



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, October 15, 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 4:28 PM on Tuesday, October 15, 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: Helen McNeal – Chair; Corrie Cooperman – Clerk; Dave Soto – Members. Others Present: Fire Chief Ed Mezulis; Fire Marshall Dori Booth; Sara Simonton, JVG (TEAMS); and Bill Whittington, Attorney; 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 McNeal led the Pledge of Allegiance and Chief Ed Mezulis requested a Moment of Silence for the seven Police Officers and five firefighters who have passed away since the previous Board Meeting.

II. REGULAR BUSINESS MEETING

A. Public Forum:

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

There were no requests from the public to speak.

B. Consent Agenda – Discussion/Possible Actions:

1. September 17, 2024, Regular and Executive Meeting Minutes – tabled until November.

C. Financial Report and Updates –Sara Simonton, JVG

1. Ms. Simonton briefed the Board about the financial status of Sedona Fire District, stating that overall, SFD is over budget on revenue while remaining mostly under budget on other categories, with, as always, personnel driving majority of costs.

Chair McNeal asked about what was driving higher cash on hand versus last year. Ms. Simonton stated that revenue increases and interest earnings added to our savings have made up the majority of the difference.

Chair McNeal made a motion to approve the September 2024 financial report as presented, Member Soto seconded. There was no further discussion, and the motion passed unanimously.

D. Staff Items:

1. September 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. Upcoming Events
 - b. News & Activities

Chief Mezulis noted that Chief Coil is out at a Wildland Fire Leadership Conference in Flagstaff. Chair McNeal asked if Forest Service representation would be present to network to assist regarding Station 5 relocation. Chief Mezulis noted that it was more Federal interest and attendees, and the relocation of Station 5 may change with the election in November. Chief Mezulis stated that the problem with Homeowner's Insurance is on his radar, and he is keeping an eye on that as a topic of discussion with the legislature.

SFD is seeing an increase in complex trauma calls.

Human Resources is reposting all positions currently open: HR Clerk, Mechanic, and IT. Two personnel are in North Carolina assisting FEMA with relief efforts.

Captain's test is being developed and Clerk Cooperman asked what that entailed. Chief Mezulis outlined some of the testing and the process.

- b. Community Risk Reduction Activities – Division Chief Dori Booth
 - i. Inspection Activities
 - ii. Fire Investigations
 - iii. Notable Events
 - iv. Fire Marshal Safety Message

Fire Marshal Booth relayed CRR activities noting that there are currently five more blasts scheduled, at this stage, for the uptown parking garage.

Chief Booth noted that the Desert Southwest CRR Conference, which took place last week at Sedona Fire District, was well attended with over 50 personnel attending.

There was a Smoke Alarm Walk at Sedona Shadows Community on October 12. Sixty-six alarms were placed in mobile homes. CRR was also present at Wings & Wheels at the airport. Trunk or Treat (Halloween) is upcoming on October 31 with the haunted ambulance in Uptown.

The Fire Marshal Safety Message outlined Fireplace and Chimney Safety, preparing for cooler weather and the increased use of stoves and fireplaces.

- c. EMS, Fleet, Telecom – Division Chief Lechowski
 - i. EMS Activities and Updates
 - ii. Fleet Activities and Updates
 - iii. Other Updates

DC Lechowski was participating in Executive Officer training in Mesa, AZ. Two new engines are in Phoenix having quality control issues updated and have had "eyes on" by Chief Mezulis. The Type 6 is in Boise and should be ready soon for pickup. Member Soto asked about the status of the reserve fleet with the arrival of the new apparatus. Chief Mezulis stated that it is being evaluated now and that the fleet can probably be reduced by a couple. Chair McNeal asked what happens to the apparatus we decide not to keep. Chief Mezulis stated that it could be sold or donated to a local educational program who has a need.

The IT department's two radio tech employees are becoming more integrated into our systems and continuing

their training, while infrastructure continues to be upgraded District-wide.

Chief Mezulis briefed that GIS/Spinelli continues working on mapping and dashboards, and that he and GIS are working on mapping District boundaries with added information to relieve conflicting mapping information. Chief Mezulis is also concerned with the coming growth on the 89A corridor. There is also a push to align training with data-driven "stuff."

Chief Lechowski is continuing to build relationships with NAH and the hospital to increase involvement.

Peer Support/Mental Health has had another Captain step up to be a notifier for traumatic events. Captain Eberlein will support Captain Scaife in receiving notifications. Chief Lechowski was also involved this month in Honor Guard activities for the Copper Canyon funeral.

d. Preparedness & Training – Division Chief Jordan Baker

i. Division Updates and Activities

ii. Training Report

Chief Mezulis noted that today was day one of orientation for the four new firefighters at Sedona Fire. Five of the firefighters from last October have been assessed and are now off probation and on the floor as firefighters.

The Battalion Chief task book has been updated and 7 new task books have been issued. The Leadership Academy had ten attendees and was well received.

Aircraft familiarization and Annual Driver's training are scheduled for November with a Battalion live fire exercise in December. The required OSHA training is nearing completion, but new requirements have been received.

The Wellness Committee has two new members, the quarterly newsletter has gone out, and the gym modifications have been completed at stations 1, 3, and 4.

e. 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

Chief Mezulis relayed incident numbers and response times and there was discussion among the Board about drilling down the numbers further, to note response times to different types of incidents, etc. Chief Mezulis stated that he is working on that but the changes to the ESO software make it more difficult to farm the information. Chief Mezulis feels that overall, the incident numbers for this year will end the year with approximately the same numbers as last year.

Chief Mezulis went over the purchase orders over \$10K, Member Jablow asked about drainage and the landscaping to divert the water. Chief Mezulis stated that there were 3-4 different drainages that had been hidden by overgrowth and he would check on Jablow's concern.

E. Discussion/Possible Action: Possible approval of BAC for paint and seal bid for Fire Station 1 in the amount not to exceed \$49,000.00 with Canyon Painting.

Chief Mezulis explained the need for the bid and the problems associated with the walls and drainage. He stated that SFD had obtained three bids, with each of them being far different. Canyon Painting was chosen because of the mid-range quote and the detailed bid from Canyon Painting swayed the decision due to listing of products, detailed consideration of scope of work, and their reputation in the community for quality work. Chief Mezulis stated that the totality of the district must be maintained, and he felt this was the most professional way to manage it. Member Jablow asked about more plants being added back to the landscaping at Station 1. Chief Mezulis explained that it was decided to let the work finish and let it sit for a year before

considering adding anything back to the property, and then he preferred some type of xeriscaping as this is a good example of Firewise preparations. Member Soto remarked that there were three bids and Member Jablow stated that they were nicely prepared.

Chair McNeal made a motion to accept the bid from Canyon Painting, LLC in the amount not to exceed \$49,000.00. Member Soto seconded the motion, the vote was unanimous, and the motion passed.

F. Discussion/Possible Action: Final review and possible vote to approve: Fire Board policies, Changes made to the Rules of Procedure, and Fire Board Handbook.

These changes were discussed by the Board, other corrections were noted and discussed and outlined.

Chair McNeal made a motion to approve the Handbook as presented, with noted changes, Clerk Cooperman seconded, there was no further discussion, and the motion passed unanimously.

G. Board Member Items:

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

Member Jablow: worked on reviewing the Board handbook and packet.

Clerk Cooperman: worked on the Handbook, met with the Fire Chief, met with the City Council regarding Station 4, and attended the potluck to welcome new firefighters.

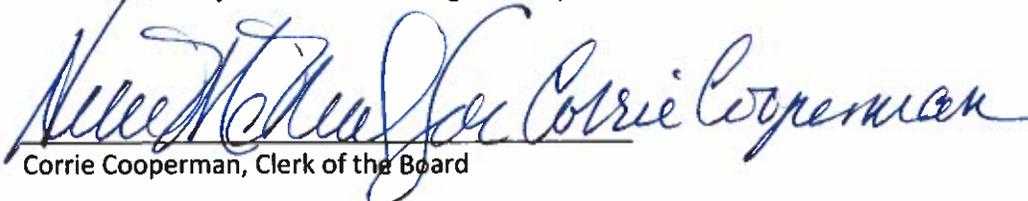
Member Springett: met with the Fire Chief, attended the funeral for Firefighter Gage, worked on BillPay, and has an issue from a citizen regarding water pressure on Dry Creek Road to discuss.

Member Soto: told new, upcoming Board members in attendance that BillPay was an adventure and that he will be moving on from Chair of SFD Fire Board to Chair of the Yavapai County Firewise.

Chair McNeal: attended all previously mentioned events as well as the smoke detector walk on October 12, representing "rescue retrievers" to assist firefighters in locating pets. She has also attended Strategic Planning meetings and is meeting with Engineer King regarding online training. Her property was cleared for Firewise over the past weekend.

III. ADJOURNMENT

Chair McNeal adjourned the meeting at 5:58 p.m.



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:

