



Sedona Fire District

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

REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Tuesday, October 18, 2022 / 4:30 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Pursuant to notice, a regular meeting of the Sedona Fire District (SFD) was called to order by Chairman Dave Soto at 4:30 PM on Tuesday, October 18, 2022. Executive Assistant, Kim Smathers recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

Board Present: Dave Soto – Chairman; Gene McCarthy – Clerk; Al Comello, Helen McNeal 9by Zoom), Janet Jablow – Members Others Present: Fire Chief Ed Mezulis; Director of Administrative Services Heidi Robinson; Gabe Buldra, JVG; Attorney William Whittington; Assistant Chief Jayson Coil (by Zoom); Battalion Chief Dave Cochrane (by Zoom); Executive Assistant Kim Smathers – Recorder.

A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers.

Chairman Dave Soto led the Pledge of Allegiance and Chief Ed Mezulis requested a Moment of Silence for the 11 Police Officers and 5 firefighters who passed away since the previous Board Meeting.

II. PRESENTATION OF AWARDS/STAFF RECOGNITION

A. Acknowledgment of Years of Service: Five-year pins were given to Kevin Ahlers and Seth Gaillard, to recognize their service. Caption Mark Rippy was given his 25 years of service pin. Chief Mezulis gave some background information on the honorees and the two who were present were recognized by the audience. Chairman Dave Soto thanked the employees for their dedicated service and shared some personal thoughts about their continued journey and bringing up those coming in behind them

B. New Firefighter Recognition – Badge Pinning

Four new firefighters had their badges pinned by family and friends and were honored during the Board Meeting. Firefighters Chaz Macari, Michael Pata, Jacob Schwisow, and Noah Stone were pinned by their family members and given words of wisdom by Chief Mezulis and Chairman Dave Soto. Chairman Soto welcomed the families of the new firefighters and their families to the SFD family and promised to support and assist as needed.

Board Chairman Soto adjourned the meeting for a 15minute recess for photos with the firefighters and their families, along with Board Members and Chief Mezulis. Chairman Soto reconvened the meeting at 5:01 p.m.

III. REGULAR BUSINESS MEETING

A. Public Forum:

Speakers are limited to three-minute oral presentations, but may submit written comments of any length for Board files. Board Members may not discuss items not specifically identified on the Agenda. Therefore, pursuant to ARS 38-431.01(H), Board action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.

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

There were no requests to speak.

B. Consent Agenda – Discussion/Possible Actions:

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

1. September 20, 2022 Special Meeting Minutes
2. Resolution #2022-02, Update Signer Names on County Accounts
3. Resolution #2022-03, Update Signer Names on Chase Bank Accounts
4. Resolution #2022-04 Update Signer Names on New York Community Bank Account

Board Chair Soto made a motion to approve the Consent Agenda, Board Member Comello seconded, there was no further discussion and the motion passed unanimously.

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

1. Discussion/Possible Action: Review and Approval of September 2022 Finance Report

Finance Director Buldra gave a presentation of the month and year-to-date standings of the financial aspects at SFD. Tax revenues came in at approximately \$265,000 but are expected to increase in October and November.

Personnel costs for wildland are over budget, but that is to be expected as billings have not gone out and those costs will be reimbursed by State Wildland.

There were some large expenditures for PPE and a couple of big items that needed to be fixed on apparatus, causing expenditures to be larger than expected.

Buldra reported that JVG and SFD are in the final stages of audit preparation and the auditors will be on-site at SFD the week of October 31, probably for one day.

Chairman Soto asked about the wildland revenues driving the overages in personnel costs and Mr. Buldra explained that it also covers backfilling the positions left open at SFD while the crew is out on wildland fire detail.

Chairman Soto made a motion to approve the August 2022 finance report as presented, Board Member McNeal seconded, there was no further discussion and the motion passed unanimously.

D. Staff Items:

1. September 2022 Monthly Fire Chief Report
 - a. Call Volume and Response Review – Fire Chief
 - Incident Summary and Year to Date Comparison
 - b. Administration Updates – Director of Administrative Services Heidi Robinson
 - News and Events – Red Cross Blood drive was held here 10/12. Receptionist Stephanie Knight is a dedicated donor and appreciates time to donate whenever they are on-site.
 - Staffing Updates – User tech position candidate screening continues and 2 interviewees from the last round will be having a follow up interview.
 - Upcoming – Halloween in Uptown, SFD will be having Haunted Ambulance and will tie into theme a PSA about donating blood.
Election Day is coming on November 8. While SFD does not have anything on the ballot, get out and vote.
Toys-For-Tots bike ride with Firefighter Mark Feeney. More details to come.
 - Mental Health Moment: Breast Cancer Awareness Month. T-shirts are still available for sale in reception.
 - c. Operations Activities – Assistant Chief Jayson Coil
Chief Coil briefed regarding the installation of the new phone system and the problems being

experienced with that installation. The deployment is not complete and SFD is still waiting on vital equipment to finalize the transfer. SFD continues to wait on switches and other vital equipment for the IT infrastructure upgrades. Keeping the old system functional is time consuming for personnel who are patching.

Interviews for Radio User Technicians continue, with 2 candidates going forward for additional interviews.

GIS, Matthew Spinelli, has completed all his SFD training and is busy designing work-flows and addressing issues with the GIS office. The large format plotter printer is broken and at the end of life. They are discussing how best to address the issue and need.

Chief Coil presented a slide to the board members detailing what calls look like coming into SFD from dispatch. The calls were written verbatim, so that they can see that adaptability on the part of SFD crews is vital due to the discrepancy of what is reported vs. what is actually found when crews arrive. Chief Coil spoke to the training required to be a Subject Matter Expert and presented that SFD crews ARE well trained and easily adapt to the situations, saying that there is no one right answer or set practice for handling calls and the environments are not static and can change at any time, speaking again to crew adaptability. All the Board Members noted that they really enjoyed seeing the information and Board Member Jablow asked that this become a regular reporting to the Board each month. Board Member Comello stated that it was very helpful to understand seeing it in this format.

Chief Coil also spoke to the City of Sedona Evacuation Plan and that he continues to attend meetings and the plan is moving forward, and should be ready for review and release in a couple of months.

Board Member McNeal stated, at this point in the meeting, that having seen tonight, the issues being experienced with IT and telecommunications, she would like to see the plans being implemented for improvement at the next Board meeting.

Chief Mezulis stated that the final report from Pegasus is due next week and that they are looking to provide a 10-year road map for implementing. He said that a good portion of the next Board meeting will be geared towards IT. Chief Mezulis said that he is making a priority of the issues and problems with the Multipurpose room for that very reason and has been taking bids, measurements, etc. for the improvement.

d. Community Risk Reduction Activities – Acting Fire Marshal Kirk Riddell

Acting Fire Marshal Kirk Riddell gave his first ever briefing to the Board. He spoke about consultations, plan reviews, new construction plans around Sedona, and water supply issues being addressed regarding vendors wanting to build hotels and other properties.

There were no structure fires in the last month.

CRR has been involved in several events including Airport Days, Sedona WineFest, and Vortifest. LAFS presented a program to the West Sedona Elementary School with an engine company in attendance. They also addressed the pre-school students with a firefighter getting dressed piece-by-piece and explaining the equipment and what they will look like if they ever have to go in to rescue a student, making them aware not to be afraid and to go towards the firefighter, not hide.

The new plans scanner has arrived and is functioning, as of today. This scanner will allow CRR to digitize plan files and not have to keep voluminous paper copies. CRR will be working on getting older plans scanned to eliminate the need for the paper copies.

Safety Message: Halloween! Watch out for kids on the road, they won't be watching for you! Make sure kids wear something reflective so they can be seen in the dark, older kids who go out alone should have a timeline and route. Blue Pumpkins being carried by children symbolize and Autistic Child.

Chairman Soto asked about the water supply at the Airport. Riddell stated that it was hooked up and operational at this time. Chairman Soto followed up asking if they are now able to move forward to the next phase of development and Riddell responded that yes, at this time rain has been hindering progress, but they are approved to move forward. There is a shortage of sand and there are issues with being able to obtain concrete for continuing.

e. Operational Support – Fire Chief Ed Mezulis

Chief Mezulis began the meeting by mentioning that his former position is still vacant and will be until the Battalion Chief testing in January. Chief Coil is working on the job description for the BCs. In the meantime, Pat Ojeda has been filling for EMS as he is on light duty. He has coordinated EMS training with NAH, and Guardian Air (mannequins).

Mike Sheehan took a vacation!! He is back and managing the shop with care and dedication.

New Firefighter Academy was the big lift this past month. Four new firefighters were trained up and hit the floor this week to begin their careers. Crews continue to train, including Arizona Department of Public Service, using SFD's tower for helicopter training, etc.. Chief Mezulis and 8 other personnel attended State Fire School, which offered a multitude of classes and hands-on training. Chief was able to attend the New Fire Chief Orientation, meeting other new fire chiefs from across the state and learning from Subject Matter Experts on many areas pertaining to his position.

Several staff, including new Board Member Scott Springett, attended Arbing training.

In-house CPR and ACLS is being taught and there has been interest from around the Verde Valley to attend our training classes.

Board Member Jablow inquired about DPS and whether SFD charged them for using our facilities. Chief Mezulis explained that it was mutually beneficial and we are able to use their helicopters for additional training of our personnel, so it's a mutually beneficial agreement between the agencies.

f. Fire Chief Activities – Fire Chief

The Great Sedona-Verde Valley Chili Cookoff was held on October 2. SFD won Judge's Choice and \$300 to be donated to a nonprofit. Chief Mezulis chose Manzanita Outreach who provides food assistance for those in a food desert around the Verde Valley. Chief Mezulis' daughter, Abbie, assisted at the Cookoff, earning community service credit at school. She was a trooper and served and garnished chili all day!

- Station 4 Construction: Chief Mezulis has reviewed the proposal by Wilmeng with 2 options. He has also re-engaged with the City of Sedona regarding vacant properties that might better serve our needs.
- Purchase Orders between \$10,000 - \$50,000 since the last Board Meeting
LN Curtis & Sons, \$688,159 for SCBA approved at last meeting
Merit Technology, \$14,000 for support services for IT and telecommunications
FireCatt Precision Testing, \$11,822 for annual hose and ladder testing
- Correspondence/Thank You Letters to SFD
Joan and Robert Neri
The Brock Family
- Public Outreach and Communication
BC's continue to do a good job keeping social media updated.

E. Board Member Items:

1. Discussion:

Janet Jablow: Participated in Chili cookoff and looking forward to first one-on-one with the Fire Chief.

Helen McNeal: Participated in set up of Chili Cookoff booth, enjoyed Abbie Mezulis very much while she was there. She has been signing a lot of checks because she lives close to Station 1.

Gene McCarthy: Had to leave meeting due to personal reasons.

Al Comello: Involved with infrastructure at Winefest, more awareness of fire needs, used an open road around the venue for access, if necessary. Participated in Chili Cookoff for Mayor's Office, she was happy to lose to SFD.

Chairman Soto asked about the fire access at the Winefest venue and Fire Marshal Riddell stated they had inspected the venue and it worked out well for them.

Chairman Dave Soto: Attended a FireWise meeting with Prescott by Zoom; they have identified a local property that will be receiving funds to assist in clean up as a pilot project, should be in place and begin around the end of November.

Chili cookoff participation, thanked the staff for their hard work on the event!

III. ADJOURNMENT

Chairman Soto adjourned the meeting at 5:51 p.m.

//Signed by Gene McCarthy, 11/15/2022//

Gene McCarthy, Clerk of the Board

SFD Multipurpose Room is accessible to the handicapped. In compliance with Americans with Disabilities Act, those with special needs, such as large print or other reasonable accommodations, may request them by calling 928-282-6800.

Posted by: Kim Smathers

Date: 11/16/2022

Time: 8:00 a.m.