



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, January 16, 2024 / 3:00 PM

~ AGENDA ~

Pursuant to ARS §38-431.02, notice is given to members of the SFD Governing Board and the public that the Governing Board will meet in Public Session on Tuesday, January 16, 2024, beginning at 3:00 PM in the Station #1 Multipurpose Room. Members of the Board and legal counsel may attend either in person or by telephone conference call.

During this meeting, Board Members may ask questions about, discuss, consider, approve, and/or take possible action on any listed Agenda item and any variable related thereto unless specifically otherwise indicated (such as under Public Forum). SFD may vote to go into Executive Session, which will not be open to the public, on any agenda item pursuant to ARS §38-431.03(A)(3) for legal advice with the Fire District Attorney on the matter(s) set forth in the agenda.

Public Input: Citizens may make oral comments on specific Agenda items or any topic relevant to District business during the public forum. Citizens who wish to speak should complete a Request to Address form, indicating the topic they intend to address. Citizens may submit written comments of any length to the Fire Board. **Notice:** Public comment is encouraged, but it is important that everyone demonstrate the appropriate decorum, courtesy and respect during the meeting. Please treat your fellow citizens with courtesy. Outbursts, interruptions, and personal attacks will not be tolerated.

The meeting room will be accessible to the public at 2:00 p.m.

Join Zoom Meeting

<https://sedonafire.zoom.us/j/89102189713?pwd=V0lvMFk4cG5WQjRIQmpuT1BMM1NwUT09>

Meeting ID: 891 0218 9713

Passcode: 215186

Dial by your location

- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US

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. POLICY WORKSHOP

- A. Session one, with discussion of updated policies for Board and general administrative policies for SFD.
- B. Board Handbook Revision for Review.

III. REGULAR BUSINESS MEETING

A. Public Forum:

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

1. Public Comments
 2. Executive Staff Response to Public Comments
- B. Consent Agenda – Discussion/Possible Actions:
All matters under Consent Agenda are considered by the Board to be routine (i.e. Minutes and/or signatory authority for bank accounts), and will be enacted by a single motion approving the Consent Agenda. If discussion is desired on any particular consent item, a Board Member may ask that item be removed from the Consent Agenda to be considered separately.
1. Discussion/Possible Action: Approval of December 19, 2023 Regular Meeting Minutes.
 2. Resolution 2023-02, Update Bank Account Signer Names, County General Fund.
 3. Resolution 2023-03, Update Bank Account Signer Names, Chase Bank Account.
 4. Update Authorized Signers for Yavapai County Funds.
- C. Financial Report and Updates –Director of Finance Gabe Buldra
1. Discussion/Possible Action: Review and Approval of December 2023 Finance Report
 2. Discussion/Possible Action: Review and Approval of 2022 Annual Comprehensive Financial Report (ACFR)
- D. Staff Items:
1. December 2023 Monthly Staff Report
 - a. Administration Updates – Director of Administrative Services Heidi Robinson
 - i. News and 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. Station Update
- E. Discussion/Possible Action: Review and Possible sign of Memoranda of Understanding for

ASEA and Local 3690

F. Board Member Items:

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

VII. ADJOURNMENT



[Helen McNeal \(Jan 9, 2024 16:12 MST\)](#)

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:


1.16.24 Agenda-SFD Regular Meeting.DRAFT

Final Audit Report

2024-01-09

Created:	2024-01-09
By:	Kimberly Smathers (ksmathers@sedonafire.org)
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 Document created by Kimberly Smathers (ksmathers@sedonafire.org)

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 Document emailed to hmcneal@sedonafire.org for signature

2024-01-09 - 10:25:28 PM GMT

 Email viewed by hmcneal@sedonafire.org

2024-01-09 - 11:03:24 PM GMT

 Signer hmcneal@sedonafire.org entered name at signing as Helen McNeal

2024-01-09 - 11:12:06 PM GMT

 Document e-signed by Helen McNeal (hmcneal@sedonafire.org)

Signature Date: 2024-01-09 - 11:12:08 PM GMT - Time Source: server

 Agreement completed.

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