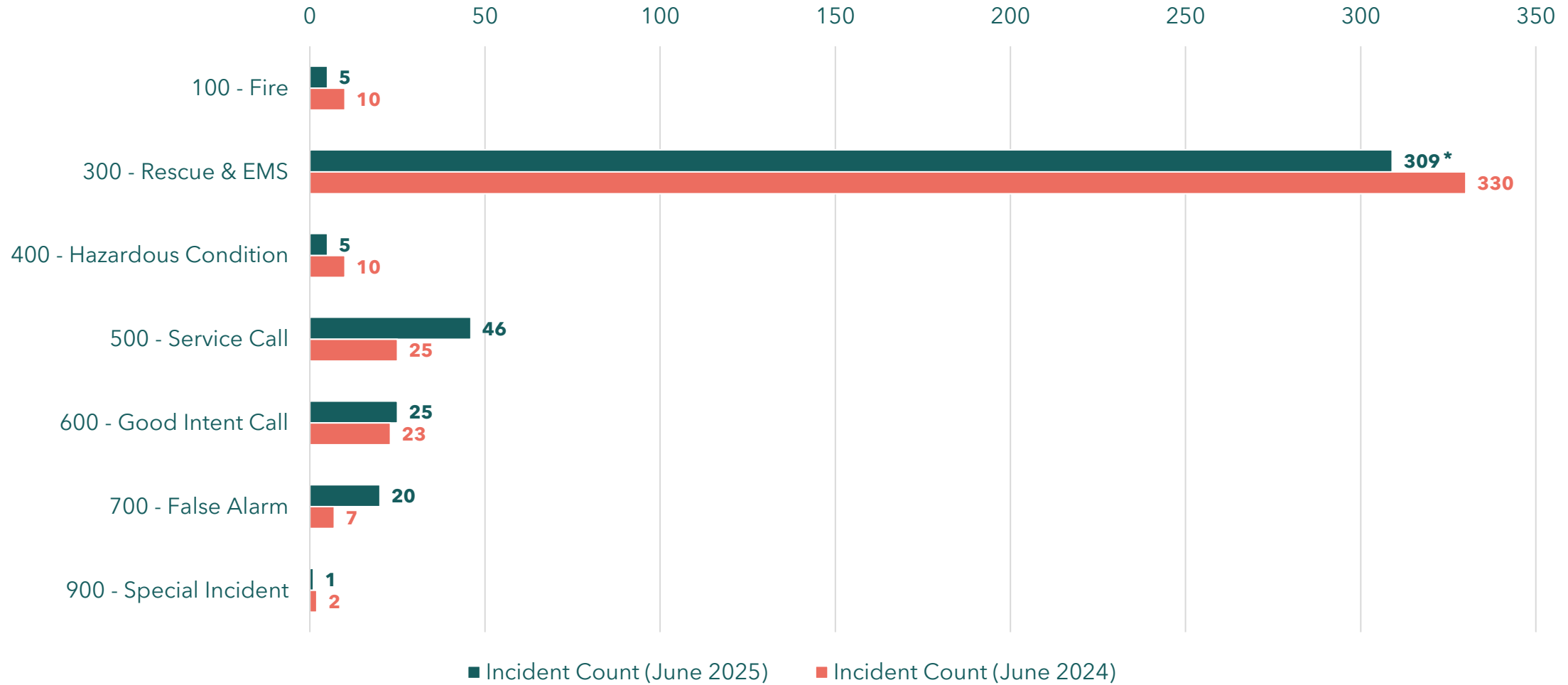
# FIRE CHIEF'S REPORT

FIRE CHIEF ED MEZULIS

- June 2025 Review
  - Incident Summary
  - Year-to-Date Comparison
  - Response Times
- Purchase Orders over \$10,000

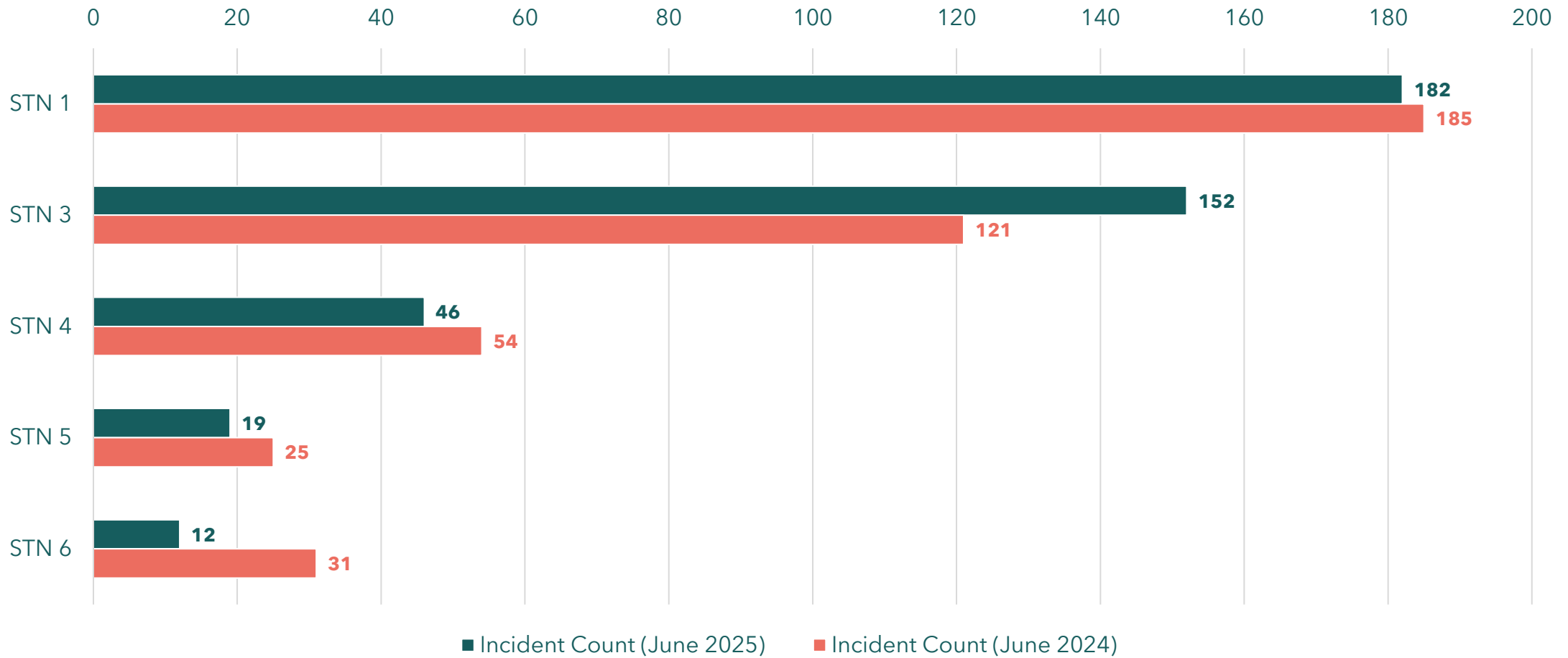


# INCIDENTS BY TYPE



\*Includes 28 Backcountry Rescues

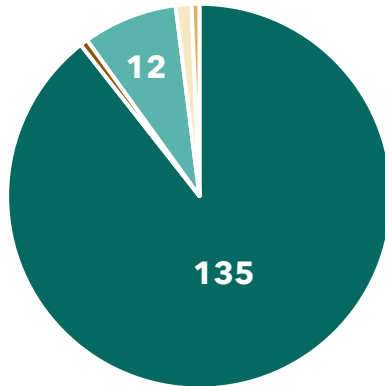
# STATION RESPONSES



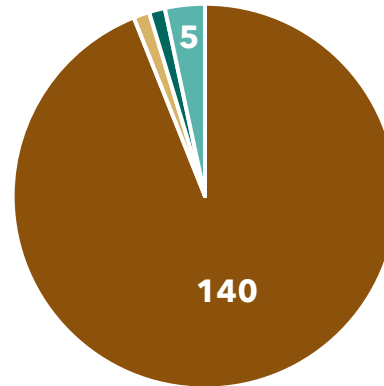
# RESPONSE BREAKDOWN

■ STA 1 ■ STA 3 ■ STA 4 ■ STA 5 ■ STA 6

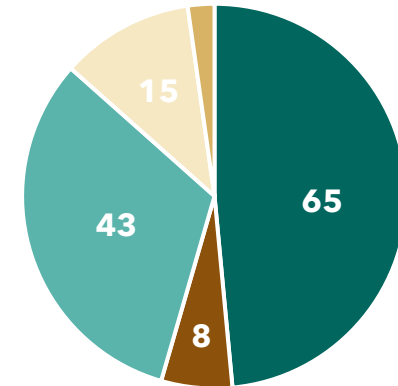
Station 1 Responses



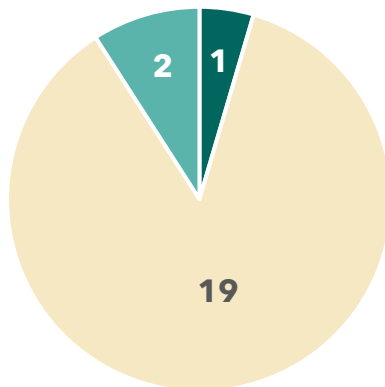
Station 3 Responses



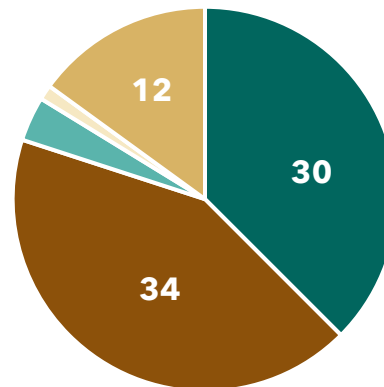
Station 4 Responses



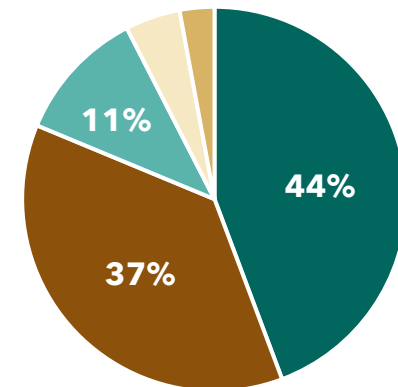
Station 5 Responses



Station 6 Responses



Total Call Volume



# RESPONSE TIMES

## DISPATCH HANDLING TIME

Median of Dispatch Notified Alarm Handling Time: **00:00:44**  
Average of Dispatch Notified Alarm Handling Time: **00:02:05**  
90<sup>th</sup> Percentile Dispatch Notified Alarm Handling Time: **00:01:27**

*June 2024: Median: **00:00:44**  
Average: **00:02:09**  
90<sup>th</sup> Percentile: **00:01:36***

## TURNOUT TIME

Median Turnout Time: **00:01:33**  
Average Turnout Time: **00:01:37**  
90<sup>th</sup> Percentile Turnout Time: **00:02:22**

*June 2024: Median: **00:01:44**  
Average: **00:01:46**  
90<sup>th</sup> Percentile: **00:02:34***

## TOTAL RESPONSE TIME

Median of Total Response Time: **00:06:18**  
Average of Total Response Time: **00:08:44**  
90<sup>th</sup> Percentile Total Response Time: **00:12:50**

*June 2024: Median: **00:06:47**  
Average: **00:09:00**  
90<sup>th</sup> Percentile: **00:11:57***

## UNIT TRAVEL TIME

Median Unit Travel Time: **00:04:19**  
Average Unit Travel Time: **00:05:58**  
90<sup>th</sup> Percentile Unit Travel Time: **00:11:30**

*June 2024: Median: **00:04:20**  
Average: **00:05:51**  
90<sup>th</sup> Percentile: **00:12:01***

*\*Median and 90<sup>th</sup> Percentile are industry standard measures.*

# RESPONSE TIMES

## AMBULANCE TOTAL EMS EMERGENT RESPONSE TIME

Median Total Ambulance Response Time: **00:06:17**

Average Total Ambulance Response Time: **00:07:26**

90<sup>th</sup> Percentile Total Ambulance Response Time: **00:12:24**

*June 2024: Median: **00:06:50***

*Average: **00:07:57***

*90<sup>th</sup> Percentile: **00:11:50***

## TOTAL EMS AMBULANCE ROAD TIME

Median Total Ambulance Road Time: **01:21:37**

Average Total Ambulance Road Time: **01:23:50**

90<sup>th</sup> Percentile Total Ambulance Road Time: **02:24:23**

*June 2024: Median: **01:19:25***

*Average: **01:25:40***

*90<sup>th</sup> Percentile: **02:30:10***

## EMERGENCY DISPATCH SERVICES AGREEMENT

This Emergency Dispatch Services Agreement (this "Agreement") is made and entered into as of July 1<sup>st</sup>, 2025, by and between the City of Cottonwood, an Arizona municipal corporation ("Cottonwood"), and Sedona Fire District, an Arizona fire district ("Subscriber"). Cottonwood and Subscriber are the only parties to this Agreement; they are each a "party," and together they are the "parties."

### RECITALS

WHEREAS, Cottonwood operates, manages, and maintains a public safety/emergency services dispatching facility, emergency communications systems, dispatching console, telephone and recording equipment, and qualified dispatching personnel necessary for the operation of an emergency dispatch center; and

WHEREAS, Subscriber has elected to have the City provide emergency dispatching services for all calls for service occurring within Subscriber's jurisdiction/service area during the term of this Agreement; and

WHEREAS, The City agrees to provide emergency dispatch services to Subscriber in accordance with the terms of this Agreement; and

WHEREAS, both parties are authorized to enter into intergovernmental agreements for joint or cooperative action pursuant to A.R.S. 11 -951 through § 11-954; and

WHEREAS, this Agreement is entered into for the benefit of the parties, and shall not be construed to be for the benefit of any third party, or to create a third-party beneficiary status as to any other person, interest, or entity.

### AGREEMENT

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated as though fully set forth below, and of the mutual promises and covenants contained herein, the parties hereby agree as follows:

- I. During the Term of this Agreement, Cottonwood shall use its best professional efforts to:
  - A. Dispatch manpower and/or apparatus within one (1) minute of receiving any call for emergency medical, fire, and/or priority-one police service within Subscriber's service area/jurisdiction, in compliance with any applicable dispatch standards and protocols then in effect;
  - B. Perform a daily test of its radio systems in a manner agreed upon between Cottonwood and Subscriber;
  - C. Be responsible for the installation and maintenance of the systems and equipment located at its dispatch center, provided, however, that Subscriber may (and/or may be required to), with the agreement of Cottonwood, provide for the installation on Cottonwood property of any additional equipment that may be necessary to carry out the purposes of this Agreement, which equipment shall remain the property of Subscriber, and which Subscriber shall be responsible for maintaining, repairing and/or replacing, as necessary. Cottonwood may, with the agreement of Subscriber, install necessary communications equipment on Subscriber property and Cottonwood shall be responsible for maintaining, repairing and/or replacing such equipment as necessary;
  - D. Provide a line level interface located at Cottonwood Dispatch Center for interconnection to Subscriber's equipment. This interface will provide the following industry standard formats, 4-Wire

E&M, 4-Wire tone control, and 2-Wire tone control. Cottonwood will provide two radio console interfaces (one "working" channel, one "tactical" channel) per Subscriber. Cottonwood may approve and provide additional interfaces to a Subscriber for an additional negotiated charge. Each interface will be recorded by Cottonwood Dispatch Center. Any subscriber requested items that require additional capacity upgrades to existing Cottonwood equipment shall be charged to Subscriber but said upgrades shall become property of Cottonwood;

E. Use its best professional efforts to maintain radio contact with, and monitor the operational status of, responding personnel and units (including those of Subscriber as well as any automatic or mutual aid responding units) through the duration of all responses;

F. Monitor and document all Subscriber units and related units on an incident for the creation of an Incident Report. This report will include information on the call, unit status and times, and any pertinent emergency medical dispatching information;

G. Monitor and record all Subscriber radio transmissions generated on Subscriber's main dispatch channel and all telephonic transmissions on emergency lines represented in the dispatch center. All recordings shall be maintained for the minimum timeframe established by law, or for such longer period as may be agreed to by the parties;

H. Provide copies of Subscriber's incident reports generated through Cottonwood's system;

I. Provide basic GIS services limited to updating CAD with Subscriber provided GIS information necessary to facilitate dispatching Subscriber's units. Additional GIS services may be provided at additional charge as agreed upon by the parties;

J. Provide copies or any and all available recordings of radio channels and phone lines as may be requested by Subscriber;

K. Provide or assist Subscriber in creating custom reports within Cottonwood's capabilities and as agreed upon by the parties; and

L. Maintain a reverse 911 system that will be available to Subscriber for use during an actual emergency or for non-emergency use with the approval of the Cottonwood Police Chief, Fire Chief, and/or City Manager.

II. Subscriber shall establish a phone number separate from that of the Dispatch Center for administrative and non-emergency calls, to be answered at its facility, and shall publish and advertise the same.

III. Indemnification. To the fullest extent allowed by law, each Party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other Party (as "indemnitee") for, from, and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (collectively, "claims") arising out of the performance of this Agreement, but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers. In the event of concurrent liability, the parties shall have the right of contribution from each other to the extent allowed by law. This indemnification provision shall survive the termination of this agreement.

IV. Insurance. Cottonwood and Subscriber shall each provide and maintain liability insurance coverage of at least \$2,000,000 per occurrence and \$5,000,000 in the aggregate. Each said insurance policy shall name the other party as an additional insured. Each party shall deliver to the other a certificate of insurance in a

form satisfactory to the other party. Such policies shall provide for thirty (30) days written notice to the other party prior to cancellation.

V. Fees. In exchange for the services described herein, Subscriber shall pay Cottonwood an annual fee of \$347,621.00, commencing on, July 1<sup>st</sup>, 2025, with one-twelfth of such fee being due and payable monthly, on or before the 5th of the month. This fee shall increase by a fixed five percent (5%) annually, unless otherwise agreed to by the parties.

VI. Term. This Agreement shall become effective on July 1, 2025 (the commencement date") and shall continue in effect until June 30, 2027. No later than 90 days before the termination date, the parties shall meet to discuss the terms of any future extension of this Agreement.

VII. Either party may cancel this Agreement pursuant to the provisions of A.R.S. §38-511, which are hereby incorporated into this Agreement as if fully set forth herein. In addition, Subscriber may cancel its participation in this Agreement at any time by providing Cottonwood with at least 180 days prior written notice.

VIII. Subscriber is responsible for maintenance and system improvements to its own equipment. If Cottonwood utilizes improved technology, Subscriber will upgrade its equipment to the same level of technology as soon as reasonably practicable under the circumstances.

IX. The parties acknowledge that this Agreement is not intended for the benefit of any third party, and shall not be construed as a third-party beneficiary contract.

X. Should any provision of this Agreement be found unlawful or unenforceable, it shall be stricken, and the balance of the Agreement shall remain in full force and effect; provided, however, that in the event the stricken portion makes it impractical or impossible for either party to perform their responsibilities under this Agreement, then it shall terminate, and the parties shall be responsible for payment of their share of operating costs through the date of termination.

XI. The Parties warrant that they comply with all state and federal laws, rules and regulations which mandate that all persons, regardless of race, color, creed, religion, sex, genetic information, age, national origin, disability, familial status or political affiliation shall be afforded equal access to employment opportunities, including but not limited to the Americans with Disabilities Act. The parties shall take affirmative action to ensure that it will not participate either directly or indirectly in any form of discrimination prohibited by or pursuant to Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Section 109 of the Housing and Community Development Act of 1974; the Age Discrimination Act of 1975; or the Genetic Information Nondiscrimination Act of 2008.

XII. Legal Arizona Workers Act Compliance: Both parties are required to comply with A.R.S. §41-4401, and hereby warrant that they will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to the employment of their respective employees, the requirements of A.R.S. §41-4401, and with the verification requirements of A.R.S. §23-214(A) (together the "state and federal immigration laws"). The parties further agree to ensure that each subcontractor that performs any work under this Agreement likewise complies with the state and federal immigration laws.

A breach of a warranty regarding compliance with the state and federal immigration laws shall be deemed a material breach of the Agreement and the party who breaches may be subject to penalties up to and including termination of the Agreement. Each party retains the legal right to inspect the papers of any contractor or subcontract employee of the other working under the terms of the Agreement to ensure that the other party is complying with the warranties regarding compliance with the state and federal immigration laws.

XIII. This Agreement in no way restricts either party from participating in similar activities with other public or private agencies, organizations, and individuals.

XIV. Any provisions of this Agreement which require the City to expend funds shall be effective when funds are appropriated for this Agreement and are actually available for payment. The City shall be the sole judge and authority in determining the availability of funds under this Agreement, and shall keep the Subscriber fully informed as to the availability of funds for this Agreement. Any obligation of the City under this Agreement is a current expense and payable exclusively from annual appropriations and not a general obligation or indebtedness of the City. If the City Council fails to appropriate money sufficient to fund City obligations set forth in this Agreement, this Agreement shall terminate at the end of the then-current fiscal year, and the City and the Subscriber shall be relieved of any subsequent obligation under this Agreement.

XV. It is clearly understood that each Party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one Party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. This Agreement does not give either party the authority to supervise or control the actual work of the other party, its employees, or its subcontractors. Each party shall determine the time of its performance of the services provided under this Agreement so long as it satisfies its obligations under this Agreement. The parties do not intend to nor will they combine business operations under this Agreement.

XVI. This Agreement shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the parties hereto. This Agreement is the result of negotiations between, and has been reviewed by, each of the parties hereto and their respective counsel. Accordingly, this Agreement shall be deemed to be the product of all of the parties hereto, and no ambiguity shall be construed in favor of, or against any one of, the parties hereto.

XVII. This Agreement shall be construed and interpreted under the laws of Arizona, and any litigation under this Agreement shall be commenced in Yavapai County.

XVIII. The parties agree to make use of mediation and/or another form of alternative dispute resolution prior to commencing litigation, except in cases where a party reasonably determines that it would be futile to do so.

XIX. Subscriber reserves the right to cancel this Agreement upon 30 days prior written notice in the event that sufficient funds are not appropriated and allotted to satisfy its obligations as set forth in this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first set forth above.

CITY OF COTTONWOOD:

SEDONA FIRE DISTRICT:

By: Ann Shaw  
Ann Shaw, Mayor

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

ATTEST:

ATTEST:

By: Tami Mayes  
Tami Mayes, City Clerk

By: \_\_\_\_\_  
\_\_\_\_\_, Clerk

APPROVED AS TO FORM:

John A. Gaylord  
John A. Gaylord, City Attorney

\_\_\_\_\_  
\_\_\_\_\_, Attorney



**SEDONA FIRE DISTRICT  
FIRE BOARD AGENDA COMMUNICATION**

*Submitted by* Schwisow/Motz *Date:* June 30, 2025

<b>SUBJECT:</b> Telecom Air Conditioning Project	<b>BOARD MEETING DATE:</b> July 8, 2025
<b>AGENDA ITEM #:</b> III.D.2	<b>DIVISION / SECTION:</b> Telecomm
<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 checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

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

**ISSUE:** Replacement of outdated air conditioning units in Telecom buildings at tower sites and server rooms.

**BACKGROUND:** The air conditioning units at our tower sites are critical to keeping radio and IT equipment cool and functioning. The equipment generates significant heat in enclosed environments – so much so that we do not have heating capabilities at these locations. All tower sites have two units installed on communications shelters as an industry standard to ensure there is a backup in case of a primary system failure. Current air conditioning units have surpassed their service life by several years with limited support and some units approaching 20-25 years of service. The current life cycle of support is approximately 15 years.

**FINANCIAL PERSPECTIVE:** This replacement project was budgeted in Fiscal Year 2025. Unfortunately, with ongoing projects and lead times to obtain an actual quote, this process took significantly longer than anticipated. We now have quotes and are ready to move forward with the project under capital improvement.

**PROS & CONS:** The need to keep our electronic equipment cooled and functioning is paramount to operational readiness and ability to communicate both routinely and during emergency responses. I see no Cons to this issue.

**INTERNAL PROCESS PERSPECTIVE:** This project has been recognized as a critical need for some time; we are finally able to complete this project and help SFD succeed for many years to come. This will also ensure our new equipment to be installed as part of the radio system upgrade will be adequately protected from damage due to overheating.

**BOARD ATTORNEY APPROVAL:** With the inclusion of the Small Contracts Addendum

**FIRE CHIEF RECOMMENDATION:** I recommend approval of this Requisition.

**FINANCE SECTION APPROVAL:** The HVAC Company is using ASU single trade AZ state contract #212301 for “best price” guarantee. The total quoted price for the units and installation is \$171,272.78. We will be utilizing the boom on the shop truck for some of the installations, but will also need a crane for a couple of the sites. They did not include the cost of the crane (when needed) as part of the quote since it is easier and less expensive for SFD to coordinate that piece. I recommend a not-to-exceed price of \$189,000.

**MOTION:** I move to approve Requisition #10208 with The HVAC Company for Telecomm sites’ air conditioning unit replacements at Fire Station 4, Airport Mesa, Schnebly Hill and Mingus Mountain in an amount not-to-exceed \$189,000 (including the State-Required Small Contracts Addendum).

**ATTACHMENTS:** Requisition #10208, Quotes for AC Unit Replacements at Fire Station 4, Airport Mesa, Schnebly Hill and Mingus Mountain

**REQUISITION**

REQ10208

07-01-2025



**SEDONA  
FIRE  
DISTRICT**

**Vendor**  
The HVAC Company  
3120 W Carefree Hwy, Ste 1817  
Phoenix, AZ 85086  
United States  
4806878081

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

**Delivery Date**  
07-01-2025

#	Item & Description	G/L Account	Custom Fields	Qty	U/M	Rate	Amount
1	<p><b>Fire Station 4 - Quote 11590 - State Contract - 212301 Remove 4 old HVAC, provide and install 4 new mini-split systems</b></p> <p>Remove four old HVAC units at Fire Station 4, provide, install and test 4 new Mini-Split HVAC units at Fire Station 4.</p>	<p><b>Communications/IT Support: Computer Equipment &amp; Support</b> Account # 6310</p>	<p><b>Location</b> Station 1</p> <p><b>Department</b> 307-Telecommunications</p> <p><b>Requestor</b> Bob Motz</p>	1	EA	\$61,302.38	\$61,302.38
2	<p><b>Sedona Airport- SFD Radio Building - Quote 11589 - State Contract - remove 2 old mini-split HVAC units, provide and install 2 new mini-split HVAC Units</b></p> <p>SFD Sedona Airport radio building - remove 2 old mini-split HVAC units, provide, install and test, 2 new mini-split HVAC units.</p>	<p><b>Communications/IT Support: Computer Equipment &amp; Support</b> Account # 6310</p>	<p><b>Location</b> Station 1</p> <p><b>Department</b> 307-Telecommunications</p> <p><b>Requestor</b> Bob Motz</p>	1	EA	\$21,793.53	\$21,793.53
3	<p><b>SFD Mingus Mtn Radio Building - Quote - 11588- State Contract - 212301- Remove 2 old HVAC units, provide and install 2 New HVAC Units</b></p> <p>SFD Mingus Mtn Radio Building - remove 2 old HVAC units, provide, install and test 2 new HVAC units</p>	<p><b>Communications/IT Support: Computer Equipment &amp; Support</b> Account # 6310</p>	<p><b>Location</b> Station 1</p> <p><b>Department</b> 307-Telecommunications</p> <p><b>Requestor</b> Bob Motz</p>	1	EA	\$45,077.85	\$45,077.85
4	<p><b>SFD Schnebly Hill Radio Building - Quote - 11587 - State Contract - 212301 - Remove 2 HVAC units, provide and install 2 new HVAC units</b></p> <p>SFD Schnebly Hill Radio Building - remove 2 old HVAC units, provide, install and test 2 new HVAC units</p>	<p><b>Communications/IT Support: Computer Equipment &amp; Support</b> Account # 6310</p>	<p><b>Location</b> Station 1</p> <p><b>Department</b> 307-Telecommunications</p> <p><b>Requestor</b> Bob Motz</p>	1	EA	\$43,099.12	\$43,099.12

**Tax:** \$16,870.38  
**Total:** \$188,143.26

**Ordered By:** Bob Motz

**Requisition Approved By:**

**REQ10208:**  
Is pending approval from Ed Mezulis  
Bob Motz on 07-01-2025 at 10.21am



3120 W Carefree Hwy, Suite #1817, Phoenix, AZ, 85086 \* 480-687-8081

<p>Attn: Scott Schwisow          Phone: 928-301-0895          Email: <a href="mailto:sschwisow@sedonafire.org">sschwisow@sedonafire.org</a>          Company: Sedona Fire District          Address: 2860 Southwest Drive, Sedona, AZ 86336</p>	<p>Date: Jun 27, 2025          Re: Fire Station #4   Replace (4) AC Units          Property: Sedona Fire Station 4          Address: 391 Forest Road, Sedona, AZ 86336</p>
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The HVAC Company is pleased to offer our proposal for the referenced work:

### SCOPE:

ASU Single Trade State Contract | #212301

Remove and replace EUBANK Model # V436BOOA1 | Serial # BF03595 (2007).

Install New BARD W36AFA05XP4XXJ | AC 3.0T 230/1, R454B; Right; 11EER, 05KW, X BFAD; 2" dispos M8 filter, Gray; J Control Module, BARD Spec #S3656.

Remove and replace Mini Split Model # AQU36RLXB | Serial # FTNO 41959 (2009)

Install New Carrier 37MARAQ36AA3 / 45MAHAQ3

Remove and replace MARVAIR Model # AVPA60AC | Serial # BH-F15735 | 5.0T AC (2005)

Install Bard W60AFA05XP4XXJ | AC 5.0T 230/1 R454B; Front; 1EER, 05KW, X BFAD; 2" dispos M8 filter; Gray; J Control Module, BARD Spec #S3656.

Remove and replace Mini Split Model # AQU36RLXB | Serial # FTNO 41958 (2009)

Install Carrier 37MARAQ36AA3 / 45MAHAQ3

Carrier Mini-Split Equipment:

Remove and dispose of old equipment.

Install new Mini-split systems with stands or wall brackets as needed.

Replace copper line sets and install new PVC line set covers where needed.

Includes new fused disconnect and reconnect to existing electrical feeders.

Start-up & check proper operation.

Warranty: 1-year Parts & Labor; 10-year Compressor (Parts Only).

Lead Time: equipment is currently in local stock; subject to prior sale.

BARD Equipment:

Lifting (hoist/crane) by Sedona Fire or others; not included in this scope.

Includes disconnect and reconnect to existing electrical feeders with new fused disconnects.

Reconnect to existing condensate system.

Reconnect to existing controls.

Start-up & check proper operation.

Warranty: BARD - Shelters (telecommunication, electric switch stations or pump stations)

- 1-year Functional Parts.
- 5-year Compressor (Parts Only).
- 5-year Sealed System.
- 1-year Labor.

Availability: 3.5 Ton systems, currently in stock; subject to prior sale.

Exclusions: permits & engineering; premium labor, hoist/crane and any other items not specified herein.

<b>Total Proposal as Outlined Above.....</b>	<b>\$61,302.28</b>
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Our goal is to provide quality work at a competitive price. We will accomplish this by performing efficiently, timely, safely and to your complete and total satisfaction. Thank you for allowing us to proceed by authorizing the work in the space provided below. Lead times on parts and equipment available upon request and are subject to change based on availability at time of approval.

**Sincerely,**  
**The HVAC Company**

**ACCEPTANCE OF PROPOSAL**

- This proposal represents the entire agreement between the parties. There are no representations, promises or other understandings unless expressly included herein.
- Estimate valid for 15 days from the issue date. Payment terms are net 30 days, subject to a 5% late charge and a separate 1.5% interest charge on the outstanding delinquent balance compounded monthly.
- Our offer is predicated upon a clear and accessible area that will be made available by others, where our work is to be performed.
- Unless noted in the specific inclusions, our work will be performed during our normal working hours.
- Further examination of work may necessitate a change in scope.

**SPECIFIC EXCLUSIONS:**

Permits & engineering; premium labor and any items not specified herein.

<b>Approved by:</b>	
<b>Approval Signature:</b>	
<b>Date:</b>	
<b>PO# or Payment Method:</b>	



3120 W Carefree Hwy, Suite #1817, Phoenix, AZ, 85086 \* 480-687-8081

Attn: Scott Schwisow Phone: 928-301-0895 Email: ssschwisow@sedonafire.org Company: Sedona Fire District Address: 2860 Southwest Drive, Sedona, AZ 86336	Date: Jun 27, 2025 Re: Airport - Remote Mesa   Replace (2) AC Units Property: Sedona Airport Tower (Remote Mesa) Address: 483 Airport Rd, Sedona, AZ 86336
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The HVAC Company is pleased to offer our proposal for the referenced work:

**SCOPE:**

ASU Single Trade State Contract | #212301

Remove and replace Mini-split Model # 24H46ZOMI | Serial # 244-1406-C (2006 Unit).  
 Install Carrier 37MARAQ24AA3 / 45MAHAQ24XA3.

Remove and replace Mini-split Model # 24H46ZIMI | Serial # 244-1405-C (2005 Unit).  
 Install Carrier 37MARAQ24AA3 / 45MAHAQ24XA3.

Carrier Mini-Split Equipment:

- Remove and dispose of old equipment.
- Install new mini-split systems with stands or wall brackets as needed.
- Replace copper line sets and install new PVC line set covers where needed.
- Includes new fused disconnect; reconnect to existing electrical feeders.
- Start-up and check proper operation.

Warranty: 1-year Parts & Labor; 10-year Compressor (Parts Only).

Lead Time: equipment is currently in local stock; subject to prior sale.

Exclusions: permits & engineering; premium labor and any other items not specified herein.

<b>Total Proposal as Outlined Above.....</b>	<b>\$21,793.53</b>
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Our goal is to provide quality work at a competitive price. We will accomplish this by performing efficiently, timely, safely and to your complete and total satisfaction. Thank you for allowing us to proceed by authorizing the work in the space provided below. Lead times on parts and equipment available upon request and are subject to change based on availability at time of approval.

Sincerely,  
**The HVAC Company**

**ACCEPTANCE OF PROPOSAL**

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- Our offer is predicated upon a clear and accessible area that will be made available by others, where our work is to be performed.
- Unless noted in the specific inclusions, our work will be performed during our normal working hours.
- Further examination of work may necessitate a change in scope.

**SPECIFIC EXCLUSIONS:**

Permits & engineering; premium labor and any items not specified herein.

<b>Approved by:</b>	
<b>Approval Signature:</b>	
<b>Date:</b>	
<b>PO# or Payment Method:</b>	



3120 W Carefree Hwy, Suite #1817, Phoenix, AZ, 85086 \* 480-687-8081

<p>Attn: Scott Schwisow                  Phone:928-301-0895                  Email: ssschwisow@sedonafire.org                  Company: Sedona Fire District                  Address: 2860 Southwest Drive, Sedona, AZ                  86336</p>	<p>Date: Jun 27, 2025                  Re: Schnebly Hill   Relace (2) AC Units                  Property: Schnebly Hill                  Address: Coconino National Forest, Arizona,                  Sedona, AZ 86336</p>
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The HVAC Company is pleased to offer our proposal for the referenced work:

**SCOPE:**

ASU Single Trade State Contract | #212301

Remove and replace BARD Model # W42A1-A10 | Serial # 318K10272 (Incomplete Serial #) | 3.5T AC, 10KW strip heat, low ambient control (2002).

Install BARD W42AFA10XP4XXJ | AC 3.5T 230/1, R454B, Front; 11EER, 10KW, X BFAD; 2" dispos M8 Filter, Gray; J Control Module; BARD Spec #S3656.

Remove and replace BARD Model # W42A1-A10 | Serial # 318K10272 (Incomplete Serial #) | 3.5T AC, 10KW strip heat, low ambient control (2002).

Install BARD W42AFA10XP4XXJ | AC 3.5T 230/1, R454B; Front; 11EER, 10KW, X BFAD; 2" dispos M8 Filter, Gray; J Control Module; BARD Spec #S3656.

Lifting (hoist/crane) by Sedona Fire or others; not included in this scope.

Includes disconnect and reconnect to existing electrical feeders with new fused disconnects.

Reconnect to existing condensate system.

Reconnect to existing controls.

Start-up and check proper operation.

Warranty: BARD - Shelters (telecommunication, electric switch stations or pump stations)

- 1-year Functional Parts.
- 5-year Compressor (Parts Only).
- 5-year Sealed System.
- 1-year Labor.

Lead Time: 3.5T systems currently in local stock; subject to prior sale.

Exclusions: permits & engineering; premium labor; hoist/crane and any other items not specified herein.

<p>Total Proposal as Outlined Above.....</p>	<p>\$43,099.12</p>
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Our goal is to provide quality work at a competitive price. We will accomplish this by performing efficiently, timely, safely and to your complete and total satisfaction. Thank you for allowing us to proceed by authorizing the work in the space provided below. Lead times

on parts and equipment available upon request and are subject to change based on availability at time of approval.

**Sincerely,**  
**The HVAC Company**

**ACCEPTANCE OF PROPOSAL**

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- Our offer is predicated upon a clear and accessible area that will be made available by others, where our work is to be performed.
- Unless noted in the specific inclusions, our work will be performed during our normal working hours.
- Further examination of work may necessitate a change in scope.

**SPECIFIC EXCLUSIONS:**

Permits & engineering; premium labor and any items not specified herein.

<b>Approved by:</b>	
<b>Approval Signature:</b>	
<b>Date:</b>	
<b>PO# or Payment Method:</b>	



3120 W Carefree Hwy, Suite #1817, Phoenix, AZ, 85086 \* 480-687-8081

<p>Attn: Scott Schwisow                  Phone: 928-301-0895                  Email: <a href="mailto:sschwisow@sedonafire.org">sschwisow@sedonafire.org</a>                  Company: Sedona Fire District                  Address: 2860 Southwest Drive, Sedona, AZ 86336</p>	<p>Date: Jun 27, 2025                  Re: Mingus Mountain   Replace (2) AC Units                  Property: Mingus Mountain                  Address: 8350 W Forest Service Rd 104A, Clarkdale, AZ 86331</p>
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The HVAC Company is pleased to offer our proposal for the referenced work:

**SCOPE:**

ASU Single Trade State Contract | #212301

Remove and replace 3.5T BARD WA42A1-A10 | SR#EB21532 (1998).

Install BARD W42AFA10XP4XXJ AC | 3.5T 230/1, R454B; Front; 11EER, 10KW, X BFAD; 2" dispos M8 Filter, Gray; J Control Module; BARD Spec #S3656.

Remove and dispose of National Coil H460BOOB | SR# Unknown (2002).

Install BARD W60AFA05XP4XXJ AC | 5.0T 230/1, R454B, Front; 11EER, 05KW, X BFAD; 2" dispos M8 Filter, Gray; J Control Module, BARD Spec #S3656.

Lifting (hoist/crane) by Sedona Fire or others; not included in this scope.

Includes disconnect and reconnect to existing electrical feeders with new fused disconnects.

Reconnect to existing condensate system.

Reconnect to existing controls.

Start-up and check proper operation.

Warranty: BARD - Shelters (telecommunication, electric switch stations or pump stations)

- 1-year Functional Parts.
- 5-year Compressor (Parts Only).
- 5-year Sealed System.
- 1-year Labor.

Lead Time: 3.5T system currently in stock; subject to prior sale. 5T system 14-16 weeks plus shipping at the time of this estimate.

Exclusions: permits & engineering; premium labor; hoist/crane and any other items not specified herein.

<p><b>Total Proposal as Outlined Above.....</b></p>	<p><b>\$45,077.85</b></p>
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Our goal is to provide quality work at a competitive price. We will accomplish this by performing efficiently, timely, safely and to your complete and total satisfaction. Thank you for allowing us to proceed by authorizing the work in the space provided below. Lead times on parts and equipment available upon request and are subject to change based on availability at time of approval.

Sincerely,  
 The HVAC Company

**ACCEPTANCE OF PROPOSAL**

- This proposal represents the entire agreement between the parties. There are no representations, promises or other understandings unless expressly included herein.
- Estimate valid for 15 days from the issue date. Payment terms are net 30 days, subject to a 5% late charge and a separate 1.5% interest charge on the outstanding delinquent balance compounded monthly.
- Our offer is predicated upon a clear and accessible area that will be made available by others, where our work is to be performed.
- Unless noted in the specific inclusions, our work will be performed during our normal working hours.
- Further examination of work may necessitate a change in scope.

**SPECIFIC EXCLUSIONS:**

Permits & engineering; premium labor and any items not specified herein.

<b>Approved by:</b>	
<b>Approval Signature:</b>	
<b>Date:</b>	
<b>PO# or Payment Method:</b>	

ADDENDUM TO AGREEMENT  
(MATERIALS VENDORS)

This Addendum, made and entered into effective this   1   day of   July  , 2025, is added to that certain Agreement dated the   1   day of   July  , 2025, by and between Sedona Fire District, a political subdivision of the state of Arizona (hereinafter “SFD”) and   The HVAC Company   (hereinafter “Vendor”), to include the following provisions, the same as if said provisions were contained in the body of said document.

1. Termination: SFD may terminate this Agreement pursuant to the provisions of A.R.S. §38-511.
2. Non-Discrimination: Vendor warrants that it complies with any state and federal laws, rules and regulations which mandate that all persons, regardless of race, color, creed, religion, sex, genetic information, age, national origin, disability, familial status or political affiliation, shall have equal access to employment opportunities, including but not limited to the Americans with Disabilities Act. The Vendor shall take affirmative action to ensure that it will not participate either directly or indirectly in the discrimination prohibited by or pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1975, Genetic Information Nondiscrimination Act of 2008.
3. Non-appropriation: This Agreement shall be subject to available funding for SFD, and nothing in this Agreement shall bind SFD to payment for damages in excess of funds appropriated and allotted for the purposes outlined in this Agreement.
4. Third Party Antitrust Violations: Vendor assigns to SFD any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to Vendor toward fulfillment of this Agreement.
5. Other Agreements: This Agreement in no way restricts either party from participating in similar activities with other public or private agencies, organizations, and individuals.
6. Limitations: Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties.
7. Interpretation: This Agreement shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the parties hereto. This Agreement is the result of negotiations between, and has been reviewed by, each of the parties hereto and their respective counsel. Accordingly, this Agreement shall be deemed to be the product of all of the parties hereto, and no ambiguity shall be construed in favor of, or against any one of, the parties hereto.
8. Governing Law: This Agreement shall be construed and interpreted under the laws of Arizona.

9. Arbitration: To the extent permitted, the parties agree to resolve any dispute arising out of this Agreement by arbitration, making use of the Uniform Rules of Arbitration as adopted by the State of Arizona.
10. Vendor Certification Anti-Israeli Provision: To the extent applicable, with regard to any contract with a value of \$100,000 or more, the Vendor certifies that it does not currently and agrees for the duration of the contract that it will not, engage in a boycott of goods or services from Israel. The Vendor further certifies that no wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of the Vendor (if any) are currently engaged in a boycott of Israel. The Vendor further and additionally agrees that for the duration of this Agreement, neither Vendor, nor any wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates with the Vendor (if any) shall engage in a boycott of Israel.

"Boycott of Israel" shall mean engaging in a refusal to deal, terminating business activities, or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either: (a) in compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 U.S.C, § 4607(c) applies; or (b) in a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.

11. Vendor Certification Forced Labor of Ethnic Uyghurs: To the extent applicable, Vendor certifies that it does not currently, and agrees for the duration of the contract that it will not use: (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; (3) any vendors, sub-vendors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If the Vendor becomes aware during the term of the contract that it is not in compliance with this certification, the Vendor shall notify SFD within five days of becoming aware of the noncompliance. If the Vendor does not provide the public entity with a written certification that the company has remedied the noncompliance within one hundred eighty days after notifying the public entity of the noncompliance, the contract shall terminate.

This Addendum shall be effective on and from the day and year first above written. To the extent this Addendum conflicts with or is inconsistent with any term of the original Agreement referenced above, this Addendum shall control. In all other respects and manner, the original Agreement entered into by and between the parties shall remain in full force and effect.

PASSED, APPROVED AND ADOPTED by the Governing Board of the Sedona Fire District this \_\_\_ day of \_\_\_\_\_, 2025.

SEDONA FIRE DISTRICT, a political subdivision of the  
State of Arizona

By: \_\_\_\_\_  
Board Chair

ATTEST:

\_\_\_\_\_  
Board Clerk

VENDOR

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_