



SEDONA FIRE DISTRICT
LOCAL GOVERNING BOARD
APRIL 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, April 16, 2024 / 4:00 PM

~ AGENDA ~

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. BUDGET WORKSHOP

- A. Discussion of possible staff direction regarding the 2025 Budget.

III. REGULAR BUSINESS MEETING

- A. Public Forum:

1. Public Comments
2. Executive Staff Response to Public Comments

- B. Consent Agenda – Discussion/Possible Actions:

1. a. February 13, 2024 Special Workshop Minutes
- b. March 5, 2024 Special Workshop Minutes
- c. March 19, 2024 Regular and Special Meeting Minutes

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

1. Discussion/Possible Action: Review and Approval of March 2024 Finance Report

D. Staff Items:

1. March 2024 Monthly Staff Report

- a. 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. Administration
 - a. News
 - b. Upcoming Events
- b. Community Risk Reduction Activities – Division Chief Dori Booth
 - i. Inspection Activities
 - ii. Fire Investigations
 - iii. Notable Events
 - iv. Fire Marshal Safety Message
- c. Operational Support – Division Chief Lechowski
 - i. EMS Activities and Updates
 - ii. Fleet Activities and Updates
 - iii. Telecommunications
 - iv. Behavioral Health
- d. 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. Community Thanks & Appreciation

E. Discussion/Possible Action: Possible approval of Letter of Intent to Purchase from Zetron Corporation, locking-in price of equipment for radio upgrades.

F. Board Member Items:

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



BUDGET WORKSHOP

PRESENTED BY JVG ASSOCIATES



CONSENT AGENDA

FEBRUARY 13, 2024 SPECIAL WORKSHOP MINUTES

MARCH 11, 2024 SPECIAL WORKSHOP MINUTES

MARCH 19, 2024 REGULAR MEETING MINUTES

MARCH 19, 2024 EXECUTIVE SESSION MINUTES



Sedona Fire District

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SPECIAL BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room

Tuesday, February 13, 2024 /1:00 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Pursuant to notice, a special meeting of the Sedona Fire District (SFD) was called to order by Chairman Dave Soto at 1:22 PM on Tuesday, February 13, 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, and Corrie Cooperman – Members. Others Present: Bill Whittington; and Executive Assistant Kim Smathers – Recorder. Chief Mezulis entered the meeting about 2:45 p.m. at the Board's request.

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

Chairman Dave Soto led the Pledge of Allegiance.

II. POLICY WORKSHOP

A. Discussion/Possible Action: Policy Review

Chairman Soto called the meeting to order and began by asking Clerk McNeal to present her thoughts that she had shared with him earlier. Clerk McNeal stated that the origination and responsibility of the SFD policies was a function of the Governing Board, but that included in the policies reviewed were both Governing Board policies applying to the Board and District policies that the Board oversees. Those District policies should reflect alignment with the Governing Board policies. There was discussion with the Board members regarding overlapping in the policies and their scope.

Chairman Soto contemplated whether there was a need to review policies annually or give the Fire Chief the authority to review. Clerk McNeal continues to assert that all policies need to be reviewed by the Board, especially employee and HR policies. Chairman Soto asked attorney Whittington if the Board should be reviewing annually and he replies that if so, they would be the only Board in the state that does. Mr. Whittington stated that no policies were ever adopted without Board and legal review and while they may be modified on occasion, those are reviewed also. Member Cooperman stated that it would have to be hired out at a great cost and Mr. Whittington stated that it is already being reviewed by the Subject Matter Experts and Lexipol.

The discussion continued and Chairman Soto asked about the legal ramifications, with Mr. Whittington stating that the Board is liable, as they choose to be bound by the policies, but they have legal representation and insurance to cover them personally.

Chairman Soto stated that he wants a copy of the binder that Mr. Whittington has. Clerk McNeal stated that the policies are not in great shape and do not look good, and they need to be reviewed for relevancy.

Member Cooperman asked what expertise made the Board able to do that. McNeal stated that if the policies are not clear to the Board, they are not clear to employees. Member Cooperman stated that they should start with the Board policies and choose which ones are relevant to the Board.

Mr. Whittington stated that many of the policies are integrated into the MOUs with Labor and are contractual, are reviewed, and updated every 2-3 years.

Member Cooperman stopped the discussion to interject that the Board hired the Chief, and the Chief has hired his staff and that they should be trusted.

At this point, both Attorney Whittington and the Board asked questions of the Executive Assistant that she could not answer, regarding Lexipol. Chairman Soto asked that the Chief be called to come in and clarify.

Chairman Soto stated that ANY change in policy should be reviewed by the Board and the Chief asked if they wanted a continual stream of updates as many policies are changed when laws are changed and that happens frequently, or if they would prefer it come in periodic updates. There was discussion about the Board having access to Lexipol and being notified by the system when changes are made, with the Fire Chief stating that they can be added to the emails to be notified.

Chairman Soto again stated the Board should have the ability to review all policies that exist. He asked about a 5-year window to review all policies with access to the portal to keep the Board informed. Member Cooperman reiterated that she felt the Board is overreaching and should trust the Chief and staff to stay up to date on policy review.

There was discussion on how long it would take for Lexipol to have all the policies uploaded. The Chief determined that 12 months would probably be sufficient with DC Baker learning the ins and outs with the training policies.

At this point, the Board determined that they should decide which policies they should consider Board policies to review for the next workshop session. They reviewed the current listed Board Policies, deleting a few from their purview, and noting what others needed.

No motions were made and the consensus to review through Lexipol with emailed changes was stated.

III. ADJOURNMENT

Chairman Soto adjourned the meeting at 3:27 p.m.

Helen McNeal, Clerk of the Board

SFD



Sedona Fire District

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

SPECIAL BOARD MEETING
Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Monday, March 11, 2024 /1:00 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Pursuant to notice, a special meeting of the Sedona Fire District (SFD) was called to order by Chair Dave Soto at 1:01 PM on Monday, March 11, 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 – Clerk; Janet Jablow, Scott Springett, and Corrie Cooperman – Members. Others Present: Bill Whittington; Division Chief Jordan Baker, for technical expertise regarding Lexipol, and Executive Assistant Kim Smathers – Recorder.

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

Chair Dave Soto led the Pledge of Allegiance.

II. POLICY WORKSHOP

A. Discussion/Possible Action: Policy Review

The second workshop regarding Fire Board policies was brought to order and the six policies that were designated “Board Policies” were reviewed and edited with input from Mr. Whittington. Division Chief Baker briefed his experience with Lexipol and what he has learned and stated that the Fire Board policies will be the testing ground for Lexipol and that the Board should not get too hung up on formatting or numbering the policies as Lexipol will change those features.

There are six policies that the Board reviewed: Conflict of Interest, Travel & Expense, Legal Assistance, Electronic Tablet Usage, Governing Board Vacancies, and Fire Chief Evaluation Process.

No motions were made. Clerk McNeal will return the “clean” copies to Recorder Smathers for format and edits. At this point, Chair Soto felt it was a good idea to take a break from policies and work on the preamble for the Board Handbook.

III. ADJOURNMENT

Chair Soto adjourned the meeting at 2:51p.m.

Helen McNeal, Clerk of the Board

SFD



Sedona Fire District

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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, Corrie Cooperman, 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 have 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.

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:



FINANCIAL REPORT

JVG ASSOCIATES – MARCH 2024





Sedona Fire District Monthly Financial Report

Monthly Financial Report – March 2024

Attached are the following for your information and review:

1. Balance Sheet as of March 31, 2024.
2. Summary of reconciled cash balances on March 31, 2024.
3. Income Statement of Revenues and Expenditures for March 2024, including budget to actual and year-to-date balances.
4. Graphs for March 2024.
5. Fixed Asset Additions and Disposals Schedule FY24.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

Key points:

- Total Revenue for March is \$778,856 which is \$327,075 under budget.
 - Tax Revenue for March is \$491,110 which is \$346,597 under budget.
 - Non-Tax Revenue for March is \$287,746, which is \$19,522 over budget.
 - Ambulance revenue is over budget by \$52,790.
 - Miscellaneous revenue is under budget \$11,655.
- Total Expense for March is \$1,506,779 which is \$73,828 under budget.
 - Personnel Expense is \$85,160 under budget, driven by less S&W and retirement.
 - Meetings, Travel & Training is \$10,046 over budget, driven by timing of trainings and related travel.
- Year-To-Date Revenue for March is \$17,502,632, which is \$305,711 under budget.
- Year-To-Date Expenses for March is \$15,271,909 which is \$1,091,864 under budget.

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

Sedona Fire District Balance Sheet As of March 31, 2024

	Mar 31, 24	Mar 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1000 · Bill.com Money Out Clearing	0.00	702.41	-702.41
1010 · Capital Reserves Fund	4,801,418.91	3,553,289.82	1,248,129.09
1050 · Chase - Operating Account	398,122.26	340,819.84	57,302.42
1060 · Chase - Payroll Account	329,467.44	636,671.62	-307,204.18
1070 · County General Fund	11,937,912.40	9,792,631.50	2,145,280.90
Total Checking/Savings	17,466,921.01	14,324,115.19	3,142,805.82
Accounts Receivable			
1200 · Accounts Receivable*	57,645.56	67,283.79	-9,638.23
1202 · Ambulance Billings Receivable	563,332.92	394,076.49	169,256.43
1206 · Property Tax - Receivable	294,100.87	242,382.14	51,718.73
1270 · Lease Receivables	835,305.00	987,486.00	-152,181.00
Total Accounts Receivable	1,750,384.35	1,691,228.42	59,155.93
Other Current Assets			
1320 · Prepaid Expenses	166,292.83	77,849.88	88,442.95
1900 · Suspense	2,103.89	0.00	2,103.89
Total Other Current Assets	168,396.72	77,849.88	90,546.84
Total Current Assets	19,385,702.08	16,093,193.49	3,292,508.59
Fixed Assets			
1400 · Accumulated Depreciation	-15,285,043.75	-14,310,101.78	-974,941.97
1410 · Building and Other Improvements	9,310,598.64	9,230,946.20	79,652.44
1411 · Construction in Progress	85,706.13	0.00	85,706.13
1412 · Furniture and Equipment	7,188,480.33	6,898,347.17	290,133.16
1413 · Land	2,054,578.48	2,054,578.48	0.00
1414 · Vehicles	7,707,104.27	7,686,857.26	20,247.01
1450 · CIP	1,512,768.77	1,565,822.94	-53,054.17
1470 · Right to Use Asset			
1401 · Accum Depreci- Right to Use	-10,458.00	0.00	-10,458.00
1470 · Right to Use Asset - Other	119,624.00	119,624.00	0.00
Total 1470 · Right to Use Asset	109,166.00	119,624.00	-10,458.00
Total Fixed Assets	12,683,358.87	13,246,074.27	-562,715.40
Other Assets			
1500 · Defer Outflows of Rsrcs - ASRS	210,737.00	339,603.00	-128,866.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,743,953.00	9,751,158.00	-7,205.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	293,325.00	204,782.00	88,543.00
1520 · Defer Outflows - PSPRS OPEB	89,576.00	55,671.00	33,905.00
1525 · Defer Outflows PSPRS OPEB Tr 3	3,257.00	879.00	2,378.00
1530 · Defer Outflows - ASRS OPEB	5,554.00	7,611.00	-2,057.00
1540 · Risk Pool Capitalization	231,080.00	173,310.00	57,770.00
1815 · Net Pension Asset - PSPRS Tr 3	35,355.00	61,360.00	-26,005.00
1825 · Net Pension Asset PSPRS OPEB	7,775.00	9,445.00	-1,670.00
1830 · Net Pension Asset ASRS OPEB	46,043.00	46,236.00	-193.00
Total Other Assets	10,666,655.00	10,650,055.00	16,600.00
TOTAL ASSETS	42,735,715.95	39,989,322.76	2,746,393.19

Sedona Fire District
Balance Sheet
As of March 31, 2024

	Mar 31, 24	Mar 31, 23	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	193,501.19	36,539.63	156,961.56
Total Accounts Payable	193,501.19	36,539.63	156,961.56
Credit Cards			
2003 · National Bank of Arizona Credit	38,623.34	21,285.36	17,337.98
Total Credit Cards	38,623.34	21,285.36	17,337.98
Other Current Liabilities			
2010 · Accrued Employee Leave	1,513,232.61	1,565,421.77	-52,189.16
2011 · Accrued Payroll	230,405.10	0.00	230,405.10
2012 · Lease Purchase Liabilities	0.00	608.20	-608.20
2014 · Defer Inflows of Rsrcs - ASRS	159,774.00	399,034.00	-239,260.00
2015 · Defer Inflows of Rsrcs - PSPRS	1,915,187.00	4,696,305.00	-2,781,118.00
2017 · Federal PR Taxes Payable	-42,708.67	-96.67	-42,612.00
2018 · HSA Deduction	-10,989.08	5,217.63	-16,206.71
2019 · Insurance Premium Liabilities	-17,764.42	230,344.85	-248,109.27
2021 · Payroll Liabilities	1,351.18	6,782.32	-5,431.14
2022 · Retirement Payable	241,832.96	337,812.36	-95,979.40
2023 · SUTA Tax Payable	2,179.30	0.00	2,179.30
2025 · Workers Compensation Liability	531.72	531.72	0.00
2027 · State Withholding Tax Payable	40,374.97	0.00	40,374.97
2049 · Defer Inflows of Rsrcs PSPRS T3	8,792.00	41,129.00	-32,337.00
2050 · Defer Inflows OPEB PSPRS	117,288.00	209,801.00	-92,513.00
2051 · Defer Inflows OPEB ASRS	30,171.00	39,952.00	-9,781.00
2054 · Defer Inflows PSPRS OPEB TR3	661.00	2,570.00	-1,909.00
2070 · Defer Inflow related to Leases	825,154.00	993,036.00	-167,882.00
Total Other Current Liabilities	5,015,472.67	8,528,449.18	-3,512,976.51
Total Current Liabilities	5,247,597.20	8,586,274.17	-3,338,676.97
Long Term Liabilities			
2052 · Net Pension Liab OPEB PSPRS	161,554.00	60,488.00	101,066.00
2053 · Net Pension Liab OPEB ASRS	750.00	1,938.00	-1,188.00
2200 · NBAZ Station Loan	0.00	64,518.45	-64,518.45
2201 · Net Pension Liability - ASRS	1,313,939.00	1,220,665.00	93,274.00
2202 · Net Pension Liability - PSPRS	26,242,437.00	22,757,643.00	3,484,794.00
2270 · Lease Liability	109,512.00	109,512.00	0.00
Total Long Term Liabilities	27,828,192.00	24,214,764.45	3,613,427.55
Total Liabilities	33,075,789.20	32,801,038.62	274,750.58
Equity			
3000 · Opening Balance Equity	5,149,965.20	5,149,965.20	0.00
3010 · Fund Balance	-2,425,262.92	-2,425,281.46	18.54
3200 · Unrestricted Net Assets	4,704,501.18	2,661,786.72	2,042,714.46
Net Income	2,230,723.29	1,801,813.68	428,909.61
Total Equity	9,659,926.75	7,188,284.14	2,471,642.61
TOTAL LIABILITIES & EQUITY	42,735,715.95	39,989,322.76	2,746,393.19

Sedona Fire District
Summary of Reconciled Cash Balances
 Period Ending 03/31/2024

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	<u>3/31/2024</u>	<u>3/31/2024</u>	<u>3/31/2024</u>	<u>3/31/2024</u>
Beginning Balance	12,413,269.95	4,800,771.13	446,359.05	533,546.80
Cleared Transactions				
Checks and Payments	(1,057,848.26)	-	(343,664.16)	(1,104,806.22)
Deposits and Credits	434,420.04	647.78	295,625.49	900,726.86
Total Cleared Transactions	<u>(623,428.22)</u>	<u>647.78</u>	<u>(48,038.67)</u>	<u>(204,079.36)</u>
Cleared Balance	<u>11,789,841.73</u>	<u>4,801,418.91</u>	<u>398,320.38</u>	<u>329,467.44</u>
Uncleared Transactions				
Checks and Payments	(7,435.91)	-	(198.12)	-
Deposits and Credits	155,506.58	-	-	-
Total Uncleared Transactions	<u>148,070.67</u>	<u>-</u>	<u>(198.12)</u>	<u>-</u>
Register Balance as of 03/31/2024	<u>11,937,912.40</u>	<u>4,801,418.91</u>	<u>398,122.26</u>	<u>329,467.44</u>

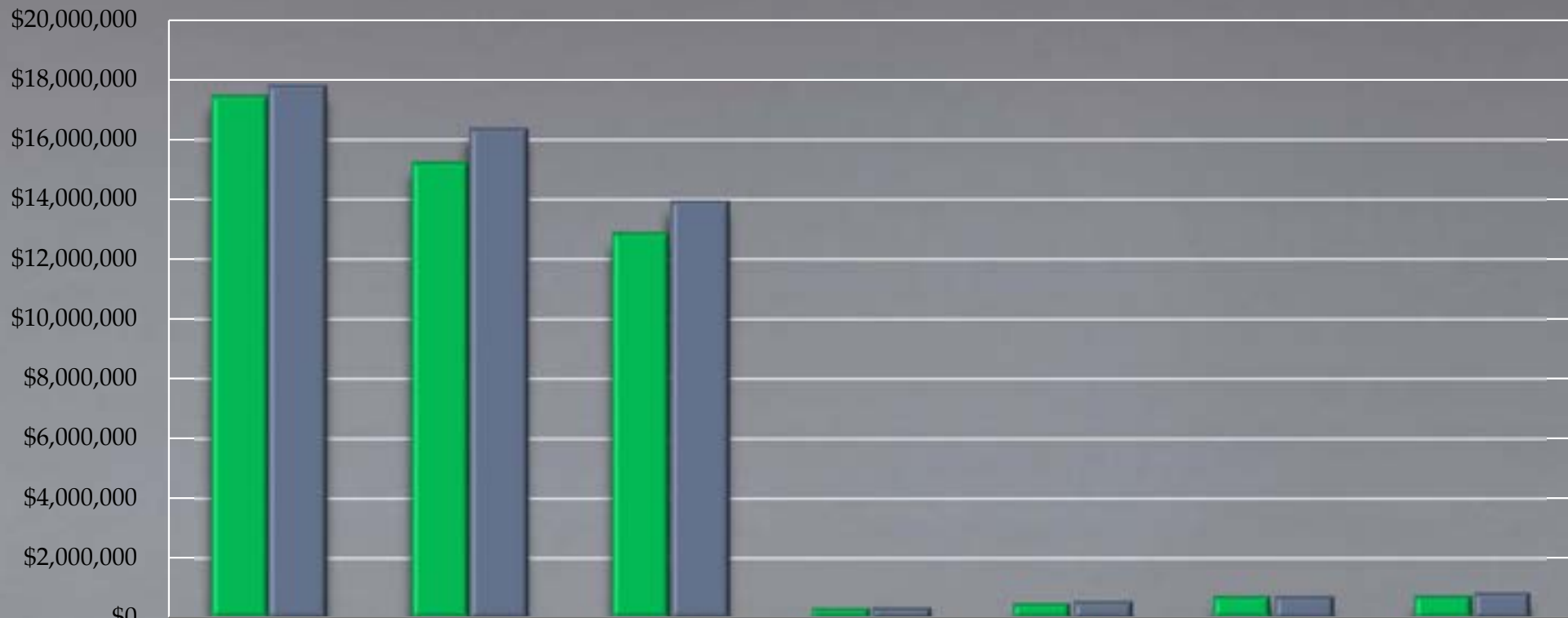
Sedona Fire District Profit & Loss Budget Performance March 2024

	Mar 24	Budget	\$ Over Budget	Jul '23 - Mar 24	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
4001 · Tax Levy Revenue	491,109.93	837,707.00	-346,597.07	14,588,388.55	15,019,327.00	-430,938.45	19,874,119.00
4100 · Non-Tax Levy Revenue	287,745.88	268,224.00	19,521.88	2,914,243.44	2,789,016.00	125,227.44	3,968,693.00
Total Income	778,855.81	1,105,931.00	-327,075.19	17,502,631.99	17,808,343.00	-305,711.01	23,842,812.00
Gross Profit	778,855.81	1,105,931.00	-327,075.19	17,502,631.99	17,808,343.00	-305,711.01	23,842,812.00
Expense							
5001 · Personnel Cost	1,255,044.80	1,340,205.00	-85,160.20	12,909,397.43	13,952,213.00	-1,042,815.57	18,937,414.00
6001 · Building & Land	47,642.24	45,226.00	2,416.24	340,067.50	323,034.00	17,033.50	398,712.00
6101 · Vehicles & Equipment	57,975.40	56,040.00	1,935.40	506,839.97	542,140.00	-35,300.03	710,200.00
6300 · Communications	58,614.99	63,918.00	-5,303.01	754,554.57	717,646.00	36,908.57	909,396.00
6401 · Meetings, Travel & Training	38,594.92	28,549.00	10,045.92	241,360.57	245,699.00	-4,338.43	333,829.00
7001 · Managerial Cost	48,906.67	46,669.00	2,237.67	519,688.66	583,041.00	-63,352.34	750,019.00
8001 · Other Expense	0.00			0.00	0.00	0.00	0.00
Total Expense	1,506,779.02	1,580,607.00	-73,827.98	15,271,908.70	16,363,773.00	-1,091,864.30	22,039,570.00
Net Ordinary Income	-727,923.21	-474,676.00	-253,247.21	2,230,723.29	1,444,570.00	786,153.29	1,803,242.00
Net Income	-727,923.21	-474,676.00	-253,247.21	2,230,723.29	1,444,570.00	786,153.29	1,803,242.00

March 2024



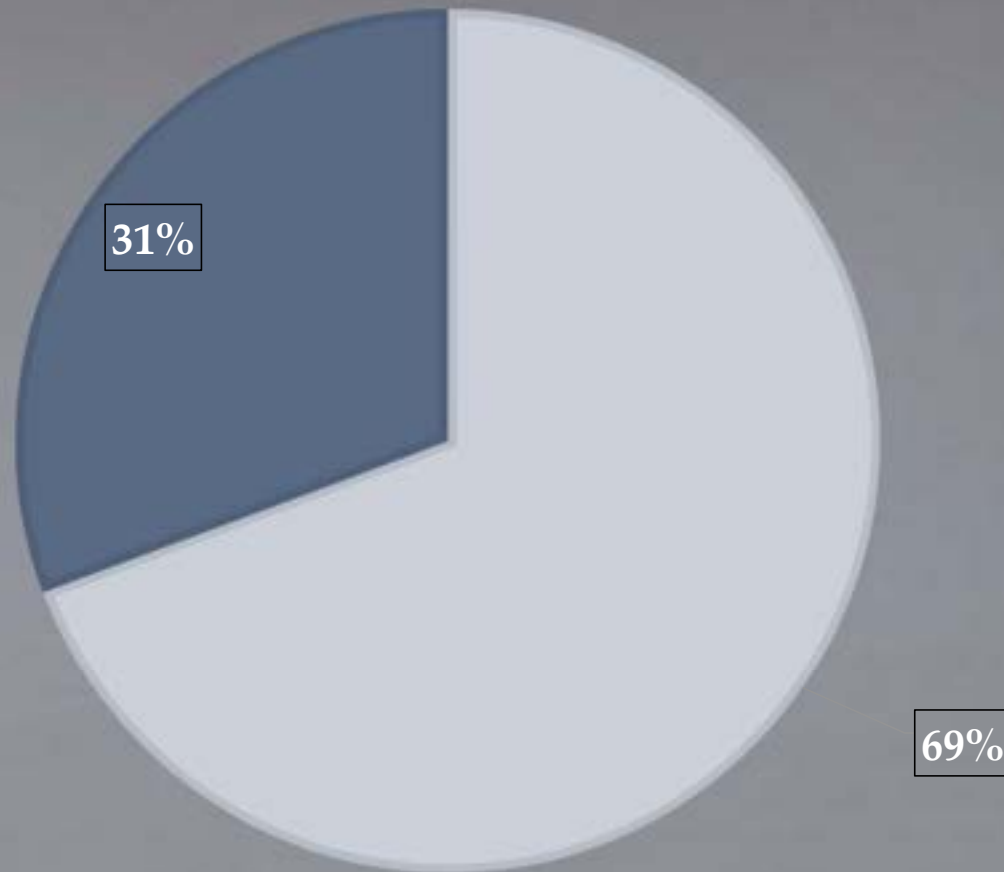
Fiscal Year to Date Budget to Actual



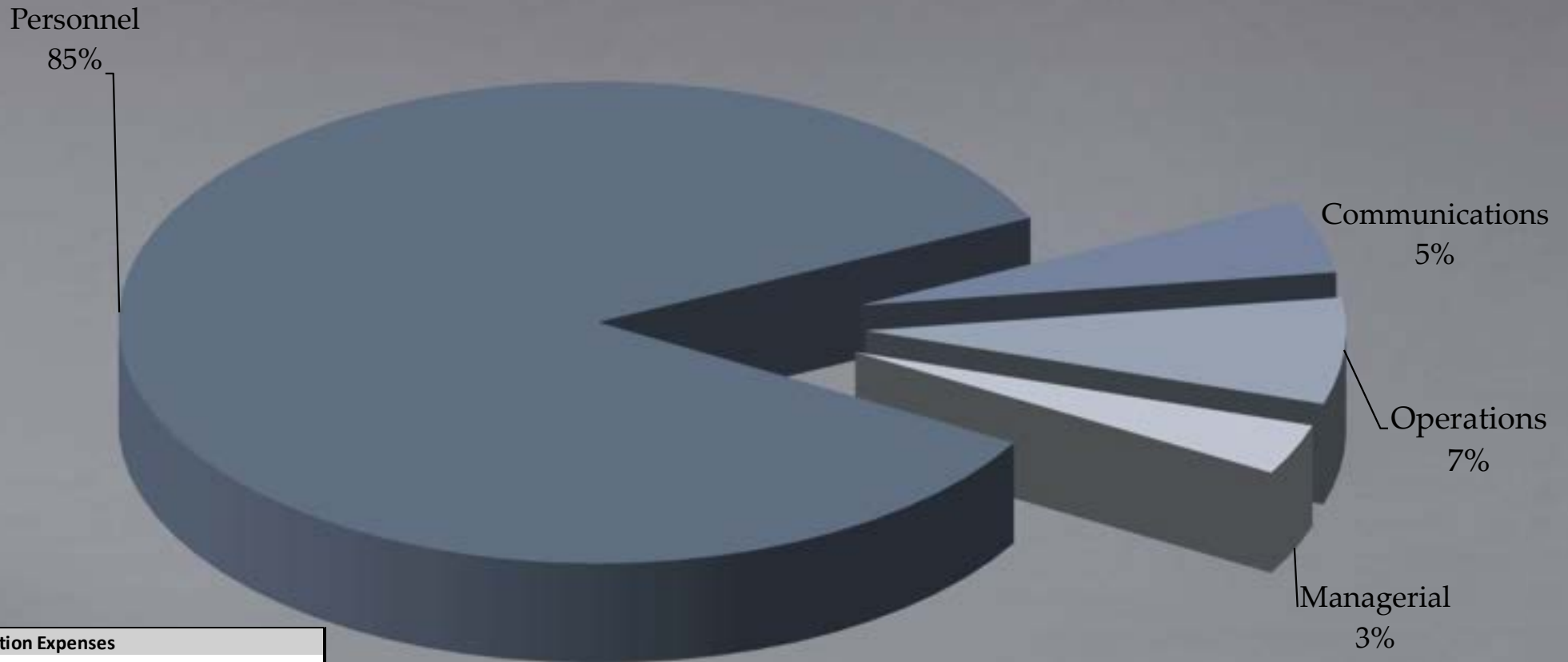
	Revenue	Total Expenses	Personnel	Building & Land	Vehicles & Equipment	Communications/I.T.	Managerial
Actual	\$17,502,632	\$15,271,909	\$12,909,397	\$340,068	\$506,840	\$754,555	\$761,049
Budget	\$17,808,343	\$16,363,773	\$13,952,213	\$323,034	\$542,140	\$717,646	\$828,740
Budget to Actual Var	(\$305,711)	(1,091,864)	(1,042,816)	17,034	(35,300)	36,909	(67,691)

YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

Actual YTD Budget Remaining

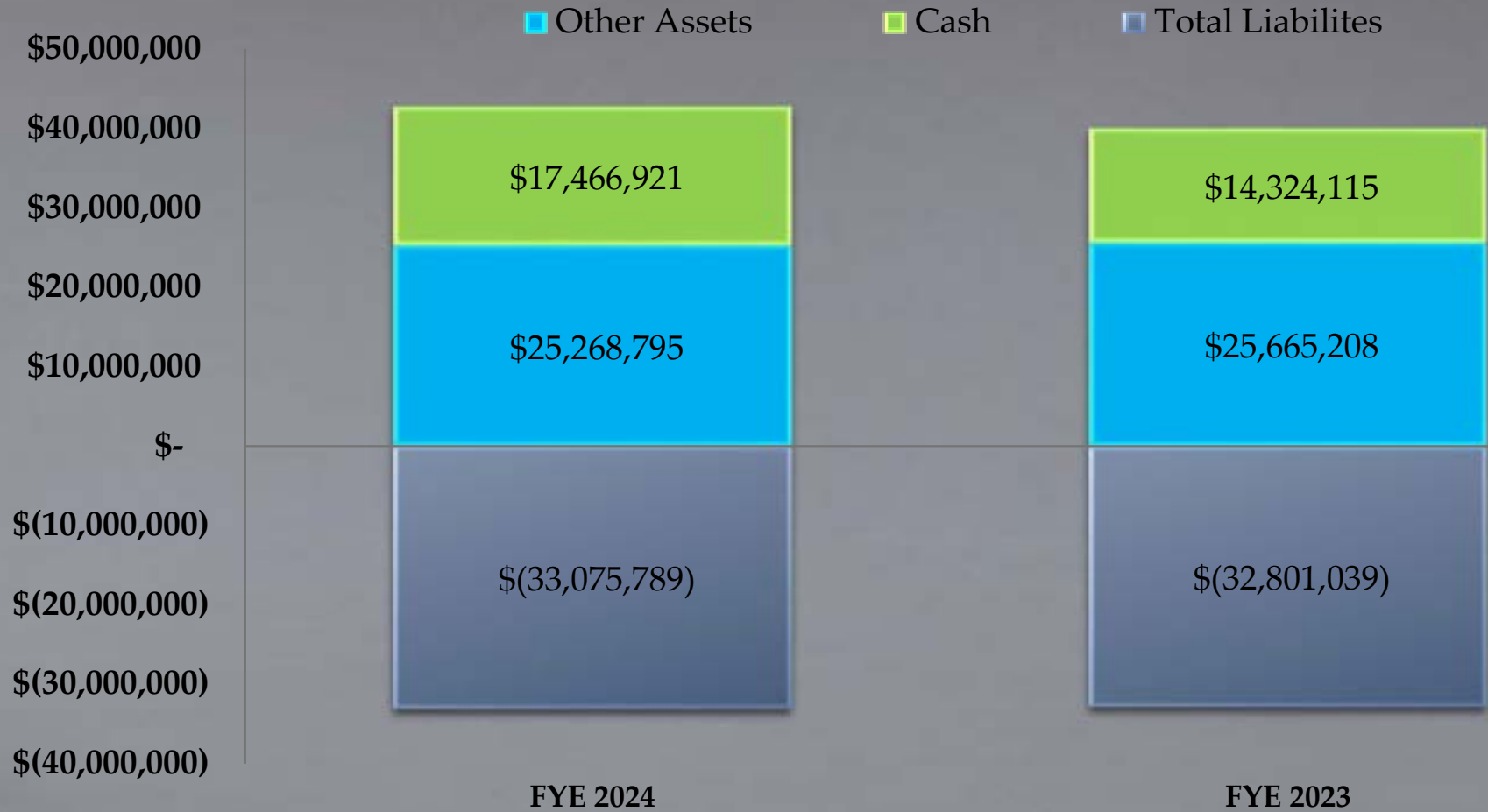


Percentage of Expenses Year to Date



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

Cash Position



DIVISION UPDATES

MARCH 2024



OPERATIONS

ASSISTANT CHIEF JAYSON COIL

OPERATIONS

SIGNIFICANT EVENTS

ALL-HAZARD

EMERGING ISSUES

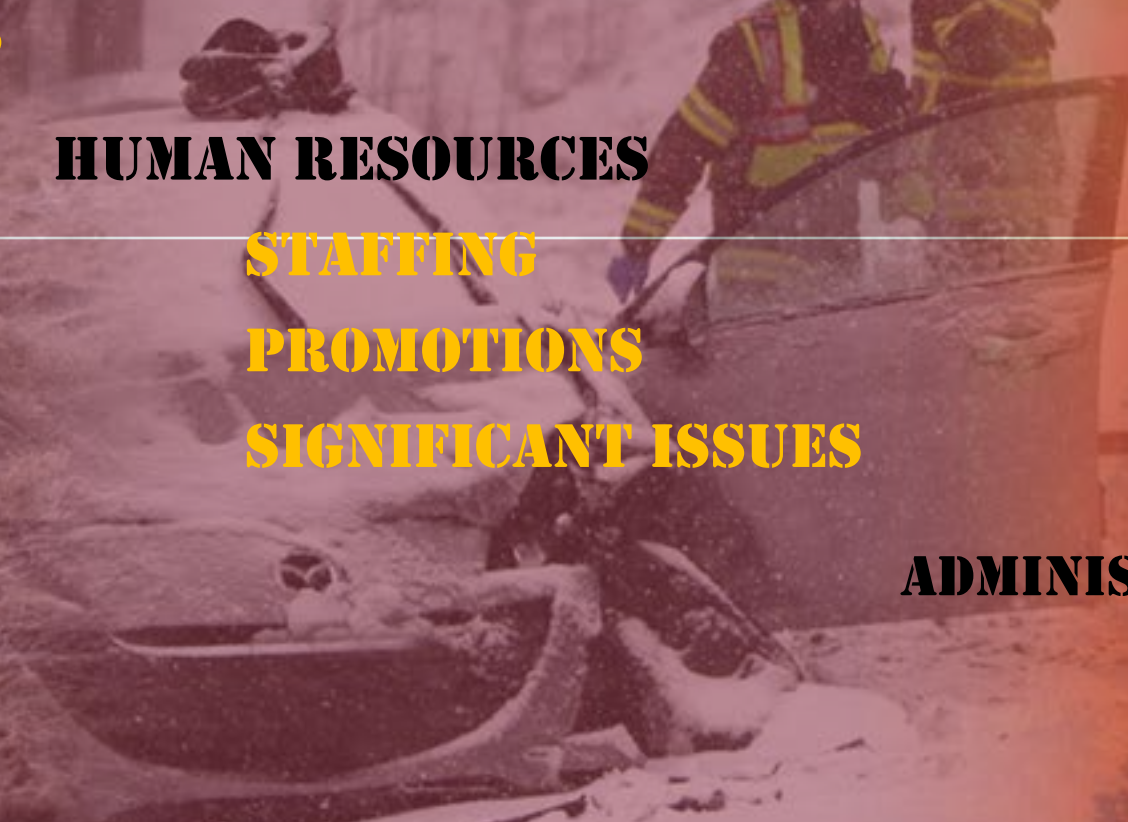
HUMAN RESOURCES

STAFFING

PROMOTIONS

SIGNIFICANT ISSUES

ADMINISTRATION



Community Risk Reduction

Division Chief - Dori Booth

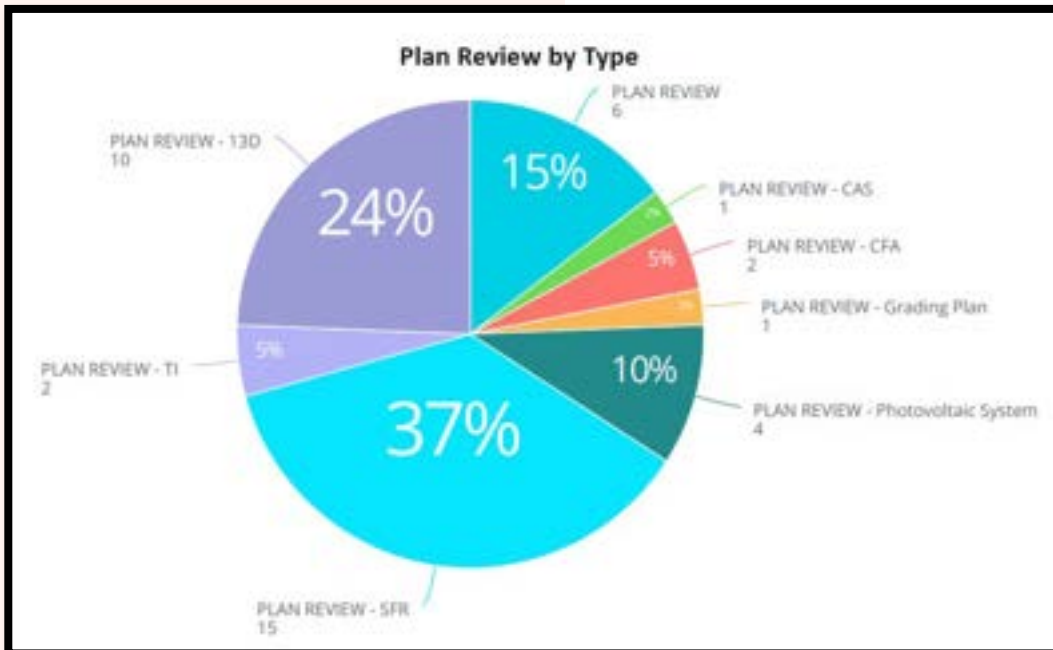
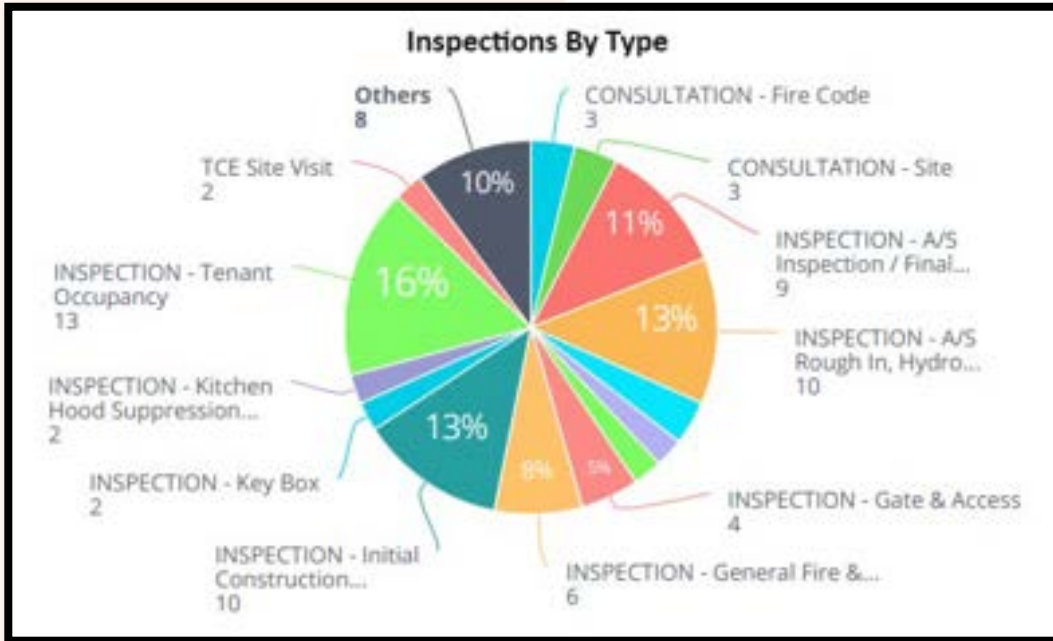
❖ Notable Events and Projects

- ❖ Fatal residential Home Fire (3/12/2024)
- ❖ Fire Inspector Russell achieved ICC Fire Inspector I and II Certifications
- ❖ Review of 2024 Significant Code Changes for the International Fire and Wildland Urban Interface Codes

❖ Upcoming Events

- ❖ LAFS Spring Fire Safety Shows at Regional Elementary Schools
- ❖ SFD Home Yard-Waste Drop-Off Event
 - ❖ VOC – April 27th & 28th
 - ❖ West Sedona – May 4th & 5th

❖ Questions/Comments



Safety Message – Wildfire Preparedness

- Clean roofs and gutters of dead leaves, debris and pine needles that could catch embers
- Replace or repair any loose or missing shingles or roof tiles to prevent ember penetration
- Reduce embers that could pass through vents in the eaves by installing 1/8 inch metal mesh screening
- Clean debris from exterior attic vents and install 1/8 inch metal mesh screening to reduce embers
- Repair or replace damaged or loose window screens and any broken windows
- Screen or box-in areas below patios and decks with wire mesh to prevent debris and combustible materials from accumulating
- Move any flammable material away from wall exteriors - mulch, flammable plants, leaves and needles, firewood piles - anything that can burn
- Remove anything stored underneath decks or porches



- KNOW YOUR ZONES**
- Zone 1: Immediate Zone (Home – 5 ft.)
Most Vulnerable to Embers
Debris / Organics Free
 - Zone 2: Intermediate Zone (5 – 30 ft.)
Reduce Fuels to slow the fire down
 - Zone 3: Extended Zone (30 – 100+ ft.)
Tree/Vegetation Spacing and Pruning
Interrupt the Fires Path



Sedona Fire District's 21st Annual Wildfire Preparedness Event

WILDFIRE PREPAREDNESS DAYS Yard Waste Drop Off

April 27th and 28th Village of Oak Creek – 8:00 – 5:00
6657 State Route 179 VOC (Enter via Jacks Canyon Rd to East Cortez)

May 4th and 5th West Sedona – 8:00 – 5:00
West Sedona School - 570 Posse Ground RD (Near the Community Pool Parking)

Sedona & Village of Oak Creek Area Residents

A free event to dispose of flammable and combustible vegetation to assist with protecting your home from wildfire.

Creating defensible space of just 30 feet can substantially increase your home's survivability during a wildfire!



What You Can Do

- Remove tall, dry grasses & brush around your home
- Create fuel "breaks" amongst dead shrubs and trees
- Trim tree branches off the ground and above and near buildings
- Remove pine needles & leaves from roofs, gutters & eaves

What Is Accepted

- Bagged leaves, grass and pine needles
- Brush, limbs, tree & shrub trimmings

What is "NOT" Accepted

- Cactus, appliances, hazardous materials, garbage, mattresses, paint, batteries, treated lumber and other household waste

ABSOLUTELY NO DUMPING BEFORE OR AFTER TIMES NOTED ABOVE

For More Information Call 928-282-6800
PROTECTING YOUR HOME AND COMMUNITY FROM WILDFIRE STARTS WITH YOU!

OPERATIONAL SUPPORT – DC BUZZ LECHOWSKI



- Fleet
- EMS
- Telecommunications
- Behavioral Health

OPERATIONAL SUPPORT/TRAINING – DC JORDAN BAKER



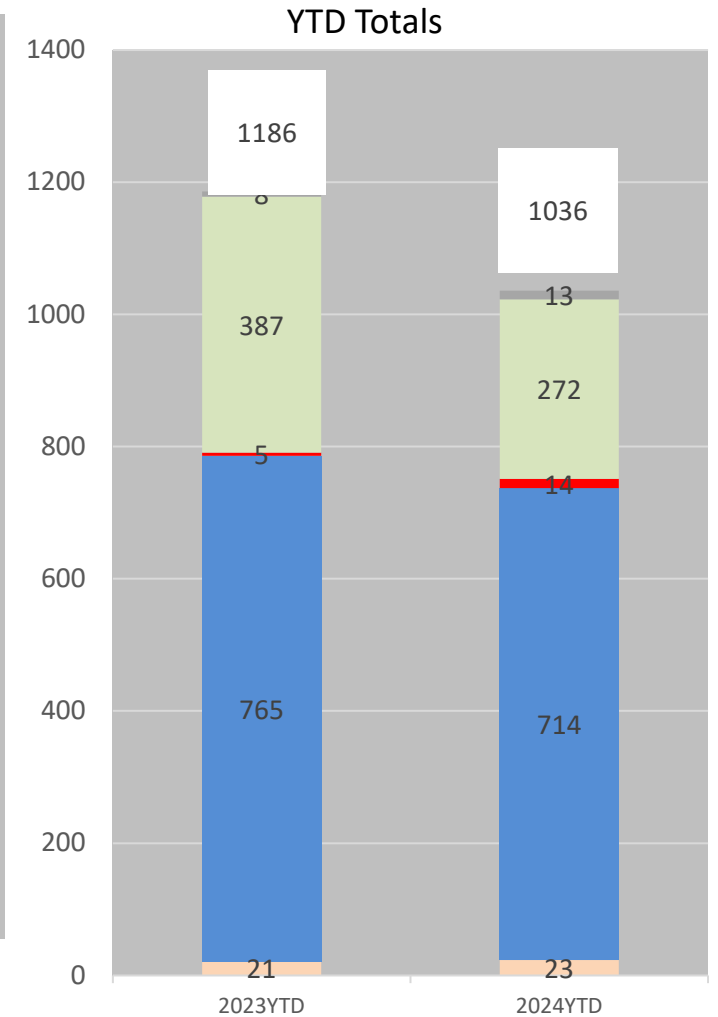
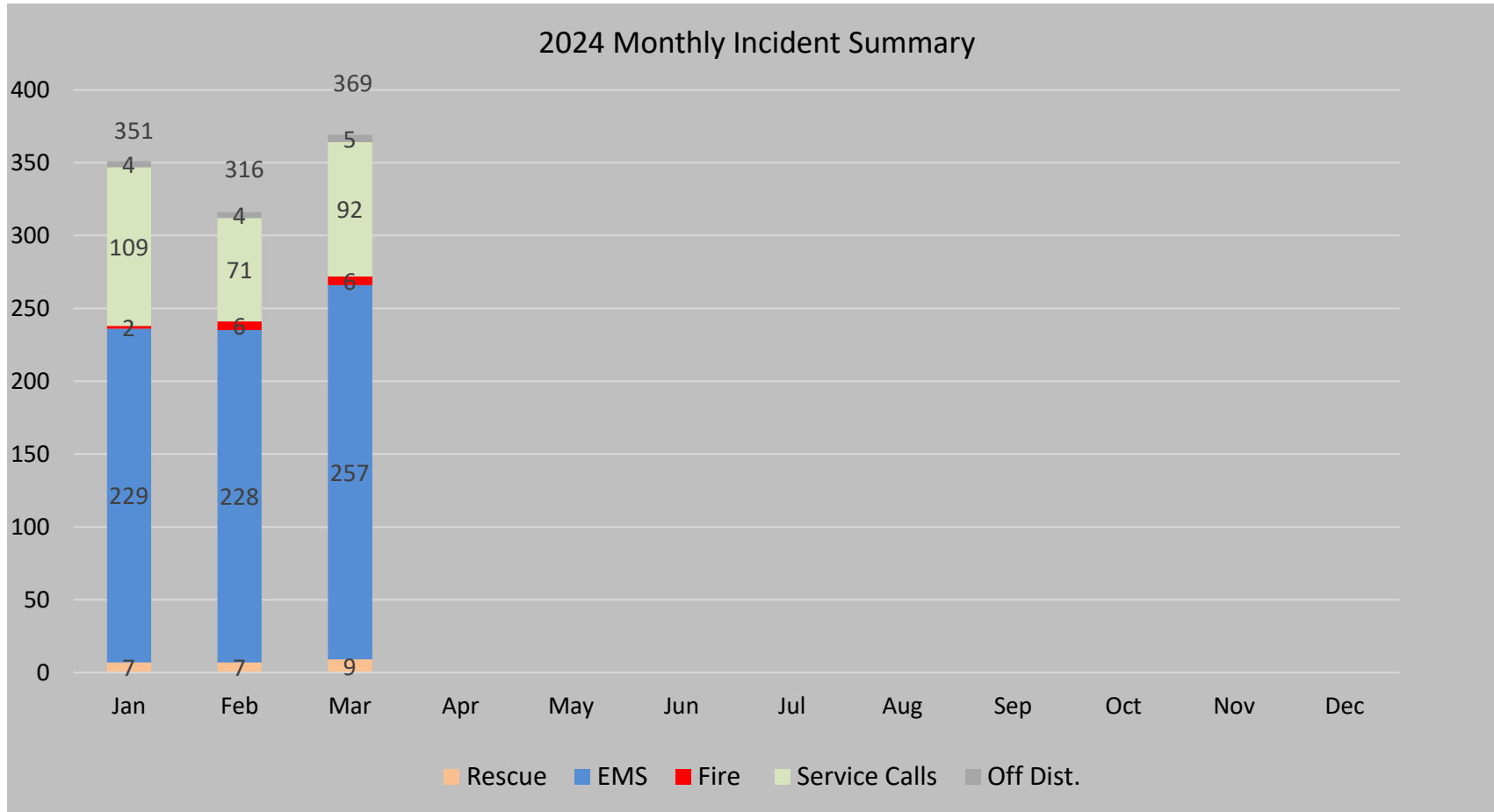
** With special presentation by Cascade Detrick **



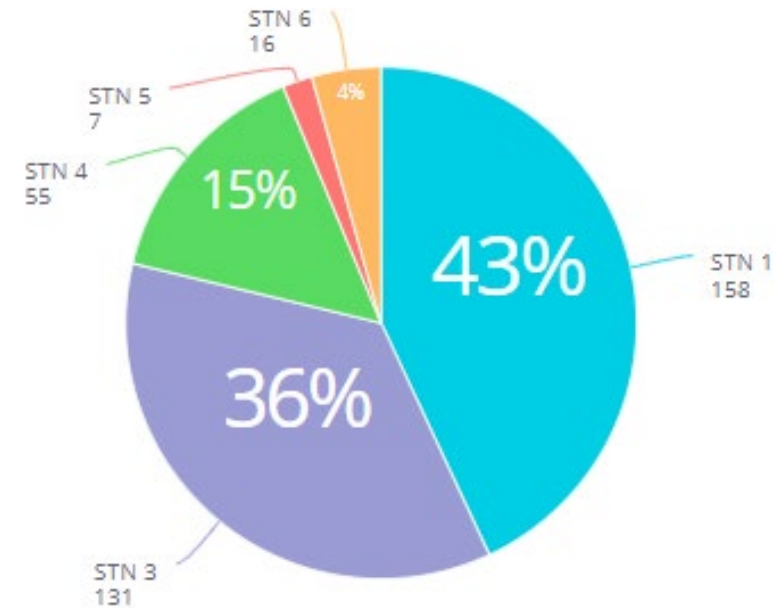
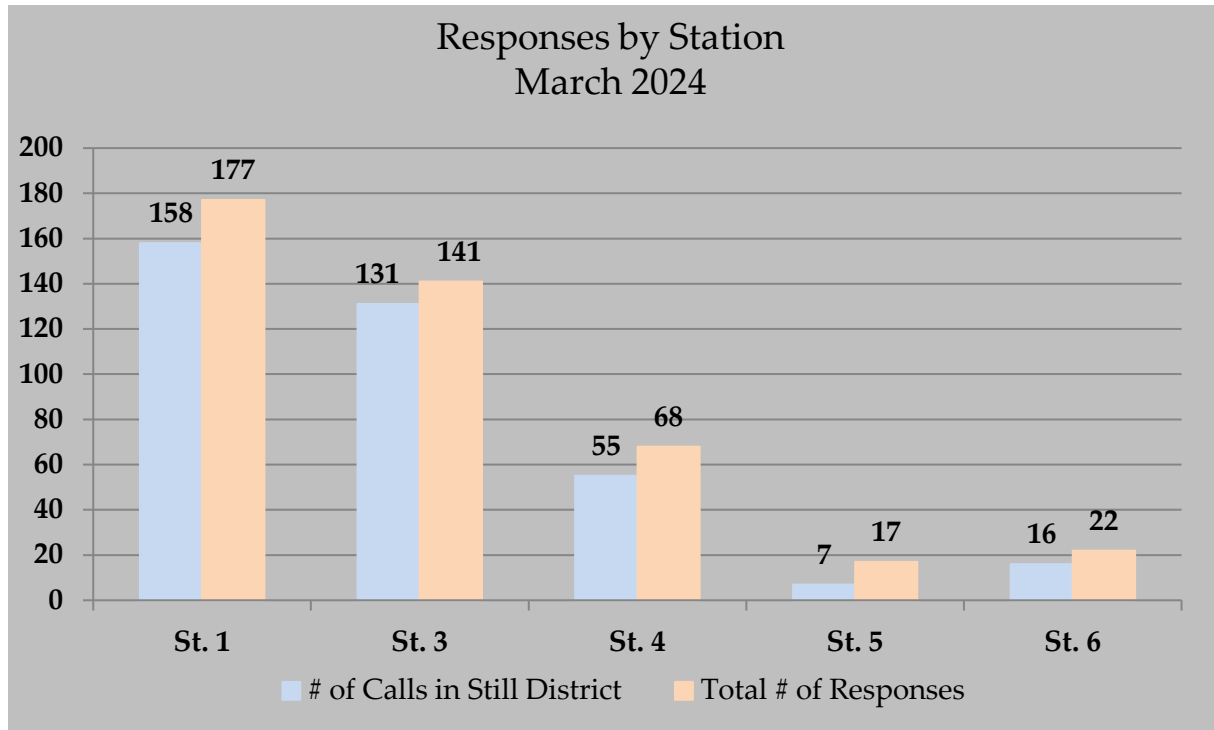
CHIEF'S REPORT FIRE CHIEF ED MEZULIS



THE INCIDENT SUMMARY PROVIDES AN OVERVIEW OF THE NUMBER OF CALLS FOR EACH MONTH AND THE TYPE OF INCIDENTS. A YEAR-TO-DATE COMPARISON OF THE PRIOR YEAR IS PROVIDED TO VIEW HOW SFD'S CALLS ARE TRENDING FROM THE YEAR PRIOR.



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.



Emergency Responses

Dispatch Handling Time

Turnout Time

Unit Travel Time

Total Response Time

Median of Dispatch Notified Alarm Handling Time

00m:42s

90th Percentile Dispatch Time

01m:19s

Median Turnout Time

01m:45s90th Percentile Turnout Time **02m:45s**

Median Travel Time

03m:59s90th Percentile Travel Time **09m:04s**

Specific Ambulance Times

Ambulance Total EMS Emergent Response Time

Total EMS Ambulance Road Time



Median Total EMS Ambulance Road Time

01h:31m:02s90th Percentile Total EMS Ambulance Road Time **02h:26m:58s**

PURCHASE ORDERS OVER \$10K

HVAC	\$14,468	TRAINING OFFICE
CACTUS ASPHALT	\$13,146	PARKING LOT ST 6

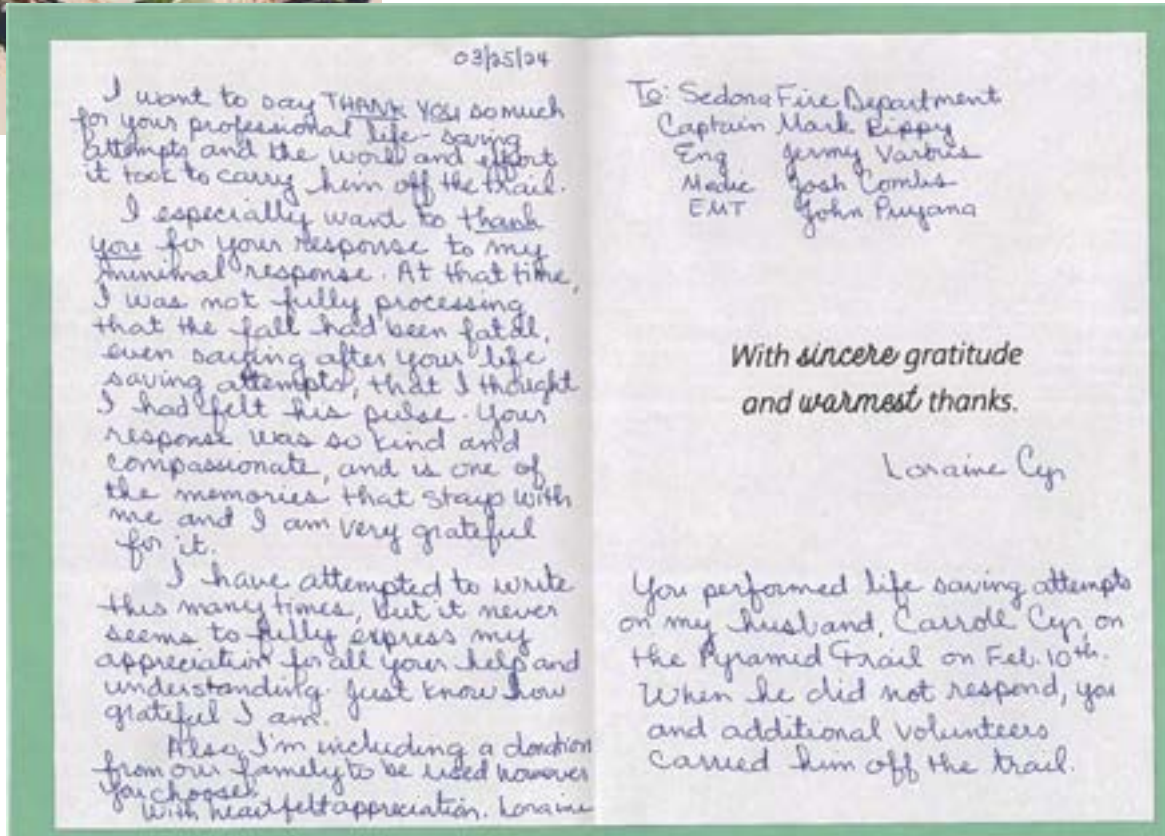
HUMANE SOCIETY of SEDONA



COMMUNITY THANKS AND APPRECIATION



With \$100 Donation



March 28, 2024

Sedona Fire Dept
2860 Southwest Drive
Sedona, AZ 86336

Dear Firefighters,

On March 12, 2024 I was hiking with my 3 teenage nieces to Devils Bridge. We made it to the top and the scramble down the hard part. I thought I was home free when I slipped and broke 2 bones and dislocated my ankle. It was at least 2 miles back to the parking lot. We did not have a signal but another hiker did and called it in with our coordinates. I cannot thank the Sedona Fire Dept enough! They came quickly and were so kind. I would not have gotten off the mountain without their help and for this I am deeply indebted. They not only helped me but helped my nieces get to the car and follow them to the ER. They were calm through out the whole rescue which in turn helped my nieces to not be afraid. You are true heroes! Thank you from the bottom of my heart!

Sincerely,

Anne Kennard

Anne Kennard

Thank you card from Ms. Tiffany's Life Skills Class from Sedona Red Rock High School for the tour!

LETTER OF INTENT TO PURCHASE

Effective Date: March 20th, 2024

This Letter of Intent to Purchase (“Letter” or “LOI”) represents the basic terms agreed upon by the Buyer/Customer and Seller/ Contractor (the “Parties”). After this LOI has been signed, a formal, written, and mutually acceptable agreement will be made between the parties within a reasonable time, detailing the information below.

BUYER/ CUSTOMER:

Sedona Fire District
2860 Southwest Dr
Sedona, AZ 86336

Ed Mezulis
Fire Chief
Sedona Fire District
emezulis@sedonafire.org
928-963-1330

SELLER/ CONTRACTOR:

Zetron, Inc. and Daniels Electronics d/b/a
Codan Communications; collectively, Zetron,
a Codan Company (“Zetron”)

Scott French
President, Executive General Manager
Email: scott.french@zetron.com

I. This Letter Initiates Customer’s purchase of the following **Product(s)** or **Service(s)**:

For details surrounding the products and services to be included in this Agreement, please refer to the **Sedona Fire District Budgetary Proposalv3km** sent by Zetron on June 13th, 2024.

II. This Letter confirms Customer’s intent to **Award a Contract** at or set a **Purchase Price** of \$2,465,645.00 USD for the above stated project, product(s) and/or service(s).

III. All terms, conditions, payment milestones, and other project specific details will be included in the Statement of Work (“SOW”).

IV. The Parties agree to the understandings and commitments effective on the date of this Letter.

This LOI is agreed between the Parties and signed by their duly authorized representatives:

Sedona Fire District:

Signature: _____

Name: _____

Title: _____

ZETRON:

Signature: _____

Name: _____

Title: _____

Thank You!

Sedona Fire District
Governing Fire Board
April 16, 2024