



SEDONA GOVERNING FIRE BOARD

October 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, October 17, 2023 / 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. BADGE PINNING OF NEW EMPLOYEES

- A. Colten Anderson
- B. Lukas Becker
- C. Austin Litten
- D. Michael Garcia
- E. Elijah Mylott
- F. Madelyn Peyton
- G. Andrew Richards
- H. Clyde Rubin
- I. Justin Wassell
- J. Fire Inspector Brian Russell

III. REGULAR BUSINESS MEETING

- A. Public Forum:
 - 1. Public Comments
 - 2. Executive Staff Response to Public Comments
- B. Consent Agenda – Discussion/Possible Actions:
 - 1. September 19, 2023 Regular and Executive Session Meeting Minutes.
- C. Financial Report and Updates –Director of Finance Gabe Buldra
 - 1. Discussion/Possible Action: Review and Approval of September 2023 Finance Report

D. Staff Items:

1. September 2023 Monthly Staff Report

- a. Administration Updates – Director of Administrative Services Heidi Robinson
 - i. News and Events
 - ii. Upcoming Events
- b. Operations Activities – Assistant Chief Jayson Coil
 - i. Significant Events
 - a. All-Hazard
 - b. Emerging Issues
 - ii. Human Resources
 - a. Staffing
 - b. Promotions
 - c. Significant Issues
 - iii. Telecom
 - a. Outages
 - b. Major Projects
- c. Community Risk Reduction Activities – Division Chief Dori Booth
 - i. Inspection Activities
 - ii. Fire Investigations
 - iii. Notable Events
 - iv. Fire Marshal Safety Message
- d. Operational Support – Division Chiefs Lechowski & Baker
 - 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. Purchases over \$10K
 - iii. Social Media Engagement

E. Discussion/Possible Action: Possible vote to approve BAC Request to upgrade and improve AV and other meeting facilitation equipment in multipurpose room.

F. Discussion/Possible Action: Possible vote to approve BAC Request for tough-books for EMS purposes.

G. Discussion/Possible Action: Possible vote to approve BAC Request for new data network devices and Wi-Fi upgrade.

H. Discussion/Possible Action: Accept resignation of Board Member McCarthy position and discussion of timeline to fill position for duration of term.

I. Board Member Items:

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

NEWLY HIRED PERSONNEL

October 2023

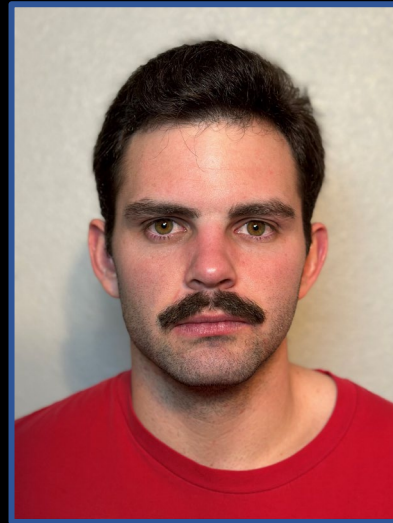
New Firefighter Badge Pinning



Colten Anderson



Lukas Becker



Austin Litten



Michael Garcia



Elijah Mylott



Madelyn Peyton



Andrew Richards



Clyde Rubin



Justin Wassell

NEW FIRE INSPECTOR

Brian Russell

EOD: 10/16/2023



CONSENT AGENDA

Regular Meeting & Executive Session
Minutes – September 19, 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, September 19, 2023 / 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 19, 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, Janet Jablow, and Scott Springett – Members
Others Present: Fire Chief Ed Mezulis; Assistant Chief Jayson Coil; Interim Fire Marshal Kirk Riddell; Division Chief Jordan Baker; Director of Administrative Services Heidi Robinson; Finance Representative Sara Simonton, JVG; Attorney William Whittington; and Executive Assistant 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 8 firefighters who passed away since the previous Board Meeting.

II. PRESENTATION OF AWARDS/STAFF RECOGNITION

A. Badge Pinning – Battalion Chief Jeff Wassell

Newly promoted Battalion Chief Jeff Wassell was presented with his badge which was pinned on by his wife. His mother and father were also in attendance.

Chief Mezulis briefed the Board on BC Wassell's career with SFD and his achievements and honors. BC Wassell spoke briefly, thanking everyone and noting that he is excited for his new role and duties.

Chairman Soto congratulated Wassell on his promotion, saying he's watched his career for the past several years and noted that now that he has moved into a "management" role, he now holds responsibility for policies and procedures and he knows that Wassell will discharge his duties appropriately. Soto once again congratulated Wassell and the meeting was adjourned for a short break for photos with the family.

Meeting was reconvened at 4:37 p.m., continuing with Open Session.

III. EXECUTIVE SESSION

A. Possible vote to go into Executive Session on Personnel Matters re: Fire Chief's Self Evaluation pursuant to ARS §38-431.03(A)(1), and legal advice pursuant to ARS §38-431.03(A)(3) regarding the same.

Chairman Soto made a motion to go into executive session, Board Clerk McNeal seconded it, there was no discussion and the motion passed unanimously. Board and necessary parties excused themselves to the upstairs training room at 4:38 p.m.

IV. RECONVENE TO REGULAR BUSINESS MEETING

The public session reconvened at 5:11 p.m.

A. Discussion/Possible Action: Possible vote to approve Fire Chief Self-Evaluation and place into personnel file.

Chairman Soto made the motion to approve the Fire Chief self-evaluation and Board comments & feedback, and to vote to approve the file being placed in the Fire Chief's personnel file. Board Clerk McNeal seconded the motion, there was no further discussion and the motion passed unanimously.

B. Board Consensus: Direction to Fire Chief and staff to provide quarterly dates for Board workshops with Fire Chief to review actionable goals and facilitate collaborative evaluation process.

Chairman Soto noted there was a Board consensus to direct Fire Chief and staff to provide dates for December quarterly meeting to review actionable goals for Fire Chief performance and to facilitate new collaborative process, including new evaluation form for review.

C. 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.

D. 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 15, 2023, Regular & Executive Session Meeting Minutes

Board Chairman Dave Soto made a motion to approve the Consent Agenda, Board Clerk McNeal Seconded the motion, there was no further discussion and the motion passed unanimously.

F. Financial Report and Updates – Sara Simonton, JVG

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

Finance Representative Sara Simonton reviewed the budget for August. Ms. Simonton reviewed expenses and revenue with the attendees, noting that the Budget is on track at this time and exactly where it should be at this point in the Fiscal Year.

Chairman Soto once again asked about carry-over from the previous FY and how the ARPA money from the State affects. Ms. Simonton responded that SFD is in good shape and tax levies generally start coming in October and November, so the outlook is good for the coming few months.

Clerk McNeal asked about the effects of the lack of wildland revenue on the total picture and the answer was that wildland is not figured into budget, so the impact is right around \$100K. Ms. Simonton noted that the ARPA funding will provide relief for COVID expenditures and should help with the loss of the wildland revenue.

Chairman Soto made a motion to approve the August 2023 finance report as presented, Clerk McNeal seconded, there was no further discussion and the motion passed unanimously.

G. Staff Items:

2. August 2023 Monthly Fire Chief Report –

a. Administration – Director of Administrative Services Heidi Robinson

Director Robinson reported audit preparation continues with JVG, files are being prepared.

Director Robinson is working with JVG and HR to update procedures and policies. At this point, Chairman Soto asked about the fact that during the last audits there have been fewer and fewer findings and would we expect that to be the case. Ms. Robinson stated that this was why there had been an RFP for a new audit firm, to get new “eyes on” and not just the same findings over again.

Ms. Simonton cautioned the Board that with the ARPA monies a single audit is required by the

Federal Government which will bring a different level of scrutiny and may provide a larger number of findings than in previous years.

b. **Operations – Assistant Chief Jayson Coil**

Assistant Chief Coil began his reporting with the significant event that was mentioned at the last meeting regarding a high-volume call address. He noted that the situation had been resolved and he gave kudos to the crews for their compassion and patience during that siege.

Chief Coil spoke briefly about wildland fires and said that California has not started yet, there are currently fires in the Pacific Northwest

One of the most important emerging issues facing Operations is the placement of the new hires. SFD is having a dialogue about how to do that well and the disruptions it is going to cause but reinforcing the balancing of experience on shifts to have mentorship and experience.

Human Resources: AC Coil has been working on questions and other components of the assessments that have taken place over the past month. There are Telecom assessments on Thursday.

There is one on-going investigation at this time, but investigations can take up to 60 hours to thoroughly complete, so that takes up a lot of time, as well.

At this point, AC Coil asked Matthew Spinelli to speak regarding the new dashboards. Spinelli outlined what they were seeing, what changes they are planning, and how deployment is going. GIS Specialist Spinelli spoke about pulling together several data sources, and social media to produce what is being displayed now and stated that all 19 dashboards should be operational in the next 2 weeks. Chairman Soto asked if the street images being displayed were static or live and Spinelli answered that they are both dynamic and , it is all depending on what we can access from Arizona Department of Transportation, which updates every 5 minutes. Soto then asked if the dashboards were for public consumption or just internal usage for the membership. Spinelli stated that there will be a public display in the lobby of Building 1 with customized stock slides for information purposes, but most are internal use. Assistant Chief Coil stated that the turnout times postings and other slides are geared to drive “right” behaviors. Chief Mezulis stated that it is more to be used as an SFD “news feed” and that weekly information will be coming from the Chief and other sources, as well.

c. **Community Risk Reduction – Interim Fire Marshal Kirk Riddell**

Fire Marshal Kirk Riddell stated that CRR is getting out to schools again and there have been many requests for public education, and those presentations are going well. There was 1 fire investigation last month for a BBQ that was on all night, smoke detectors did not go off, and the only mitigating factor was that it melted the hose connection and that kept the flames under control. Riddell has worked with the property about the smoke detectors and getting a timer on the BBQs so that this can’t happen again.

There is a storage tank going in around the Chapel area, installing a 1.5-million-gallon water tank, which will be the only storage tank on that side of town. There will be a booster station on top, built to resemble a residence. Blasting will begin in November.

The Fire Inspector Assessment Center went very well, and one candidate was brought back a second time and extended an offer that was accepted. Chairman Soto asked if that was an internal candidate. Chief Mezulis stated that there was no interest internally and the candidate was coming from the outside and should be onboarded in mid-October, pending background checks and other HR clearances. Assistant Chief Coil noted that the assessment center was quite different for this candidate and Fire Marshal Riddell explained that they brought this person in and showed problems that CRR is facing and had an overall work session. Chief Mezulis stated that it was brainstorming on how to solve the current problems in CRR.

Fire Prevention Week is October 8-14, and Wings & Wheels at the Sedona Airport is October 14, as well.

Safety Message: In-home cooking safety. The leading cause of cooking fires is unattended cooking and most involve the kitchen stove. Cooking fires cause an average of 550 civilian deaths, 4,820 reported civilian fire injuries and more than \$1 billion in direct property damage per year.

d. **EMS, Safety, Development & Planning – Fire Chief Ed Mezulis**

Chief Mezulis reported for DC Lechowski, who is out in training. There is extensive maintenance being done on the ladder truck. Leadership is working with Mechanic Sheehan on getting feedback to make the shop more efficient.

Honor Guard has been busy the past month. Several members traveled to the Memorial Wall in Colorado Springs, CO, to inter and memorialize VV Firefighter Tyrone Bell and approximately 500 others.

e. **Suppression, Preparedness, and Performance – Division Chief Jordan Baker**

Division Chief Baker noted that his 6-month job shadowing “plan” had ended abruptly with the retirement/resignation of Training Officer Duran.

One major project that has been completed ahead of schedule is digitizing all the SFD training records. DC Baker noted that Kris Ahern had been instrumental in completing the scanning and destruction of paperwork, as required by AZ state regulations. Employees can now access their training records in the Cloud storage, including adding new certifications, etc. This puts the accountability for tracking on the employee, rather than SFD.

GIS Specialist Spinelli and Engineer Brian Espiau are working to update the travel/class request that will compile data in ESO and produce training reports at the end of the FY, detailing training costs per employee or Division, etc.

New Hire Orientation begins October 16, with 3 weeks of training that has been restructured to be more efficient and cut down travel time. Week 1 will be at Station 1, week 2 at the training center, and week 3 will be at Station 3. Lesson plan templates were sent out to all instructors participating to outline information and there will be next day retention testing with employees.

The one-year probationary task book is almost complete and has been routed to personnel to identify expectations, requirements, and additional Subject Matter Expert information. It is an extensive task book and will have testing and retention involved.

DC Baker is working on a 1-year training plan for SFD that will meet annual requirements for all personnel. Chief Mezulis noted that many of the recent retirees are taking a lot of experience and instructor-roles with them when they leave and there is a lot of upcoming training to elevate new personnel into instructor roles. He said he appreciates all the hard work that DC Baker is completing.

Chairman Soto asked about security measures for the training records and DC Baker noted that he had discussed with IT User Tech Clouch and Engineer Espiau and was assured that ESO is using the most secure Cloud-based format available. The Chairman then asked if the program would continue the admin side and Baker noted that he is working with Director Robinson to get that accomplished.

Chairman Soto asked about Baker scheduling an ICS for executives’ course and Baker noted that he will check with NFA and State of Arizona to obtain that information to schedule.

Chairman Soto asked if this whole concept of utilizing technology in these ways was something new or if other regional partners were using. DC Baker stated that he did not think anyone else, regionally, was using these methods and his intent is to get out to our regional partners and share,

f. **Fire Chief Report – Fire Chief Mezulis**

Chief Mezulis said that August had been a month heavy with meetings and he is working to introduce the new DCs to his contacts when meeting with other public entities. Yavapai Community College has a new Fire Science Director and there is an opportunity that their programs will facilitate classes that will tailor make classes with credentialing, such as blue cards, to receive college credits.

Chief Mezulis has met with Yavapai County Sheriff Rhodes to assist with regional upgrades to communications systems county-wide. There is discussion regarding merging regional dispatch centers to model the Prescott Regional Communications Center with a shared service agreement. Not only is IT Manager Motz working on upgrading IT systems, but installing equipment that will facilitate the long-term goal of regional communications.

Mayor Jablow met with the Fire Chief to discuss opportunities for Station 4. The city is concerned with loss of parking, so contractors are working on ideas to alleviate the concern and provide an overlay to show parking areas available.

Verde Valley Fire Chief Danny Johnson and Fire Chief Mezulis met to discuss a joint management agreement and shared services of CRR with 4 common goals in mind: common code, common fee schedule, shared resources for fire investigations, and to regionally align the process for plans reviews, so that local contractors have 1 set of rules regionally.

Chief Mezulis reviewed his slides, covering incident numbers, response time, etc., along with the thank you notes and donations from the community and reviewed the Social Media slides. Chief Mezulis stated that we are getting a lot of coverage in the print media, and he will be starting the monthly newspaper column again, as soon as he decides upon a name. Also, Chief Mezulis and Chairman Soto attended the Sedona Chamber Mixer breakfast where SFD was awarded the Community Service Award, along with the Coffeepot Restaurant.

H. Board Member Items:

3. Discussion: Board Member's Fire District Related Activities Since the Last Board Meeting.

The Board Members shared their activities related to the Sedona Fire District since the last Board Meeting. Member Jablow reported that she had been busy with bill pay. Board Clerk McNeal reported that she did the "usual," signing checks and meeting with Fire Chief. She attended two retirement ceremonies and thought that both were very well done. Member Scott Springett reported that he had been gone a good portion of the month, but while traveling, discussed a lot of things with people.

Chairman Soto stated that he was honored to have been able to speak at two retirement ceremonies, for BC Cochrane and Training Officer Duran. He also stated that he was very pleased with the 9-11 memorial and couldn't be happier about how that went. He said the service was appropriate and there was a man there with bagpipes who played several songs, unplanned.

Chairman Soto asked Mr. Whittington if he has anything to add. Mr. Whittington stated that he has been working on contract agreements and including new language from the Federal Government.

III. ADJOURNMENT

Chairman Soto adjourned the meeting at 6:38 p.m.

Helen McNeal, Clerk of the Board

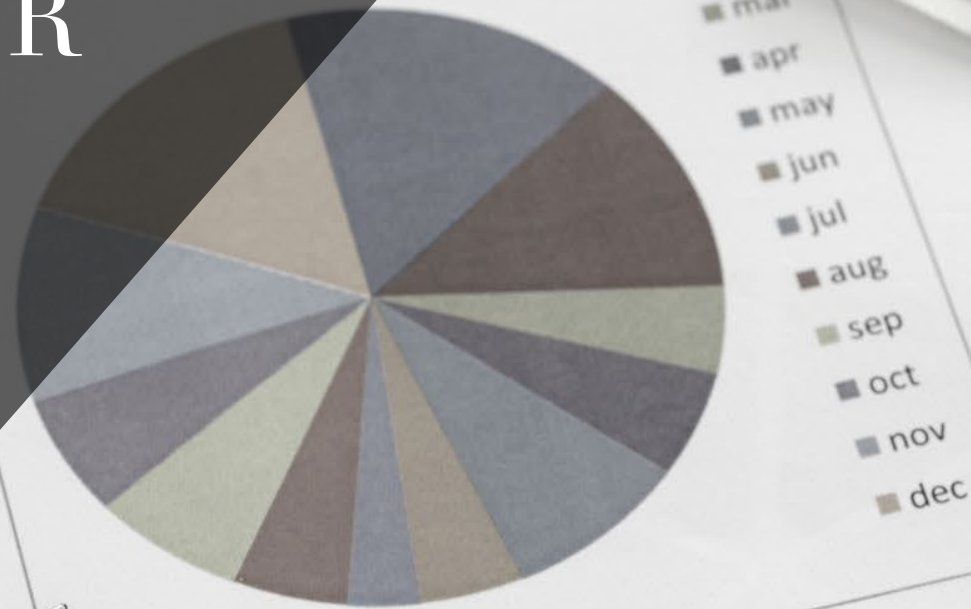
SFD Multipurpose Room is accessible to the handicapped. In compliance with Americans with Disabilities Act, those with special needs, such as large print or other reasonable accommodations, may request them by calling 928-282-6800.

Posted by:

Date:

Time:

FINANCE REPORT — SEPTEMBER



058	154,568	95,054	124,500
	56,845	97,511	125,000
		99,011	154,000
		09,216	95,000
			154,200
			10,000

JVG
Associates



Sedona Fire District Monthly Financial Report

Monthly Financial Report – September 2023

Attached are the following for your information and review:

1. Balance Sheet as of September 30, 2023.
2. Summary of reconciled cash balances on September 30, 2023.
3. Income Statement of Revenues and Expenditures for September 2023, including budget to actual and year- to-date balances.
4. Graphs for September 2023.
5. Fixed Asset Additions and Disposals Schedule FY24.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

Key points:

- Total Revenue for September is \$452,280 which is \$1,000,017 under budget.
 - Tax Revenue for September is \$189,823 which is \$869,250 under budget which is due to under collections for the month.
 - Non-Tax Revenue for September is \$262,457, which is \$130,767 under budget.
 - Wildland revenue is under budget by \$126,386
 - Ambulance revenue is under budget by 15,501.
- Total Expense for September is \$1,540,907 which is \$114,847 under budget.
 - Personnel Expense is \$110,283 under budget, driven by lower than anticipated operational wages and associated benefit costs.
 - Vehicles & Equipment is \$20,785 under budget, driven by lower than anticipated equipment and R&M costs.
- Year-To-Date Revenue for September is \$1,191,203, which is \$1,189,403 under budget, primarily driven by under collection of taxes.
- Year-To-Date Expenses for September is \$5,135,181, which is \$597,798 under budget.

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

Sedona Fire District
Balance Sheet
As of September 30, 2023

	Sep 30, 23	Sep 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1000 · Bill.com Money Out Clearing	0.00	1,567.25	-1,567.25
1010 · Capital Reserves Fund	3,615,409.66	3,502,508.19	112,901.47
1050 · Chase - Operating Account	1,334,110.30	290,589.41	1,043,520.89
1060 · Chase - Payroll Account	138,934.30	124,655.37	14,278.93
1070 · County General Fund	6,505,156.71	5,696,638.17	808,518.54
Total Checking/Savings	11,593,610.97	9,615,958.39	1,977,652.58
Accounts Receivable			
1200 · Accounts Receivable*	125,015.27	45,928.30	79,086.97
1202 · Ambulance Billings Receivable	394,076.49	394,076.49	0.00
1204 · ND Fire Billing Receivables	0.00	350,346.12	-350,346.12
1206 · Property Tax - Receivable	242,382.14	242,382.14	0.00
1208 · Grant Receivable	1,220.00	0.00	1,220.00
1270 · Lease Receivables	987,486.00	987,486.00	0.00
Total Accounts Receivable	1,750,179.90	2,020,219.05	-270,039.15
Other Current Assets			
12000 · Undeposited Funds	0.00	132,579.70	-132,579.70
1320 · Prepaid Expenses	112,151.36	16,006.87	96,144.49
1321 · PSPRS Prepaid Expense	2,596.33	2,486.25	110.08
Total Other Current Assets	114,747.69	151,072.82	-36,325.13
Total Current Assets	13,458,538.56	11,787,250.26	1,671,288.30
Fixed Assets			
1400 · Accumulated Depreciation	-14,310,101.78	-14,310,101.78	0.00
1410 · Building and Other Improvements	9,287,801.64	9,230,946.20	56,855.44
1411 · Construction in Progress	9,125.00	0.00	9,125.00
1412 · Furniture and Equipment	6,948,939.41	6,136,896.16	812,043.25
1413 · Land	2,054,578.48	2,054,578.48	0.00
1414 · Vehicles	7,701,601.60	7,619,367.26	82,234.34
1450 · CIP	1,585,296.69	1,565,822.94	19,473.75
1470 · Right to Use Asset	119,624.00	119,624.00	0.00
Total Fixed Assets	13,396,865.04	12,417,133.26	979,731.78
Other Assets			
1500 · Defer Outflows of Rsrcs - ASRS	339,603.00	339,603.00	0.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,751,158.00	9,751,158.00	0.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	204,782.00	204,782.00	0.00
1520 · Defer Outflows - PSPRS OPEB	55,671.00	55,671.00	0.00
1525 · Defer Outflows PSPRS OPEB Tr 3	879.00	879.00	0.00
1530 · Defer Outflows - ASRS OPEB	7,611.00	7,611.00	0.00
1540 · Risk Pool Capitalization	173,310.00	173,310.00	0.00
1815 · Net Pension Asset - PSPRS Tr 3	61,360.00	61,360.00	0.00
1825 · Net Pension Asset PSPRS OPEB	9,445.00	9,445.00	0.00
1830 · Net Pension Asset ASRS OPEB	46,236.00	46,236.00	0.00
Total Other Assets	10,650,055.00	10,650,055.00	0.00
TOTAL ASSETS	37,505,458.60	34,854,438.52	2,651,020.08
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	58,877.05	174,648.14	-115,771.09
Total Accounts Payable	58,877.05	174,648.14	-115,771.09

Sedona Fire District
Balance Sheet
As of September 30, 2023

	Sep 30, 23	Sep 30, 22	\$ Change
Credit Cards			
2003 · National Bank of Arizona Credit	31,018.72	37,334.77	-6,316.05
Total Credit Cards	31,018.72	37,334.77	-6,316.05
Other Current Liabilities			
2010 · Accrued Employee Leave	1,565,421.77	1,565,421.77	0.00
2012 · Lease Purchase Liabilities	608.20	608.20	0.00
2014 · Defer Inflows of Rsrcs - ASRS	399,034.00	399,034.00	0.00
2015 · Defer Inflows of Rsrcs - PSPRS	4,696,305.00	4,696,305.00	0.00
2017 · Federal PR Taxes Payable	-198.91	-126.54	-72.37
2018 · HSA Deduction	5,234.00	1,951.50	3,282.50
2019 · Insurance Premium Liabilities	-25,082.64	137,490.30	-162,572.94
2021 · Payroll Liabilities	4,018.86	4,693.20	-674.34
2022 · Retirement Payable	272,132.27	80,946.51	191,185.76
2025 · Workers Compensation Liability	531.72	0.00	531.72
2049 · Defer Inflows of Rsrcs PSPRS T3	41,129.00	41,129.00	0.00
2050 · Defer Inflows OPEB PSPRS	209,801.00	209,801.00	0.00
2051 · Defer Inflows OPEB ASRS	39,952.00	39,952.00	0.00
2054 · Defer Inflows PSPRS OPEB TR3	2,570.00	2,570.00	0.00
2070 · Defer Inflow related to Leases	993,036.00	993,036.00	0.00
Total Other Current Liabilities	8,204,492.27	8,172,811.94	31,680.33
Total Current Liabilities	8,294,388.04	8,384,794.85	-90,406.81
Long Term Liabilities			
2052 · Net Pension Liab OPEB PSPRS	60,488.00	60,488.00	0.00
2053 · Net Pension Liab OPEB ASRS	1,938.00	1,938.00	0.00
2200 · NBAZ Station Loan	0.00	192,173.15	-192,173.15
2201 · Net Pension Liability - ASRS	1,220,665.00	1,220,665.00	0.00
2202 · Net Pension Liability - PSPRS	22,757,643.00	22,757,643.00	0.00
2270 · Lease Liability	109,512.00	109,512.00	0.00
Total Long Term Liabilities	24,150,246.00	24,342,419.15	-192,173.15
Total Liabilities	32,444,634.04	32,727,214.00	-282,579.96
Equity			
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	6,280,118.13	2,642,574.40	3,637,543.73
Net Income	-3,943,977.31	-3,240,033.62	-703,943.69
Total Equity	5,060,824.56	2,127,224.52	2,933,600.04
TOTAL LIABILITIES & EQUITY	37,505,458.60	34,854,438.52	2,651,020.08

Sedona Fire District
Summary of Reconciled Cash Balances
 Period Ending 09/31/2023

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	<u>9/30/2023</u>	<u>9/30/2023</u>	<u>9/30/2023</u>	<u>9/30/2023</u>
Beginning Balance	7,521,017.13	3,604,541.85	323,173.05	490,622.90
Cleared Transactions				
Checks and Payments	(871,512.86)	-	(402,473.81)	(1,201,656.46)
Deposits and Credits	180,981.59	10,867.81	1,429,500.06	850,000.00
Total Cleared Transactions	<u>(690,531.27)</u>	<u>10,867.81</u>	<u>1,027,026.25</u>	<u>(351,656.46)</u>
Cleared Balance	<u>6,830,485.86</u>	<u>3,615,409.66</u>	<u>1,350,199.30</u>	<u>138,966.44</u>
Uncleared Transactions				
Checks and Payments	(368,740.42)	-	(16,089.00)	(32.14)
Deposits and Credits	43,411.27	-		-
Total Uncleared Transactions	<u>(325,329.15)</u>	<u>-</u>	<u>(16,089.00)</u>	<u>(32.14)</u>
Register Balance as of 09/30/2023	<u>6,505,156.71</u>	<u>3,615,409.66</u>	<u>1,334,110.30</u>	<u>138,934.30</u>

1:11 PM

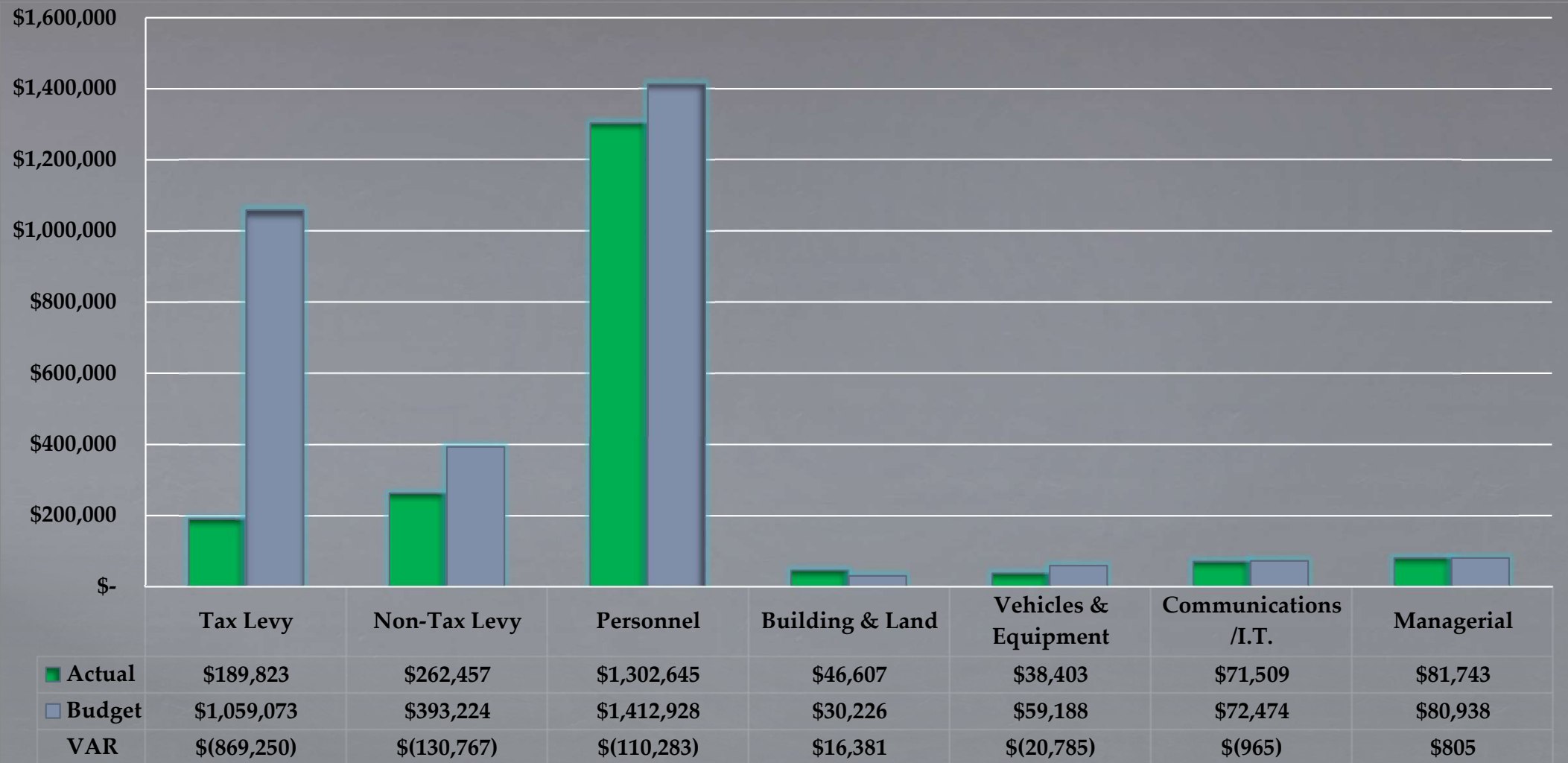
10/11/23

Accrual Basis

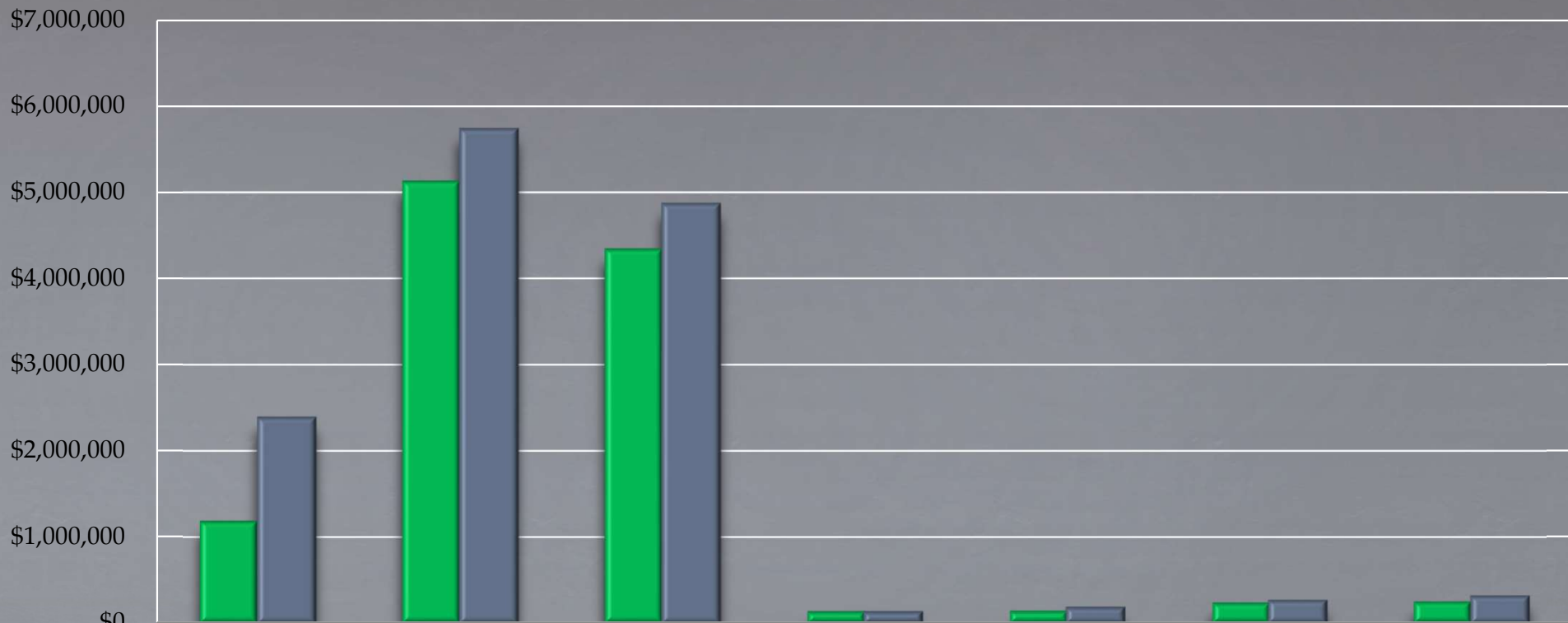
Sedona Fire District Profit & Loss Budget Performance September 2023

	Sep 23	Budget	\$ Over Budget	Jul - Sep 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
4001 · Tax Levy Revenue	189,823.16	1,059,073.00	-869,249.84	290,735.99	1,200,934.00	-910,198.01	19,874,119.00
4100 · Non-Tax Levy Revenue	262,456.51	393,224.00	-130,767.49	900,467.26	1,179,672.00	-279,204.74	3,968,693.00
Total Income	452,279.67	1,452,297.00	-1,000,017.33	1,191,203.25	2,380,606.00	-1,189,402.75	23,842,812.00
Gross Profit	452,279.67	1,452,297.00	-1,000,017.33	1,191,203.25	2,380,606.00	-1,189,402.75	23,842,812.00
Expense							
5001 · Personnel Cost	1,302,645.12	1,412,928.00	-110,282.88	4,347,302.84	4,863,305.00	-516,002.16	18,937,414.00
6001 · Building & Land	46,607.19	30,226.00	16,381.19	141,909.31	126,678.00	15,231.31	398,712.00
6101 · Vehicles & Equipment	38,402.69	59,188.00	-20,785.31	147,684.94	177,564.00	-29,879.06	710,200.00
6300 · Communications	71,509.47	72,474.00	-964.53	243,197.69	257,040.00	-13,842.31	909,396.00
6401 · Meetings, Travel & Training	34,909.27	32,819.00	2,090.27	70,599.72	98,457.00	-27,857.28	333,829.00
7001 · Managerial Cost	46,833.59	48,119.00	-1,285.41	184,486.06	209,935.00	-25,448.94	750,019.00
8001 · Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	1,540,907.33	1,655,754.00	-114,846.67	5,135,180.56	5,732,979.00	-597,798.44	22,039,570.00
Net Ordinary Income	-1,088,627.66	-203,457.00	-885,170.66	-3,943,977.31	-3,352,373.00	-591,604.31	1,803,242.00
Net Income	<u>-1,088,627.66</u>	<u>-203,457.00</u>	<u>-885,170.66</u>	<u>-3,943,977.31</u>	<u>-3,352,373.00</u>	<u>-591,604.31</u>	<u>1,803,242.00</u>

September 2023



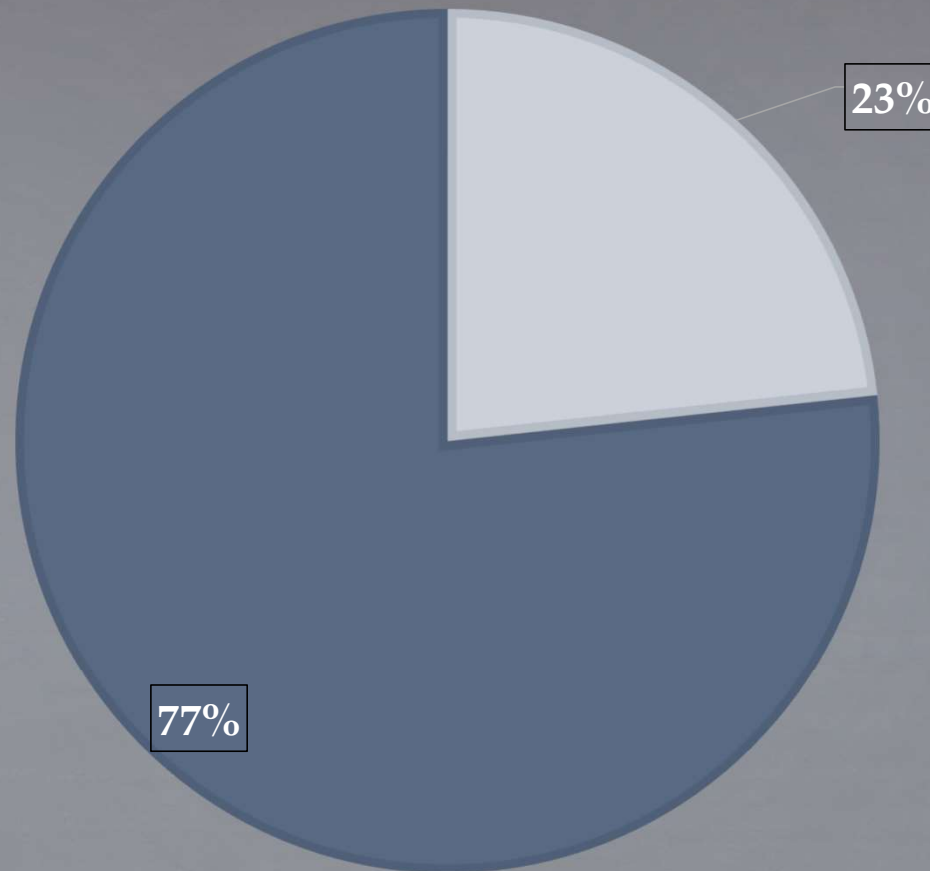
Fiscal Year to Date Budget to Actual



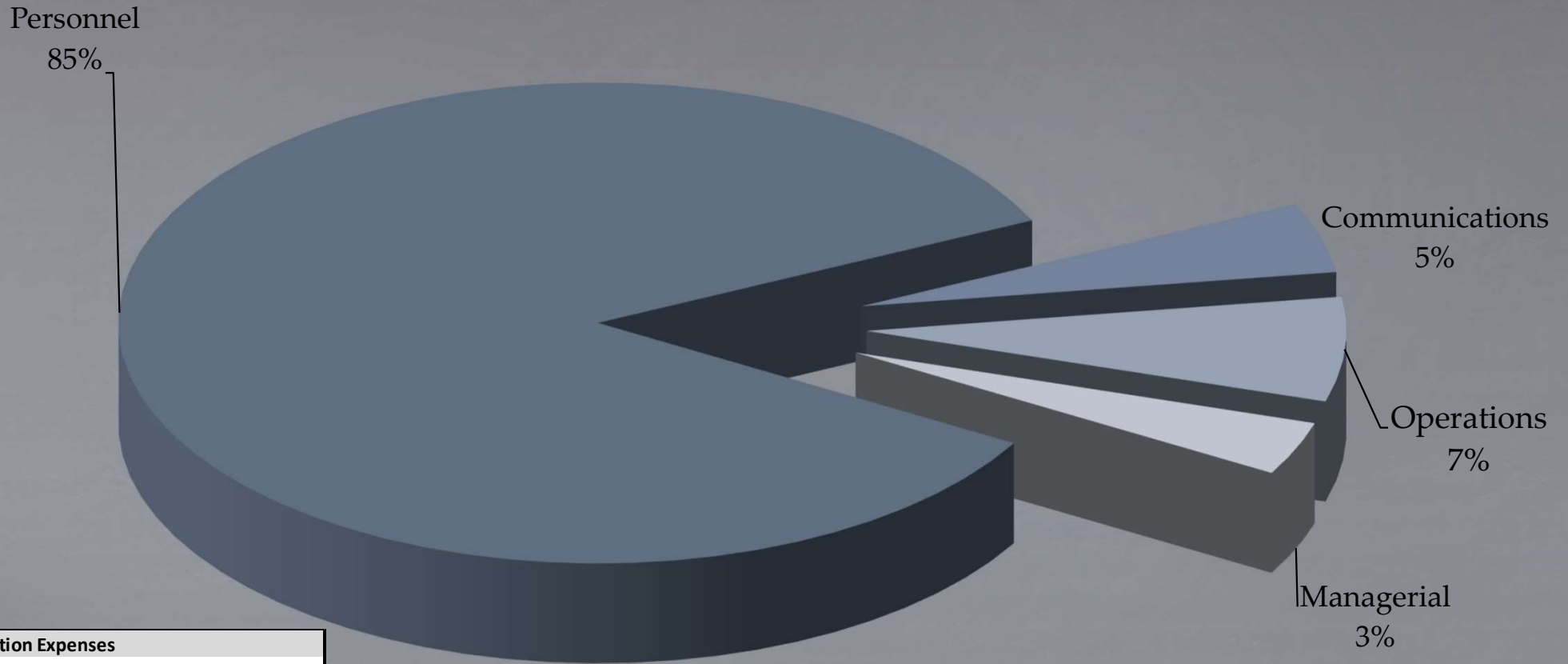
Actual	\$1,191,203	\$5,135,181	\$4,347,303	\$141,909	\$147,685	\$243,198	\$255,086
Budget	\$2,380,606	\$5,732,979	\$4,863,305	\$126,678	\$177,564	\$257,040	\$308,392
Budget to Actual Var	(\$1,189,403)	(597,798)	(516,002)	15,231	(29,879)	(13,842)	(53,306)

YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

Actual YTD Budget Remaining

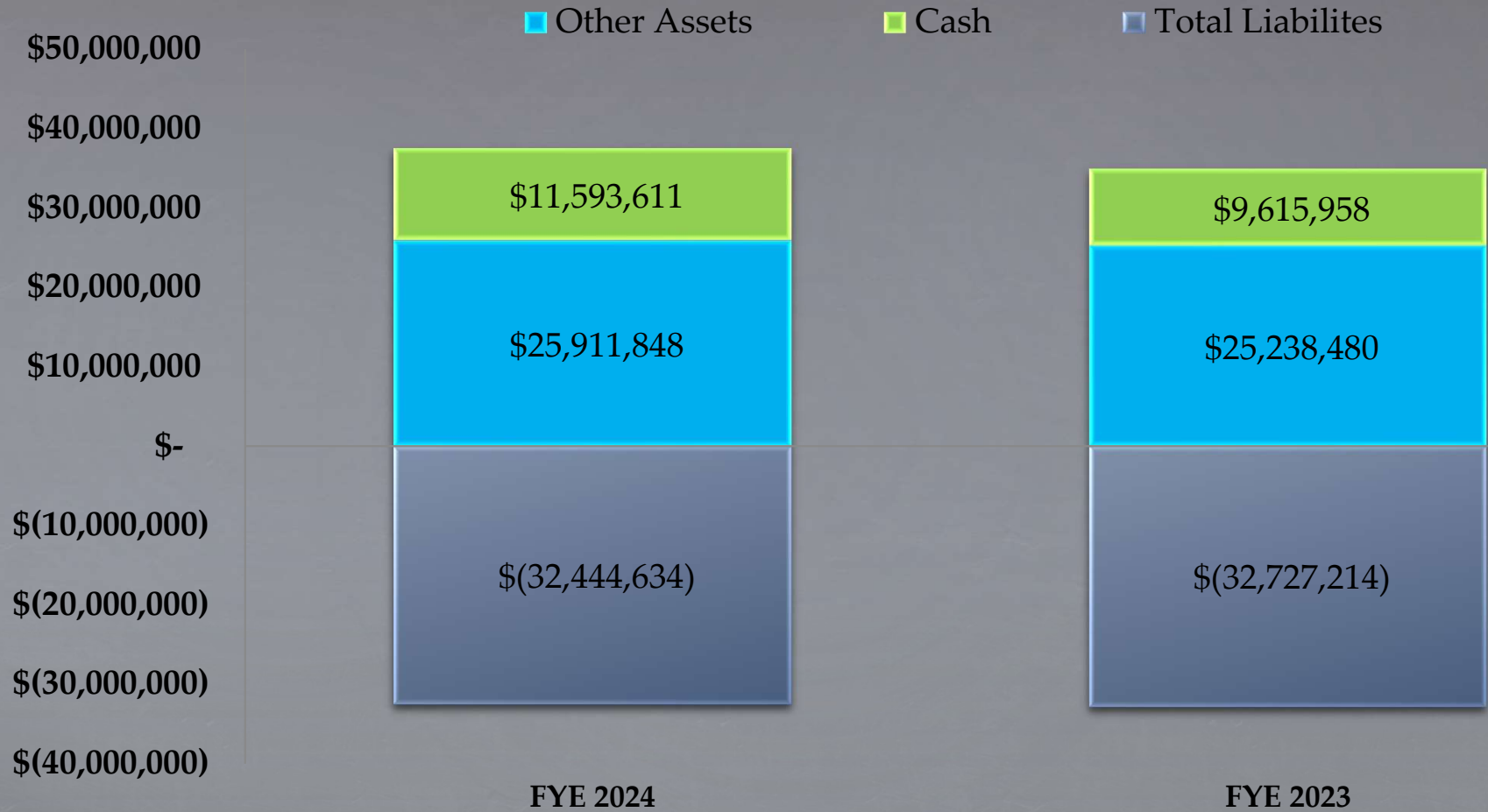


Percentage of Expenses Year to Date



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

Cash Position



STAFF & DIVISION UPDATES

September 2023



Administrative Services – Director Heidi Robinson



9/11 Memorial & Pancake Breakfast

SAVCO Golf Tournament



Duran Retirement

SAVCO Golf Tournament



Wassell-BC Promotion

- Impact of fall colds on staffing/crews
 - Admin adds to Dashboard
 - The Business of Uniforms

OPERATIONS

ASSISTANT CHIEF JAYSON COIL

OPERATIONS

SIGNIFICANT EVENTS

ALL-HAZARD

EMERGING ISSUES

HUMAN RESOURCES

STAFFING

PROMOTIONS

SIGNIFICANT ISSUES

TELECOMMUNICATIONS

OUTAGES

MAJOR PROJECTS

Community Risk Reduction

Division Chief- Dori Booth

Type	FY 23-24 Totals	Change	23-Aug	23-Sep
Code Consultations	20	-67%	9	3
FireWise Consultation	4	-50%	2	1
Plan Reviews	60	-22%	18	14
CRR Inspections	235	-27%	92	67
Special Events	5	200%	1	3
Investigations	5	100%	1	2
Public Outreach	8	0%	3	3
Life Safety Systems Past Due		-9%	510	463
Life Safety Systems Compliant		-63%	147	55
Life Safety Systems Deficient		36%	22	30
Total Known Life Safety Systems		0%	1949	1952

❖ Notable Events and Projects

❖ Airport Fuel Farm Approved

❖ Forest Road Connection Blasting

❖ Fire Life Safety Educator 1

❖ Fire Inspector Recruitment

❖ Upcoming Events

❖ Wings and Wheels – 10/14

❖ SPD Community Outreach – 10/21

❖ Halloween Haunted Ambulance – 10/31

❖ Safety Message

❖ Questions/Comments



Safety Message – Halloween Fire Safety

An infographic titled "HALLOWEEN FIRE SAFETY TIPS" with a dark blue background featuring silhouettes of a haunted house, trees, and bats. The text is presented in a playful, spooky font, with tips separated by bone-shaped icons. The tips include: using battery-operated candles in jack-o-lanterns; staying away from long trailing fabric in costumes; teaching children to stay away from open flames; keeping decorations away from heat sources; and keeping exits clear of decorations. The NFPA logo and Sparky.org information are at the bottom left, and a cartoon skeleton is at the bottom center.

**HALLOWEEN
FIRE SAFETY TIPS**

**Make Halloween safe
for your little monsters
with a few easy safety tips...**

Use a battery-operated candle or glow-stick in jack-o-lanterns.

When choosing costumes, stay away from long trailing fabric.

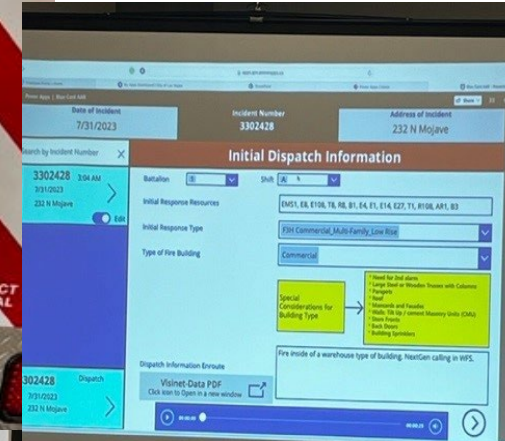
Teach children to stay away from open flames including jack-o-lanterns with candles in them.

Dried flowers, cornstalks and crepe paper catch fire easily. Keep all decorations away from open flames and other heat sources like lightbulbs and heaters.

Remember to keep exits clear of decorations so nothing blocks escape routes. Make sure all smoke alarms in the home are working.

NFPA CHECK OUT **SPARKY.ORG**
FOR MORE SPOOKY FUN!
The name and image of Sparky are trademarks of the NFPA.

Operational Support – Division Chief Buzz Lechowski

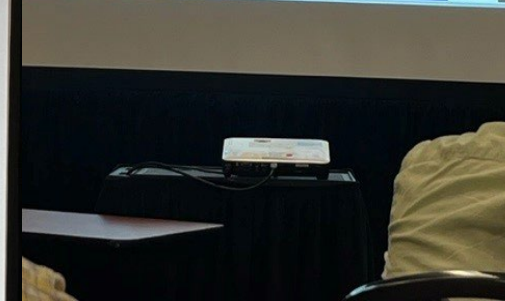
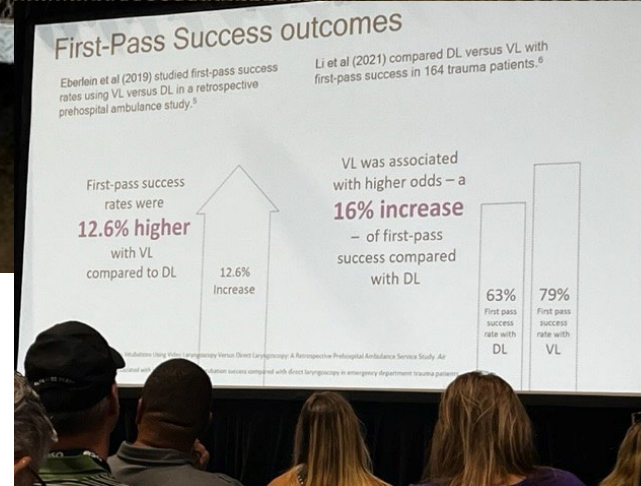


- EMS
- FLEET
- Onboarding
- GIS
- Training

Rescue → Resuscitate →

6 C's of Burn Resuscitation Failure:

1. Compartment Syndrome → Check Wounds/Pressures
2. Cyanide → Treat Hydroxycobalamin 5g/15min IV
3. Carbon Monoxide → 100% FIO2 & Check CO% on ABG
4. Cardiac Acute/Chronic → EKG, Echocardiogram, & Cardiac Enzymes
5. Concomitant Trauma or Inhalation Injury → Ref QRH
6. Congenital (Peds) → Consider Echocardiogram & Renal/Hepatic Ultrasound





TRAINING / WELLNESS DIVISION REPORT OCTOBER 17TH, 2023



NFPA 1403

**4 SFD Employees Certified as
Live Fire Instructors.**

Battalion Training Winter '24



ROHVA

**3 SFD Employees Certified as
Driver Training Instructors.**

Battalion Training Spring '24



TRAINING CONTINUED.....

- 6 Month X 3
- 12 Month X 1
- New Hire X 9
- Driver's Training Nov.
- Driver's Training (Admin '24)
- PFFTB Complete
- MCS Set Nov.
- Regional ATP
- ¼ Wellness Letter

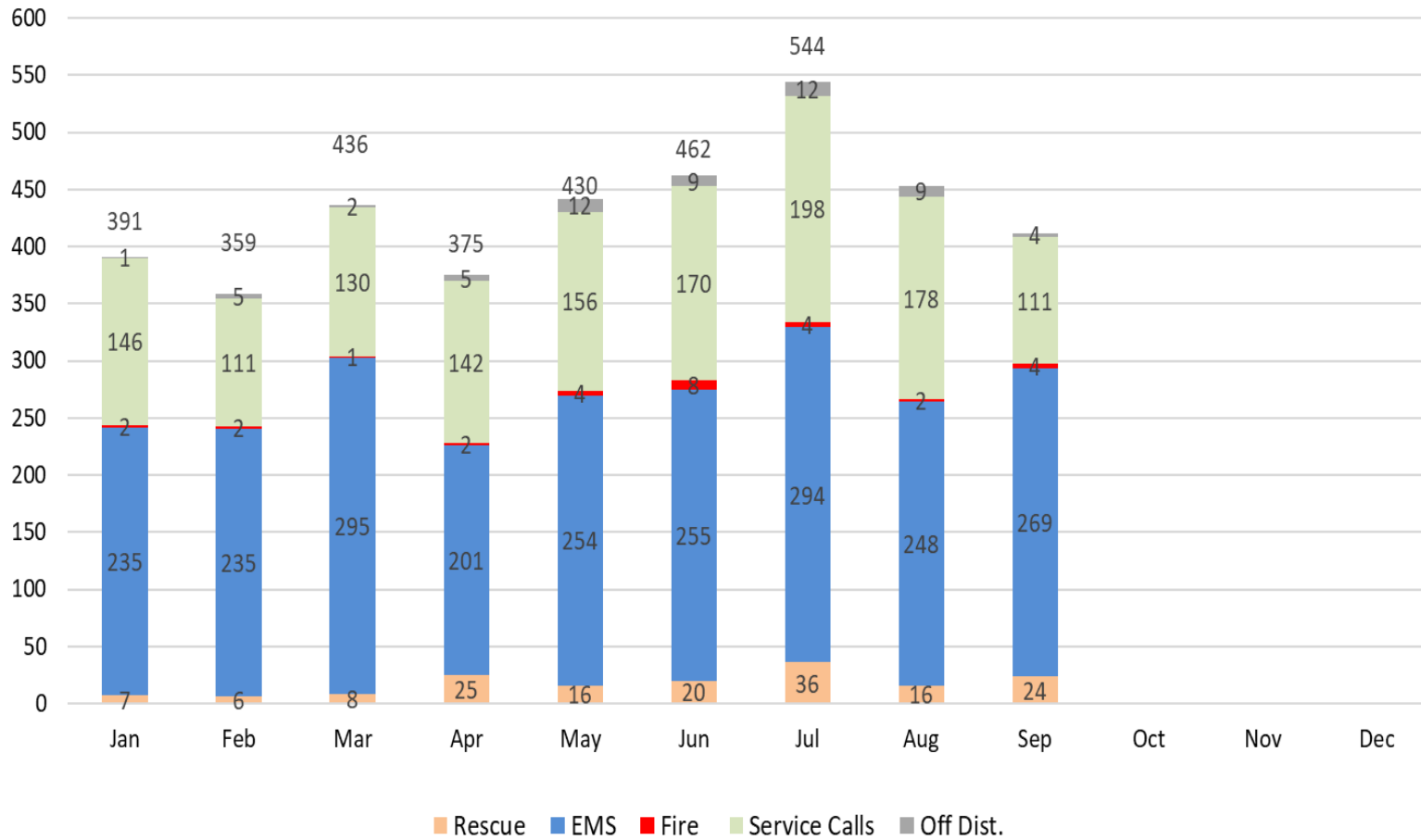


FIRE CHIEF'S REPORT

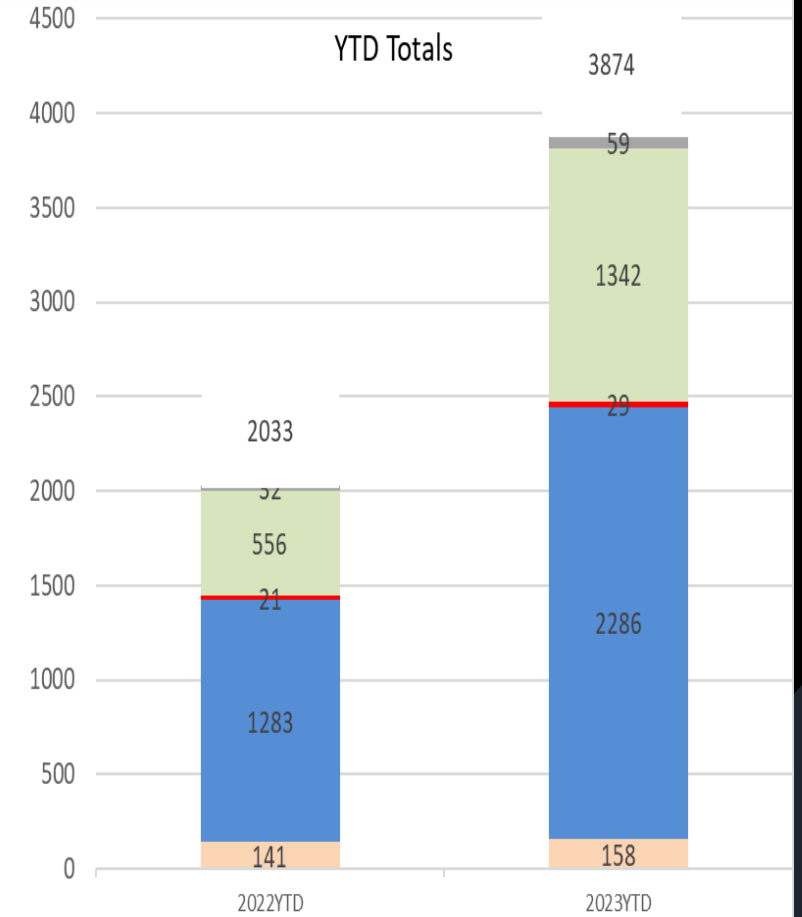
Chief Ed Mezulis

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

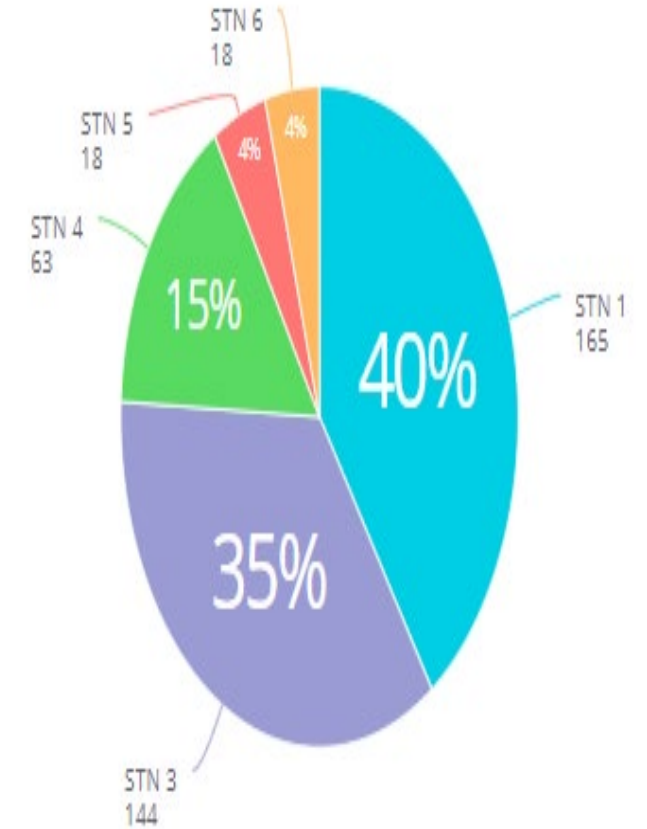
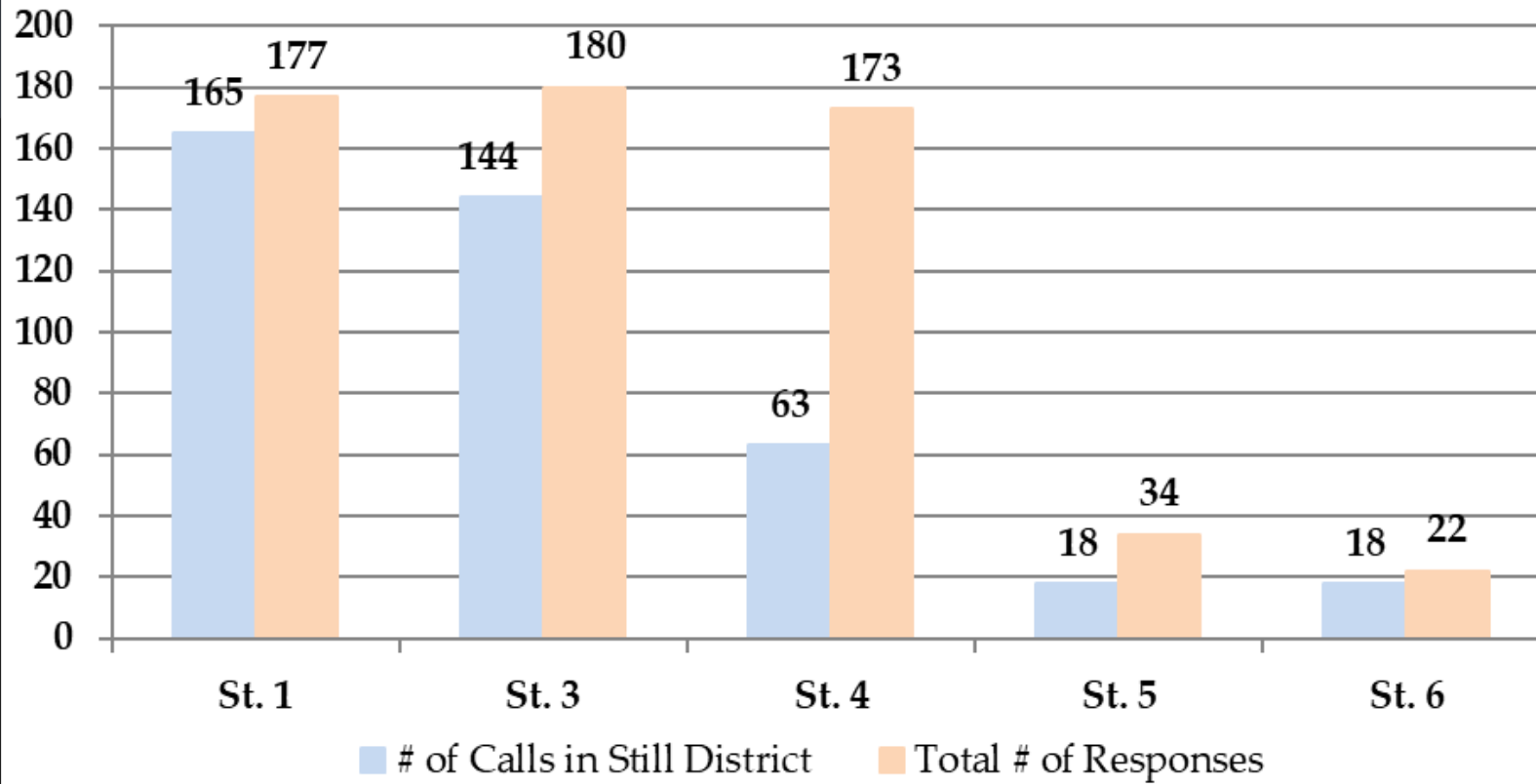


YTD Totals



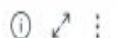
The chart shows the total number of calls received in each station's response area compared to the total number of calls to which each station's crews responded. Station crews not only respond to their own area, but, when needed, to other areas of the fire district.

Responses by Station
September 2023



Emergency Responses

Dispatch Handling Time



Turnout Time

Unit Travel Time

Total Response Time

Median of Dispatch Notified Alarm Handling Time

00m:43s

90th Percentile Dispatch Time

01m:35s

Median Turnout Time

01m:56s

90th Percentile Turnout Time 02m:56s

Median Travel Time

04m:04s

90th Percentile Travel Time 09m:15s

Median Total Response Time

06m:26s

90th Percentile Total Response Time 12m:15s

Specific Ambulance Times

Ambulance Total EMS Emergent Response Time

Total EMS Ambulance Road Time

Median Total Response Time

06m:35s

90th Percentile Total Response Time 12m:05s

Median Total EMS Ambulance Road Time

01h:10m:05s

90th Percentile Total EMS Ambulance Road Time 02h:41m:06s

PURCHASE ORDERS OVER \$10K

CDW (as noted in August)	\$69,338.99
Merit for data networking and Wi-Fi components	\$167,362.31
AV Upgrade for Multipurpose Room	\$102,000.00 (not to exceed)
Swift Group (new firefighter gear)	\$37,122.00
Across the Street (Blue Card training)	\$10,122.00
Kronos (Annual Payroll System)	\$22,198.00



Social Media Engagement

Welcome to professional dashboard

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




Page Overview

Followers: 16,926
Last 28 days

 Post reach ⓘ	 Post Engagement ⓘ
29,643	8,653

Recent content

Last 28 days

 <p>This past week, Sedona Fire had an extremely busy training schedule. Some of our staff participated in a Recreational Off-Highway... Sun, Oct 1</p>	Post reach	Engagement
	230	199
 <p>Please see the latest update and Forest closure information from the U.S. Forest Service - Coconino National Forest regardi... Fri, Sep 29</p>	Post reach	Engagement
	2,113	403
 <p>Please see the update from the U.S. Forest Service - Coconino National Forest regarding the #CecilFire Smoke will remain visible... Tue, Sep 26</p>	Post reach	Engagement
	2,835	339

[See more](#)

Account home

Sedona Fire District @SedonaFD

We're working on improvements to [analytics.twitter.com](#). In the meantime, you may see some metrics are missing in our [download reports here](#). You can try the new version of account analytics beta [here](#).

28 day summary

with change over previous period

Tweet impressions	Followers
4,965 ↑362.7%	1,520 ↓-2



Oct 2023 - 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 **drive more engagement** and generate more responses.

[Learn how to share a photo](#)



SEPTEMBER SFD ACTIVITY PHOTOS





**SEDONA FIRE DISTRICT
FIRE BOARD AGENDA COMMUNICATION**

Submitted by: _____ *Ed Mezulis* _____ *Date:* 10/15/2023 _____

SUBJECT: New AV Equipment for Multipurpose Room AGENDA ITEM #:E	BOARD MEETING DATE: 10/17/2023 DIVISION / SECTION: Facilities
ACTION REQUIRED: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	BOARD RECOMMENDATION: <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

Project/issue relates to SFD Strategic Plan _____ or Not Applicable __X__.

ISSUE: The audio and video equipment in the Multi-purpose room (MPR) is beyond its useful life and needs to be replaced. The current system is disruptive and difficult to operate.

BACKGROUND: Staff solicited quotes from three vendors, one of the vendors did not respond and another stated they were unavailable. Attached to this BAC is a quote from Audio Visual Specialists (AVS). The staff at AVS mapped the MPR and determined how to best improve the room’s Audio and Video capabilities. The recommended system will be simple to use and improve the audio and visual quality. AVS has performed a number of similar upgrades to regional government and religious institutions. The retool of the space will allow for enhanced delivery of training and meet the statutory requirements of governing board meetings.

FINANCIAL PERSPECTIVE: The exact breakdown of what IT infrastructure needs are still being established, we did include a placeholder of \$750,000 per year to address these types of needs. Therefore, the cost can be covered within our current capital plan.

PROS & CONS: The retool and upgrade to the space will allow for enhanced delivery of district training programs. The upgrade will also ensure we are meeting statutory requirements with clear audio and video recordings of our governing board meetings. The new, proposed system also provides for a simpler user interface and does not require our IT division to be present to operate it. The alternative or “cons” to not doing the upgrade will be our continued use of inferior products and process.

INTERNAL PROCESS PERSPECTIVE: The proposed upgrades were designed by AVS and vetted with our internal IT department. This process ensured we receive a product that suits the needs of our organization while being serviceable by our IT department.

BOARD ATTORNEY APPROVAL: *(If Applicable)*

FIRE CHIEF RECOMMENDATION: I recommend approval of this item for the reasons stated above. Beyond our monthly board meetings this upgraded space will meet the demands of our training division. Enhancing the equipment in this room will also be an asset to groups from the public that may request to use our MPR.

FINANCE SECTION APPROVAL: In accordance with FIN 1332, the procurement procedure mandates the solicitation of a minimum of three written bids for purchases exceeding \$50,000. Our staff diligently endeavored to obtain three competitive bids from qualified vendors, yet regrettably, we were able to secure only one responsive bid.

It is essential to note that our District's policy recognizes the provision for deviation in cases where there exists only one vendor possessing the requisite competency and ability to provide the required services. In this particular instance, given the lack of responsiveness from other potential vendors in response to our request for bids, we are left with only one vendor as a viable option.

MOTION(S):

I move to approve the contract for installation and upgrade of the audio/video equipment in the Multi-purpose room at a price not to exceed \$102,000.

ATTACHMENTS: Quote from AVS

REQUISITION

REQ09895

10/10/2023



**SEDONA
FIRE
DISTRICT**

Vendor

Audio Visual Specialist, LLC
PO Box 3209
Camp Verde, Arizona 86322
United States

Ship To

Sedona Fire District - Home
Office
2860 Southwest Drive
Sedona, Arizona 86336
United States
928-282-6800

Delivery Date

10/10/2023

#	Item & Description	Custom Fields	Qty	U/M	Rate	Amount
1	Multi-purpose Room A/V upgrade Complete replacement of the audio and video equipment for the MPR	Department Capital Requestor Ed Mezulis	1	EA	\$100,830. 74	\$100,830.74

Ordered By: Ed Mezulis

Total:

\$100,830.74

Requisition Approved By:

REQ09895:

Ed Mezulis on 10/10/2023 at 14:10



**SEDONA FIRE DISTRICT
FIRE BOARD AGENDA COMMUNICATION**

Submitted by: Bob Motz *Date:* 10/10/2023

SUBJECT: EMS Tablets AGENDA ITEM #F:	BOARD MEETING DATE: 10/17/2023
ACTION REQUIRED: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	DIVISION / SECTION: TELECOM BOARD RECOMMENDATION: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

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

ISSUE: Approval of purchase order 9855 in the amount of \$69,338.99 to CDW-G for EMS Tablets.

BACKGROUND: The current EMS tablets that are used by the crew for patient care and electronic patient care records are more than 5 years old. They are out of support and no longer support the updates to the operating system. This purchase order is to replace the fourteen Panasonic tablets and includes a five-year extended warranty. They are on a government purchasing contract.

FINANCIAL PERSPECTIVE: The current tablets are no longer supportable. Limited repairs may be possible at high hourly rates and long turn-around times or replace one at a time as they fail. Replacing as they fail also puts data at risk as operating system updates will soon stop for this vintage of device. We have planned for tablet replacement in the capital plan. The original amount was \$50,000, the capital fund has adequate funds to support the higher than anticipated cost of replacement.

PROS & CONS: Pros: Approving will continue allow for new EMS tablets that will continue to function at a high level with data encryption and anti-virus protection and will be supported with a five-year extended warranty.

Cons: Not approving will have the effect of the need to replace one at a time, not at the best price, extended periods of tablets out of service and finally, no support for the applications running on the current tablets.

INTERNAL PROCESS PERSPECTIVE: The EMS tablets are used in patient care and generating electronic patient care records for each patient interaction. The current tablets are out of support and can only be repaired on a time and material basis until parts are no longer available. Also, there is a limited time for their ability to accept operating system updates. Without operating system updates, security will fail and the application that runs on them will no longer be able to take security and functionality updates. The proposed replacement EMS tablets are on a government purchasing contract and have a five-year extended warranty period. They will continue to support the data encryption and anti-virus protection needed for patient data.

FIRE CHIEF RECOMMENDATION: I support the purchase outlined in this BAC. Security and operability of our EMS tablets is critical to our operation. This purchase is in alignment with our capital replacement plan.

FINANCE SECTION APPROVAL: In accordance with FIN 1332, this purchase is being made under a cooperative purchasing agreement and exempt from the bidding requirements.

MOTION(S):

I move to approve Purchase Order 9855 in the amount of \$69,338.99 to CDW-G for the replacement of the EMS tablets.

I move to deny approval of Purchase Order 9855 in the amount of \$69,338.99 to CDW-G for the replacement of the EMS tablets.

ATTACHMENTS: *Purchase Order #9855*

PURCHASE ORDER

PO09855

08-28-2023


**SEDONA
FIRE
DISTRICT**

Vendor Cdw Government 75 Remittance Dr Suite 1515 Illinois, Chicago 60675-1515 United States	Ship To Sedona Fire District - Home Office 2860 Southwest Drive Sedona, Arizona 86336 United States 928-282-6800	Bill To Sedona Fire District - Home Office 2860 Southwest Drive Sedona, Arizona 86336 United States 928-282-6800
Vendor Account Number 00621	Delivery Date 10-02-2023	

Terms
 Due upon receipt

#	Item & Description	G/L Account	Custom Fields	Qty	U/M	Rate	Amount
1	CDW# 6642430 Panasonic FZ-VEKG21LM - notebook replacement keyboard - QWERTY - US Mfg. Part#: FZ-VEKG21LM Contract: National IPA Technology Solutions (2018011-01)	Communications/IT Support: Computer Equipment & Support Account # 6310	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	14	EA	\$527.40	\$7,383.60
2	CDW# 7102455 Panasonic TOUGHBOOK G2 10.1" Core i5-10310U 16GB RAM 512GB Windows 10 Pro Mfg. Part#: FZ-G2AZ-0BKM Contract: National IPA Technology Solutions (2018011-01)	Communications/IT Support: Computer Equipment & Support Account # 6310	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	14	EA	\$2,944.67	\$41,225.38
3	CDW# 6689007 Panasonic - barcode scanner Mfg. Part#: FZ-VBRG211U Contract: National IPA Technology Solutions (2018011-01)	Communications/IT Support: Computer Equipment & Support Account # 6310	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	14	EA	\$458.05	\$6,412.70
4	CDW# 6518124 Panasonic Smart Service Lite - software subscription (5 years) Mfg. Part#: CF-SVCB2MBM5Y Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	Communications/IT Support: Computer Equipment & Support Account # 6310	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	14	EA	\$43.48	\$608.72
5	CDW# 4195499 Panasonic Public Sector Service Package - extended service agreement - 2 ye Mfg. Part#: CF-SVCPSY5 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	Communications/IT Support: Computer Equipment & Support Account # 6310	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	14	EA	\$535.08	\$7,491.12

Tax: \$6,217.47

Total: \$69,338.99

Ordered By: Gabe Buldra

Requisition Approved By:

REQ09863:

Bob Motz on 08-28-2023 at 12.47pm

Ed Mezulis on 08-28-2023 at 1.54pm



**SEDONA FIRE DISTRICT
FIRE BOARD AGENDA COMMUNICATION**

Submitted by: Bob Motz *Date:* 10/10/2023

SUBJECT: Data Networking AGENDA ITEM #: G	BOARD MEETING DATE: 10/17/2023 DIVISION / SECTION: TELECOM
ACTION REQUIRED: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	BOARD RECOMMENDATION: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

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

ISSUE: Purchasing new data networking devices. The current data networking equipment is older used Cisco devices that are failing and need to be replaced and upgraded. The Wi-Fi system upgrade is included in this purchase. We are having ever increasing issues with our current system, which has equipment that reached end-of-life and end-of-support many years ago. Total proposed purchase \$167,362.31

BACKGROUND: Over the years, to control costs and provide data network connectivity, used Cisco equipment was purchased. The core network was built with Cisco equipment that still had useful life. As time progressed, the needs of the district have changed, and the networking equipment aged out of support. New transport protocols and connectivity methods have developed. The Cisco equipment has been failing due to age. The Wi-Fi system is also end of life and end of support. We need to replace all the networking devices and Wi-Fi system to have a reliable and supportable system going forward.

FINANCIAL PERSPECTIVE: The system being proposed is focused on performance with redundancy and greatly reduced cost over other like equipment from other manufacturers. It is arguably many times less expensive than the major brands. It also allows for permanent licensing for the life of the equipment, saving a yearly licensing and support fee from the manufacturer. The Wi-Fi system is also a lower cost higher performing platform than the other major brands. The exact breakdown of what IT infrastructure needs are still being established; we did include a placeholder of \$750,000 per year to address these types of needs. Therefore, the cost can be covered within our current capital plan.

PROS & CONS: Pros: Approving will allow for the very much needed upgrade and higher reliability required to support the district’s many data connection needs. Cons: Not approving will have the effect of ever-increasing networking outages and vulnerabilities. Some technologies will have difficulty maintaining a solid connection.

INTERNAL PROCESS PERSPECTIVE: The three requisitions are separately for the core networking equipment, the Wi-Fi Equipment, and the labor to remove the old, configure and install the new. In May of 2022 Trifecta Networks, LLC presented a Juniper Networks solution to the district, which included all the networking and Wi-Fi devices. They told the district that they had the items in the warehouse ready to ship and we could have delivery in a month to six weeks. Juniper Networks had a sales engineer sign off on this system. After the order was placed, they told us there may be a slightly longer wait on the items as some had shipped out to other customers while we waited for the purchase

order process. Then, item by item slowly shipped to us over a long period of time with promises of the rest coming soon. Also, during the wait for shipping, some items that we were told were still in production went end of life. Trifecta assured us they would take care of us and upgraded free of charge that equipment to the latest model. They also assured us that they would not start the warranty or the licensing start date until we had a complete system deployed. The networking supplier environment after covid had all the major manufacturers with supply chain issues and many months of lead time. Cisco for instance had a 16-month lead time from order and still does have an extended lead time. Same for all the other major manufacturers. When all the equipment arrived, it was discovered that the licenses for the software would not apply to the devices and that the devices would not perform the required protocols we had asked for. Some of the devices sold to us were not capable of being upgraded to the protocols required. We raised our needs and concerns to both Trifecta and Juniper. They sent Juniper employees out to determine a way forward. We met with them, and they admitted we need different equipment than what we were sold. After some equipment changes were suggested, we asked to have demo equipment sent so we could check for ourselves if what they were telling us was correct given what happened to that point. SFD hired Merit to test this equipment and brought in an independent third party to test this and another manufacturer's equipment that was an alternative. The MikroTik equipment was tested in the same networking configuration as the Juniper. The MikroTik was found to be superior in performance in a number of areas. Juniper, during this time, never suggested a complete system solution to the issue and still has not corrected the software licensing issues. The MikroTik has short lead times, is many factors less expensive and does not require a yearly license and support fee. It uses less power and has DC power options for backup power. The third-party consultant, IP Architects, in their evaluation recommended MikroTik over Juniper especially in a self-maintained network environment. The MikroTik equipment, in some cases, has like performing devices that are close to ten times less expensive than Juniper, allowing us to buy spares and redundant equipment. We are working with Juniper and Trifecta to return the Juniper equipment.

The MikroTik equipment is not available on any government contract. Most suppliers of this equipment do not take purchase orders. We are asking to buy from Merit as a sole source as they have consolidated the purchasing process saving us time, integrated the Wi-Fi system upgrade with the MikroTik, and also, have a network design that meets our needs and can coordinate the removal and install of our equipment as they are local and have been helping us to maintain the current network. The pricing can be independently verified, the Wi-Fi equipment has discounts that vary from 29% to 32% off list which are typical for government discounts. The removal of the old, the configuration and installation of the new equipment is estimated at \$25,000 of labor. The Wi-Fi system we currently have online is no longer supportable, uses older technology, and has known security issues and must be replaced.

FIRE CHIEF RECOMMENDATION: I support the approval of this request. These items are the critical first step required to initiate our upgrade to the radio communications system.

FINANCE SECTION APPROVAL: FIN 1332, allows the District to deviate from the bidding process where there exists a specific vendor that has the necessary competency and ability to provide the required products and services. In this case Merit is familiar with the product and has the ability to procure the equipment with greater efficiency than the District would by sourcing each item individually.

MOTION(S):

I move to approve the purchase of the networking and Wi-Fi system on requisitions 9891, 9892 and 9893.

ATTACHMENTS: REQs 9891, 9892, 9893

REQUISITION

REQ09891

10-10-2023



SEDONA
FIRE
DISTRICT

Vendor
Merit Technology Partners
2301 West State Route 89A
Suite 101
Arizona, Sedona 86336
United States

Ship To
Sedona Fire District - Home
Office
2860 Southwest Drive
Sedona, Arizona 86336
United States
928-282-6800

Vendor Account Number
00504

Delivery Date
10-10-2023

#	Item & Description	Custom Fields	Qty	U/M	Rate	Amount
1	Network - Switches/Routers MikroTik TOR Switch MikroTik TOR Switch with 2x 100 Gigabit QSFP28 ports, 16x 25 Gigabit SFP28 ports, 650 MHz CPU, 64 MB RAM, RouterOS	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	8	EA	\$1,914.00	\$15,312.00
2	Network - Switches/Routers MikroTik POE Switch MikroTik POE Switch with 2x 40 Gigabit QSFP28 ports, 4 x 10 Gigabit SFP ports, 48 x 1GE RJ45 Ports, 650 MHz CPU, 64 MB RAM, RouterOS	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	22	EA	\$1,198.00	\$26,356.00
3	Network - Switches/Routers MikroTik Router MikroTik Router with 13 10/100/1000 Ethernet ports, 4 SFP+(10G) ports, AL73400 CPU ARM 64bit 2 GHz, RouterOS	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	26	EA	\$1,195.00	\$31,070.00
4	Cabling DAC Cables Cabling DAC Cables	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	40	EA	\$48.00	\$1,920.00
5	Cabling SFP & Fiber Optic Jumpers Cabling SFP & Fiber Optic Jumpers	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	80	EA	\$28.00	\$2,240.00

6	Electronics/Hardware - Peripherals DC Power Supply for Core Routers Electronics/Hardware- Peripherals DC Power Supply for Core Routers (One per Router)	Location Station 1	26	EA	\$74.00	\$1,924.00
		Department 307-Telecommunications				
		Requestor Bob Motz				

Ordered By: Bob Motz

Requisition Approved By:

REQ09891:

Is pending approval from Ed Mezulis
Bob Motz on 10-10-2023 at 10.43am

Tax: \$7,763.97

Total: \$86,585.97

REQUISITION

REQ09892

10-10-2023



SEDONA
FIRE
DISTRICT

Vendor
Merit Technology Partners
2301 West State Route 89A
Suite 101
Arizona, Sedona 86336
United States

Ship To
Sedona Fire District - Home
Office
2860 Southwest Drive
Sedona, Arizona 86336
United States
928-282-6800

Vendor Account Number
00504

Delivery Date
10-10-2023

#	Item & Description	Custom Fields	Qty	U/M	Rate	Amount
1	Network - Radios Ruckus Wireless A650 Access Point Ruckus Wireless A650 Access Point - Dual-band WiFi 6 (802.11ax) Ultra-High Density indoor wireless access point with 2.5GbE capability. 4 4:4 in 5GHz, 2 2:2 in 2.4GHz. Requires PoE+ (802.3at) for full operation	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	31	EA	\$1,125.00	\$34,875.00
2	Network - Radios Ruckus Networks A350 Ruckus Networks A350 - Dual-band WiFi 6 (802.11ax) low density indoor wireless access point. 2 2:2 in 5GHz & 2.4GHz. Up to 256 concurrent clients. Requires PoE (802.3af) for full operation.	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	4	EA	\$710.00	\$2,840.00
3	Network - Radios Ruckus Wireless B350 Ruckus Wireless B350 - Omni-directional, WiFi 6 (802.11ax) outdoor wireless access point. Includes flat mounting bracket & 4 years of Access Networks Support.	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	8	EA	\$1,195.00	\$9,560.00
4	Support - 1 Year Support & Cloud Controller Access Year-1 (Priced per AP) Support & Cloud Controller Access Year-1 (Priced per AP)	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	35	EA	\$100.00	\$3,500.00

Ordered By: Bob Motz

Requisition Approved By:

REQ09892:
Is pending approval from Ed Mezulis
Bob Motz on 10-10-2023 at 10.56am

Tax: \$5,001.34
Total: \$55,776.34

REQUISITION

REQ09893

10-10-2023



**SEDONA
FIRE
DISTRICT**

Vendor

Merit Technology Partners
2301 West State Route 89A
Suite 101
Arizona, Sedona 86336
United States

Ship To

Sedona Fire District - Home
Office
2860 Southwest Drive
Sedona, Arizona 86336
United States
928-282-6800

Vendor Account Number

00504

Delivery Date

10-10-2023

#	Item & Description	Custom Fields	Qty	U/M	Rate	Amount
1	Labor to remove old, configure new, install new, networking devices Labor to remove old, configure new, install new, networking devices.. Remove current older Cisco networking routers and switches in stages, with MikroTik new devices, conigure, then also configure WiFi items and remove old wifi, install new wifi	Location Station 1 Department 307-Telecommunications Requestor Bob Motz	1	EA	\$25,000.00	\$25,000.00

Ordered By: Bob Motz

Total:

\$25,000.00

Requisition Approved By:

REQ09893:

Is pending approval from Ed Mezulis
Bob Motz on 10-10-2023 at 11.03am

Sedona Fire District

Information Release

CONTACT: Kim Smathers
(928) 204-8909
For Immediate Release

Sedona Fire District Board Election

SEDONA - (October 19, 2023) -

Do you have some time to give to your community? Do you have an interest in seeing that taxpayers of the community receive the best Emergency Medical and Fire Suppression services? The Sedona Fire District Governing Board announces one vacancy to be filled through interview & appointment. The position is for the remainder of a four-year term, ending November 2026. Fire Board candidates must be registered voters and residents of the Sedona Fire District (which includes West Sedona, the Red Rock Loop Road area, Uptown Sedona, Oak Creek Canyon, and the Village of Oak Creek).

Fire Board responsibilities include holding public meetings at least once each calendar month; these are currently held on the third Tuesday at 4:30 PM at Fire Station #1 in West Sedona. Other duties are to review and approve an annual budget containing detailed estimated expenditures for each fiscal year, approve the compensation payable to District personnel, and to appoint or hire a Fire Chief.

Letters of interest may be submitted to Executive Assistant Kim Smathers, at Sedona Fire District Station #1, 2860 Southwest Drive, Sedona, Arizona 86336 (928-282-6800). Interviews will be scheduled between November 6-16, 2023.

The Sedona Fire District is a consolidated district including areas covered by both Yavapai and Coconino Counties.



SEDONA FIRE DISTRICT ANNOUNCES VACANCY ON FIRE BOARD

The Sedona Fire District is looking for an individual to fill a Board vacancy for a term through November 2026.

Board Members receive no financial benefits; it is a public service role. Business Meetings are typically held on the third Tuesday of each month, usually at Station #1 in West Sedona. Meetings normally begin at 4:30 PM. Additional Workshops and Meetings may be held, as needed, but particularly during the annual budget preparation process.

Board Member duties include, but are not limited to: attendance at meetings; review and approval of Fire Board Policies; working with SFD staff in the preparation and approval of the annual budget; annual evaluation of the Fire Chief; working as a team with the Fire Chief, SFD staff, and community members in the best interests of the Fire District.

Interested residents, who must be registered voters living within the Sedona Fire District boundaries (including West Sedona, Uptown, Village of Oak Creek, Chapel area, Oak Creek Canyon, and Red Rock Loop area), must provide a Letter of Interest, Resume, and include written answers to the following questions:

- Why do you want to be a member of the Sedona Fire Board?
- What are your goals and objectives for the Sedona Fire District?
- What do you, specifically, have to offer to Sedona Fire District as a member of the Fire Board?

Additional consideration may be given to individuals with past local government experience, proven understanding of Arizona Open Meeting and Public Record laws, budgeting and financing experience in special taxing districts, prior Board experience with other special taxing districts, background and understanding of Fire and Life Safety and Emergency Medical Services, availability of time and willingness to participate, length of residency in Sedona Fire District, absence of known conflicts of interest and related concerns.

***Resume and Answers must be received on or before
Thursday, November 2 at 4:30 p.m.***

By Mail, Fax or Email to: Kim Smathers, Recording Clerk
Sedona Fire District
2860 Southwest Drive
Sedona, AZ 86336

Fax: 928-282-6857 – Attn: Kim Smathers
Email: kmathers@sedonafire.org

The Board will individually interview applicants on the following tentatively scheduled dates: November 6-16, 2023 (depending on number of applicants selected). For more information about this position, please contact the Sedona Fire District at 928-282-6800.



SEDONA GOVERNING FIRE BOARD

October 2023