



# SEDONA FIRE DISTRICT FIRE BOARD MEETING

May 2023



# 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, May 16, 2023 / 4:00 PM**

~ AGENDA ~

**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. Acknowledgement of 5 years of Service:
1. Mark Feeney, Firefighter
  2. Sandeep Grewal, Firefighter
  3. Jose Diaz, Firefighter

**III. BUDGET WORKSHOP**

- A. Discussion/Possible Action: Possible direction to staff regarding 2024 proposed budget. Possible approval of proposed 2024 Budget.

**IV. EXECUTIVE SESSION**

- A. Possible vote to go into Executive Session for legal advice re: citizen code enforcement letter pursuant to ARS §38-431.03(A)(3).

**V. RECONVENE INTO PUBLIC SESSION**

- A. Discussion/Possible Action: Re: citizen concern relating to code enforcement issues.

**VI. REGULAR BUSINESS MEETING**

- A. Public Forum:
1. Public Comments

2. Executive Staff Response to Public Comments

B. Consent Agenda – Discussion/Possible Actions:

1. April 18 Regular Meeting and April 26, 2023 Special Meeting Minutes.

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

1. Discussion/Possible Action: Review and Approval of April 2023 Finance Report

D. Staff Items:

1. April 2023 Monthly Staff Report

- a. Administration Updates – Director of Administrative Services Heidi Robinson

- i. News and Events

- ii. Staffing Updates

- iii. Upcoming Events

- iv. Mental Health Moment

- b. Operations Activities – Assistant Chief Jayson Coil

- i. Significant Incidents

- ii. Wildland

- iii. GIS

- iv. Telecom

- v. Programs & Projects

- c. Community Risk Reduction Activities – Division Chief Dori Booth

- i. Inspection Activities

- d. Fire Investigations

- e. Notable Events

- f. Fire Marshal Safety Message

2. Operational Support – Fire Chief Ed Mezulis

- i. EMS Activities and Updates

- ii. Fleet Activities and Updates
- iii. Training Report
- e. Fire Chief Report – Fire Chief Mezulis
  - i. Call Volume & Response Review
    - a. Incident Summary and Year-to-Date Comparison
    - b. Station Responses
    - c. Response Times
  - ii. Status Report – Station 4
  - iii. Purchase Orders over \$10K
  - iv. Social Media Engagement

E. Board Member Items:

- 1. Discussion: Board Member’s Fire District Related Activities Since the Last Board Meeting.

**VII. ADJOURNMENT**





# Sedona Fire District Fire Board Meeting



Employee Awards &  
Recognition

May 2023

# Sedona Fire District

## AWARDS & DECORATIONS

May 2023

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## FIVE (5) YEARS OF SERVICE



Jose Diaz



Mark Feeney



Sandeep Grewal





# Sedona Fire District Fire Board Meeting



Budget Workshop – James Vincent  
Group, Mr. Gabe Buldra, Finance  
Director

# Sedona Fire District

EXECUTIVE SESSION IN PROGRESS

Please stand by....

If we encounter technical difficulties that require us to restart the meeting, please reconnect:

<https://sedonafire.zoom.us/j/83096190389?pwd=VTBhVHlBNjNyYk9PZnZQcnFIWlhLdz09>

Meeting ID: 83096190389

Passcode: 414678







# Sedona Fire District Fire Board Meeting

## CONSENT AGENDA

- Approval if 4/18/2023 and 4/26/2023 Board Meetings





# Sedona Fire District

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

## SPECIAL BOARD MEETING

**Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room  
Wednesday, April 26, 2023 / 11:00 AM**

~ MINUTES ~

### I. CALL TO ORDER/ROLL CALL

Pursuant to notice, a special meeting of the Sedona Fire District (SFD) was called to order by Chairman Dave Soto at 11:02 AM on Wednesday, April 26, 2023. 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; Helen McNeal – Clerk; Gene McCarthy, Scott Springett, Janet Jablow – Members. Others Present: Fire Chief Ed Mezulis; Assistant Chief Jayson Coil; Interim Fire Marshal Kirk Riddell; Labor Representative David Rodriguez; Sara Simonton, JVG(by Zoom); Bill Whittington, Attorney (by Zoom); and Executive Assistant Kim Smathers – Recorder.

#### **A. Salute to the Flag of the United States of America.**

Chairman Dave Soto led the Pledge of Allegiance.

### II. BUDGET WORKSHOP

#### **A. Discussion/Possible Action: Budget Review Workshop with JVG Associate, Sara Simonton, SFD Leadership, and Governing Board.**

Sara Simonton of JVG presented the Board with the proposed 2024 Budget for the 2024 Fiscal Year for Sedona Fire District. She began with an introduction of what would be covered and how the meeting would flow following the Budget Book. The 10-year projections for Sedona Fire and Budget expectations were covered.

At this point, the line-by-line review of the budget commenced with many questions from the Board regarding the budget asks and explanations of increases or decreases in requested amounts. There were clarifications to new line items, areas that have been broken out of other areas that had previously been grouped together. JVG is clarifying program areas that were previously grouped with other like costs to facilitate transparency.

There was a long discussion about wildland revenues showing in the budget but not being credited as revenue. Ms. Simonton, Chief Mezulis, and Assistant Chief Coil provided clarifying information explaining that it is an estimated amount based on the prior year and is pushed to Capital funds to be used to offset funding for capital projects. AC Coil added that there is basically a year “lag” in the funding due to the collection after the fact, and Ms. Simonton stated that doing it this way does not allocate the funds to a project that might need more funds than are collected and then trying to make-up with other allocated funds set towards another project area.

Board Clerk McNeal asked if the amounts allocated for salary and wages included the proposed 4.6% Federal COLA and Ms. Simonton stated that it was. Chief Mezulis expressed that he had asked JVG to run the numbers at the Federal rate, and Social Security rate, as has been used in the past. Chief Mezulis stated that having labor involved was intentful and that the management team and JVG have been regularly working with labor and feels that they present themselves with passion and practical approaches, Chief Mezulis then mentioned that he feels that a total compensation study needs to be done to determine where SFD stands in comparison to others of like size and staffing to remain comparable and competitive for hiring and retention purposes.

Captain Rodriguez stated that the process this year was different, and they feel that the Fire Chief and the Board has heard their voices and he understands the political side of the pressures on the Board and

that he appreciates the relationship that SFD has with the Board and hopes it continues to be good and grow. AC Coil asked if the Board was aware of the confidentiality and rules of Meet & Confer and Chief Mezulis detailed the process for Meet & Confer with Labor representatives. AC Coil stated that Chief Mezulis was required to maintain confidentiality to act in good faith with the other representatives. Board Clerk McNeal noted that it helped to understand the process. Chair Soto stated he was not interested in inserting the Board into the negotiations. He then asked about incremental increases being proposed. The Chairman directed JVG to provide salary rate proposals for the budget at several other percentages and directed Fire Chief Mezulis to continue negotiations with labor.

The line-by-line review continued after a short break at 11:45 to make lunch plates to continue working. The meeting resumed at 11:55 with questions from Chairman Soto about breaking out positions in each category/project code to better determine compensation for each area.

Board members asked clarifying questions about Arbinger training, pending grants, and other program areas. Under Community Risk Reduction, it was asked if the estimates provided were ever updated to actual numbers. There was a discussion about JVG removing the budget KPI reports from the proposed budget. AC Coil stated that the information could be more accurate, reliable, near real-time and pertinent with the dashboards that are currently in development. Chairman Soto directed that JVG adjust to take the KPI reports out of the budget as they do not represent actual events, correct numbers of contacts, etc. The review continued and Board Clerk McNeal asked about Overtime and for clarification on what Rank-for-Rank meant. Chief Mezulis detailed that it was a coverage method having a person of the same rank covering an absence, versus someone stepping up or down into a position to cover shift. Chief Mezulis stated that this should reduce mandatory overtime and will provide more mentoring opportunities. AC Coil added that it will foster a quicker speed to competency for certain promotional purposes. This led into Clerk McNeal asking about the new Division Chief for Training position. Chief Mezulis stated that the savings from his unfilled position would cover the costs for the mentorship program with no additional costs. The line-by-line continued through requests for new adapter purchase to ensure new air supplies work with existing equipment, Mental Health services for first responders, and wellness requests.

There was discussion regarding the purchases allocated for IT equipment and services for 2023 and new requests for 2024 for the mountaintop tower sites with explanations of how they have been reflected in the capital plan.

Chairman Soto stated that the review was complete and asked if there were further comments. Chief Mezulis stated that he appreciated the open dialogue and that he understood all direction given by the Board Chair. Chairman Soto stated that SFD staff should continue fine tuning for the May Budget Workshop and to move forward with labor negotiations.

### **III. ADJOURNMENT**

Chairman Soto adjourned the meeting at 1:13 p.m.

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Helen McNeal, Clerk of the Board

*SFD*





# 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, April 18, 2023 / 4:00 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 4:03 PM on Tuesday, April 18, 2023. 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; Helen McNeal – Clerk; Gene McCarthy, Scott Springett, Janet Jablow – Members. Others Present: Fire Chief Ed Mezulis; Assistant Chief Jayson Coil Director of Administrative Services Heidi Robinson; Interim Fire Marshal Kirk Riddell; Sara Simonton, JVG(by Zoom); Bill Whittington, Attorney (by Zoom); and 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 10 Police Officers and 9 firefighters who passed away since the previous Board Meeting.

### II. PRESENTATION OF AWARDS/STAFF RECOGNITION

**A. Five years of Service Recognition:** Branda Brothers, Payroll Specialist, was recognized for her 5 years of service. Chief Mezulis gave an introduction and career highlights and presented Ms. Brothers with the 5-year pin. Ms. Brothers did not wish to say anything. Chairman Soto stated that, without a doubt, she was the singular person that membership was focused on due to her position. He thanked her for her hard work and dedication and asked for a round of applause.

### III. BUDGET WORKSHOP

**A. Budget Workshop:** Sara Simonton of JVG presented the Board with the proposed 2024 Budget for the 2024 Fiscal Year for Sedona Fire District. Chief Mezulis stated that he wanted to thank everyone involved and JVG, for going line-by-line over this budget last week. He stated that the SFD staff was intentful and they are presenting to the Board for them to absorb and give direction and then it will be revised and corrected as directed.

Ms. Simonton stated that she was going to review budget schedule, expenses, revenues, and fund balance status. We are right in the middle of the process right now, with this proposed budget. Tentative final budget for approval will be presented at May 16 Board Meeting with the June Board meeting facilitating the public hearing and adoption.

Ms. Simonton reviewed the budget numbers for the categories outlining expected increases and decreases in all areas. There was discussion about the proposed federal COLA of 4.6% versus the SSI index of 8.76%. Board Clerk McNeal asked why they did not have a hard copy in their packet and Ms. Simonton said that it had just been completed and she would provide to SFD. At this point, Chairman Soto asked that a special Budget Review meeting be scheduled within the next two weeks to go over the line-by-line budget, as presented. He asked Chief Mezulis if

Labor was going to accept the 4.6 COLA and Chief Mezulis responded that he will go back to them in good faith and continue negotiations. Chairman Soto said that he would like to see a downward trend in the budget numbers but realized there was a reality of what SFD needs to operate.

Chairman Soto directed JVG to continue to tune the numbers on the proposed budget until such time as the budget review meeting could be scheduled and directed Chief Mezulis to have staff send out need-to-meet email to accomplish in the next 2 weeks' time. He then thanked Ms. Simonton for her presentation.

#### IV. 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

Chief Mezulis advised that a letter was received to be read into the minutes that SFD did not receive in time for the current meeting agenda and stated that all Board members had been provided a copy of the letter for their review. Chief asked that the letter be tabled for this meeting and agenda'd for next meeting. Mr. Soto made a motion to agenda'd and then Mr. Whittington advised that it did not need a motion, just the Chair to direct that for discussion/possible action at the May Board meeting. At this point, the Chair directed Chief Mezulis to agenda'd the letter for discussion/possible action at the May Board meeting.

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

*All matters under the 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. March 21, 2023, Regular Board Meeting Minutes

*Board Member McCarthy made a motion to approve the Consent Agenda, Board Clerk McNeal seconded. There was no further discussion and the motion passed unanimously.*

##### C. Financial Report – Sara Simonton, JVG Associate

##### 1. Discussion/Possible Action: Review and Approval of March 2023 Finance Report.

Sara Simonton of JVG Associates provided the March 2023 Financial Report outlining the status of SFD funds and accounts. Sedona Fire District continues to be under budget across the board in most categories. SFD is on target with its expenses and revenues for 2023.

Board Member McCarthy asked about fuel cost estimates and wondered why JVG did not think that the fuel costs were more than anticipated, stating he had certainly noticed rising fuel prices. This was explained that last year, prices were trending up and expected to go even higher and that was what was budgeted. Chairman Soto noted that at this point, the Fleet has never been younger and more fuel efficient and that would certainly be a contributing factor, as well. Along with SFD being more conscientious about fuel and utilities and it is showing in cost savings. Assistant Chief Coil noted that utilities could be lagging due to the need not to use the air conditioning/cooling so far this year.

*Board Clerk McNeal made a motion to approve the March 2023 Finance Report, Member Jablow seconded, there was no further discussion and the motion passed unanimously.*

#### D. Staff Items:

##### 1. March 2023 Monthly Fire Chief Report

###### a. Administration Updates – Director of Administrative Services Heidi Robinson News and Events –

We are hiring, the announcement went out on the web, social media, and calls are coming in.

A team of admin today attended and participated in the collaborative Communication & Conflict Management session. The session was very productive with good participation. The team was taught some stress-relief activities today.

Website: SFD has been posting weather alerts and wind advisories

Upcoming-April 22, Earth Day; Community Clean-up at end of the month; Verde Valley Fair with lots of SFD personnel and families involved.

Board Member McCarthy had a remark about stress relief that included a board, nails, and a hammer. Chairman Soto asked if the collaboration project met anything within the Strategic Plan and said he would like to see some measurable progress as it should fall into areas of the Strategic Plan. AC Coil stated that this will make the more outward-facing positions more effective.

###### b. Operations Activities – Assistant Chief Jayson Coil

There was another significant flooding event immediately after the last board meeting in March. He expressed his appreciation for Chief Foley and the City staff and personnel for directing.

Wildland: SFD is training in wildland refresher now and while we try to make training as realistic as possible to include identified weaknesses and using actual communications. The heavy snowpack continues to contribute to “moderate” fire danger and other than one described area, Arizona is out of drought status. Wet spring situations as we are experiencing contribute to delayed monsoon onset.

GIS: Mr. Spinelli has provided a lot of support this month, with flood hazard maps and other mapping requests. There is a group now evaluating application products and determining if they can be integrated into existing programs, etc. Spinelli, Clouch, Espiau are headliners looking at a program called TAK to facilitate different functionality for Search & Rescue.

Telecom: All mountain sites are functioning thanks to Bob Motz and Mike Sheehan. Things that are not working are getting corrected around natural causes of breakdowns (i.e., packrats). The DPS tower on Porcupine Peak is progressing after Mr. Motz identified a way to align accuracy of what was being moved.

Chief Mezulis stated that Mr. Motz is doing a great job and has a solid plan to upgrade the radio system. AC Coil commented that he believed that Bob had found a source as SME for contracts for leases, etc. and will be consulting, as he was tasked before his conference attendance.

Programs & Projects: AC Coil is working on a list of qualified, promotable Captains and along with BCs will, together, evaluate the Captain Job Description and update, as necessary.

Board Member McCarthy stated it was an excellent report and Chairman Soto asked AC Coil if flooding maps noted correlations of depth to speed the water is flowing. AC Coil stated that there are no predictive devices upstream. Chair Soto mentioned that he was interested to see that the Ready, Set, Go program was used during the flooding such as it is with fires and asked if that impacted a different set of people who may not be familiar with the Ready, Set, Go? There was a discussion about how to disseminate the information to citizens and visitors. Member Jablow asked if there was a way to compel rentals in order to educate and Chief Mezulis stated that he is working with the City with their registry of short-term rentals and providing a welcome packet of some sort. Member McCarthy remarked that children in seventh grade, and then again sophomore/junior year of high school are open to suggestions, and it would be a good time to get something added to the curriculum of those age groups regarding Ready, Set, Go in hope that they would retain and take it home. He also stated that former board member Al Comello passes out maps of the entire area and if we could get it attached to that, it would be a good venue, reaching over 500,000 visitors.

Board Clerk McNeal asked Chief Mezulis about the overdue accounts on the tower leases and if anything was being done. Chief Mezulis stated that he has been working on one and probably allowed them too much grace, but he is seeking legal counsel to remove their equipment from SFD towers.

###### c. Community Risk Reduction Activities –Interim Fire Marshal Kirk Riddell



Two staff members have completed Arson I training and are now certified Arson 1 investigators. Riddell has been contacted and meeting with Pre-School regarding active shooter training. Riddell contacted IC SAFE and will be meeting with the school tomorrow. He feels this is the beginning of many more requests of this type.

Community Clean-Up days are April 29-30 in VOC behind the retail outlets and May 6-7 at the Posse Grounds near the soccer fields, in West Sedona. Hours for both are 8-5, please bring yard waste only, nothing else will not be accepted.

Riddell spoke about Ember wash and alleviating fuels near homes, including cleaning gutters, making sure shingles are intact, checking roofs, window screens and vents, closing off underneath decks, and moving furniture and firewood away from house. After that, working on 10-20-30 zones in the yard, clearing up debris, underbrush, limbing up trees, etc. Make sure that you are practicing safe work habits by staying hydrated, using sun protection, gloves, eye/hearing protection, chaps (if using a chainsaw), etc.

Chairman Soto stated that Ready, Set, Go could be working with CRR to distribute materials and educational awareness. Riddell says it is a good idea to stay at READY status and recommended firewise.org and livingwithfire.info websites for further information.

#### D. Operational Support – Fire Chief Ed Mezulis

Chief Mezulis stated that there have been a couple of good Code Saves in the past week. There have been several complex EMS calls in the past few weeks and the air ambulance services are doing great work. Native Air is new to the Verde Valley area, and Guardian Air pilots have jumped right in and are landing in places that others would not attempt to facilitate rescues. Both are great to work with.

Captain Ojeda has been training staff on new software for ordering inventory. New personnel at NAH are getting up to speed on procedures with meetings and information.

Fleet – Mike Sheehan has had some extended repair jobs that are getting done as parts are available, etc. He is doing preventative maintenance and catching up on projects.

Training: Annual training is underway. Wildland and Swiftwater trainings are being documented and performed. Flooding in Verde Valley produced rescues including six people, two dogs and a pig. All were safely evacuated. Water rescue last week was successful and shown on local news stations. Board Clerk McNeal commented that the water rescue made the national news on ABC.

#### e. Fire Chief Activities – Fire Chief Ed Mezulis

##### Call Volume and Response Review

a. Incident Summary and Year-to-Date Comparison – ESO Conference was attended by Spinelli, Clouch and Espiau. They have produced some new graphs and charts to show information. Chief Mezulis stated that Station 5 will pick up soon with summer visitors to the Canyon. They are being utilized as an added resource with training and response.

b. Response Times –New slide from the ESO group, showing dispatch, response, and ambulance transport times. SFD will continue to drill down on the reported areas.

c. Station 4 Update: As reported last, Wilmeng did not provide acceptable options and Chief Mezulis continues to engage with the City of Sedona on available properties. With the City settling the disputes with the Forest Road extension and the new council being resistant to building the parking garage, the Chief intends to have something actionable for the Board for May. Chief Mezulis has a meeting with the City Manager in 2 weeks to discuss and evaluate options.

Board Clerk McNeal asked about the Wilmeng plan and if that had been set aside. Chief answered that it was determined that the engineering necessary and the wall loads made that plan not practical for SFD purposes.

Chairman Soto asked if the new slides of response times were from Dispatch or if SFD personnel had produced them. Chief Mezulis explained that the ESO conference showed SFD personnel a new way to extract the data and it makes it now reasonable to track dispatch times that are either increasing or decreasing and drill down to determine why they exist.

### **E. Discussion/Possible Action: Fire Board Agenda Communication (item tabled from March Board Meeting); Restructuring of the Training Officer position to Division Chief; and funding one shadow position in training for the first 6 months of FY24.**

Chairman Soto asked if Board members had reviewed and if there were any questions. When nothing was presented, he stated that he wanted to thank the Chief and staff for the thorough job that was done in detailing the request and the hard work involved in preparing. He stated that this was a cleaner method for the Board and the public to dissect the request and understanding of approval/disapproval. Chief Mezulis stated that the staff put a lot of work into the documentation with AC Coil and HR leading. Chief stated that this was now a need and not a want as another resignation in the time since the last meeting and that it is time at SFD when the experienced employees are aging-out and/or leaving and it makes the training division even more important in backfilling those positions.

*Board Member McCarthy motioned to approve the temporary increase in organizational staffing by one person for six months to allow an effective transition from the current training officer to the newly appointed Division Chief of Training. Scott Springett seconded the motion, there was no further discussion and the motion passed by unanimous vote.*

#### **F. Board Member Items:**

1. Discussion:

Scott Springett: Finally, has been able to provide his bio to Ms. Robinson. One-on-One with Fire Chief, assessed flood damage and spoke with people in the affected area; referred a friend to employment with SFD.

Helen McNeal: Also, has referred a former Marine who is getting information regarding employment at SFD; usual activities, billpay.com, signing checks, etc.

Janet Jablow: Has also referred people for employment in the past; usual billpay.com activities; enjoyed her one-on-one with Fire Chief and the parade.

Gene McCarthy: Upcoming meeting with Fire Chief, he enjoys that time spent. He will be sending out emails regarding yard clean-ups to his neighborhood and reiterated that SFD needs to be getting into the schools with educational information about fire, employment, etc. Chief Mezulis stated that he is noticing that things are “coming back” from Covid and the past couple of months have been opening up . SFD will be at Sedona High School career day and will look at getting Ready, Set, Go into middle school.

Chairman Dave Soto: Chairman Soto stated that he has been discussing and working with Executive Assistant Smathers and she has produced an outline of timelines and expected actions and deadlines relating to the Board meetings and the expectations therein. These are statutory deadlines and requirements and a good reminder due to changing personnel and responsibilities over the past two years.

April 22 is Earth Day and Firewise, Prescott Chapter is having a county-wide event at the town center from 10-2. There will also be utility companies and other groups involved. He also had his one-on-one with the Fire Chief.

#### **V. ADJOURNMENT**

Chairman Soto adjourned the meeting at 6:03 p.m.

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Helen McNeal, 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:



**April Financial Report  
James Vincent Group**





## Sedona Fire District Monthly Financial Report

### Monthly Financial Report – April 2023

Attached are the following for your information and review:

1. Balance Sheet as of April 30, 2023.
2. Summary of reconciled cash balances on April 30, 2023.
3. Income Statement of Revenues and Expenditures for April 2023, including budget to actual and year- to-date balances.
4. Graphs for April 2023.
5. Fixed Asset Additions and Disposals Schedule FY23.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

#### Key points:

- Total Revenue for April is \$3,949,465 which is \$402,665 over budget.
  - Tax Revenue for April is \$3,722,985 which is \$423,008 over budget.
  - Non-Tax Revenue for April is \$226,481, which is \$20,343 under budget.
    - Ambulance revenue is \$12,756 under budget.
- Total Expense for April is \$1,574,447 which is \$13,810 under budget.
  - Personnel Expense is \$27,702 under budget.
- YTD Revenue is \$20,438,845, which is \$760,380 over budget.
  - Tax Revenue YTD is \$17,126,440 which is \$201,918 over budget.
  - Non-Tax Revenue YTD is \$3,312,404 which is \$558,462 over budget.
    - Wildland revenue is \$287,731 over budget.
    - Interest revenue is \$174,446 over budget.
- YTD Expense is \$16,250,550 which is \$104,292 under budget.
  - Building and Land is \$69,937 under budget, driven by utilities and repairs & maintenance.
  - Managerial is \$37,465 under budget driven by budgeted dollars for election expense.
  - Meetings Travel and Training is \$29,791 under budget, driven by meals and travel.

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

**Sedona Fire District**  
**Balance Sheet**  
As of April 30, 2023

	Apr 30, 23	Apr 30, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000 · Bill.com Money Out Clearing	0.00	1,431.44	-1,431.44
1010 · Capital Reserves Fund	3,553,289.82	3,489,700.71	63,589.11
1050 · Chase - Operating Account	158,821.11	277,544.19	-118,723.08
1060 · Chase - Payroll Account	245,372.98	90,131.54	155,241.44
1070 · County General Fund	12,468,183.47	12,139,925.31	328,258.16
<b>Total Checking/Savings</b>	<b>16,425,667.38</b>	<b>15,998,733.19</b>	<b>426,934.19</b>
<b>Accounts Receivable</b>			
1200 · Accounts Receivable*	113,556.23	52,282.85	61,273.38
1202 · Ambulance Billings Receivable	394,076.49	748,838.74	-354,762.25
1204 · ND Fire Billing Receivables	6,359.09	0.00	6,359.09
1206 · Property Tax - Receivable	242,382.14	235,619.22	6,762.92
1270 · Lease Receivables	987,486.00	0.00	987,486.00
<b>Total Accounts Receivable</b>	<b>1,743,859.95</b>	<b>1,036,740.81</b>	<b>707,119.14</b>
<b>Other Current Assets</b>			
12000 · Undeposited Funds	0.00	15,441.79	-15,441.79
1320 · Prepaid Expenses	91,360.15	54,767.30	36,592.85
1321 · PSPRS Prepaid Expense	0.00	2,486.25	-2,486.25
1900 · Suspense	0.00	-1,670.01	1,670.01
<b>Total Other Current Assets</b>	<b>91,360.15</b>	<b>71,025.33</b>	<b>20,334.82</b>
<b>Total Current Assets</b>	<b>18,260,887.48</b>	<b>17,106,499.33</b>	<b>1,154,388.15</b>
<b>Fixed Assets</b>			
1400 · Accumulated Depreciation	-14,310,101.78	-13,324,750.48	-985,351.30
1410 · Building and Other Improvements	9,230,946.20	9,221,768.98	9,177.22
1411 · Construction in Progress	9,125.00	0.00	9,125.00
1412 · Furniture and Equipment	6,845,833.23	6,065,031.94	780,801.29
1413 · Land	2,054,578.48	2,054,578.48	0.00
1414 · Vehicles	7,686,857.26	7,577,628.67	109,228.59
1450 · CIP	1,565,822.94	25,677.22	1,540,145.72
1470 · Right to Use Asset	119,624.00	0.00	119,624.00
<b>Total Fixed Assets</b>	<b>13,202,685.33</b>	<b>11,619,934.81</b>	<b>1,582,750.52</b>
<b>Other Assets</b>			
1500 · Defer Outflows of Rsrcs - ASRS	339,603.00	283,685.00	55,918.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,751,158.00	9,309,779.00	441,379.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	204,782.00	146,157.00	58,625.00
1520 · Defer Outflows - PSPRS OPEB	55,671.00	92,915.00	-37,244.00
1525 · Defer Outflows PSPRS OPEB Tr 3	879.00	1,101.00	-222.00
1530 · Defer Outflows - ASRS OPEB	7,611.00	18,212.00	-10,601.00
1540 · Risk Pool Capitalization	173,310.00	115,540.00	57,770.00
1815 · Net Pension Asset - PSPRS Tr 3	61,360.00	0.00	61,360.00
1825 · Net Pension Asset PSPRS OPEB	9,445.00	3,428.00	6,017.00
1830 · Net Pension Asset ASRS OPEB	46,236.00	6,450.00	39,786.00
<b>Total Other Assets</b>	<b>10,650,055.00</b>	<b>9,977,267.00</b>	<b>672,788.00</b>
<b>TOTAL ASSETS</b>	<b>42,113,627.81</b>	<b>38,703,701.14</b>	<b>3,409,926.67</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	58,456.55	25,451.16	33,005.39
<b>Total Accounts Payable</b>	<b>58,456.55</b>	<b>25,451.16</b>	<b>33,005.39</b>

**Sedona Fire District**  
**Balance Sheet**  
As of April 30, 2023

	Apr 30, 23	Apr 30, 22	\$ Change
<b>Credit Cards</b>			
2002 · Wells Fargo Credit Card	0.00	255.11	-255.11
2003 · National Bank of Arizona Credit	41,259.43	32,923.85	8,335.58
<b>Total Credit Cards</b>	41,259.43	33,178.96	8,080.47
<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	399,034.00	127,767.00	271,267.00
2015 · Defer Inflows of Rsrcs - PSPRS	4,696,305.00	1,205,709.00	3,490,596.00
2017 · Federal PR Taxes Payable	-198.91	-96.67	-102.24
2018 · HSA Deduction	5,628.35	-1,245.02	6,873.37
2019 · Insurance Premium Liabilities	112,117.28	105,294.71	6,822.57
2021 · Payroll Liabilities	4,018.99	2,610.40	1,408.59
2022 · Retirement Payable	178,082.78	55,190.18	122,892.60
2025 · Workers Compensation Liability	531.72	0.00	531.72
2049 · Defer Inflows of Rsrcs PSPRS T3	41,129.00	0.00	41,129.00
2050 · Defer Inflows OPEB PSPRS	209,801.00	150,637.00	59,164.00
2051 · Defer Inflows OPEB ASRS	39,952.00	13,874.00	26,078.00
2054 · Defer Inflows PSPRS OPEB TR3	2,570.00	345.00	2,225.00
2070 · Defer Inflow related to Leases	993,036.00	0.00	993,036.00
<b>Total Other Current Liabilities</b>	8,248,037.18	3,213,374.25	5,034,662.93
<b>Total Current Liabilities</b>	8,347,753.16	3,272,004.37	5,075,748.79
<b>Long Term Liabilities</b>			
2052 · Net Pension Liab OPEB PSPRS	60,488.00	200,029.00	-139,541.00
2053 · Net Pension Liab OPEB ASRS	1,938.00	6,843.00	-4,905.00
2200 · NBAZ Station Loan	43,103.70	297,150.52	-254,046.82
2201 · Net Pension Liability - ASRS	1,220,665.00	1,540,328.00	-319,663.00
2202 · Net Pension Liability - PSPRS	22,757,643.00	25,870,237.00	-3,112,594.00
2203 · Stryker Financing Lease	0.00	630.36	-630.36
2270 · Lease Liability	109,512.00	0.00	109,512.00
<b>Total Long Term Liabilities</b>	24,193,349.70	27,915,217.88	-3,721,868.18
<b>Total Liabilities</b>	32,541,102.86	31,187,222.25	1,353,880.61
<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	2,659,546.81	318,510.55	2,341,036.26
Net Income	4,188,294.40	4,473,284.60	-284,990.20
<b>Total Equity</b>	9,572,524.95	7,516,478.89	2,056,046.06
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>42,113,627.81</b>	<b>38,703,701.14</b>	<b>3,409,926.67</b>

**Sedona Fire District**  
**Summary of Reconciled Cash Balances**  
 Period Ending 04/30/2023

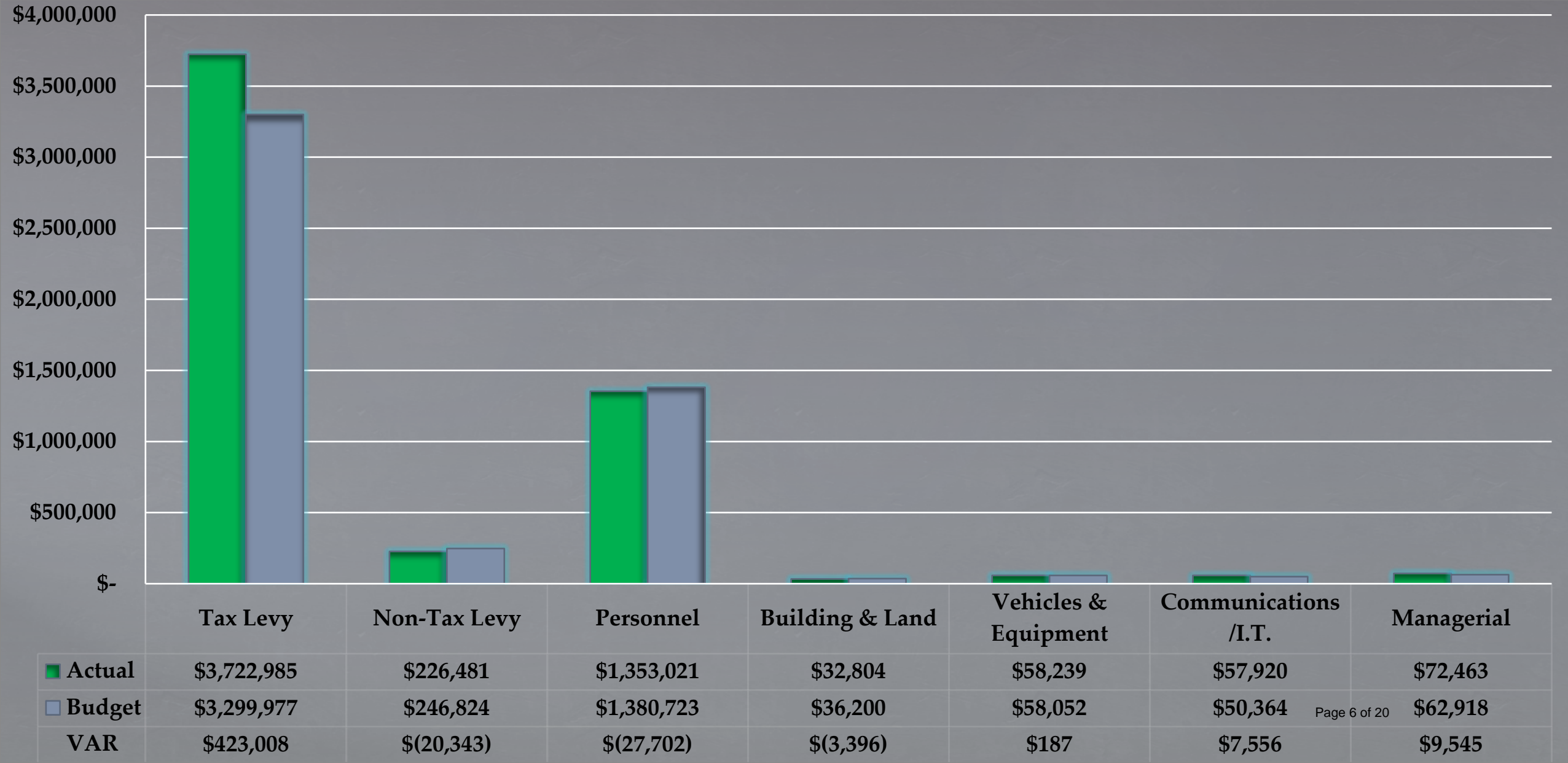
	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	<u>4/30/2023</u>	<u>4/30/2023</u>	<u>4/30/2023</u>	<u>4/30/2023</u>
<b>Beginning Balance</b>	9,680,965.93	3,553,289.82	340,819.84	636,703.76
<b>Cleared Transactions</b>				
<b>Checks and Payments</b>	(1,043,985.05)	-	(400,690.31)	(1,191,298.64)
<b>Deposits and Credits</b>	3,148,845.41	-	218,691.58	800,000.00
<b>Total Cleared Transactions</b>	<u>2,104,860.36</u>	<u>-</u>	<u>(181,998.73)</u>	<u>(391,298.64)</u>
<b>Cleared Balance</b>	<u><b>11,785,826.29</b></u>	<u><b>3,553,289.82</b></u>	<u><b>158,821.11</b></u>	<u><b>245,405.12</b></u>
<b>Uncleared Transactions</b>				
<b>Checks and Payments</b>	(11,377.56)	-	-	(32.14)
<b>Deposits and Credits</b>	693,734.74	-	-	-
<b>Total Uncleared Transactions</b>	<u>682,357.18</u>	<u>-</u>	<u>-</u>	<u>(32.14)</u>
<b>Register Balance as of 04/30/2023</b>	<u><b>12,468,183.47</b></u>	<u><b>3,553,289.82</b></u>	<u><b>158,821.11</b></u>	<u><b>245,372.98</b></u>



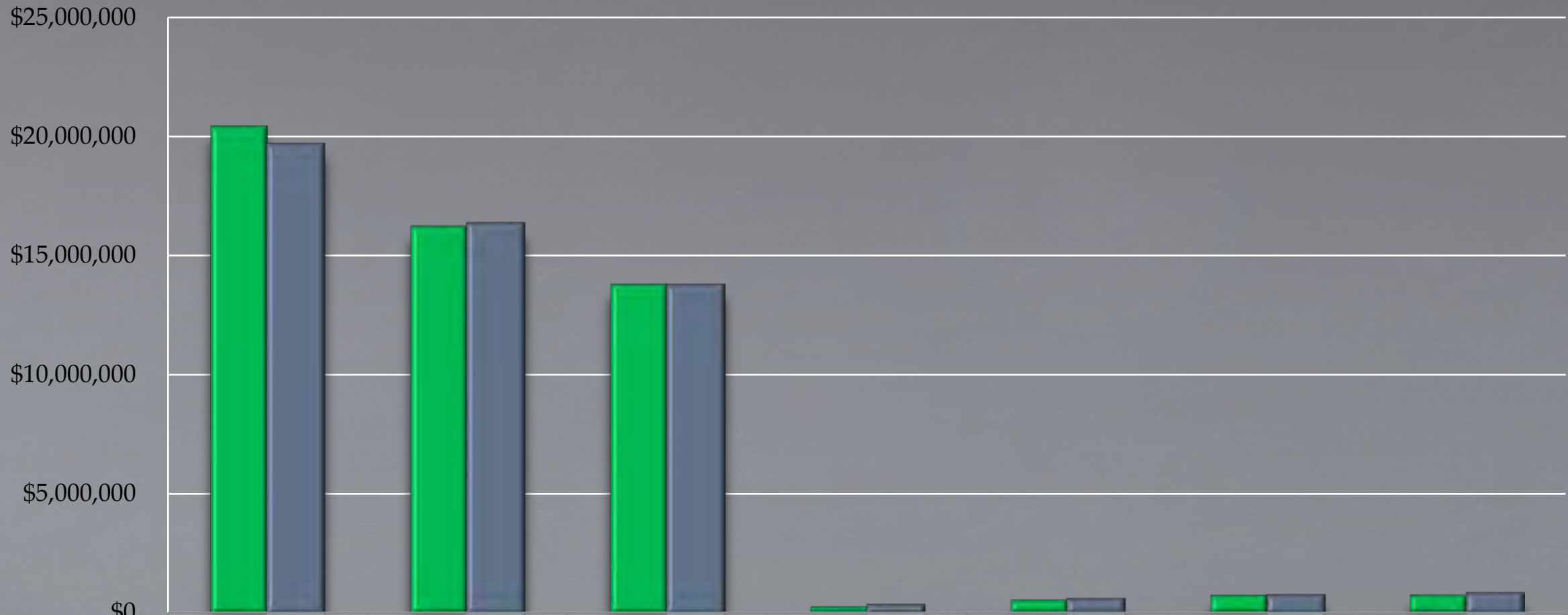
Sedona Fire District  
Profit & Loss Budget Performance  
April 2023

	<u>Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '22 - Apr 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>4001 · Tax Levy Revenue</b>	3,722,984.77	3,299,977.20	423,007.57	17,126,440.09	16,924,521.99	201,918.10	18,170,506.61
<b>4100 · Non-Tax Levy Revenue</b>	226,481.10	246,823.66	-20,342.56	3,312,404.41	2,753,942.68	558,461.73	3,461,874.00
<b>Total Income</b>	<u>3,949,465.87</u>	<u>3,546,800.86</u>	<u>402,665.01</u>	<u>20,438,844.50</u>	<u>19,678,464.67</u>	<u>760,379.83</u>	<u>21,632,380.61</u>
<b>Gross Profit</b>	3,949,465.87	3,546,800.86	402,665.01	20,438,844.50	19,678,464.67	760,379.83	21,632,380.61
<b>Expense</b>							
<b>5001 · Personnel Cost</b>	1,353,021.19	1,380,723.00	-27,701.81	13,815,821.00	13,766,815.00	49,006.00	16,784,646.00
<b>6001 · Building &amp; Land</b>	32,803.77	36,200.00	-3,396.23	288,864.69	358,802.00	-69,937.31	431,200.00
<b>6101 · Vehicles &amp; Equipment</b>	58,238.75	58,051.50	187.25	579,221.30	604,445.00	-25,223.70	727,146.00
<b>6300 · Communications</b>	57,920.07	50,364.00	7,556.07	780,383.43	771,737.00	8,646.43	872,463.00
<b>6401 · Meetings, Travel &amp; Training</b>	28,604.38	21,286.66	7,317.72	205,757.41	235,548.68	-29,791.27	303,099.00
<b>7001 · Managerial Cost</b>	43,702.92	41,287.55	2,415.37	576,588.72	614,053.90	-37,465.18	696,594.00
<b>8001 · Other Expense</b>	155.93	344.00	-188.07	3,913.55	3,440.33	473.22	4,128.33
<b>Total Expense</b>	<u>1,574,447.01</u>	<u>1,588,256.71</u>	<u>-13,809.70</u>	<u>16,250,550.10</u>	<u>16,354,841.91</u>	<u>-104,291.81</u>	<u>19,819,276.33</u>
<b>Net Ordinary Income</b>	<u>2,375,018.86</u>	<u>1,958,544.15</u>	<u>416,474.71</u>	<u>4,188,294.40</u>	<u>3,323,622.76</u>	<u>864,671.64</u>	<u>1,813,104.28</u>
<b>Net Income</b>	<u><b>2,375,018.86</b></u>	<u><b>1,958,544.15</b></u>	<u><b>416,474.71</b></u>	<u><b>4,188,294.40</b></u>	<u><b>3,323,622.76</b></u>	<u><b>864,671.64</b></u>	<u><b>1,813,104.28</b></u>

# April 2023



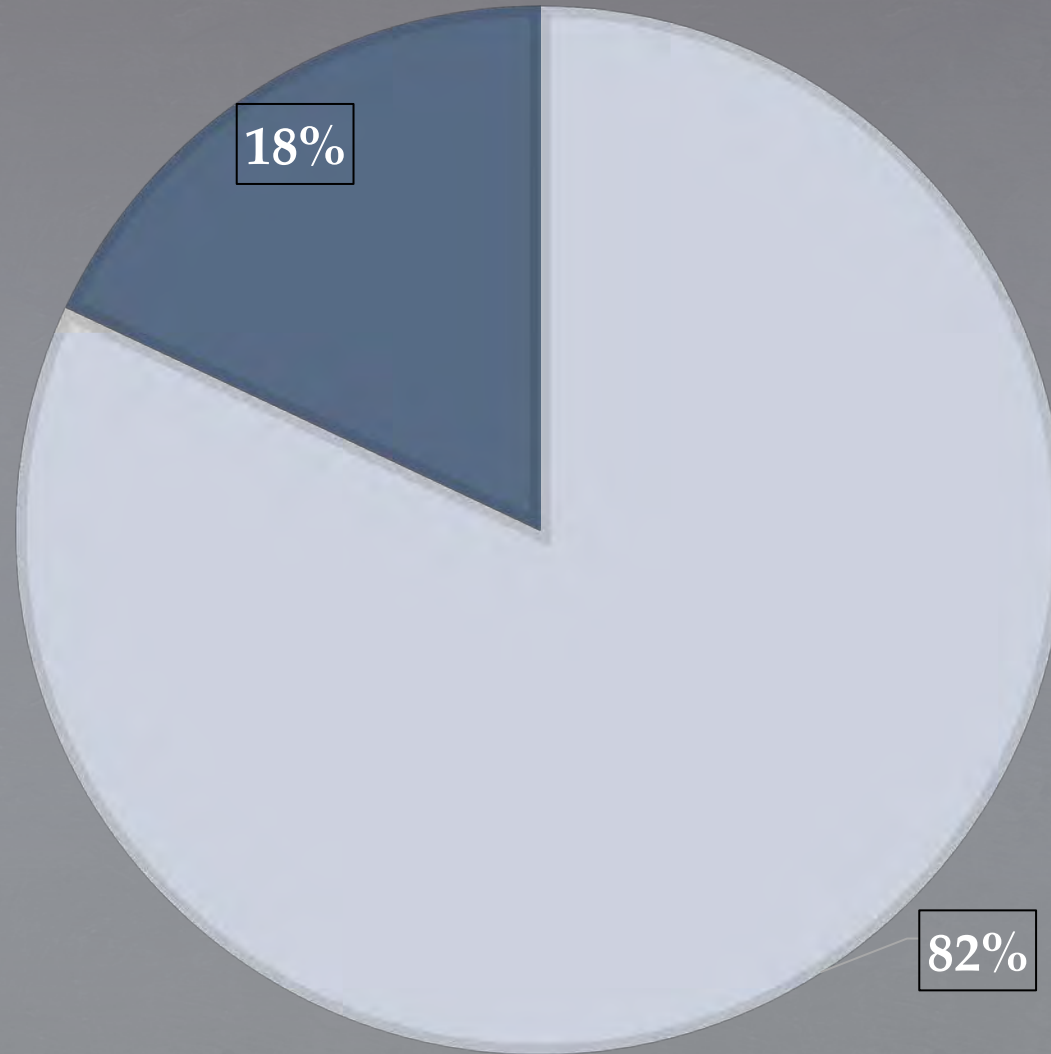
# Fiscal Year to Date Budget to Actual



	Revenue	Total Expenses	Personnel	Building & Land	Vehicles & Equipment	Communications/I.T.	Managerial
Actual	\$20,438,845	\$16,250,550	\$13,815,821	\$288,865	\$579,221	\$780,383	\$786,260
Budget	\$19,678,465	\$16,354,842	\$13,766,815	\$358,802	\$604,445	\$771,737	\$853,043
Budget to Actual Var	760,380	(104,292)	49,006	(69,937)	(25,224)	8,646	(66,783)

# YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

Actual YTD Budget Remaining

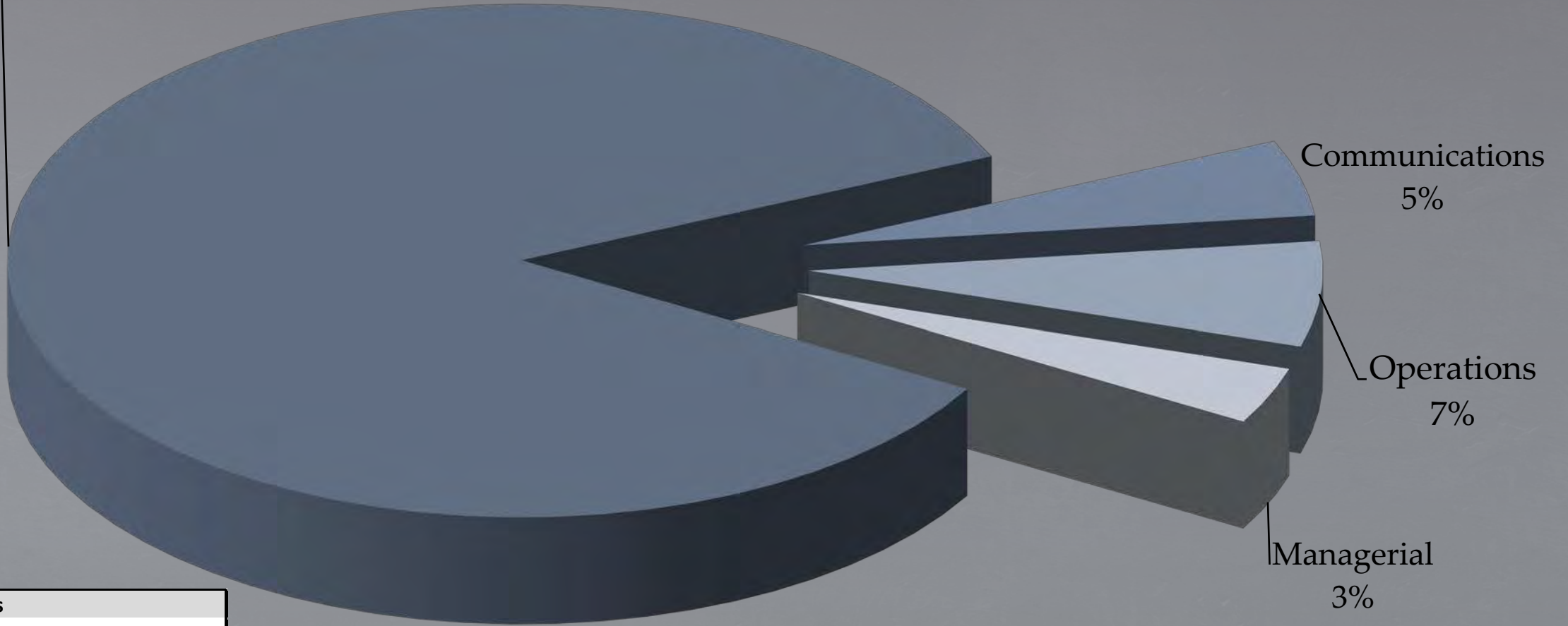




# Percentage of Expenses Year to Date

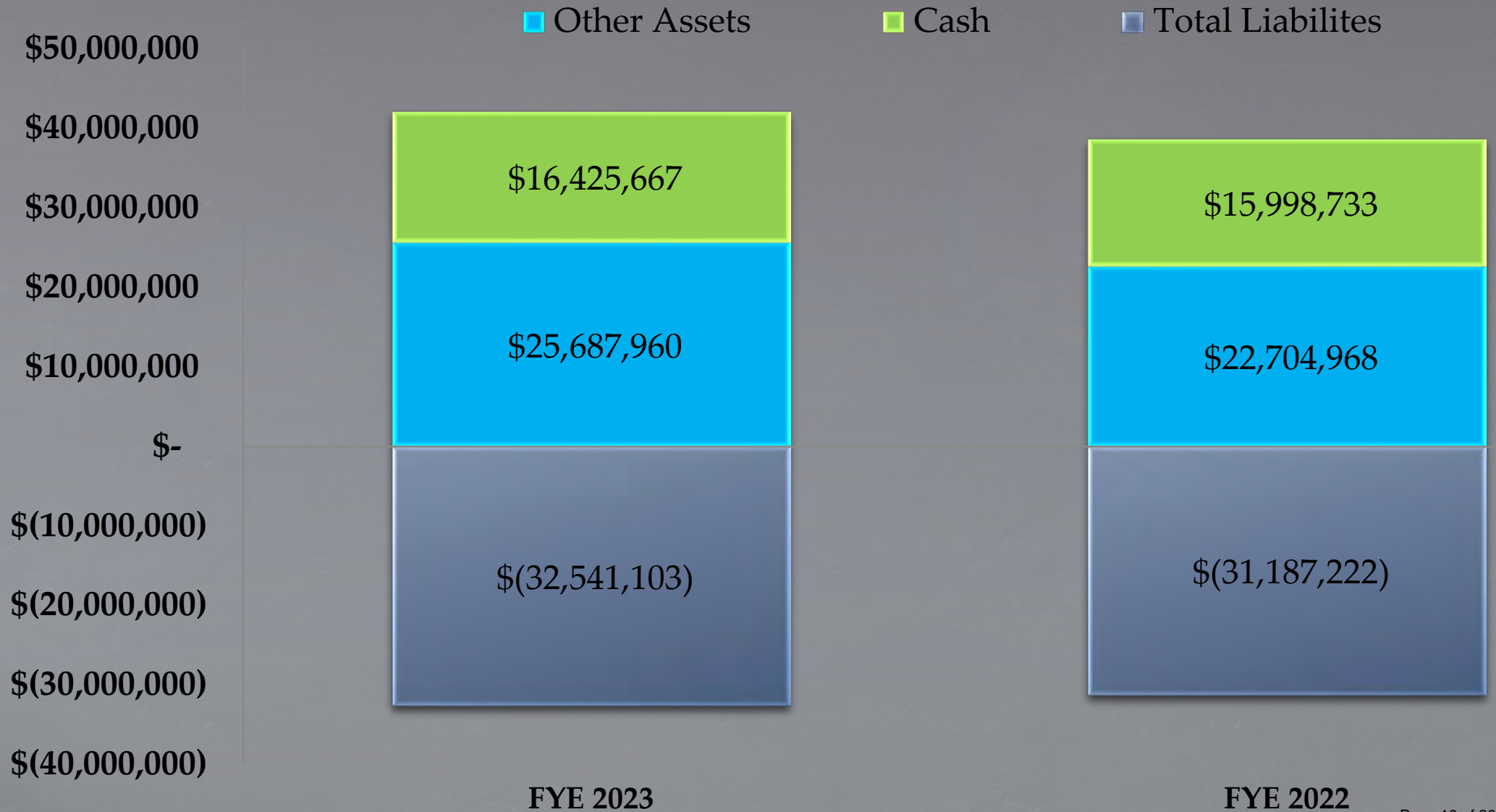
Personnel

85%



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

# Cash Position





# Sedona Fire District

May 2023

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Fire Chief's Report







# Administration

## Director of Administrative Services – Heidi Robinson

### ☐ News & Events

Admin Collaboration Update  
Clean up Event  
Verde Valley Fair

### ☐ Upcoming

SFD Awards Ceremony & Celebration – May 19  
Administrative Professionals Training Day – May 23

### ☐ Staffing Updates

Firefighter Recruitment  
Admin Vacancy - Update

### ☐ Mental Health Moment

May is Mental Health Awareness Month

### ☐ Questions/Comments





# Operations-

Assistant Chief Jayson Coil

- Significant Events
- Wildland
- GIS
- Telecom
- Programs & Projects
- Questions/Comments





# Community Risk Reduction

Division Chief- Dori Booth

- ❖ Inspection Activities
  - ❖ 1 Home Ignition Zone Assessment
  - ❖ 13 Code Consultations
  - ❖ 48 Site Inspections
  - ❖ 32 Plan Reviews
- ❖ Notable Events and Projects
  - ❖ Airport Fuel Farm
  - ❖ 20<sup>th</sup> Annual Wildfire Preparedness Clean Up Days
- ❖ Fire Marshal Safety Message
  - ❖ Safe Recreating
- ❖ Questions/Comments





# Operational Support

## Fire Chief Ed Mezulis

- ❑ EMS Activities & Updates
- ❑ Fleet Activities & Updates
- ❑ Training Report

Fire Credit Training Hours	
ISO Hours	4,092
EMS Credit Training Hours	
EMS Hours	1,475
Other Hours	16
<b>Total</b>	<b>5.583</b>

-Firefighters Stone, Schwisow & Macari have completed 6 months at SFD

-New hire firefighters Soto, Palmer & Harding have completed 3 weeks of orientation

-ESO Conference Attendance

-Technical Rescue Team instructors attended Rigging for Rescue Fundamentals







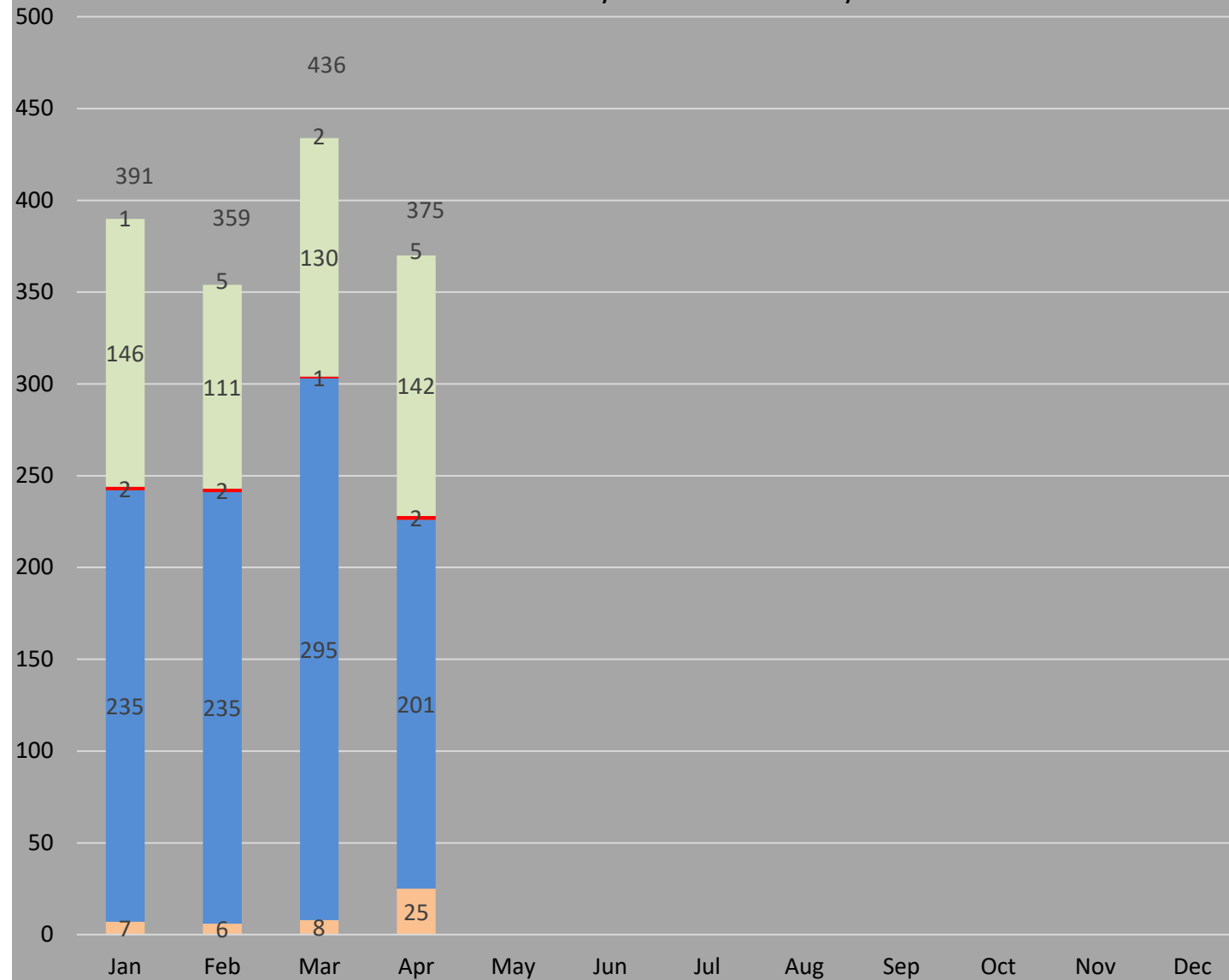
# Fire Chief's Report – April 2023

## 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 of the prior year is provided to view how SFD's calls are trending from the year prior.

2023 Monthly Incident Summary

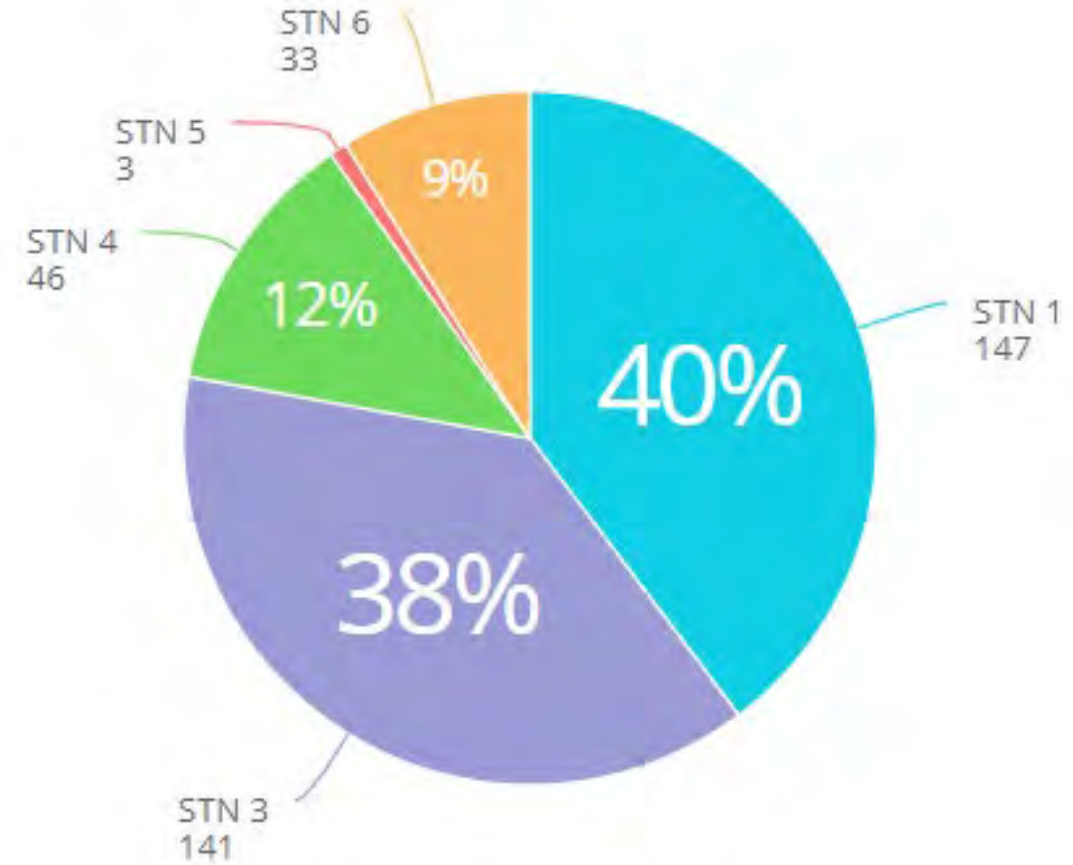
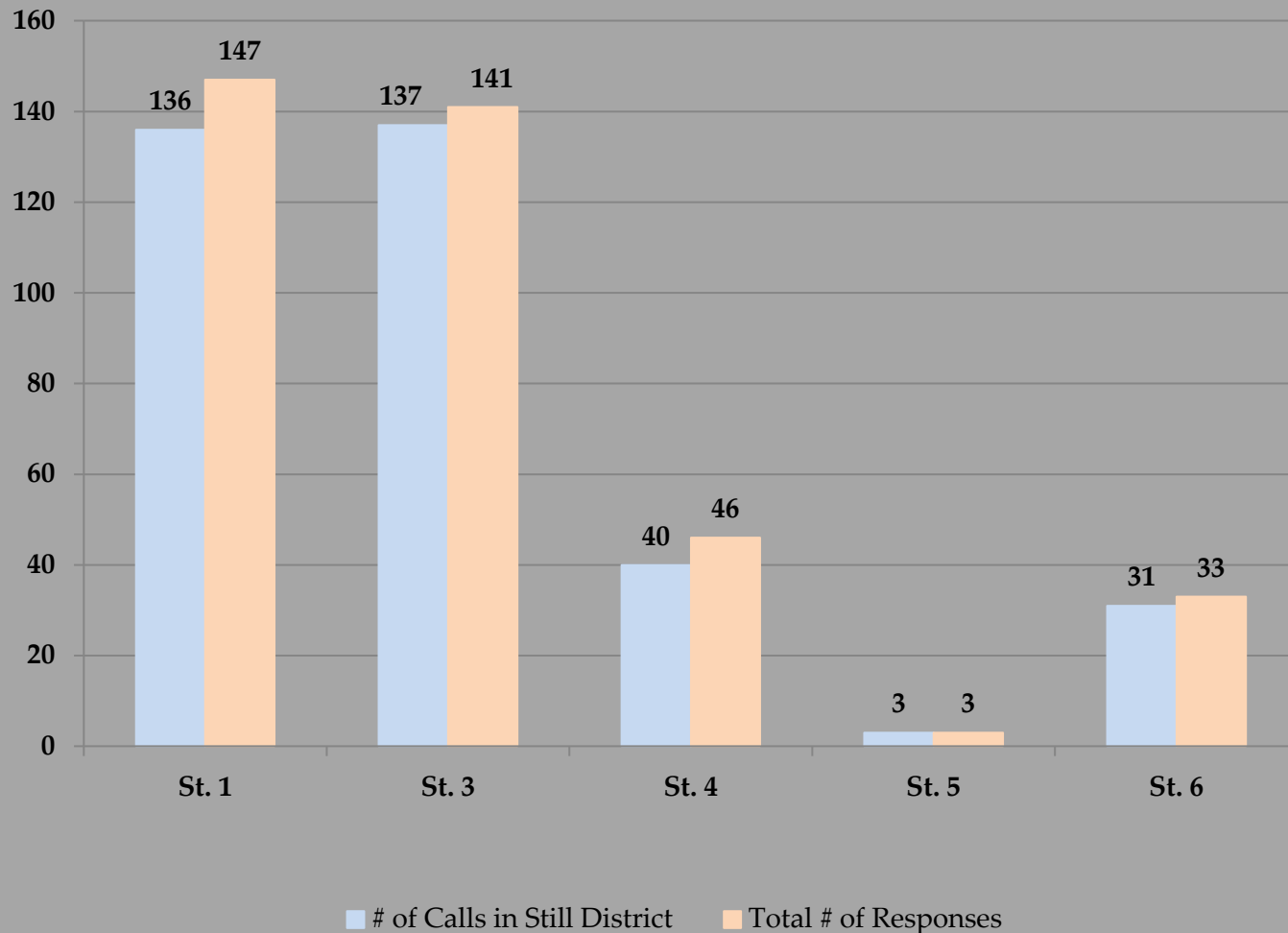


YTD Totals



The 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  
April 2023



## Emergency Responses

Dispatch Notifying Time

Turnout Time

On-Scene Time

Total Response Time

Median of Dispatch Notified Alarm ...

00m:44s

Median Turnout Time

01m:47s

Median Travel Time

04m:05s

Median Total Response Time

06m:32s

90th Percentile Dispatch Time

01m:00s

90th Percentile Turnout Time

03m:00s

90th Percentile Travel Time

05m:00s

90th Percentile Total Response Time

07m:00s

## Specific Ambulance Times

Ambulance Total Time (excluding hospital time)

Total EMS Ambulance Road Time

Median Total Response Time

06m:17s

90th Percentile Total Response Time

07m:10s

90th Percentile Total EMS Ambulance Road Time

2h:30m:37s





# Facebook Engagement



## Welcome to professional dashboard

Insights, management tools and ad creation - all in one place.



### Page Overview

[See more insights](#)

Followers: 16,487

Last 28 days

Post reach

**75,534**

Post Engagement

**37,452**

New followers

**174**

### Recent content

Last 28 days



**Wildfire preparedness, cleanup, & yard waste drop off for West Sedona is this Saturday & Sunday! Help protect your property and ou...**

Fri, May 5

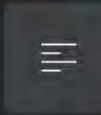
Post reach   Engagement  
**1,635**   **48**



**Happy International Firefighters' Day!**

Thu, May 4

Post reach   Engagement  
**1,349**   --



--  
Sun, Apr 30

Post reach   Engagement  
**2,591**   **143**

[See more](#)

### 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?](#)

# Twitter Engagement



## Account home

Sedona Fire District @SedonaFD

### 28 day summary with change over previous period

Tweets 17 ↓34.6%

Tweet impressions 16.9K ↓85.3%

Profile visits 1,085 ↓82.5%

Mentions 34 ↓55.8%

Followers 1,489 ↑26

May 2023 - 9 days so far...

#### TWEET HIGHLIGHTS

#### Top Tweet earned 1,469 impressions

@BuckeyeAZFire And if city living isn't to your liking - Sedona Fire is also hiring. There are major downsides though, you can wear out a mountain bike without hitting all the trails even once! 😊 @SedonaFD pic.twitter.com/F9ZTosnpaA



2 replies 2 retweets 10 likes

View Tweet activity

View all Tweet activity

#### Top mention earned 83 engagements

@BuckeyeAZFire And if city living isn't to your liking - Sedona Fire is also hiring. There are major downsides though, you can wear out a mountain bike without hitting all the trails even once! 😊 @SedonaFD pic.twitter.com/F9ZTosnpaA



2 replies 2 retweets 10 likes

View Tweet activity

View all Tweet activity

#### ADVERTISE ON TWITTER

#### Get your Tweets in front of more people

Promoted Tweets and content open up your reach on Twitter to more people.

Get started

#### MAY 2023 SUMMARY

Tweet impressions 2,262

Profile visits 185

Mentions 3

New followers 0





# SEDONA FIRE DISTRICT FIRE BOARD MEETING

May 2023