



# 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, November 15, 2022 / 4:30 PM**

### ~ AGENDA ~

To access the meeting via Zoom or by telephone:

Use the link to access the online meeting: <https://sedonafire.zoom.us/j/83096190389?pwd=VTBjNjYk9PZnZQcnFIWlhLdz09>  
To join by telephone call: +1 253 215 8782 US or +1 301 715 8592 US  
Meeting ID: 83096190389 **Passcode:** 414678

If you need assistance, please contact the administrative office at 928-282-6800

### I. CALL TO ORDER/ROLL CALL

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

### II. PRESENTATION OF AWARDS/STAFF RECOGNITION

A. Years of Service Recognition

1. Acknowledgement of 25 Years of Service – Battalion Chief Buzz Lechowski (from October)

(SLIDE)

### III. REGULAR BUSINESS MEETING

A. Public Forum:

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

B. Consent Agenda – Discussion/Possible Actions:

1. October 18, 2022 Regular Meeting Minutes

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

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

D. Staff Items:

1. October 2022 Monthly Fire Chief Report
  - a. Call Volume and Response Review – Fire Chief Ed Mezulis
    - i. Incident Summary and Year to Date Comparison
  - b. Administration Updates – Director of Administrative Services Heidi Robinson
    - i. News and Events (Slide – Haunted Halloween)
    - ii. Staffing Updates
    - iii. Upcoming Events
    - iv. Mental Health Moment
  - c. Operations Activities – Assistant Chief Jayson Coil
    - i. Cynefin Framework (Slide)
    - ii. Significant Incidents (Slides –(1) Operations in Action; (2) Badge Pinning)
    - iii. Wildland
    - iv. GIS (Slide – Printer Repair)
    - v. Telecom
    - vi. Programs & Projects
  - d. Community Risk Reduction Activities – Interim Fire Marshal Kirk Riddell
    - i. Inspection Activities
    - ii. Fire Investigations (Slide – Topki Drive)
    - iii. Notable Events (Slide)
    - iv. Fire Marshal Safety Message
  - e. Operational Support – Fire Chief Ed Mezulis
    - i. EMS Activities and Updates
    - ii. Fleet Activities and Updates
    - iii. Training Report
  - f. Fire Chief Activities – Fire Chief Mezulis
    - i. Station 4 Construction Timeline

- ii. Purchase Orders between \$10,000 - \$50,000 since the last Board Meeting
- iii. Update on Infrastructure (Radio)
- iv. Community Appreciation (Slide – Thank You)
- v. Social Media Engagement (Slide – Facebook/Twitter)

E. Discussion/Possible Action: Approval of BAC request to replace E536, Type 6 Wildland Engine.

F. Board Member Items:

- 1. Discussion: Board Member's Fire District Related Activities Since the Last Board Meeting. (Slide – Chairman Soto)

#### **IV. ADJOURNMENT**

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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:

Date:

Time:



# Awards & Decorations

Years of Service Award



25 Years of Service  
(October 2022)



Battalion Chief  
"Buzz" Lechowski



# 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, 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); Acting Fire Marshal Kirk Riddell; 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.

*At this time, there was a 15 convening of the session 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 were approximately \$265,000 but is 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 positions continue and 2 interviewees from the last round will be having a follow up interview. One position has been left open during this round of interviews.
    - 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
    - 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 Arbringer 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.

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**Gene McCarthy, Clerk of the Board**

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Posted by:

Date:

Time:



## Sedona Fire District Monthly Financial Report

### Monthly Financial Report – October 2022

Attached are the following for your information and review:

1. Balance Sheet as of October 31, 2022.
2. Summary of reconciled cash balances on October 31, 2022.
3. Income Statement of Revenues and Expenditures for October 2022, including budget to actual and year-to-date balances.
4. Graphs for October 2022.
5. Fixed Asset Additions and Disposals Schedule FY23.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

#### Key points:

- Total Revenue for October is \$6,845,961 which is \$177,767 under budget.
  - Tax Revenue for October is \$6,650,590 which is \$54,886 under budget.
  - Non-Tax Revenue for October is \$195,371 which is \$122,881 under budget.
    - Wildland revenue is \$71,428 under budget
    - Ambulance revenue is \$39,565 under budget
- Total Expense for October is \$1,462,557 which is \$30,117 over budget.
  - Personnel Expense is \$36,186 over budget, wildland deployment is driving the variance
- YTD Revenue is \$8,543,755 which is \$90,945 over budget.
  - Tax Revenue YTD is \$7,028,222 which is \$151,588 under budget.
  - Non-Tax Revenue YTD is \$1,515,533 which is \$242,532 over budget.
    - Wildland revenue is \$181,209 over budget
    - Ambulance revenue is \$50,821 over budget
- YTD Expense is \$6,518,663 which is \$53,977 under budget.
  - Personnel is \$51,415 under budget

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



**Sedona Fire District**  
**Balance Sheet**  
As of October 31, 2022

	Oct 31, 22	Oct 31, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000 · Bill.com Money Out Clearing	0.00	721.91	-721.91
1010 · Capital Reserves Fund	3,502,508.19	3,487,332.68	15,175.51
1050 · Chase - Operating Account	322,125.99	337,753.73	-15,627.74
1060 · Chase - Payroll Account	361,238.72	161,531.46	199,707.26
1070 · County General Fund	11,323,635.84	10,432,128.02	891,507.82
<b>Total Checking/Savings</b>	<b>15,509,508.74</b>	<b>14,419,467.80</b>	<b>1,090,040.94</b>
<b>Accounts Receivable</b>			
1200 · Accounts Receivable*	52,805.01	72,952.11	-20,147.10
1202 · Ambulance Billings Receivable	394,076.49	748,838.74	-354,762.25
1204 · ND Fire Billing Receivables	64,589.78	90,799.93	-26,210.15
1206 · Property Tax - Receivable	242,382.14	235,619.22	6,762.92
<b>Total Accounts Receivable</b>	<b>753,853.42</b>	<b>1,148,210.00</b>	<b>-394,356.58</b>
<b>Other Current Assets</b>			
12000 · Undeposited Funds	103,503.93	15,135.65	88,368.28
1320 · Prepaid Expenses	29,137.97	46,472.61	-17,334.64
1900 · Suspense	0.00	291.92	-291.92
<b>Total Other Current Assets</b>	<b>132,641.90</b>	<b>61,900.18</b>	<b>70,741.72</b>
<b>Total Current Assets</b>	<b>16,396,004.06</b>	<b>15,629,577.98</b>	<b>766,426.08</b>
<b>Fixed Assets</b>			
1400 · Accumulated Depreciation	-14,299,643.78	-13,324,750.48	-974,893.30
1410 · Building and Other Improvements	9,230,946.20	9,092,464.48	138,481.72
1412 · Furniture and Equipment	6,121,635.21	6,026,826.71	94,808.50
1413 · Land	2,054,578.48	2,054,578.48	0.00
1414 · Vehicles	7,619,367.26	7,577,628.67	41,738.59
1450 · CIP	1,565,822.94	9,177.22	1,556,645.72
<b>Total Fixed Assets</b>	<b>12,292,706.31</b>	<b>11,435,925.08</b>	<b>856,781.23</b>
<b>Other Assets</b>			
1500 · Defer Outflows of Rsrcs - ASRS	283,685.00	283,685.00	0.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,309,779.00	9,309,779.00	0.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	146,157.00	146,157.00	0.00
1520 · Defer Outflows - PSPRS OPEB	92,915.00	92,915.00	0.00
1525 · Defer Outflows PSPRS OPEB Tr 3	1,101.00	1,101.00	0.00
1530 · Defer Outflows - ASRS OPEB	18,212.00	18,212.00	0.00
1540 · Risk Pool Capitalization	173,310.00	115,540.00	57,770.00
1825 · Net Pension Asset PSPRS OPEB	3,428.00	3,428.00	0.00
1830 · Net Pension Asset ASRS OPEB	6,450.00	6,450.00	0.00
<b>Total Other Assets</b>	<b>10,035,037.00</b>	<b>9,977,267.00</b>	<b>57,770.00</b>
<b>TOTAL ASSETS</b>	<b><u>38,723,747.37</u></b>	<b><u>37,042,770.06</u></b>	<b><u>1,680,977.31</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	53,079.02	68,639.41	-15,560.39
<b>Total Accounts Payable</b>	<b>53,079.02</b>	<b>68,639.41</b>	<b>-15,560.39</b>



**Sedona Fire District**  
**Balance Sheet**  
**As of October 31, 2022**

	Oct 31, 22	Oct 31, 21	\$ Change
<b>Credit Cards</b>			
2001 · Bank of America Credit Card	0.00	847.66	-847.66
2002 · Wells Fargo Credit Card	0.00	-255.11	255.11
2003 · National Bank of Arizona Credit	19,440.91	24,369.80	-4,928.89
<b>Total Credit Cards</b>	19,440.91	24,962.35	-5,521.44
<b>Other Current Liabilities</b>			
2010 · Accrued Employee Leave	1,565,421.77	1,552,680.45	12,741.32
2012 · Lease Purchase Liabilities	608.20	608.20	0.00
2014 · Defer Inflows of Rsrcs - ASRS	127,767.00	127,767.00	0.00
2015 · Defer Inflows of Rsrcs - PSPRS	1,205,709.00	1,205,709.00	0.00
2017 · Federal PR Taxes Payable	-120.00	-0.01	-119.99
2018 · HSA Deduction	687.14	-52.67	739.81
2019 · Insurance Premium Liabilities	248,825.70	0.00	248,825.70
2021 · Payroll Liabilities	6,790.25	-14.60	6,804.85
2022 · Retirement Payable	335,291.18	-32,875.05	368,166.23
2050 · Defer Inflows OPEB PSPRS	150,637.00	150,637.00	0.00
2051 · Defer Inflows OPEB ASRS	13,874.00	13,874.00	0.00
2054 · Defer Inflows PSPRS OPEB TR3	345.00	345.00	0.00
<b>Total Other Current Liabilities</b>	3,655,836.24	3,018,678.32	637,157.92
<b>Total Current Liabilities</b>	3,728,356.17	3,112,280.08	616,076.09
<b>Long Term Liabilities</b>			
2052 · Net Pension Liab OPEB PSPRS	200,029.00	200,029.00	0.00
2053 · Net Pension Liab OPEB ASRS	6,843.00	6,843.00	0.00
2200 · NBAZ Station Loan	171,025.57	421,465.31	-250,439.74
2201 · Net Pension Liability - ASRS	1,540,328.00	1,540,328.00	0.00
2202 · Net Pension Liability - PSPRS	25,870,237.00	25,870,237.00	0.00
2203 · Stryker Financing Lease	0.00	10,799.46	-10,799.46
<b>Total Long Term Liabilities</b>	27,788,462.57	28,049,701.77	-261,239.20
<b>Total Liabilities</b>	31,516,818.74	31,161,981.85	354,836.89
<b>Equity</b>			
3000 · Opening Balance Equity	5,149,965.20	5,149,965.20	0.00
3010 · Fund Balance	-2,425,281.46	-2,425,281.46	0.00
3200 · Unrestricted Net Assets	2,457,152.81	318,510.55	2,138,642.26
Net Income	2,025,092.08	2,837,593.92	-812,501.84
<b>Total Equity</b>	7,206,928.63	5,880,788.21	1,326,140.42
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>38,723,747.37</b>	<b>37,042,770.06</b>	<b>1,680,977.31</b>

**Sedona Fire District**  
**Summary of Reconciled Cash Balances**  
 Period Ending 10/31/2022

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	<u>10/31/2022</u>	<u>10/31/2022</u>	<u>10/31/2022</u>	<u>10/31/2022</u>
<b>Beginning Balance</b>	5,643,632.93	3,502,508.19	289,771.29	124,805.09
<b>Cleared Transactions</b>				
<b>Checks and Payments</b>	(1,020,661.28)	-	(373,076.27)	(763,540.77)
<b>Deposits and Credits</b>	5,591,663.28	-	404,529.41	1,000,006.54
<b>Total Cleared Transactions</b>	<u>4,571,002.00</u>	<u>-</u>	<u>31,453.14</u>	<u>236,465.77</u>
<b>Cleared Balance</b>	<u><b>10,214,634.93</b></u>	<u><b>3,502,508.19</b></u>	<u><b>321,224.43</b></u>	<u><b>361,270.86</b></u>
<b>Uncleared Transactions</b>				
<b>Checks and Payments</b>	(14,087.32)	-	-	(32.14)
<b>Deposits and Credits</b>	1,123,088.23	-	901.56	-
<b>Total Uncleared Transactions</b>	<u>1,109,000.91</u>	<u>-</u>	<u>901.56</u>	<u>(32.14)</u>
<b>Register Balance as of 10/31/2022</b>	<u><b>11,323,635.84</b></u>	<u><b>3,502,508.19</b></u>	<u><b>322,125.99</b></u>	<u><b>361,238.72</b></u>

10:25 AM

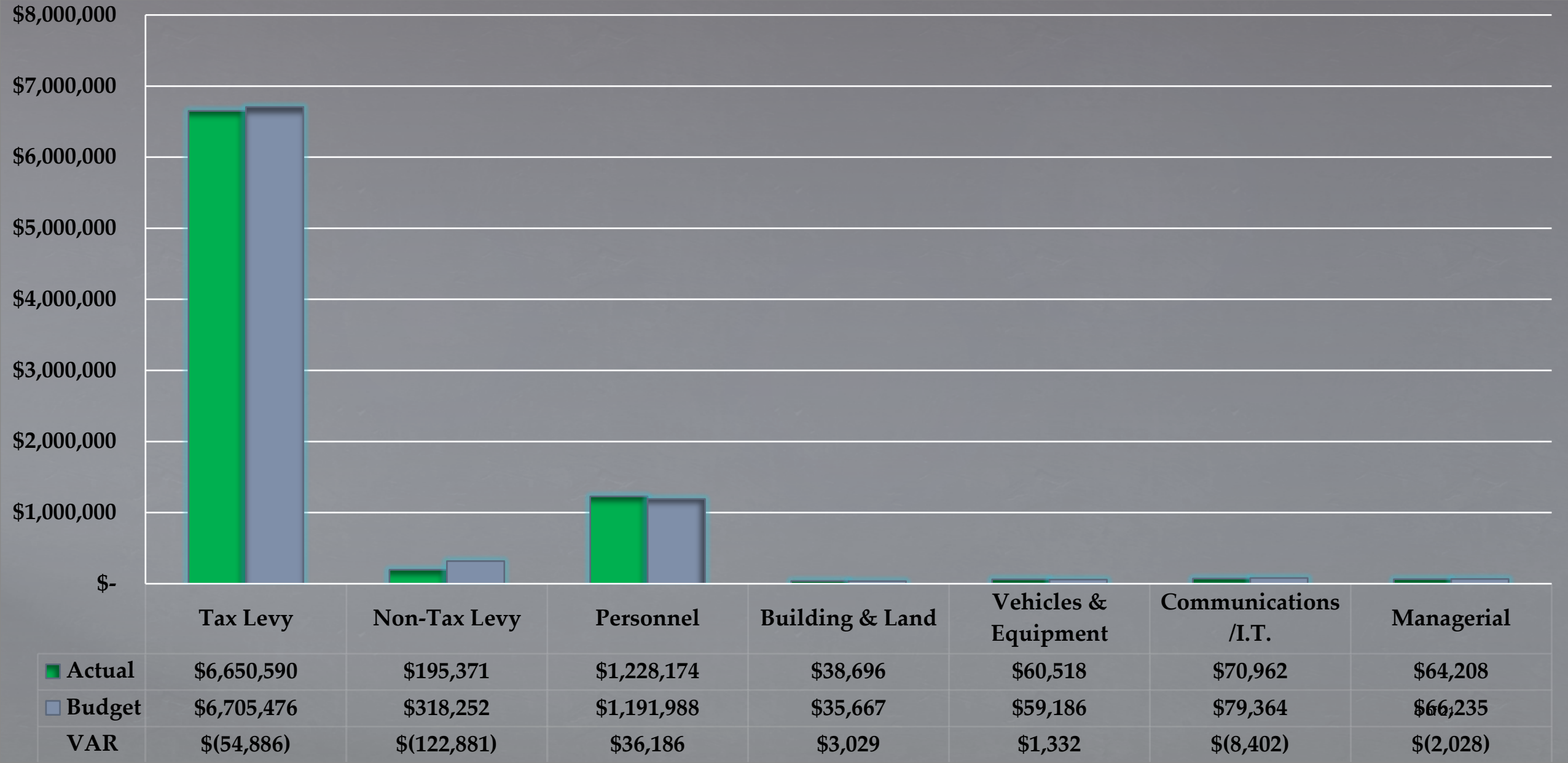
11/09/22

Accrual Basis

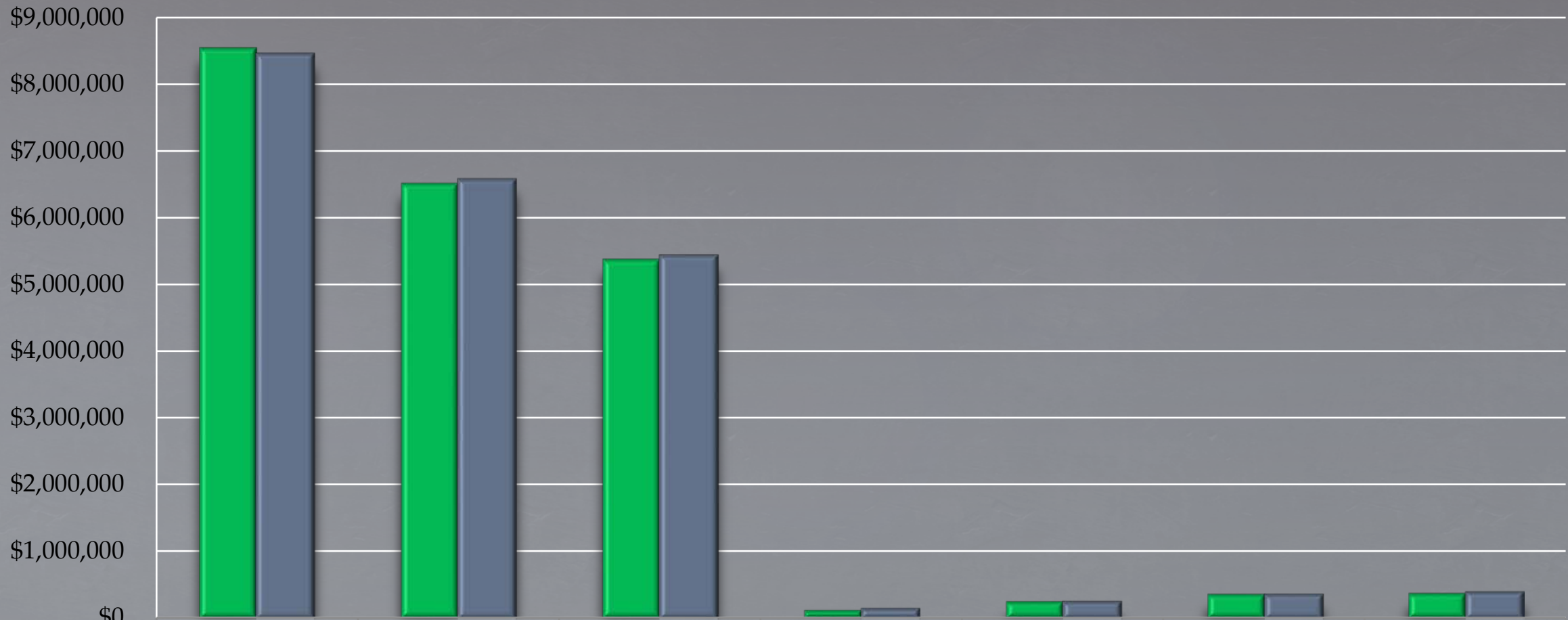
## Sedona Fire District Profit & Loss Budget Performance October 2022

	Oct 22	Budget	\$ Over Budget	Jul - Oct 22	YTD Budget	\$ Over Budget	Annual Budget
<b>Income</b>							
<b>4001 · Tax Levy Revenue</b>	6,650,590.33	6,705,476.20	-54,885.87	7,028,221.77	7,179,809.47	-151,587.70	18,170,506.61
<b>4100 · Non-Tax Levy Revenue</b>	195,370.80	318,251.66	-122,880.86	1,515,532.96	1,273,000.72	242,532.24	3,461,874.00
<b>Total Income</b>	6,845,961.13	7,023,727.86	-177,766.73	8,543,754.73	8,452,810.19	90,944.54	21,632,380.61
<b>Gross Profit</b>	6,845,961.13	7,023,727.86	-177,766.73	8,543,754.73	8,452,810.19	90,944.54	21,632,380.61
<b>Expense</b>							
<b>5001 · Personnel Cost</b>	1,228,174.35	1,191,988.00	36,186.35	5,383,274.10	5,434,689.00	-51,414.90	16,784,646.00
<b>6001 · Building &amp; Land</b>	38,695.70	35,667.00	3,028.70	127,274.79	144,267.00	-16,992.21	431,200.00
<b>6101 · Vehicles &amp; Equipment</b>	60,517.70	59,185.50	1,332.20	257,843.14	246,572.00	11,271.14	727,146.00
<b>6300 · Communications</b>	70,961.78	79,364.00	-8,402.22	369,227.68	356,429.00	12,798.68	872,463.00
<b>6401 · Meetings, Travel &amp; Training</b>	16,609.68	19,703.66	-3,093.98	108,003.91	115,743.72	-7,739.81	303,099.00
<b>7001 · Managerial Cost</b>	47,133.42	46,187.55	945.87	270,875.85	273,562.10	-2,686.25	696,594.00
<b>8001 · Other Expense</b>	464.45	344.00	120.45	2,163.18	1,376.33	786.85	4,128.33
<b>Total Expense</b>	1,462,557.08	1,432,439.71	30,117.37	6,518,662.65	6,572,639.15	-53,976.50	19,819,276.33
<b>Net Income</b>	<b>5,383,404.05</b>	<b>5,591,288.15</b>	<b>-207,884.10</b>	<b>2,025,092.08</b>	<b>1,880,171.04</b>	<b>144,921.04</b>	<b>1,813,104.28</b>

# October 2022



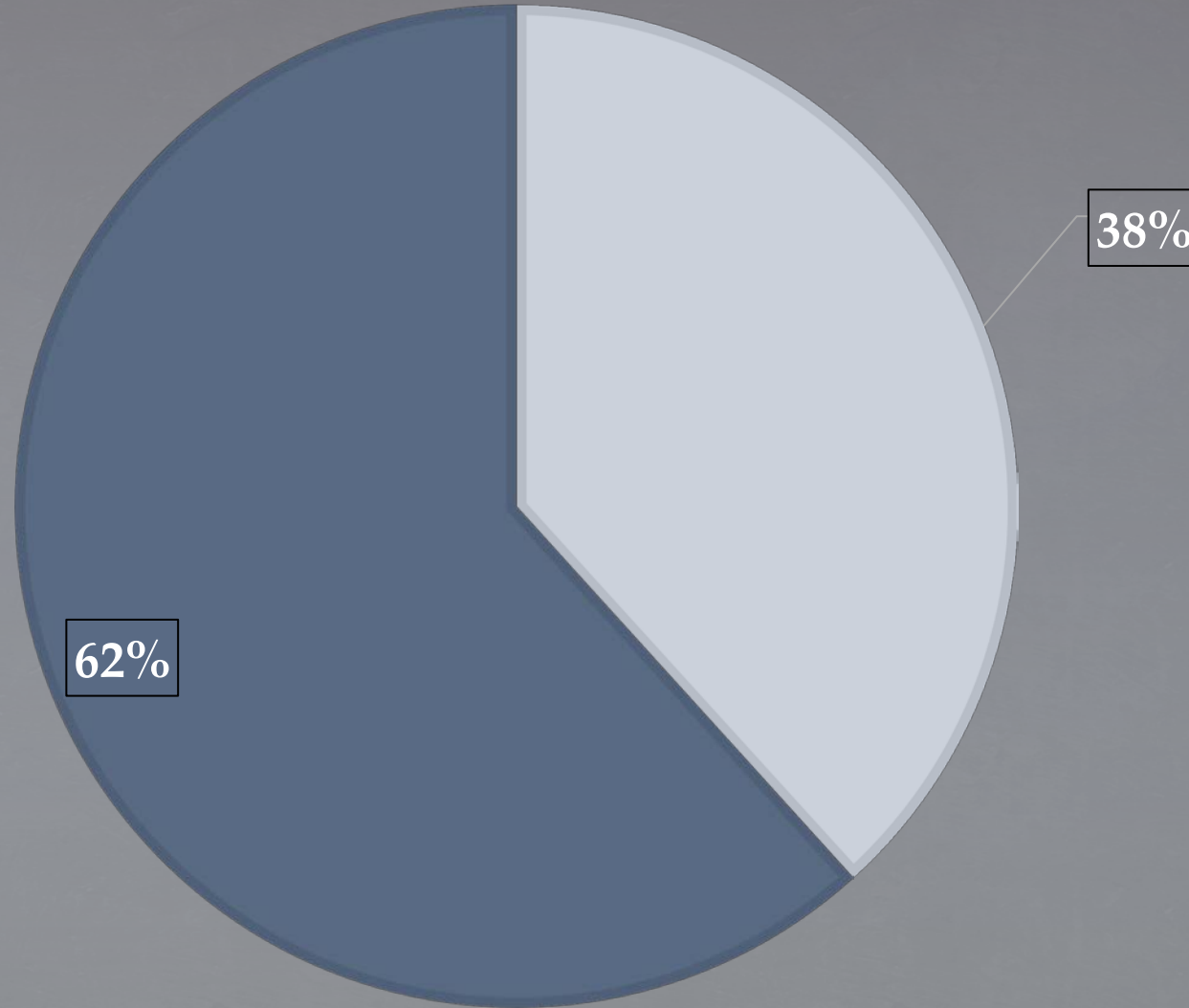
# Fiscal Year to Date Budget to Actual



Actual	\$8,543,755	\$6,518,663	\$5,383,274	\$127,275	\$257,843	\$369,228	\$381,043
Budget	\$8,452,810	\$6,572,639	\$5,434,689	\$144,267	\$246,572	\$356,429	\$390,682
Budget to Actual Var	90,945	(53,977)	(51,415)	(16,992)	11,271	12,799	(9,639)

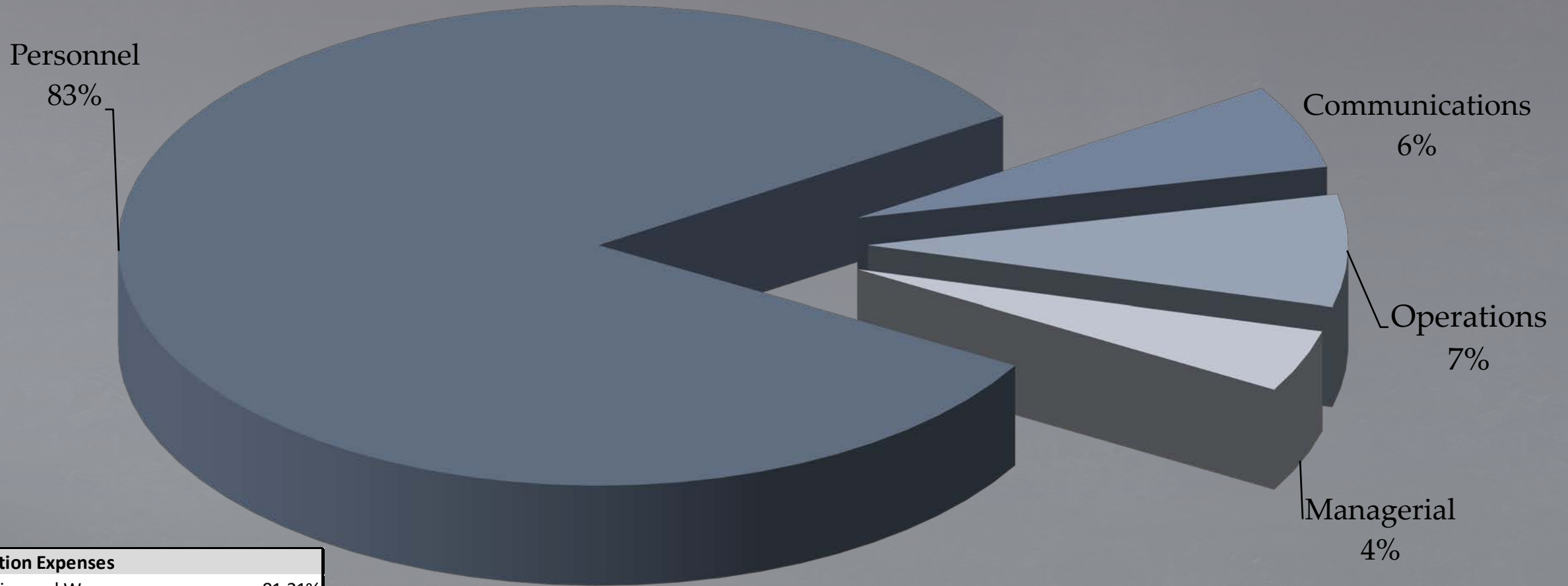
# YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

Actual YTD Budget Remaining





# Percentage of Expenses Year to Date



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

# Cash Position





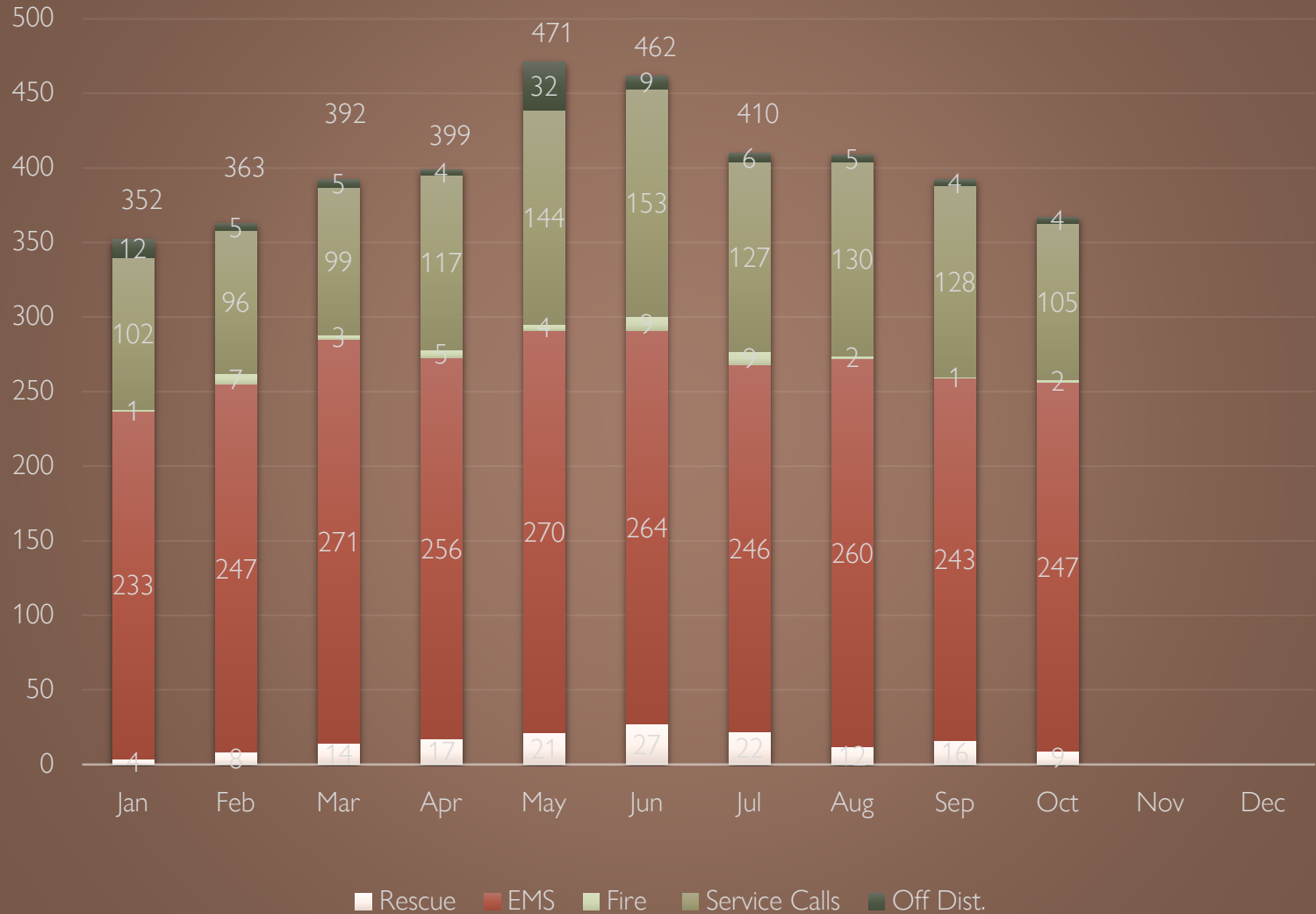


# Chief's Report

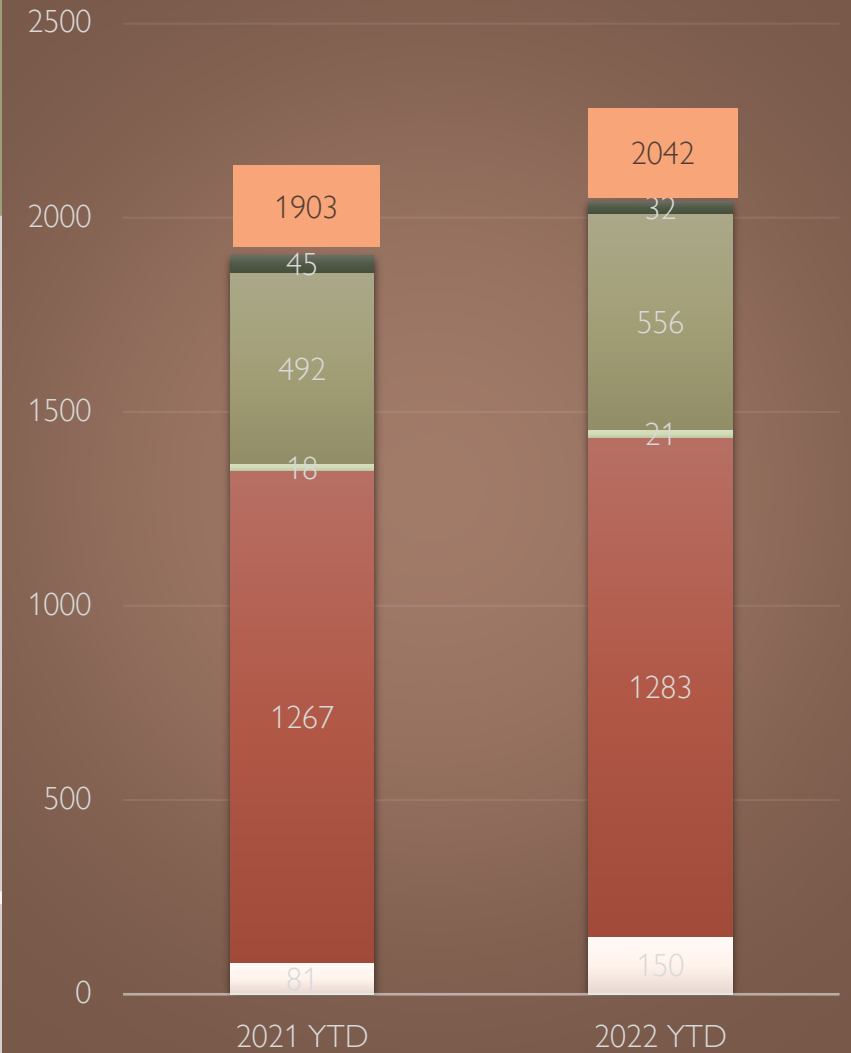
Fire Chief Ed Mezulis

**The Incident Summary provides an overview of the number of calls for each month and the type of incidents. A Year-to-Date comparison to the prior year is provided to view how SFD's calls are trending from the prior year.**

### 2022 Monthly Incident Summary

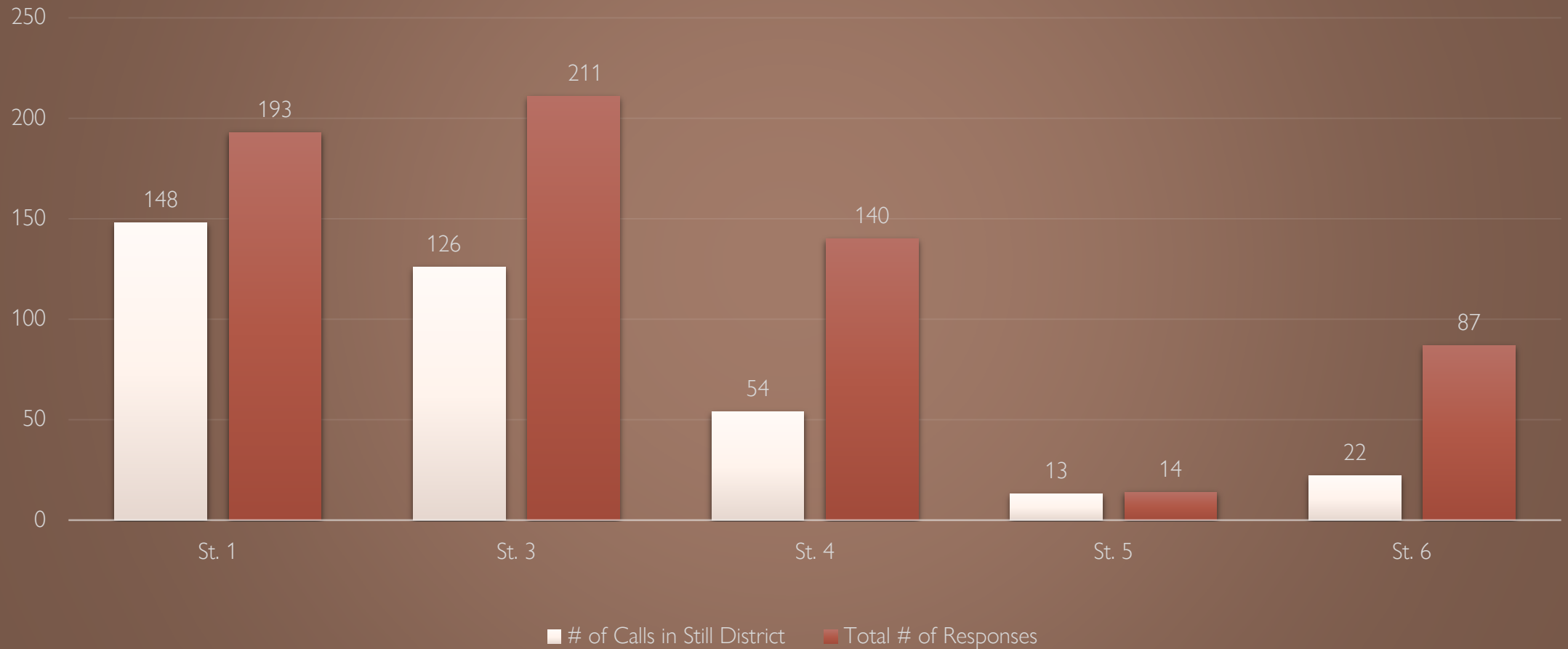


### YTD Totals



**This chart shows the total number of calls received in each station's response area compared to the total number of calls to which each Station's crews responded. Station crews not only respond to their own area, but, when needed, to other areas of the fire district.**

Responses by Station  
October 2022





CHIEF BOBBY HALTON

“All firefighters are leaders.”



# Administration

Director of Administrative Services  
Heidi Robinson

# Operations

## NEWS & EVENTS

- HALLOWEEN SUCCESS  
HAUNTED AMBULANCE  
RETURNS
- WEBSITE UPDATE

## STAFFING UPDATES

- TELECOM, RADIO  
TECHNICIAN

## UPCOMING

- TOYS FOR TOTS – EVEREST  
RIDE/CLIMB, 12/3
- PANCAKES WITH SANTA,  
12/3
- ASHER TRAINING, 12/9-11
- BIKE RODEO, 12/9

## MENTAL HEALTH

### MOMENT

PROSTATE CANCER  
AWARENESS MONTH

QUESTIONS & COMMENTS





Spooky

Haunted Ambulance – Uptown Halloween



# 75 Years Toys for Tots & Marine Corps Reserve



Again this year, SFD's own Mark Feeney will ride his stationary bicycle raising funds for Toys for Tots. In 2022, Firefighter Feeney will ride the equivalent to the elevation of Mt. Everest with SFD personnel walking the Station #3 tower throughout the day (968 trips) of December 3.

<https://marinetoysfortots.salsalabs.org/2021marinetoysfortotscrowdfunding/p/sedonafiretoysfortots/index.html>





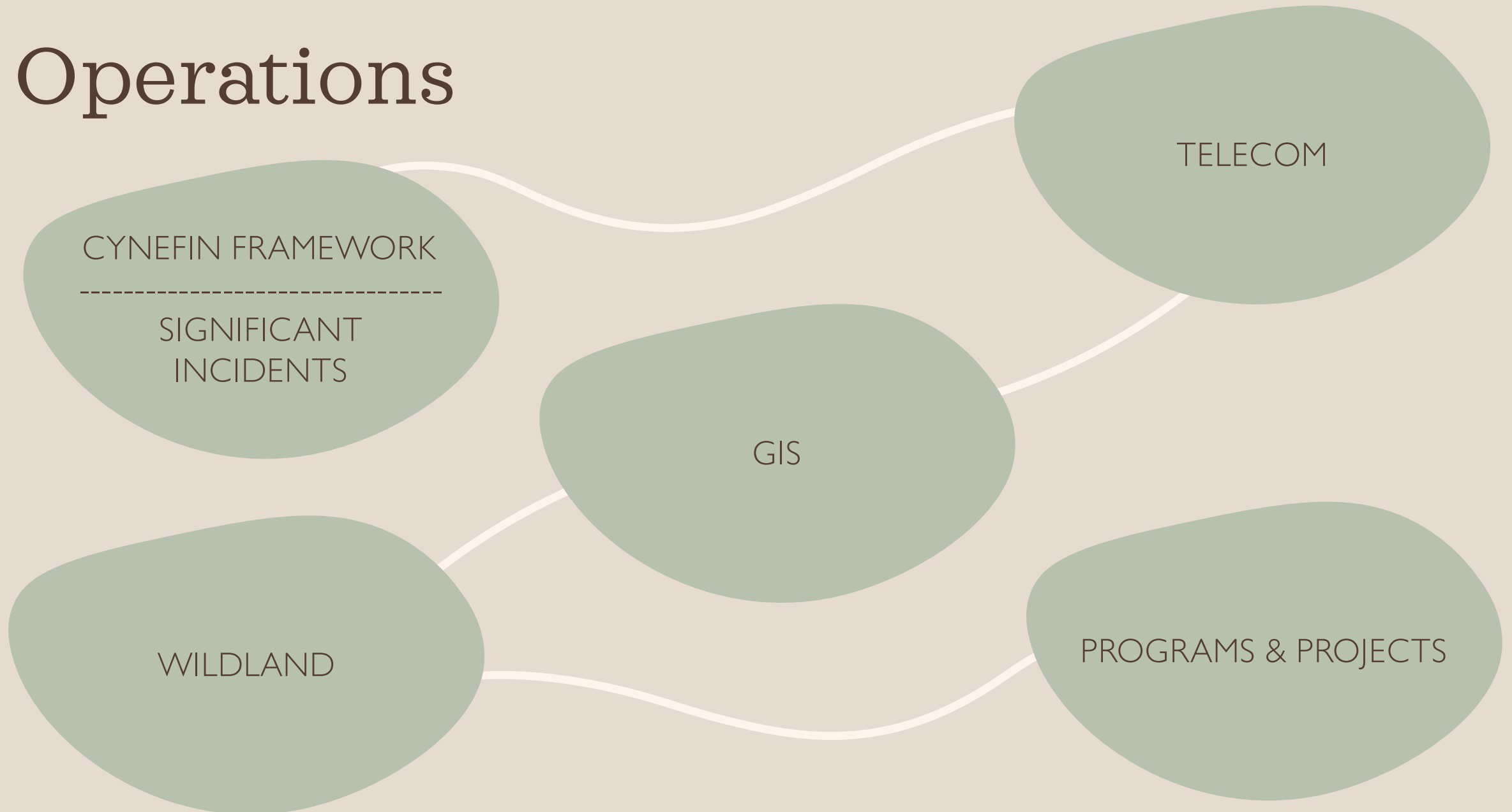
“Rank is about what is said,  
Leadership is about what is done.”

The background features a light gray base with a large, dark brown circular shape on the left and a large, olive green organic shape on the right. A white silhouette of a pine branch is in the top left. A white wavy line is in the bottom right.

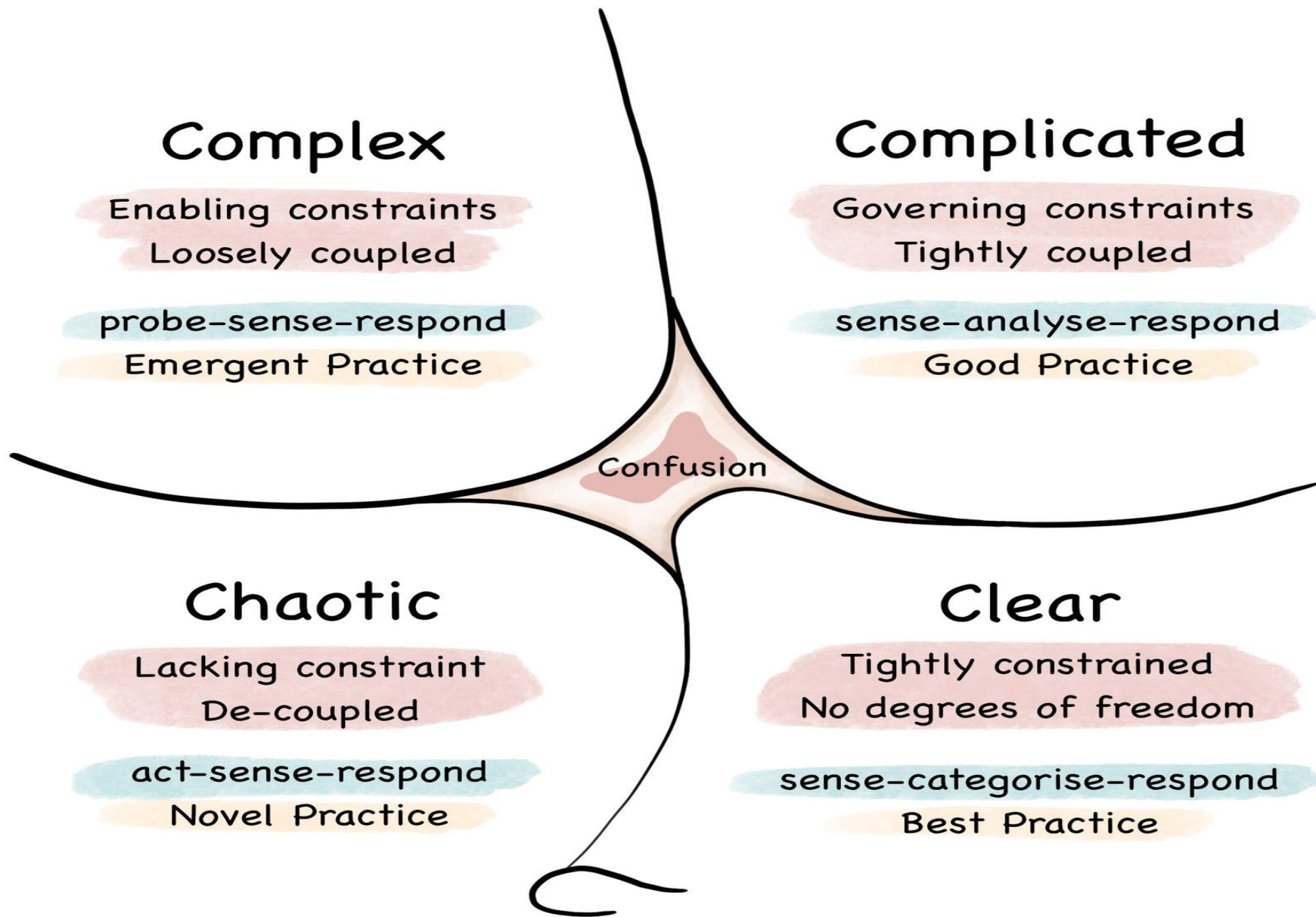
# Operations

Assistant Chief Jayson Coil

# Operations



Questions & Comments







OPERATIONS IN ACTION



# October Badge Pinning Ceremony



Macari



Pata



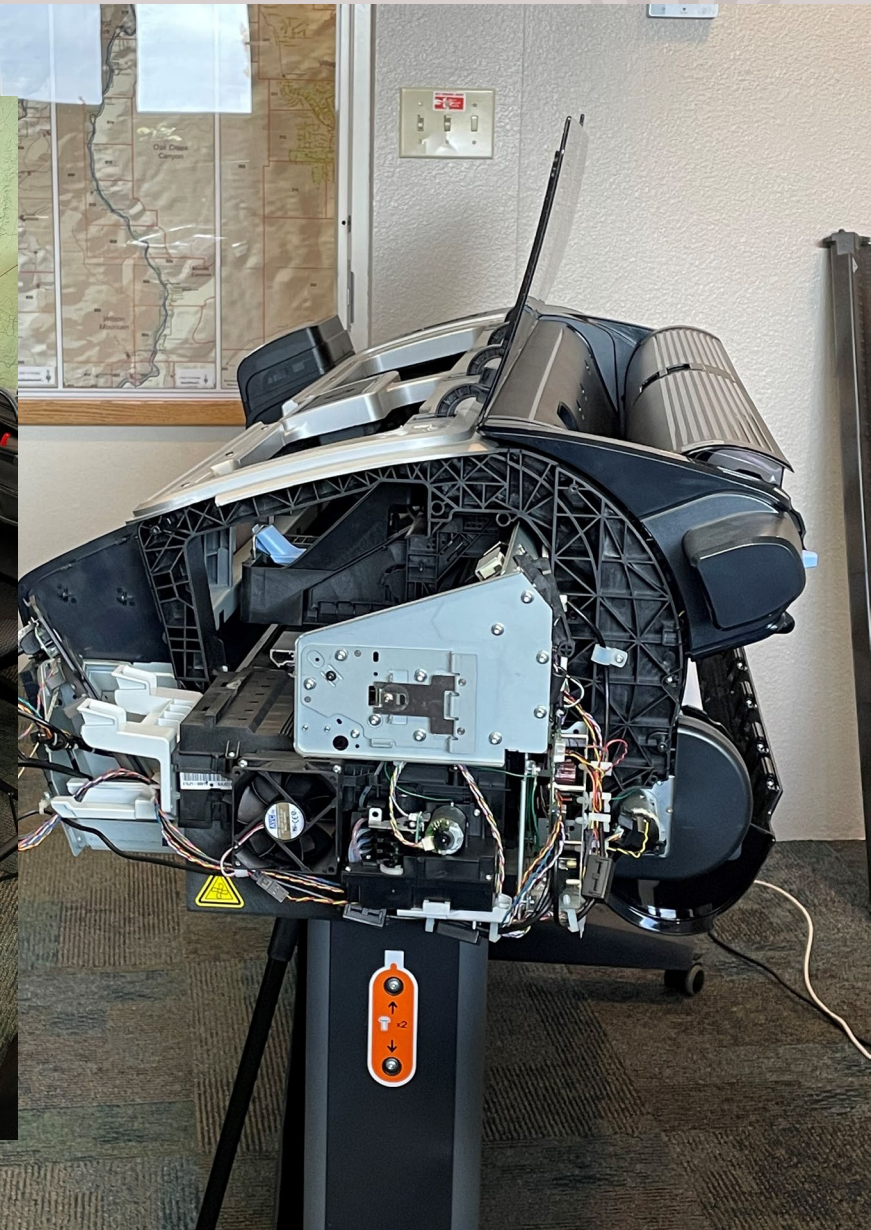
Schwisow



Stone

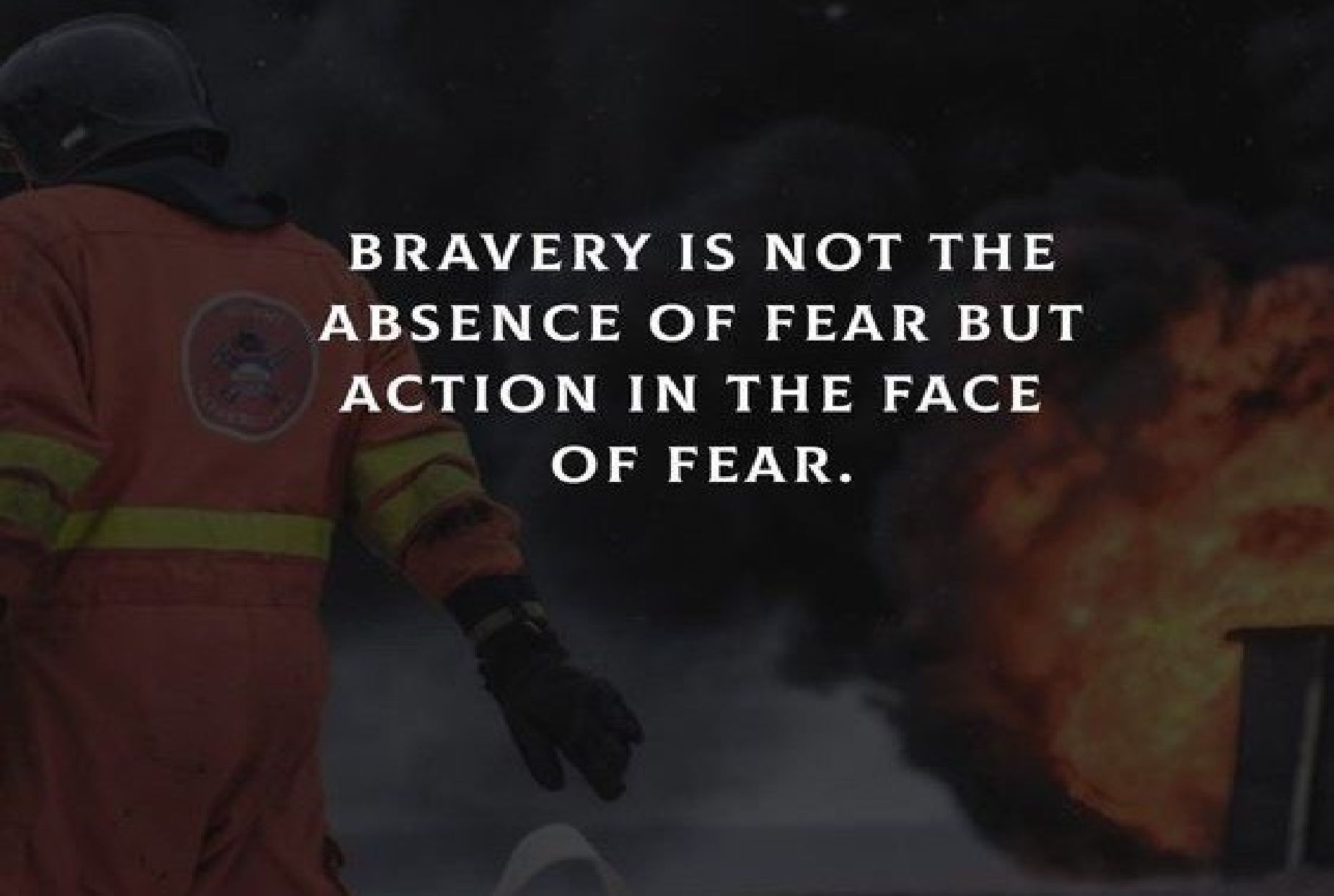
WELCOME TO THE SFD FAMILY!





REPAIRING GIS PLOTTER





**BRAVERY IS NOT THE  
ABSENCE OF FEAR BUT  
ACTION IN THE FACE  
OF FEAR.**





# Community Risk Reduction

Acting Fire Marshal Kirk Riddell

# Community Risk Reduction

```
graph LR; A[CONSULTATIONS - 14  
INSPECTIONS - 32  
PLAN REVIEWS - 14] --- B[NOTABLE EVENTS]; B --- C[SAFETY MESSAGE]; B --- D[FIRE INVESTIGATIONS - 1]; B --- E[QUESTIONS & COMMENTS]
```

CONSULTATIONS – 14  
INSPECTIONS – 32  
PLAN REVIEWS - 14

NOTABLE EVENTS

SAFETY MESSAGE

FIRE INVESTIGATIONS - 1

QUESTIONS & COMMENTS





FIRE INVESTIGATION – Topki Drive




Scanner for plans & eliminating paper plan storage



Large Screens for Plan Review



New Tools to Aid CRR

The background features a light gray gradient. A large, white, wavy line forms a frame around the central text. In the top-left corner, there is a solid red circle partially overlapping a green leafy pattern. On the right side, there is a white line-art pattern of leaves and branches.

“Firefighting-  
one of the few professions left  
that still makes house calls.”



# Operational Support

Fire Chief Ed Mezulis



## EMS Activities and Updates

### Fleet Activities

### Training Report

Fire Credit Training Hours – ISO Hours 8361

EMS Credit Training Hours – EMS Hours 1451

Other – 167 Hours **TOTAL: 9,980**

-4 new hire firefighters completed three-week orientation preparing them for their career at SFD

-The Technical Rescue Team (TRT) has instructed new hire Ropes Program

-Several Members of SFD have taken the FAA Drone Preparation Course to be trained drone pilots.

-Captain Miranda conducted S-131 Initial Attack Incident Command Wildland Class for SFD and instructed at the Arizona Wildfire Academy

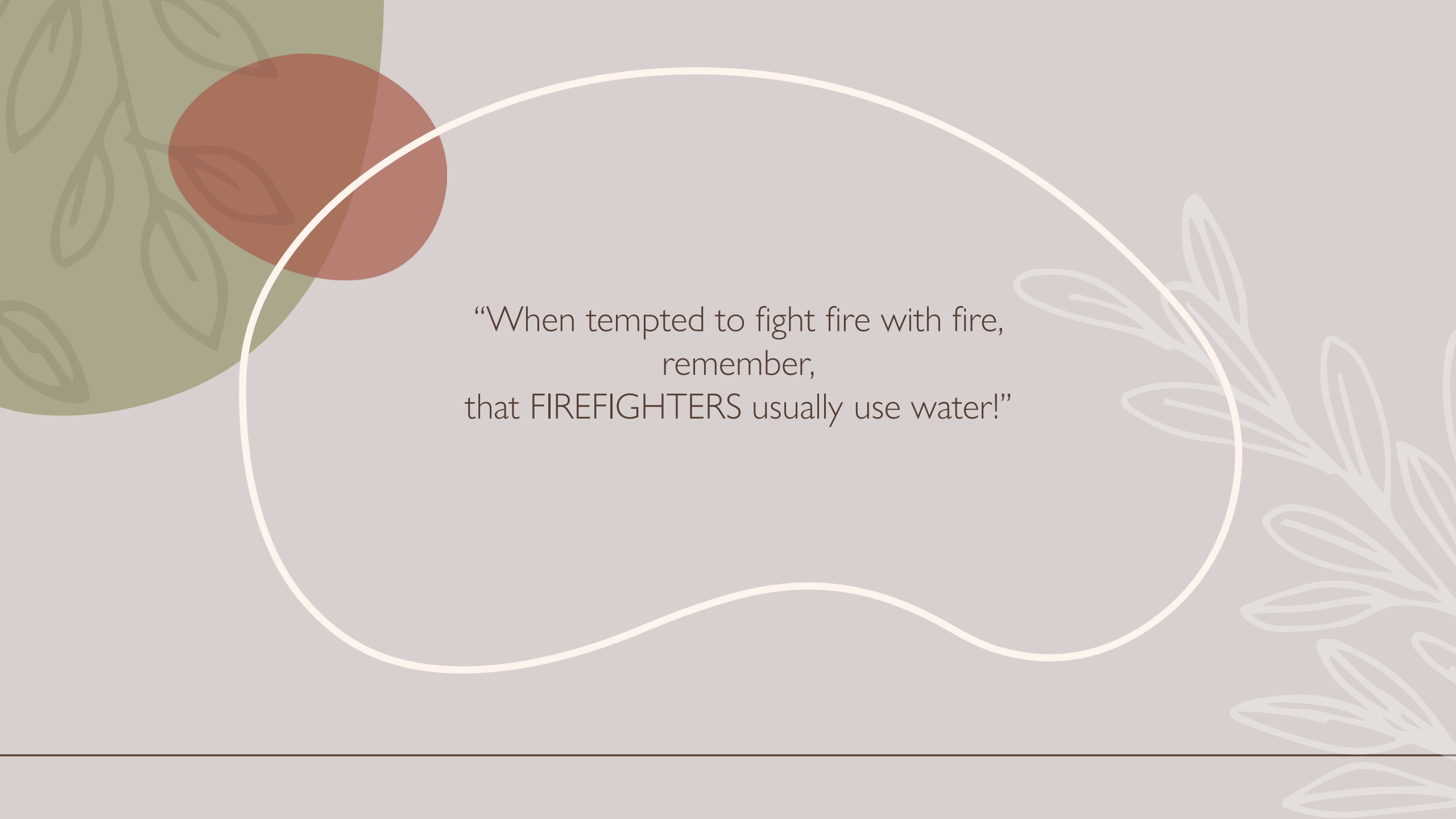
-Dr. Lotz is pushing for a RSI Refresher within next 2-3 months

-RSI 2022

(0830-1130, Station 1, October 18, 20, and 28) There will be a make up day, and on-duty participation, depending on District needs.



Questions & Comments



“When tempted to fight fire with fire,  
remember,  
that FIREFIGHTERS usually use water!”



# Fire Chief's Report

Fire Chief Ed Mezulis

# Fire Chief's Report

STATION 4 UPDATE

PURCHASE ORDERS  
10/18 LEXIPOL (ANNUAL  
AGREEMENT)  
\$10,201  
10/20 STRYKER  
AMBULANCE COT MAINT.  
\$15,948

UPDATE ON  
INFRASTRUCTURE  
(RADIO)

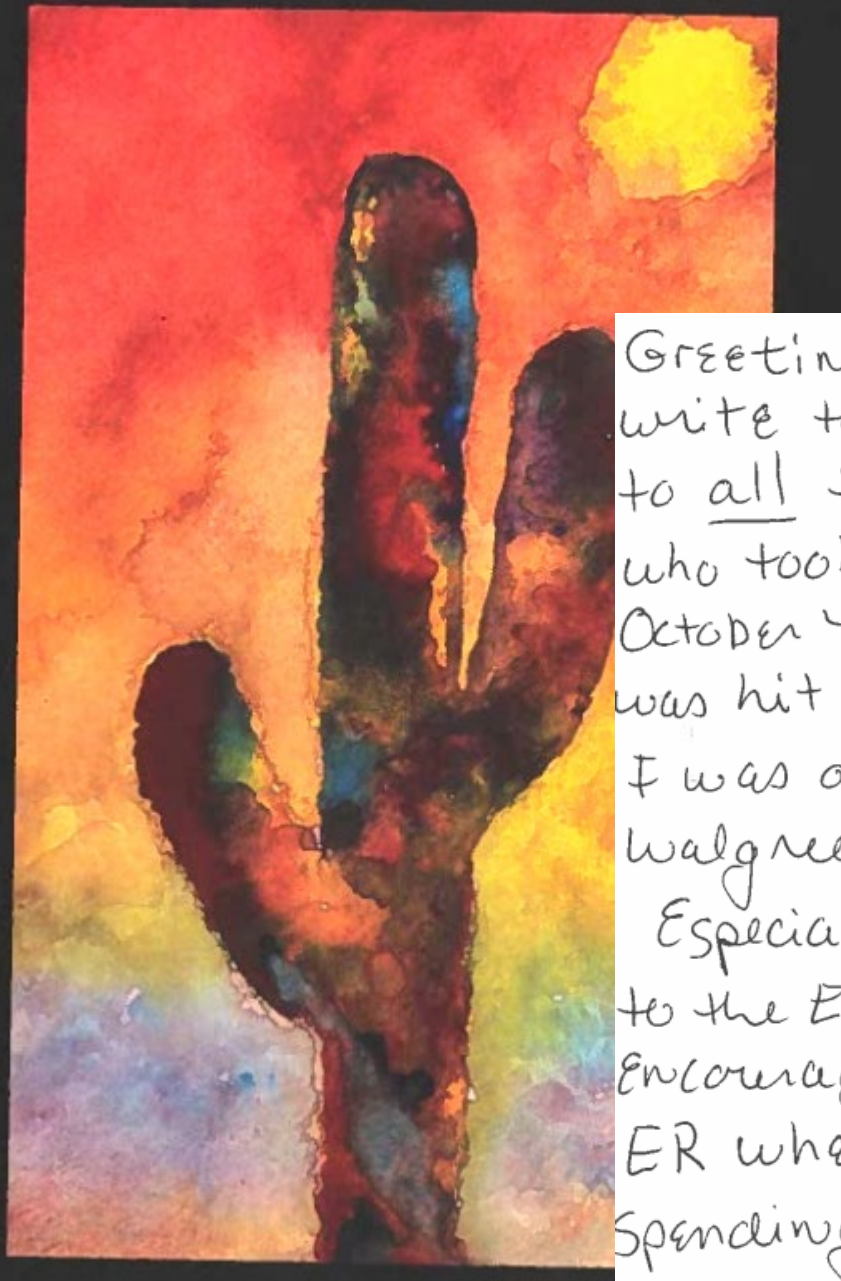
COMMUNITY APPRECIATION  
**(SLIDE)**  
SOCIAL MEDIA  
**(SLIDE)**

QUESTIONS & COMMENTS



# “thank you”

-\$50 Donation from Snead Family Trust in memory of Larry & Donna Brooks



-Lori Mannella

Greetings - I wanted to write to say thank you to all the first responders who took care of me on October 4<sup>th</sup> 2022 when I was hit by a car while I was on my bike by Walgreens on Sunset Dr.

Especially big thank you to the EMT's who encouraged me to go to ER where I wound up spending the night since I was more injured than I knew.

Also an xtra thank you to the fire dept. for bringing my old bicycle back to my home in Sunset Village.

You guys/gals are all amazing & I just want you all to know how much I truly appreciate you much love & gratitude -

Jori Mannella  
❤️😊

# Social Media Engagement



## Account home

Sedona Fire District @SedonaFD

### 28 day summary with change over previous period



Nov 2022 · 1 day so far...

#### TWEET HIGHLIGHTS

### You haven't Tweeted this month... yet

People who Tweet consistently throughout the month get higher engagement over accounts with intermittent posting. Try posting a photo, people like photos.

Compose a Tweet now



### Tweets with photos get noticed

It's true. Tweets with images get more engagement and generate more replies. [Learn how to share a photo](#)

### No new followers in November



Grow your audience and deliver your content to more people on Twitter.

[Learn more about increasing your followers](#)

### Page Overview

Followers: 15,583  
Last 28 days

[See more insights](#)

Post reach

59,508

Post Engagement

17,650

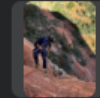
New followers

115

### Top post

Last 28 days

Boost this post to reach up to 102 more people with every \$14 you spend.



Sedona Fire conducting high angle rope rescue training, as well as helicopter familiarization with our friends...

October 25 at 7:00 PM · 🌐

Post reach

1,450

Post Engagement

1,362

See insights

Boost post

### Recent Posts

Last 28 days



SFD crews participated in an airway lab and RSI refresher with Northern Arizona Healthcare & Guardian Air. Each EMT and Paramedic had to...

Sat, Oct 29

Post reach

5599

Engagement

665



--  
Wed, Oct 26

Post reach

2685

Engagement

96



Sedona Fire conducting high angle rope rescue training, as well as helicopter familiarization with our friends @Arizona\_DPS this tour. Crews...

Tue, Oct 25

Post reach

1450

Engagement

1362

### Frequently Asked Questions

Answers to common questions about the new Pages experience.

What policies apply to the new Pages experience?

What will happen to posts I made on my classic Page?

Is there any content that will not transfer from my Page?

How will people find my new Page?

What is a News Feed? How can I set up my News Feed?

When I had a classic Page, I followed other Pages. What happens to those connections on my new Page?

Can others see the Pages and new Pages I follow?

[View Help Center](#)



Gregory Widen

“The funny thing about firemen is,  
night and day,  
they are always firemen.”



**SEDONA FIRE DISTRICT  
FIRE BOARD AGENDA COMMUNICATION**

*Submitted by:* Todd Miranda *Date:* 11/9/2022

<b>SUBJECT: Type 6 engine replacement</b>	<b>BOARD MEETING DATE:</b>
<b>AGENDA ITEM #:</b>	<b>DIVISION / SECTION:</b>
<b>ACTION REQUIRED:</b> <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	<b>BOARD RECOMMENDATION:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

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

**ISSUE:** SFD needs to replace the current E536, a Type 6 wildland engine. E516 is a 1999 Ford F350 that has exceeded its intended duty cycle. SFD will see a 15% decrease in wildland revenue for this unit since AZ DFFM places a penalty on emergency apparatuses over 20 years old. SFD needs a reliable fleet of wildland units to respond to remote areas of the district to maintain public safety.

**BACKGROUND:** The current E516 was placed in service in 1999. The engine has been on multiple in-district and off-district assignments. The legacy single cab design prevents meeting National Wildland Coordinating Group four-person staffing recommendations for an engine of this type. The current E536 has reached the end of its service life and cannot carry a modern hose complement and other required equipment. The new E516 represents an exciting leap forward for the SFD Wildland Program, allowing firefighters to access remote portions of the district in a rapid manner. The Ford F550 platform will allow for increased water capacity, better off road performance, and four passenger seating. Working with Boise Mobile Equipment (BME) on past wildland apparatus builds has been efficient, with excellent customer service and prompt response to any issues. SFD will utilize H-GACBuy (Houston-Galveston-Area-Council Cooperative Purchasing Program) to ensure the best possible price. BME has a local (Phoenix) vendor to assist with the build-out and to provide future warranty work. As wildfire risk increases in the Southwest, SFD plays a critical role in wildfire suppression in Sedona, the Verde Valley, and on a national scale. Off-district revenue generated by E516 will ultimately pay off the initial cost and contribute to long-term wildland revenue over the next 15 years

**FINANCIAL PERSPECTIVE:** The replacement for this vehicle is budgeted in the capital plan for this year. Due to the impacts of the supply chain and COVID delays, certain material prices and availability have fluctuated. As a result the actual cost of this apparatus is more than what was contemplated in the capital plan. However, based on current funding levels there are adequate funds within the capital fund for this purchase

**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.

**INTERNAL PROCESS PERSPECTIVE:** The replacement of this vehicle is scheduled, and allows us to continue to manage our fleet and keep apparatus in good working order.



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

**FIRE CHIEF RECOMMENDATION:** I recommend we approve the purchase of a replacement for E516. Currently the apparatus is positioned at fire station one. This apparatus improves our response to the forested areas between Sedona and Cottonwood. This apparatus will also be an asset to managing our regional and off district wildfire responses.

**FINANCE SECTION APPROVAL:** Pricing is based on negotiated contract rates as set by the Huston-Galveston Area Council. Purchases through HGAC meet all bidding requirements of the District and best practices

**MOTION(S):**

I move to approve the purchase of a new type 6 engine from BME/Hughes fire equipment for the amount of \$281,103.72.

I move to deny approval of the purchase of a new type 6 engine from BME/Hughes fire equipment for the amount of \$281,103.72.

**ATTACHMENTS:** *BME/Hughes Fire Equipment Proposal*



10/4/2022

Sedona Fire District, AZ  
One (1) Ford F550 BME Type 6 Extreme EM10140-0002  
Build Location: Boise, Idaho

Proposal Price	\$266,185.00	
Less payment upon completion @ factory discount	(2,348.00)	
Less 100% pre-payment discount	(4,309.00)	
Subtotal including all pre-pay discounts	\$259,528.00	
Arizona State Sales Tax @ 5.60%		14,533.57
Phoenix Sales Tax @ 2.70%		7,007.26
PHX Transportation Plan Tax @ 0.3% of \$11,631.00		34.89
Total Bid Price Including Sales Tax		\$281,103.72

**Terms:**

**Price Expiration:** The above pricing is valid until October 27, 2022. If order is not submitted prior to that date revised pricing will be required.

**Delivery:** Based on BME's current delivery schedule the apparatus would be ready for delivery within **24 to 26** months after receipt of fully executed Purchase Contract or PO. Delivery is subject to change pending BME's delivery schedule at time of order. This time does not include any possible delays that may be caused by national disasters or pandemic.

**Payment Terms:**

- a. If pre-payment discount options are elected, the following terms will apply:
  - i. **Payment Upon Completion at Factory Discount:** If elected, final payment is due prior to apparatus leaving the factory for delivery. If payment is not processed upon receipt of invoice the discount total will be required in addition to the invoice amount.
  - ii. **100% Pre-Payment Discount:** If elected, an invoice will be provided upon order processing for the 100% pre-payment. Upon receipt of invoice, payment must be made within thirty (30) days. If this option is elected, the payment upon completion at the factory discount. If payment is not made when due, the above mentioned pre-payment discounts or a portion thereof, will be added back to the final invoice. Final payment, including any changes made during manufacturing, is due upon completion of the Product at the factory and prior to delivery from the factory.
- b. If pre-payment discount options are not elected standard payment terms will apply: Final payment will be due 10 days after the apparatus leaves the factory for delivery. If payment is not made at that time a late fee will be applicable.
- c. If Customer elects to purchase the proposed apparatus using a credit card a convenience fee will be applicable.

**Consortium Purchase:** The proposal is based on the unit being purchased through H-GACBuy (Houston-Galveston-Area-Council Cooperative Purchasing Program) utilizing contract FS12-19 valid until 5/31/2023. with a registered End User member Interlocal Contract "ILC." It is the purchaser's responsibility to determine if the use of consortiums meets their purchasing requirements.

**Commercial Chassis & Component Price Volatility:** Company shall not be responsible for any unforeseen price increase enacted by the commercial chassis supplier or suppliers of major components of the Product (including but not limited to engine, transmission, and fire pump) after the execution of contract. Any price increase for commercial chassis or major components of the product will be passed through to the Customer and will be documented on a Change Order.

**Performance Bond:** A performance bond is not included in the above price. If customer elects to add a performance bond **\$1,996.00** will be added to the purchase price.

**Transportation:** Transportation of the apparatus to be driven from the factory to the customer's location is included in the above pricing. If customer elects to drive the apparatus from the factory, **\$3,500.00** may be deducted from the purchase price. If this option is elected payment in full and proof of insurance must be provided prior to leaving the factory and the customer is responsible for compliance with all state, local and federal DOT requirements.

**Inspection Trips:** **Two (2)** factory inspection trips for **three (3)** customer representatives is included in the above pricing. The inspection trips will be scheduled at times mutually agreed upon between the manufacture's representative and the customer, during the window provided by the manufacturer. Airfare, lodging and meals while at the factory are included. In the event the customer is unable to travel to the factory or the factory is unable to accept customers due to the restrictions caused by a national disaster or pandemic then the Dealership reserves the right to use forms of electronic media to accomplish the intention of the inspection trips. Every effort will be made to make the digital media as thorough as possible to satisfy the expectations of the of the customer. If the customer elects to forgo an inspection trip **\$1,750.00** per traveler (per trip) will be deducted from the final invoice.

**Acceptance of Proposal:** If the customer wishes to purchase the proposed apparatus Hughes Fire Equipment will provide the Customer its form of Purchase Agreement for the Customer's review and signature. If the Customer desires to use its standard form of purchase order as the Purchase Agreement, the purchase order is subject to review for any required revisions prior to acceptance. **All purchase orders shall be made out to Hughes Fire Equipment.**



Chairman Soto and “enforcement,” discussing internal security at SFD



Thank you, Veterans, for your service & sacrifice  
on Veteran's Day 2022 and EVERY DAY!



SFD wishes our Board Members, Staff,  
and Community a  
Very Happy Thanksgiving!



# Sedona Fire District Fire Board Meeting

November 15, 2022

