



Approved by the Board, 8/20/24

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, July 9, 2024 / 4:30 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 Helen McNeal at 4:30 PM on Tuesday, July 9, 2024. Heidi Robinson recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

Board Present: Helen McNeal – Chair; Corrie Cooperman – Clerk; Janet Jablow, Dave Soto, and Scott Springett – Members. Others Present: Assistant Chief Jayson Coil; Division Chief Dori Booth; Division Chief Buzz Lechowski; Division Chief Jordan Baker; Attorney William Whittington; Patty Howard, Regional Government Services; and Heidi Robinson - 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 Helen McNeal led the Pledge of Allegiance and Assistant Chief Jayson Coil requested a Moment of Silence for the four Police Officers, four firefighters, and one Fire Board Member who passed away since the previous Board Meeting.

II. 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 the 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. June 18, 2024, Regular Meeting Minutes

Clerk Corrie Cooperman made a motion to approve the Minutes presented, Member Scott Springett seconded, there was no further discussion and the motion passed unanimously.

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

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

At the time of the report, Mr. Buldra had not joined the meeting. Chief Coil indicated that he had spoken to Mr. Buldra earlier and confirmed that due to the timing of the meeting, financial information was not yet available and would be presented with the July finance report at the August Board meeting.

Member Dave Soto made a motion to table the finance report until the August meeting, Member Janet Jablow seconded, there was no further discussion and the motion carried.

D. Staff Items:

1. June 2024 Monthly Staff Report –

a. **Operations Activities – Assistant Chief Jayson Coil**

• **i. Wage Study Presentation – Regional Government Services**

- Patty Howard of RGS explained the extensive process beginning in January of 2024, including the classifications included in the study, the non-wage compensation elements, and what agencies would be surveyed. Looked at 26 classifications, 14 compensation elements, and 21 additional benefits for comparison. Compared to 11 agencies of similar size, type, and area. Compared positions based on title, description, and qualifications looking for a 70% match and noted differences. Only one classification was below 5% of the median, indicating an overall competitive salary structure. Ms. Cooperman asked if there was a ranking for the organization. Ms. Howard indicated there was no ranking but indicated a total compensation range of 5% - 30% above market, looking at the aggregate. Mr. Soto asked about the purpose of the survey and expressed uncertainty regarding how competitive SFD is. Chief Coil indicated the desire to find an independent organization specializing in government employment without bias. Chief Coil discussed internal promotion, recruitment, and compensation philosophy. Ms. Howard reiterated that the agreement was a survey based on the median for the market, not on ranking to a percentile. Chair McNeal clarified that the results of the study have been incorporated into the approved pay scale, and Coil indicated that no SFD employee is currently paid below market. Ms. Howard explained external comparison vs internal pay equity. In answer to a question about labor approval, Chief Coil said that based on the vote that labor had, the pay scale has been agreed upon. Chair McNeal applauded the work, noting ideally it would have been presented before the pay scale was delivered and approved.

• **ii. 2nd Quarter Accomplishments**

• **iii. 3rd Quarter Goals**

- Chief Coil referred to the detailed report submitted in the packet. He acknowledged inconsistency in the language used between reports, and he will work with Chief Mezulis to create common language. He discussed progress in the HR strategic

goals of the Performance Management software, posting of the HR Specialist position, and the wage study.

- He explained the work done to acclimate the new BCs and reports confidence in their growth. He reports coordinating with the Division Chiefs has been limited due to other objectives but sees collaboration coming in Q3 with the implementation of the Interpersonal Skills Lab.
- Administration accomplishments center on a more structured website update that will have a better overall outcome. Contracts and agreements will be a Q3 focus to establish a consistent approach reducing need for legal services. Heidi Robinson reported on the estimated website completion date (mid Aug for design, end of Sept for outreach and feedback).
- In the change in benefits program some procedural items fell through the cracks, but the HR team are working through the bumps. Keona Freeman attended a resource conference to maintain her certification.
- Chief Coil turned the floor over to Patty Howard from RGS to discuss the compensation study and answer questions.

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

- **i. 2nd Quarter Accomplishments**
- **ii. 3rd Quarter Goals**
- Chief Booth reported working on regional fire code adoptions, the CRR Team attending required certification training, and continued work with website development in Q2.
- The team is looking at NFPA 1730 to reach alignment in Q3, and acknowledged it is a lofty goal that will extend across several quarters. Also accomplished in Q2, the CRR Vehicle equipment standardization to industry recommendation is substantially complete.
- Chair McNeal made a request that Strategic Plan update notes not already included in the Board packet be provided to the Board Recorder for inclusion with the minutes for consistency across departments. A new reporting format will be implemented for Q3. Upon request for clarification, Mr. Whittington notes that anything reasonably related to the discussion can be included in the minutes.

c. **EMS, Fleet, Telecom – Division Chief Buzz Lechowski**

- **i. 2nd Quarter Accomplishments**
- Chief Lechowski notes that he will forward his detailed accomplishments for the record. He reported that the goals in his area have changed over the past year and are likely to continue to evolve. EMS integration into overall training has been accomplished and is moving forward regionally, specifically in heat emergency response. EMS revamped narcotics tracking using technology currently available as part of the consumables tracking goal. Achieved alignment on quality assurance standards in all areas of EMS, though progress is understandably slow.
- The Fleet plan now aligns with the Capital Plan, recruitment has begun for the mechanic assistant position, and the manufacture of 4 apparatus are underway.
- GIS has been working on forms and mapping for multiple departments
- Behavioral health program has been prioritized and regionalized, SFD entered a study with NAU on the positive impacts of yoga on those with high incidents of job-related stress.

- **ii. 3rd Quarter Goals**
 - Chief Lechowski identified Q3 goals of initiating quarterly EMS training drills, completing beta testing of narcotics tracking for Q4 launch, and begin group trainings for first aid and CPR.
 - Also in Q3, EMS Relationship by Objective committees will discuss and report on several issues, and GIS will create visuals of data for the Board.
- d. **Preparedness & Training - Division Chief Jordan Baker**
- **i. 2nd Quarter Accomplishments**
 - Chief Baker updated on probationary fire fighters' successful progression; a new written test was developed and beta tested; Round 1 of ROHVA training completed; finished the task book overhaul for the BC position; held Blue Card training for 12 members; completed MCS drills; a new digital travel/class request form designed, tested, and launched; venomous reptile training completed; multi-agency ASHER drill conducted; Annual Wildland refresher training completed; Firefighter task book revision underway.
 - Also in Q2, Wellness equipment was ordered, functional movement screening conducted, and SFD contracted with Ready Rebound to assess and combat flexibility deficiencies that lead to injuries.
 - **ii. 3rd Quarter Goals**
 - For Q3, Chief Baker has planned the New Hire Assessment Center, developing the New Hire orientation timeline and schedule, evaluating completed task books for the captain position testing in Q4, conducting an SFD Leadership Academy in September, initiating Fire School nominations, continued policy updates, and scheduling annual training and testing requirements.
 - Also in Q3, Wellness will conduct the Ready Rebound Interactive Evaluations, conduct injury reduction assessments and modifications, and recruit internal Peer Fitness representatives.
 - The Board notes that this is a lot of work and Chief Baker acknowledges the teamwork of crews creating depth and opportunity.
 - Chair McNeal thanks all staff for these efforts and notes the documentation is compelling.
- e. **Fire Chief Report – Assistant Chief Coil**
- **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**

Chief Coil explained the UTV incident pictured in the slide, noting safety precautions and SFD obligations, and indicated an investigation is ongoing. He presented the statistical information from the slides, noting consistencies and anomalies where indicated. Ms. Robinson gave background on the hand-painted thank you cards presented each month by a generous community member, soon to be on display in the reception area.

E. Discussion/Possible Action: Discussion and possible approval/signing: IGA with Cottonwood Dispatch Center.

Chief Coil gave some background on the IGA with dispatch and the importance of the agreement moving forward. There were procedural questions regarding versions of the IGA and the electronic signatures, which were resolved to the satisfaction of all present.

Clerk Cooperman made the motion to approve the IGA with Cottonwood Dispatch Center for one year. Member Soto seconded, there was no further discussion and the motion passed unanimously.

F. Board Member Items:

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

Board members reported on their monthly meetings with the Chief, plans for attending the AFDA conference, reviewing the wage study in-depth, visiting the dispatch center, speaking with community members, and conducting regular financial business. Mr. Soto spoke about the recent passing of retired SFD Board Member Gene McCarthy.

III. ADJOURNMENT

Chair McNeal adjourned the meeting at 6:13 PM.

//Corrie Cooperman//

Corrie Cooperman, 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: