



Sedona Fire District

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SPECIAL BOARD MEETING

Station #1 • 2860 Southwest Drive • Sedona • Multi-purpose Room
Monday, July 14, 2025 • 11:00 AM

MINUTES

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 Special Meeting of the Sedona Fire District (SFD) was called to order by Board Chair Helen McNeal at 11:00 AM on Monday, July 14, 2025. A quorum of the Board was present and the meeting, having been duly convened, proceeded with business.

Board Present: Helen McNeal, Chair; Corrie Cooperman, Clerk; Diana Christensen, Lance Waldrop, Scott Springett, Members.

Others Present: Ed Mezulis, Fire Chief; Ellyse Deldin, Administrative Manager; Christi Weigand, Executive Assistant to the Fire Chief; Scott Schwisow, Facilities Coordinator; Jeff Wassell, Battalion Chief; Keona Freeman, Human Resources Manager; Gwen Witherspoon, Human Resources Specialist; Greg Eberlein, Captain; Bill Whittington, Board Attorney.

Ms. McNeal led the Pledge of Allegiance.

II. BUSINESS SESSION

- A. **Discussion and Possible Action re: Possible selection of a CMAR service provider and possible selection of provider of Architectural Services in conjunction with the Station 4 construction project; possible instructions for and approval of contracts relating to the same; possible approval of Board Resolution #2025-02 relating to the same.**

Fire Chief, Ed Mezulis, reviewed the RFQ process with the Board (Document: Station 4 RFQ Process Executive Summary, hereinafter "RFQ Summary"). The process was open to the public for a one-month period, beginning on April 30th, 2025 (Phase 1). Chief Mezulis explained that a public purchase portal was used to reach a broad number of vendors in multiple industries. Over 100 people accessed the RFQ packet, demonstrating there was successful wide reach. There were nine architectural and 11 construction manager at risk (CMAR) contractor submittals at the close of RFQ Phase 1 that ended in May 2025.

Chief Mezulis explained that packet submittals were evaluated in Phase 2 by (two) committees (CMAR and architectural) using different criteria (see RFQ Summary). Further considerations also included working knowledge of rural Arizona complexities that differ from larger counties and how to potentially mitigate noted challenges from other large municipal projects.

Four CMAR and three architectural firms were selected to move into Phase 3. The firms were asked to respond to specific questions and present information to the committees (see RFQ Summary). Chief Mezulis concluded by referring to the list of ranked recommended firms in the RFQ Summary.

Chair Helen McNeal asked the Board for questions. Ms. Cooperman asked who won. Chief Mezulis referred to the RFQ Summary and clarified that the committee recommendations were Core Construction, Inc. and LEA Architects, both listed as number one. Board Member Diana Christensen noted that the RFQ Summary lists who is (ranked) number one but does not indicate that they are the (committee) recommendations. Chief Mezulis agreed to add specified language to the document that would reflect the recommendations.

Board Clerk Corrie Cooperman further discussed highlights within the selection process. Community connection (understanding) and timeliness were notable considerations taken into account in the structural design, e.g., visiting businesses adjacent to the property and observing pedestrian and traffic flow. Chief Mezulis further emphasized committee considerations, to include articulating how and why a timeline could be achieved, the (firm's) investment of understanding the characteristics and complexity of the Jordan (Road) area, and thorough knowledge of municipal projects adjacent to the Station 4 property site.

Ms. McNeal then moved to approve Resolution #2025-02 for the selection of a construction manager at risk and an architectural services provider, in conjunction with the Fire Station 4 construction project and authorizing the Chief to enter into negotiation and preparation of related contracts with Core Construction, Inc. and LEA Architects; Board Member Lance Waldrop provided a second, and the motion was passed unanimously by the Board.

B. Discussion and Possible Action re: Possible vote to go into executive session for legal advice pursuant to A.R.S. § 38-431.03(A)(3) and to give instructions to legal counsel pursuant to A.R.S. § 38-431.03(A)(4), regarding possible selection and contract for construction manager at risk (CMAR) services and possible selection and contract for architectural services in regards to the Station 4 construction project.

Ms. McNeal suggested that it would be appropriate to enter into Executive Session to discuss the contracting process. Mr. Whittington cited legal advice pursuant to A.R.S. § 38-431.03(A)(3) and instructions to legal counsel pursuant to A.R.S. § 38-431.03(A)(4).

Ms. McNeal moved to go into Executive Session to discuss the contracting process and for legal advice pursuant to A.R.S. § 38-431.03(A)(3) and to give instructions to legal counsel pursuant to A.R.S. § 38-431.03(A)(4), as amended, at 11:21 AM; Mr. Waldrop seconded, and the motion was passed unanimously.

Chief Mezulis inquired if Ms. McNeal was opposed to the current audience remaining in the room for Executive Session. Ms. McNeal had no objection. Mr. Whittington advised that others may be invited, if their attendance is necessary and to indicate why, e.g., legal advice, appropriate training, as long as the record reflects it. Ms. McNeal clarified the reason for each of the attendees to remain in the Executive Session which included staff training purposes and individuals associated to the Station 4 RFQ.

C. Reconvene into public session (if executive session was held). Discussion/possible action re possible instructions to management and legal counsel relating to CMAR service contract and the architectural services contract pertaining to the Station 4 construction project.

The Public Session was reconvened at 11:37 AM. No further action was required. Ms. McNeal offered thanks to Chief Mezulis, Facilities Coordinator Scott Schwisow, staff, and the Board Members who

participated in the committees.

III. ADJOURNMENT

The meeting was then adjourned at 11:38 AM.

Corrie Cooperman, Board Clerk

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