



Approved by the Board - 5/21/2024

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

~ 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 4:04 PM on Tuesday, April 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 – Chair; Helen McNeal, Board Clerk; Janet Jablow, Corrie Cooperman, and Scott Springett – Members Others Present: Fire Chief Ed Mezulis; Division Chiefs Jordan Baker & Dori Booth; Finance Director Gabe Buldra, 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.

Chair Dave Soto led the Pledge of Allegiance and Chief Ed Mezulis requested a Moment of Silence for the 15 Police Officers and 7 firefighters who passed away since the previous Board Meeting.

II. BUDGET WORKSHOP – Finance Director, Gabe Buldra, JVG

Finance Director Buldra presented the proposed FY2025 Budget with division revisions and adjustments. There were several questions from Board members and Chief Mezulis and Mr. Buldra answered and clarified. The proposed budget keeps the mil rate steady with adjustments to staffing, personnel readjustments, and operational needs being met.

Chair Soto directed the Fire Chief to send a need-to-meet for Board, the Chief, and Mr. Buldra to review the proposed budget, line by line, prior to May 15.

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

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

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

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**

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

March 11 Special Workshop Minutes

March 19 Executive Session Minutes

March 19 Regular Board Meeting Minutes

Chair Soto made a motion to approve the Minutes presented, Board Clerk McNeal seconded, there was no further discussion and the motion passed unanimously.

C. Staff Items:

1. **March 2024 Monthly Fire Chief Report –**

a. **Suppression, Preparedness, and Performance(Training) – Chief Jordan Baker**

Chief Mezulis asked for Chief Baker to present earlier in the agenda in order to relieve Firefighter Detrick back to duty after her presentation.

Chief Baker presented the training activities, which were many, including Regional meetings to coordinate and cooperate with our local partners and updated on training completed for the month.

Firefighter Cascade Detrick presented to the Board a synopsis of her recent attendance at the inaugural Women in the Fire Service, focusing on recruitment and retention. She outlined the challenges facing women entering and participating in the Fire Service.

b. **Operations Activities – Chief Ed Mezulis**

Chief Mezulis presented brief overviews of Human Resources, with the conditional offer out to the Radio Technician and all job descriptions complete and signed off.

c. **Community Risk Reduction – Fire Inspector Dori Booth**

Fire Marshall Booth presented CRR activities and numbers. Chief Booth noted there will be a neighborhood walk to install smoke detectors and other equipment at Sunset Mobile Home Park on May 18. Her safety message for the month addressed Wildfire Preparedness.

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

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

e. **Fire Chief Report – Fire Chief Mezulis**

Chief Mezulis reviewed his slides for call volume, response times and incident summaries, along with purchase orders and community appreciation.

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

Chief Mezulis stated that this letter was created by Zetron to state our intent to purchase the equipment and lock in the price. Mr. Whittington provided his input on further language that should be included in the letter.

Chair Soto asked legal counsel for assistance with the language for a possible motion to approve the Letter of Intent with Zetron. Mr. Whittington offered some language for that purpose. The Board Chair then made a motion to approve the Letter of Intent between the District and Zetron in the amount of \$2,465,645.00, provided however that the Letter of Intent be modified to reflect that it is non-binding and that it provide that the final contract will include the terms and conditions as required by law, and that the final Agreement will be subject to final review and revision by legal counsel. The motion was seconded by Clerk McNeal. There was no further discussion and the motion passed unanimously.

F. 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 March which included billpay.com, signing checks, meeting with Fire Chief Mezulis, and reviewing budget. Board Chair Soto outlined his participation in the Yavapai Firewise program and noted that there will be an event in Prescott on April 20 in conjunction with Earth Day activities.

III. ADJOURNMENT

Chair Soto adjourned the meeting at 6:29 PM.

//Signed by Chair Soto in McNeal's Absence//

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: