



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

~ 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 3:02 PM on Tuesday, January 16, 2024. 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, Scott Springett, and Corrie Cooperman – Members Others Present: Fire Chief Ed Mezulis; Assistant Chief Jayson Coil; Division Chief Buzz Lechowski; Fire Marshal Dori Booth; Finance Director Gabe Buldra, JVG; Lydia Hunter, BeachFleischman Auditors; 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 7 Police Officers and 2 firefighters who passed away since the previous Board Meeting.

II. POLICY WORKSHOP

A. Session One, with discussion of updated policies for the Board and general administrative policies for SFD.

Chief Mezulis introduces his procedure for reviewing and editing policy documents. There is a lot of discussion on how and whether this procedure will work with Chairman Soto having reservations. Technical difficulties were experienced with Zoom cutting in and out, but the recording continued as needed.

Mr. Whittington gives the Board further information on delegating the standard operating and administrative procedure creation, along with warnings about getting to far into the weeds with the policies and letting the subject matter experts use their delegated powers, as intended.

Chief Coil summarizes the process, and all agree that the summary is concise and the process, as outlined, provides a way forward,

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 Comment**
2. **Executive Staff Response to Public Comments**

There were no requests to speak.

B. Consent Agenda – Discussion/Possible Actions:

All matters under Consent Agenda are considered by the Board to be routine (i.e., Minutes and/or signatory authority for bank accounts), and will be enacted by a single motion approving the Consent Agenda. If discussion is desired on any particular consent item, a Board Member may ask that item be removed from the Consent Agenda to be considered separately.

1. December 19, 2023 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.

2. Resolution 2023-02, Update Bank Signer Names, County General Fund

3. Resolution 2023-03, Update Bank Signer Names, Chase Bank Account

4. Update Authorized Signers for Yavapai County Funds

Chairman Soto directs the Board to not leave tonight without signing the necessary paperwork to remove Mr. McCarthy to be replaced with Member Cooperman.

C. Financial Report and Updates – Gabe Buldra, JVG

1. Discussion/Possible Action: Review and Approval of December 2023 Finance Report
Finance Director Buldra gave the monthly overview with tax collections trending ahead for the year, as well as non-levy revenues. Expenses are running under budget across the board, except for Communications and IT. New pads for Board members have been purchased.
Chairman Soto asked about PSPRS standing. Mr. Buldra noted that the Tiers 1 & II pension pool is the largest unfunded liability that the District currently has. Tier III is overfunded but is going to level out as older employees retire and leave the system. This is an affordable and sustainable amount for SFD and SFD may look to paying towards the system's liability as interest rates stabilize.

Chairman Soto stated it is good to know that the new regime has stabilized the volatility of the rate increases, etc. Chairman Soto moves to approve the December 2023 Finance Report as presented. Member Jablow seconded, there was no further discussion and the motion passed unanimously.

2. Discussion/Possible Action: Review and approval of 2023 Annual Comprehensive Financial Report (ACFR), Lydia Hunter, BeachFleischman

Mr. Buldra stated that as the Board has just received this information it may be tabled and still be within the timelines. Lydia Hunter shared the results of the audit, ending June 2023.

BeachFleischman is prepared to issue an unmodified (clean) audit. Single Audit because of the ARPA funds also unmodified opinion. No findings at all on a single audit. She continued to review the requirements and her slideshow. There were a couple of questions from Board members that Ms. Hunter was able to clarify.

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

D. Staff Items:

1. **December 2023 Monthly Fire Chief Report –**

a. **Administration – Fire Chief Ed Mezulis**

Chief Mezulis presented the Administrative update. Audit was covered, got through the holidays. Payroll updates – do not have any currently.

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

Human Resources Update

Twenty-three job descriptions are going out tomorrow for feedback and review. Wholistic approach to the process, rather than piecemeal.

Finished professional services agreement to RGS for wage compensation study.

Performance management is starting right now, to align with intent-based leadership strategies.

More to come on this process.

Clerk McNeal asked for updates on telecommunications. Chief Coil responded with detailing how the User IT support role will be training with the applications engineer and Bob to ensure coverage areas.

Chairman Soto asked about the performance management process and if the employee is happy where they are, is that taken into consideration? Chief Mezulis stated it will afford SFD to make

alignments to where they sit with current updates, software, etc. and to maintain proficiency and currency, as well as align with promotion if they wish.

c. **Community Risk Reduction – Division Chief Dori Booth**

Chief Booth reported that close to one hundred kids were helped with Bike Safety in December. City of Sedona Winter Play Day, this past weekend. Staff from SFD made s'mores and assisted Parks & Rec. Blasting continues Forest Road and SR179, all is going well. Parking garage meetings have been re-initiated.

International Code Counsel demo of software. The 2024 Characterizations and CRR on the River next week.

Clerk McNeal asked about Life Safety Systems. Fire Suppression, vent hoods, and other items designed to assist people in escaping or fighting fire prior to arrival of fire safety personnel. Inspections are required, along with updates.

Safety Message- Winter Hiking. Short windows of winter hiking times. Be prepared.

Chairman Soto made a point regarding batteries. Chief Booth answered the phone and I admitted that my car battery was dead. My jumper cables were not in the condition that they should have been in. She was like a princess in shining armor.

d. **EMS, Safety, Development & Planning – Fire Chief Buzz Lechowski**

Jumper boxes that have cranks are great. Member Cooperman asked the name and several answered that automotive places have them.

New legislation in affect across the state requiring new tracking compliance. SFD, as well as every other agency in the State, have waivers until more is outlined and determined, such as seat belt changes. We are learning as we go. GPS tracking component leads to further requirements tracks mounted or dismounted personnel. More to follow in future

Chairman Soto asked about the tracking software and what is being required. Chief Mezulis stated that we already submit all our information to the State, but the data could be conflicting within reporting.

Behavioral Health-Peer support team is having training with Sedona PD, and other public safety agencies, with same oversight clinician later this month. These will be the same people we work with on the street to align practices, policies, etc. Our folks are using the resources.

e. **Suppression, Preparedness, and Performance – Chief Ed Mezulis**

DC Baker was off in Denver.

Regional Extrication training included Verde Valley and Cottonwood.

OSHA ISO training requirements.

Lexipol will become the model on how we migrate policies.

Hosted out last ISO class at Sedona Fire. Huge lift to make federal classes happen, re-evaluating necessity.

Continue to work on Captain's task book.

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

Record year, over five thousand calls for SFD this year. Member Cooperman asked about how the uptick is going? Chief Mezulis stated that a close eye is being kept on the numbers as ambulance usage may shift and growth towards Cottonwood,

The chief reviewed purchases over \$10K quickly as he wanted to address the station updates. The Chief met with Slide Rock State Park last week and there may be an opportunity to swap pieces of land or infrastructure costs for the land necessary to build the new Station 5. There are technicalities and we continue to work together to accomplish a new Station 5. Slide Rock is evaluating needs assessment to determine infrastructure needs.

Regarding Station 4, GIS Specialist Spinelli drew up proposed Station 4 siting and the city wants to meet next week, so no updates on that this month.

E. Discussion/Possible Action: Review and possible approval/signature of Memoranda of Understanding for ASEA and Local 3690.

Chief Mezulis briefed that the contracts were late due to modifications and vetting by all parties. Up for Board signature with the agreed upon changes tonight. Further reading and review may be necessary and

could be tabled for next month. Chairman Soto had 2 questions; education charges change to National Standard? Chief Mezulis stated that it was the three state universities and was navigated between Chief Trautwein and the Board. Where is the matrix? Chief Coil stated the national number was close to the state universities. We can evaluate and modify. Chairman Soto would prefer the lesser of the two. Also, grievance process to level in which the Board becomes involved. Chairman Soto states that the Board is not trained to the level they should be and wants to know if there is another level before going to the State level? Chief Coil states that it could be before an administrative judge, but research needs to be done on the other levels. Clerk McNeal states her research shows that the Board should get them to an administrative judge, get the Board out of that.

Chairman Soto states that the agenda item be tabled until next meeting.

F. Board Member Items:

Scott Springett: Citizen concerned about insurance of building she is working in. The question was addressed by Chief Mezulis and Chief Booth. No plan, renewals are not being offered. Chief Coil states that California was the testing ground and insurance companies have left the state. As fire seasons get worse and losses go higher, the insurance companies will just leave.

Helen McNeal: the usual, signing checks. AFDA Conference last week, no GPS tracking, certificate of operation for hospitals. DC Lechowski addressed interfacility transports and how this applies, what criteria is necessary to obtain, etc.

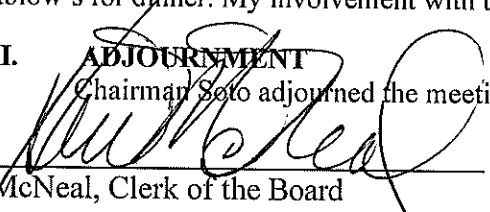
Janet Jablow: Bill paying; got calls from neighbors about Eagle Vista Way & red curb outside of gate? Chief Booth addressed that Inspector Riddell is working with them on this, and per code it is okay.

Corrie Cooperman: Met with Chief Mezulis, highly informative. Review time more than usual with MOUs and handbook.

Dave Soto: Thank you's to your staff for working on policy review. Audit is years of audits to get to this point, consistently going through with minimal issues. The board enjoyed each other's company at Jablow's for dinner. My involvement with the District between Dori and I, explained earlier.

III. ADJOURNMENT

Chairman Soto adjourned the meeting at 6:02 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: