



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, September 20, 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, September 20, 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 15 Police Officers and 2 firefighters who passed away since the previous Board Meeting.

II. PRESENTATION OF AWARDS/STAFF RECOGNITION

A. Badge Pinning – Fire Chief

The Badge Pinning portion was put on hold at this time, in order that Chief Mezulis' family arrived.

B. Acknowledgment of Years of Service:

Chief Ed Mezulis recognized Firefighter Jake Hanna (10 years), Firefighter Tyler Woo (10 years), Firefighter David Yingling (10 years). Firefighter Woo was present with his family to receive his pin and recognition. Board Chairman Soto acknowledged the firefighters and thanked everyone for their service.

Chief Mezulis introduced the new GIS employee, Matthew Spinelli and gave him an opportunity to introduce himself to the Board. Matthew spoke for a few minutes on how excited he was to be at SFD and mentioned that he was looking forward to getting involved and maybe back into Wildland firefighting.

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. August 30, 2022 Special Meeting Minutes
2. August 16, 2022 Regular Meeting Minutes

Board Chair Soto made a motion to approve the Consent Agenda, Board Clerk McCarthy 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 August 2022 Finance Report

Wildland and ambulance billing revenues continue to exceed expectations and offset other costs at this time. At this point in the year, we haven't seen any tax revenue. Continuing with audit preparations.

Health insurance hit in August. We have seen some savings with the price of fuel coming down. YTD things are looking good. Personnel costs are high but will level out through the remainder of the year. Chairman Soto asked Mr. Buldra why the cash on hand balance was lower than previously reported. Mr. Buldra stated that we use more of our available cash at the beginning of the FY while awaiting the tax revenues to begin coming in. Mr. Soto followed up with a question regarding personnel costs and Mr. Buldra explained that these costs will level out and we expect to be ahead approximately \$7K later in the year.

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

At this time, Chief Mezulis' family arrived for the badge pinning ceremony. Board Chairman Soto outlined the highlights of his career, thus far, and spoke about his military service and the medals that he was awarded during his service to our country. The Chairman remarked that this was an event because 1) badge pinnings don't happen very often, 2) It was HIS first time to present a badge as it is usually the job of the outgoing Chief, and 3) there was such a large audience at the meeting to watch!

Chief Mezulis spoke briefly thanking his family, the firefighters and the Board and recognized their contributions to Sedona Fire and his path leading him to Fire Chief.

At this time, Chairman Soto called for a brief recess for photos to be taken with the Chief and his family and convened the meeting briefly at 4:54 p.m.

Meeting was re-convened to the regular business meeting at 5:01 p.m..

D. Staff Items:

1. August 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
 - Fill the Boot for MS – Tyler Woo spearheaded efforts
 - Retirement Walkout for Chief Trautwein 9/1
 - 9/11 Memorial Ceremony
 - Staffing Updates
 - GIS welcome Matthew Spinelli
 - Telecom – 2 open positions; applications are under review
 - Firefighter New Hire Academy begins 9/26
 - Upcoming
 - Operational Retirement Walkout 9/26, moved from 9/28
 - Outward Mindset training to be held on 9/30 with new Board member and new hires
 - Chili Cookoff – Rotary will be hosting, SFD will be participating on 10/2 at Red Rocks HS
 - Fire Prevention Week 10/9-15
 - Halloween returning to uptown, SFD determining how to best facilitate
 - Mental Health Moment
 - September is Suicide Prevention Awareness Month. Ms. Robinson discussed a conference call she had attended earlier in the day, resources available and treating each other more kindly. Board Clerk McCarthy made the statement that in the firehouse, the kitchen table is vital for reaching out to peers for support.
- c. Operations Activities – Assistant Chief Jayson Coil
- Significant Incidents
 - Personnel are experiencing complicated scenarios when responding to calls. Gunshot wound, patient transported was still viable, but it's hard to determine in uncertain environments. Chief Coil stated that it is always the possibility to turn into the worst case scenario that is hard to deal with and you worry about. Staff has to make decisions not based on fear but on their experience and expertise, and our responders do that tremendously well, exhibiting excellent decision-making skills.
 - Wildland
 - California crew is coming home this weekend. We will not be sending out another crew until California re-evaluates and makes requests. While the crews were asked to extend multiple times and demonstrated consistent competence, SFD will be awaiting further requests from the state.
 - GIS
 - There are lots of things to do, projects that have been on-hold and updates. Chief Coil wants to delineate different ways that we use GIS to impact service delivery and other agencies. He wants to develop real-time dashboards to be displayed live for standards such as response times, etc. Chief Coil discussed the photo on his slide that is a map of the evacuation areas that was recently released by Law Enforcement. These divisions should impact less people and require less Law Enforcement control when being used for large scale evacuations.
 - Telecom
 - There should be a full report from Pegasus in the next 1-2 months for Board review of the IT infrastructure. At that point, there will be hard decisions to be made on costs that have been deferred and equipment replacement delays. These will be necessary to bring the system up to an acceptable standard.
 - Programs & Projects
 - Chief Coil is working on process and procedure for the Battalion Chief testing, creating a framework and standard for the process that will be repeatable for all other positions.

Board Member Jablow asked Chief Coil if we were onboard with the Police Department on the evacuation plans. Chief Coil responded that the information came from Law Enforcement and that he is working with Chief Foley and city managers to facilitate in whatever capacity they require.

Board member McNeal asked what the plan was for communicating the evacuation plan to the public. Chief Coil responded that SFD's role is to support the city in developing the strategy but that there was a

place on the new phone system for automated messages that we could relay the information from Law Enforcement. Law Enforcement pushes the message out on the evacuations, and facilitates the overseeing of the evacuation, SFD amplifies the message. Chief Coil stated that he would follow up with Chief Foley. Chairman Soto asked about the system that we follow for evacuation. Chief Coil responded that we use “Ready, Set,, Go” which prewarns people at certain distances to prepare to evacuate and that the level may increase at any time.

Board Clerk McCarthy asked about plans for the Village of Oak Creek and if they were being included in these plans. Chief Coil stated that he would relay the request the Law Enforcement to involve the Village. Chief Mezulis stated that SFD will make sure we are working with our partners to relay information, as needed.

d. Community Risk Reduction Activities – Fire Chief Ed Mezulis

Chief Mezulis briefed the Board that the interim Fire Marshal was unavailable to be at this Board meeting, but was working on familiarizing himself with compliance activities. He stated that there is a third-party source to contract on plan reviews should if become necessary while Chief Booth is recovering.

e. Operational Support – Fire Chief Ed Mezulis

- EMS Activities and Updates

There is continued increased complexity in the calls that we are running.

Light duty staff is working on inventory and rebuilding stockpiles of supplies.

- Fleet Activities and Updates

Nothing to report at this time.

- Training Report

Training is set for fall.

Two firefighters completed their 1-year probationary period.

Engineer’s boot camp was held to familiarize staff who intend to become engineers. This gives them experience with the equipment and expectations of the position.

f. Fire Chief Activities – Fire Chief

- Purchase Orders between \$10,000 - \$50,000 since the last Board Meeting

ESO Solutions - \$29,914 Annual Agreement on statistical software and support

Golden State - \$25,199 Laundry Extractors (2)

Pegasus - \$11,250 Out-of-Scope Work

Syncro - \$14,400 Help Desk assistance and routing of help tickets

- Correspondence/Thank You Letters to SFD

Oak Creek Knolls for the Cactus Drive fire in July

2. Public Outreach and Communication

E. **Discussion/Possible Action: BAC to Purchase Self Contained Breathing Apparatus (SCBA)**

Chief Coil began the request for purchase, stating that our current equipment is at the end-of-life and will be required to be replaced in 2 years, due to updated standards. The current equipment is 13 years old. Several attempts were made to obtain grants for funding of the new SCBA and equipment but were unsuccessful. He asked that the purchase be approved for \$688,159.24 for the SCBA equipment and related costs associated, as outlined in the requisition.

Board Member Comello asked what happens to the used equipment. Battalion Chief Cochrane replied that it could be used for drills or practice exercises until it’s out of service, but that most likely, the vendors would assist in finding contacts with a buyer that could use for the remaining life span, such as colleges or other educational institutions. They would use for training, etc.

Chairman Soto asked if the requested amount of SCBA’s was enough for training purposes and BC Cochrane stated that it was enough. Chairman Soto followed up with a question regarding whether a contract, or if the warranties were enough coverage for repairs, etc. BC Cochrane stated that the warranties are good through the end of the equipment life of 15 years. Mr. Buldra stated that these have been on the capital plan for replacement for a long time. Board Clerk McCarthy mentioned that these are vital, life-saving equipment. Chairman Soto again asked if the sales contract was enough or if legal counsel needed to review. Mr. Whittington responded that most of the time these purchases are

not brought under legal review but counsel would confer with management to ensure that they had accepted the warranty. He recommended a small contract addendum to the contract, which would normally be used in this instance, and stated that it would be executed with the vendor. Chairman Soto asked if the warranties had been reviewed and were acceptable, and Clerk McCarthy asked when delivery was expected. BC Cochrane confirmed the warranties and Chief Mezulis stated that Cochrane was very thorough in his research and could be trusted to have gotten SFD the best situation and price.

Chairman Soto motion was made to approve Requisition #Q09678, in the amount of \$688,159.24, to LN Curtis & Sons, for the purchase of sixty-five MSA G1 SCBA Systems with necessary accessories and extended warranty as identified in the Quote and Requisition. Board Clerk McCarthy seconded, there was no further discussion and the motion was unanimously approved.

F. Board Member Items:

1. Discussion:

Janet Jablow: Back up to speed on Bill.com, made first payments since it went down. Other usual Board activities.

Helen McNeal: Apologized to Chief Mezulis for not being present for his Badge pin. She attended the 9/11 memorial service, she is also working in Bill.com, and attended the Retirement Walkout.

Gene McCarthy: Looking forward to meeting and talking with the new Fire Chief. Very proud of this organization and takes great pride in SFD. Chief Mezulis responded that he is going to kick off the one-on-one meetings sooner rather than later and will work on getting them scheduled.

Al Comello: Stated he found the Walkout Retirement ceremony very professional and dignified and it reminded him of his time in the Army. Asked about SFD involvement in the chili cookoff and having staff there to represent SFD and said he could probably find a commercial kitchen for our use. Member Comello is working with Interim Fire Marshal Riddell on the Sedona Wine-Fest event, which should have 2-3000 people attending.

Chairman Dave Soto: Hosted the retirement walkout, and the 9/11 Ceremony which included 20-35 people. He participated in a Wellness Check on Chief Coil and said that he is on the mend and doing well, as is Chief Booth. He thanked Clerk McCarthy for his help with the gift for Chief Trautwein, and he thank Recording Clerk Smathers for her working around the issues with the MaaS360 program in getting out the Board packets and other information.

Chairman Soto mentioned that he is becoming more involved with the Firewise group in Prescott and is looking to branch off for Verde Valley that will be supported by Prescott group and he and Chief Booth will sit on their Board. He again thanked everyone involved in the Fire Chief testing process and commented on the amount of work accomplished in a very short amount of time. He again thanked everyone for all their daily efforts.

III. ADJOURNMENT

Chairman Soto adjourned the meeting at 6:08 p.m.

//signed by Gene McCarthy 10-18-22//

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: