



Approved by the Board, 4/16/2024

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, March 19, 2024 / 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 Chair Dave Soto at 4:00 PM on Tuesday, March 19, 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 – Chair; Helen McNeal, Board Clerk; Janet Jablow, and Scott Springett – Members Others Present: Fire Chief Ed Mezulis; Assistant Chief, Jayson Coil; (by Zoom); Division Chiefs Jordan Baker & Dori Booth; Director of Administrative Services Heidi Robinson; Finance Director Gabe Buldra, JVG; Attorney William Whittington(by Zoom); 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.

Chair Dave Soto led the Pledge of Allegiance and Chief Ed Mezulis requested a Moment of Silence for the 7 Police Officers and 5 firefighters who passed away since the previous Board Meeting.

Chair Soto stated that the first order of business was to thank the Fire Chief and staff for the new chairs in the Multipurpose Room.

II. BUDGET WORKSHOP (Agenda was adjusted to accommodate Mr. Buldra's schedule)

Finance Director Buldra gave an overview of the budget and where SFD stands at this point. There is a tax revenue increase expected on property valuations and at this point, SFD is not far from being funded at last year's rate without a mil rate increase. There are things in progress, such as the wage comparison study that may have an affect on that, and final budgets for Divisions just been turned in.

III. **Financial Report and Updates – Finance Director, Gabe Buldra, JVG**

1. Discussion/Possible Action: Review and Approval of February 2024 Finance Report
Finance Director Buldra from JVG presented the financial report for February 2024.

Chair Soto made a motion to approve the February 2024 finance report as presented, Clerk McNeal seconded, there was no further discussion and the motion to approve passed unanimously.

III. POSSIBLE VOTE TO GO INTO EXECUTIVE SESSION

A. Possible vote to go into Executive Session for personnel matters pursuant to ARS §38-431.03(A)(1) and legal advice pursuant to ARS §38-431.03(A)(3) re: Second Quarter Evaluation of Fire Chief's performance (Collaboration Rating).

Chair Soto made motion to go into Executive Session, Member Cooperman seconded, there was no further discussion, and the vote was unanimous to approve.

IV. RECONVENE TO PUBLIC SESSION

A. Discussion/Possible Action: Possible approval of Fire Chief's evaluation for Second Quarter, as discussed in Executive Session.

Chair Soto noted that by Consensus, going forward, the Fire Chief will present his Quarterly Report in open meeting and the Board will go into Executive Session to rate the Fire Chief's performance.

V. REGULAR BUSINESS MEETING

A. Public Forum:

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

1. Public Comments

2. Executive Staff Response to Public Comments

There were no requests to speak.

B. Consent Agenda – Discussion/Possible Actions:

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

1. February 13 Special Workshop Minutes, February 20 Regular Meeting Minutes, and February 20, 2024 Executive Session Minutes.

Board Chair Dave Soto tabled the February 13, Special Workshop minutes for language Corrections, then made a motion to approve the February 20, 2024 Regular and Executive Meeting Minutes, Board Clerk McNeal seconded, there was no further discussion and the motion passed unanimously.

C. Staff Items:

1. February 2024 Monthly Fire Chief Report –

a. Administration – Director of Administrative Services Heidi Robinson

Director Robinson briefed the Board on Administration activities.
Chair Soto asked that upcoming events be covered.

b. Operations Activities – Assistant Chief Jayson Coil

Chief Coil spoke regarding HR movement and reassignments of personnel. He also briefed IT, Operations activities and interviews for second radio tech position.

c. Community Risk Reduction – Fire Inspector Dori Booth

Fire Marshall Booth presented CRR activities and numbers. Chief Booth reported the fatal fire in Sunset Mobile Home Park and her safety message for the month noted the critical needs for smoke alarms.

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

Fire Chief Mezulis briefed the Board on EMS, Fleet, and Dispatch activities.

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

DC Baker briefed regarding training activities for the month and noted upcoming reptile awareness training and a collaborative, regional assailant training in Cottonwood.

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

Chief Mezulis advised the Board on his that he had covered most of his report in Executive Session and did not want to rehash. All Divisions were covered. He reviewed his slides for call volume, response times and incident summaries.

E. Discussion/Possible Action: Signing of approved Labor 3690 and ASEA MOU’s with corrected language, tabled from February 20, 2024.

Chief Mezulis stated that this was tabled for corrections in the language, which have been completed. Chair Soto asked if all Board members had opportunity to review.

Chair Soto motioned to approve the MOUs, as presented, Clerk McNeal seconded, there was no further discussion and the vote was unanimous, in favor to approve.

F. Discussion/Possible Action: Executive Summary update and discussion of Quarter One goals. Possible vote to approve format.

Chief Mezulis stated that this had been covered in Executive Session and there was a consensus to approve format.

G. Board Member Items:

A. Discussion of Fire Board Members Fire District related activities since the last Board Meeting:

The Fire Board members provided details regarding their activities for the month of February which included billpay.com, signing checks, meeting with Fire Chief Mezulis, and reviewing policies. Most attended March events of the Awards banquet and/or the St. Patrick’s Day Parade.

III. ADJOURNMENT

Chair Soto adjourned the meeting at 7:12 PM.

//SIGNED//

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: