

# Welcome 2025

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January Regular Fire Board  
Meeting  
1/21/2025







# 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, January 21, 2025 / 3:00 PM

~ A G E N D A ~

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#### 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. NEW EMPLOYEE RECOGNITION

A. Rhys Tarver – Fleet Technician I

#### III. REGULAR BUSINESS MEETING

A. Public Forum:

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

B. Consent Agenda – Discussion/Possible Actions:

1. December 17, 2024, Regular and Executive Session Meeting Minutes
2. December 18, 2024, Special Joint Meeting with City Council Minutes

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

1. Discussion/Possible Action: Review and approval of December 2024 Finance Report.
2. Discussion: Tentative Budget Schedule.
3. Discussion: PSPRS Update/2023

D. Staff Items:

E.

1. December 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 – Acting Fire Marshal Kirk Riddell
  - 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. Other program updates
- d. Training and Preparedness – Division Chief Baker
  - i. Training Report
  - ii. Wellness
- 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

F. Board Member Updates and Ideas for Future Meetings.

**IV. EXECUTIVE SESSION**

A. Possible vote to go into Executive Session discussion regarding purchase of proposed Station 4 Site.

**V. RECONVENE TO PUBLIC SESSION.**

A. Reconvene to public session with possible direction from Board chair regarding purchase of proposed Station 4 Site.

**VI. ADJOURNMENT**



# New Employee Recognition

# Welcome Rhys



**Rhys Tarver - Fleet  
Technician 1**





# Consent Agenda

**12/17/2024 Regular & Executive Session  
Minutes**







# 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, December 17, 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, December 17, 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, Scott Springett, and Janet Jablow – Members. Others Present: Fire Chief Ed Mezulis; Assistant Chief Jayson Coil; Division Chief Buzz Lechowski; Fire Marshall Dori Booth; Gabe Buldra, JVG (by TEAMS); Lydia Hunter and Daniel Harris of BeachFleischman PLLC an auditing firm contracted by JVG; Bill Whittington, Attorney; 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 McNeal led the Pledge of Allegiance and Chief Ed Mezulis requested a Moment of Silence for the eleven Police Officers and eight firefighters who have passed away since the previous Board Meeting.

### II. SWEARING IN OF NEW BOARD MEMBERS

- A. Appreciation and gifts to resigning Board members.
  - 1. Janet Jablow
  - 2. Dave Soto

Chair McNeal introduced the outgoing Board members and gave a short bio on each. She presented them with plaques of appreciation. Chief Mezulis presented them with their bricks for the front patio at Station 1. The Chair asked if the Board had anything to say to the outgoing members. Clerk Cooperman spoke about working with both of them and that she would miss them. Member Jablow stated that she was honored to have served, and she stated that she had learned so much about SFD personnel and the jobs that they do on a daily basis. Member Soto stated that it had been a great ride and that there are a lot of good people, in the community, on the Board, and within SFD and that a lot has been accomplished. He stated that he felt that the Governing Fire Board at SFD was the best board in any capacity, in any city.

Chair McNeal called a recess for photos and cake at 4:40 p.m.

The meeting was reconvened at 4:52 p.m.

- B. Introduction of New Board Members and Swearing in
  - 1. Diana Christensen
  - 2. Lance Waldrop

Chair McNeal gave a brief background on the new Board Members. Chief Mezulis gave them the Oath of Office and they were then seated in place of Members Jablow and Soto to continue the meeting.

### III. 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. November 19, 2024, Regular and Executive Session minutes

*Clerk Cooperman made the motion to approve the Consent Agenda, as presented and Member Springett seconded. There was no further discussion, and the motion was passed unanimously.*

C. Financial Report and Updates – Gabe Buldra, JVG

1. Mr. Buldra briefed the Board about the financial status of Sedona Fire District, Facility/Grounds Maintenance has been driving a lot of the overage with necessary repairs to facilities that have been deferred. Overall, SFD has a cash on hand increase of \$3.3 million over last fiscal year. Tax collection was lagging a little in November, so revenue was not as high as anticipated, but it is just a timing issue, *Clerk Cooperman motioned to approve the November Budget Report, which Chair McNeal seconded. There were no further questions, and the motion passed unanimously.*

2. Discussion/Possible Action: Review and possible approval of 2024 Annual Comprehensive Financial Report (ACFR).

*Lydia Hunter of BeachFleischman, along with Danial Harris, her associate, presented the Audit findings for the year ending June 30, 2024. They are prepared to issue an unmodified finding, which is the highest level opinion they can issue. There were no serious issues. Chair McNeal stated that she had a correction and would provide them with the information. There were no further questions, Member Christensen made the motion to approve, which was seconded by Lance Waldrop. The motion passed unanimously.*

3. Discussion/Possible Action: Discussion and possible action to change Board meeting days/times to better accommodate staff, Board, and other contributors.

*Chief Mezulis asked the Board to consider that the District load that JVG is carrying and all the road time that both Mr. Buldra and Mr. Whittington are accomplishing to be at the meetings and asked that the Board consider changing the time of the Board meetings to earlier in the day on the same day as they are scheduled now. There was discussion by the Board members, and all agreed that earlier in the day was better and they settled on 3:00.*

*Clerk Cooperman moved that the meeting time be moved from 4:30 p.m. to 3:00 p.m., Chair McNeal seconded, the vote was unanimous, and the motion was approved to begin in January 2025.*

D. Staff Items:

1. November 2024 Monthly Staff Report
  - a. Operations Activities – Assistant Chief Jayson Coil
    - i. Significant Events
      - a. All-Hazard
      - b. Emerging Issues
    - i. Human Resources
      - c. Significant Issues
    - ii. Administration



- a. Upcoming Events
- b. News & Activities

Chief Mezulis reported for Chief Coil, who had to step out. He stated that there is an increasing number of very complex rescue calls and there has been a lot of good feedback on recent training from personnel, saying that the training is helping them with these incidents, that they have more confidence in treating complex medical issues.

There have been several resignations lately, so there will be a spring academy for new hires in 2025. This will assist with availability of staff for wildland deployments and keep the floor staffed, as necessary.

The Mechanic Assistant position is in the final stages of onboarding, the IT position will be reposted in January. Chair McNeal stated that at the last academy, there were several good candidates who were not hired and asked if any of them were still available. Chief Mezulis felt that a few of them might be and HR would be contacting.

- 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 and numbers of inspections and investigations, noting there have been forty-three plan reviews, 52 initial inspections, and 10 re-inspections. The Hilton Garden Inn in the Village of Oak Creek is in the final stages of approvals, and the parking garage in uptown is under review. Sedona Fire trails Sedona PD in the battle of the badges for Toys-4-Tots by approximately \$600 with one week to go for donations. The goals for both sides have outpaced the original fundraising goal of \$1500 per entity. Chair McNeal asked if the Board could see the Division program numbers from the last year, to compare with current numbers of inspections, reviews, etc.

The Safety Message relayed proper use, storage, and recycling of lithium-ion batteries.

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

Division Chief Lechowski started his briefing stating that SFD has responded to eight cardiac arrests in a two-week period. There have also been several 10+ meter falls needing backcountry rescue in the past month. Clerk Cooperman asked if the cardiac arrests were on the trail and if bystanders had provided CPR until First Responders could arrive on scene. Chief Lechowski stated that yes, high quality CPR had been administered, also noting that SFD has eleven new certified CPR instructors and will be ramping up the community health program, teaching in hotels, trail groups, Jeep tours, etc. He stated he would also like to have a Board member CPR day to renew/refresh their skills.

There have been good meetings with NAH who are trying to rebuild trust with the communities locally and positive things are happening in that regard in the Verde Valley.

The Dispatch Center is streamlining response instructions and the meetings with them have gone well.

There was a softball game between Verde Valley Special Olympics and the Sedona Police and Fire personnel.

Captain's promotion testing process is being outlined for Spring.

There are three new paramedic students entering their classes and the Center for Medicare & Medicaid Audit was completed with a lot of assistance from JVG.

- d. Preparedness & Training – Division Chief Jordan Baker
  - i. Division Updates and Activities
  - ii. Training Report

Chief Mezulis reported for Division Chief Baker, who was working at the training center. Driver's training has been completed and OSHA mandated courses are being finished by many staff. The 2025 training plan has been released and aircraft familiarization at the Airport was completed.

Six-month reviews are coming up for several new hires. Battalion live fire training/ISA is planned as is B-shift annual extraction training. Captain's task books are being evaluated prior to the Assessment Center in February.

Personnel are preparing for Annual physicals, and the older gym equipment is being repaired. SFD partnered with Mingus Union High School FFA and Sedona Verde Valley Firefighter Charities to provide 46 turkeys for the needy at Thanksgiving.

- 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 with Chief Mezulis stating that the yearly number is catching up to last year. Chair McNeal asked about frequent flyers and the Chief stated that we always have several but there are none that are really taxing SFD at this time.

Chief Mezulis noted that he continues to look at data sets regarding interfacility transfers. He noted that SEC is reporting higher incidences of patients from other Verde Valley zip codes due to shorter wait times for ER visits.

Clerk Cooperman asked if they would be setting up a second ER doctor. Chief Mezulis felt that it may be more of a mid-level practitioner, rather than an ER doctor. Division Chief Lechowski noted that if more people are coming to SEC, then that increases SFD interfacility transfer rates as there are no beds for patients at SEC.

E. Discussion/Possible Action: Possible approval of BAC for purchase of fleet 2024 Suburban to replace IT Manager response vehicle, from Chapman Chevrolet, in the amount not to exceed \$70,000.

DC Lechowski noted that Bob takes this vehicle everywhere and he secures his monitoring equipment in the vehicle. Often Bob responds from home and his existing vehicle has 211,000 miles of hard driving. Other vendors' prices were much higher, and they did not have the basic model. This quote is commensurate with State pricing. Member Waldrop asked if the upfitting was included and DC Lechowski said SFD will keep the equipment and Mechanic Sheehan can upload onto the new vehicle in-house.

*Chair McNeal made a motion to approve the BAC, as stated. Member Springett seconded the motion, there was no further discussion, and the motion passed unanimously.*

F. Discussion/Possible Action: Discussion of rate increase from Boyle, Pecharich, Cline, Whittington, & Stallings, PLLC from Mr. Whittington's service as attorney to the Fire Board and possible action to accept or decline.

Mr. Whittington explained that the rate increase will not go into effect until July 1, ,2025. There was some discussion about reviewing all contracted services and this matter was tabled until a date closer to July 1.

G. Discussion/Possible Action: Possible action to approve 2025 Board Meeting Dates.

*Member Waldrop motions to approve the proposed meeting dates for 2025, Member Christensen seconded, and the motion passed unanimously.*

H. Board Member Updates and Ideas for Future Meetings.

Chair McNeal explained that this was a change from past member accountings and asked if the Board had anything to suggest or report. Member Waldrop gave a shout-out to Mike Sheehan for assisting PD with a



hazardous condition in one of their patrol vehicles. Member Christensen asked about paying bills and when they would receive training.

Chair McNeal stated that the grant proposal from last month had been prepared and submitted. She also remarked that a change in protocol would happen in January with the Chair taking roll call at the start of each meeting.

#### **VI. EXECUTIVE SESSION**

- A. Possible vote to go into Executive Session for real estate matters pursuant to ARS §38-431.03 (A)(7) and legal advice pursuant to ARS §38.431.03(A)(3) re: Station 4; possible transaction with the City of Sedona re: same; consideration of other properties.

*Chair McNeal motioned to enter Executive Session to real estate matters pursuant to ARS §38-431.03 (A)(7) and legal advice pursuant to ARS §38.431.03(A)(3) re: Station 4; possible transaction with the City of Sedona re: same; consideration of other properties. Clerk Cooperman seconded the motion, there was no further discussion and the motion was approved.*

#### **VII. RECONVENE TO PUBLIC SESSION**

- A. Reconvene to public session with possible direction from Board Chair to Fire Chief regarding follow up meeting with City of Sedona regarding Station 4 relocation/re-build alternative sites.

Chair McNeal noted that no direction was given to the Fire Chief regarding negotiations with the City Council at the next Board meeting/City Council meeting held at Sedona Fire District on December 18, 2024.

#### **III. ADJOURNMENT**

Chair McNeal adjourned the meeting at 6:52 p.m.

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Corrie Cooperman, Clerk of the Board



# Sedona Fire District

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

**SPECIAL JOINT BOARD MEETING**  
**Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room**  
**Wednesday, December 18, 2024 / 1:00 PM**

~ MINUTES ~

## **I. CALL TO ORDER/ROLL CALL**

Pursuant to notice, a special meeting of the Sedona Fire District (SFD) and the Sedona City Council was called to order by Chair Helen McNeal at 1:00 PM on Wednesday, December 18, 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, Scott Springett, Diana Christensen, and Lance Waldrop – Members. Others Present: Fire Chief Ed Mezulis; Bill Whittington, Attorney; and Executive Assistant Smathers - Recorder. Representing the Sedona City Council were Mayor Scott Jablow; Vice-Mayor Holly Ploog; Pete Furman, Derek Pfeff, Melissa Dunn, and Brian Fultz – City Councilors; Annette Spickard – City Manager; Cynthia Lovely – Principal Planner; Steve Mertes – Director of Community Development; Kurt Harris-City Engineer; Lance Lunsway – City Parking Manager; and Kurt Christianson – City Attorney.

### **1. Call to Order/Pledge of Allegiance to the Flag of the United States of America.**

Chair McNeal called the meeting to order at 1:00 PM and led the Pledge of Allegiance.

### **2. Welcome and Comments by Board Chair.**

The Chair welcomed the city visitors and asked that everyone introduce themselves. The Chair then stated that she hoped that all could come to a resolution that worked for everyone and created a positive place to build upon and move forward. Mayor Jablow stated that he appreciated the open dialog and hoped that a resolution could be decided upon as soon as possible.

### **3. Presentation by the Fire Chief.**

Chief Mezulis thanked everyone for attending, noting that everyone should have received the appraisals. He noted that there have been preliminary conversations with contractors and architects, and that one resident of the discussed property in Uptown near the existing Station 4 is adamant regarding not selling his property and trying to eminent domain it would add years and expense to the process.

### **4. Special Business**

#### **A. AB3077 Discussion/Possible Direction regarding location of future Fire Station 4**

Clerk Cooperman noted that SFD has a desire for the 401 Jordan Road property as it allows better access out of the station for apparatus and will not require personnel to direct traffic and pedestrians while responding to incidents. The flat lot on the property also allows for a lower cost for construction. Mayor Jablow asked about the existing station and land and SFD plans for those areas. Chief Mezulis noted that SFD will not be able to relocate the tower and the necessary easement, he feels that it will not be a viable venue for a commercial space and his intent is to keep and maintain the property, renovating and updating the structures to provide workspace for support services such as IT, and maybe Community



Risk Reduction or other administrative services. Councilor Brian Fultz asked it if SFD intended to just purchase the Jordan Road property and not try to obtain additional areas to swap with City and Chief Mezulis stated that would be the cleanest option.

At this time, Vice-Mayor Holly Ploog spoke up and stated that she supported that option, having changed her mind since the last meeting. There was additional concern from Pete Furman about when the old station would be deactivated and when the re-purposing work would begin. Chief Mezulis stated that the reworking of the existing Station 4 could be done in conjunction with the build on Jordan Road. Other council members and the mayor offered their support for a straight sale of the Jordan Road property, with Councilor Furman being the dissenting voice, asking that further analysis be done on the Jordan Road property for other uses.

City Manager Spickard stated that there would need to be a public posting and public meeting and asked if the first meeting in February would be acceptable. Mayor Jablow stated that with Councilor Furman's concern, there were enough votes to move forward. It was decided that another joint meeting was not necessary, and the February 11 regular City Council meeting will include the public hearing.

Chief Mezulis stated that the move was progress and to contact him for anything necessary to support the public hearing. He feels confident that he can now act on behalf of the Governing Fire Board.

Chair McNeal thanks the Council for attending and supporting SFD and for the time and energy that this process has involved. She stated that she appreciated the attention to the need of the Fire District and thanked Chief Mezulis for his efforts in getting the City and SFD to this agreement.

## **II. ADJOURNMENT**

Chair McNeal adjourned the meeting at 1:39 p.m.

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Corrie Cooperman, Clerk of the Board

# **Financial Report December 2024**

**Finance Director Gabe Buldra, JVG**







## Sedona Fire District Monthly Financial Report

### Monthly Financial Report – December 2024

Attached are the following for your information and review:

1. Balance Sheet as of December 31, 2024.
2. Summary of reconciled cash balances on December 31, 2024.
3. Income Statement of Revenues and Expenditures for December 2024, including budget to actual and year-to-date balances.
4. Graphs for December 2024.
5. Fixed Asset Additions and Disposals Schedule FY25.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

#### Key points:

- Total Revenue for December is \$2,896,341 which is \$321,002 over budget.
  - Tax Revenue for December is \$2,405,495 which is \$98,527 over budget.
  - Non-Tax Revenue for December is \$490,846, which is \$222,475 over budget.
    - Ambulance revenue is over budget by \$42,105.
    - Interest revenue is over budget by \$94,844.
    - Miscellaneous revenue is over budget \$87,069, driven by timing of Prop 207 revenue.
- Total Expense for December is \$1,613,950 which is \$33,143 under budget.
  - Personnel cost is under budget by \$20,800, driven by lower than anticipated wages and associated costs.
  - Communications is under budget \$19,705, driven by timing of computer software and support.
  - Meetings, Travel & Training is over budget \$9,003, driven by timing of training.
- Year-To-Date Revenue for December is \$16,350,688, which is \$940,840 over budget.
- Year-To-Date Expenses for December is \$11,366,176 which is \$345,808 under budget.

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

01/16/25  
 Accrual Basis

## Sedona Fire District Balance Sheet As of December 31, 2024

	Dec 31, 24	Dec 31, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000 · Bill.com Money Out Clearing	0.00	12,594.12	-12,594.12
1010 · Capital Reserves Fund	9,373,214.82	4,760,417.66	4,612,797.16
1050 · Chase - Operating Account	576,220.77	393,003.68	183,217.09
1060 · Chase - Payroll Account	999,747.45	1,171,191.59	-171,444.14
1070 · County General Fund	12,802,238.56	13,434,826.47	-632,587.91
<b>Total Checking/Savings</b>	23,751,421.60	19,772,033.52	3,979,388.08
<b>Accounts Receivable</b>			
1200 · Accounts Receivable*	751.78	36,371.05	-35,619.27
1202 · Ambulance Billings Receivable	417,800.61	563,332.92	-145,532.31
1206 · Property Tax - Receivable	274,016.85	294,100.87	-20,084.02
1270 · Lease Receivables	677,198.00	835,305.00	-158,107.00
<b>Total Accounts Receivable</b>	1,369,767.24	1,729,109.84	-359,342.60
<b>Other Current Assets</b>			
1320 · Prepaid Expenses	67,666.17	140,258.61	-72,592.44
<b>Total Other Current Assets</b>	67,666.17	140,258.61	-72,592.44
<b>Total Current Assets</b>	25,188,855.01	21,641,401.97	3,547,453.04
<b>Fixed Assets</b>			
1400 · Accumulated Depreciation	-16,266,298.67	-15,285,043.75	-981,254.92
1410 · Building and Other Improvements	9,580,646.61	9,362,608.32	218,038.29
1411 · Construction in Progress	15,124.61	0.00	15,124.61
1412 · Furniture and Equipment	7,273,547.80	7,221,009.37	52,538.43
1413 · Land	2,054,578.48	2,054,578.48	0.00
1414 · Vehicles	7,749,283.50	7,722,775.63	26,507.87
1450 · CIP	1,598,474.90	1,598,474.90	0.00
1470 · Right to Use Asset			
1401 · Accum Depreci- Right to Use	-92,998.00	-34,383.00	-58,615.00
1470 · Right to Use Asset - Other	119,624.00	119,624.00	0.00
<b>Total 1470 · Right to Use Asset</b>	26,626.00	85,241.00	-58,615.00
<b>Total Fixed Assets</b>	12,031,983.23	12,759,643.95	-727,660.72
<b>Other Assets</b>			
1500 · Defer Outflows of Rsrcs - ASRS	167,808.00	210,737.00	-42,929.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,027,233.00	9,743,953.00	-716,720.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	388,283.00	293,325.00	94,958.00
1520 · Defer Outflows - PSPRS OPEB	120,568.00	89,576.00	30,992.00
1525 · Defer Outflows PSPRS OPEB Tr 3	5,880.00	3,257.00	2,623.00
1530 · Defer Outflows - ASRS OPEB	8,439.00	5,554.00	2,885.00
1540 · Risk Pool Capitalization	231,080.00	231,080.00	0.00
1815 · Net Pension Asset - PSPRS Tr 3	51,105.00	35,355.00	15,750.00
1825 · Net Pension Asset PSPRS OPEB	11,446.00	7,775.00	3,671.00
1830 · Net Pension Asset ASRS OPEB	40,926.00	46,043.00	-5,117.00
<b>Total Other Assets</b>	10,052,768.00	10,666,655.00	-613,887.00
<b>TOTAL ASSETS</b>	<b>47,273,606.24</b>	<b>45,067,700.92</b>	<b>2,205,905.32</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	91,696.00	225,217.89	-133,521.89
<b>Total Accounts Payable</b>	91,696.00	225,217.89	-133,521.89



01/16/25  
 Accrual Basis

**Sedona Fire District  
 Balance Sheet  
 As of December 31, 2024**

	Dec 31, 24	Dec 31, 23	\$ Change
<b>Credit Cards</b>			
2003 · National Bank of Arizona Credit	66,616.50	11,637.86	54,978.64
<b>Total Credit Cards</b>	66,616.50	11,637.86	54,978.64
<b>Other Current Liabilities</b>			
2010 · Accrued Employee Leave	1,719,680.90	1,513,232.61	206,448.29
2011 · Accrued Payroll	313,580.31	230,405.10	83,175.21
2014 · Defer Inflows of Rsrcs - ASRS	167,731.00	159,774.00	7,957.00
2015 · Defer Inflows of Rsrcs - PSPRS	1,397,093.00	1,915,187.00	-518,094.00
2018 · HSA Deduction	3,749.26	-6,651.47	10,400.73
2019 · Insurance Premium Liabilities	22,587.43	0.00	22,587.43
2021 · Payroll Liabilities	0.00	-7.60	7.60
2022 · Retirement Payable	438,561.05	373,807.07	64,753.98
2025 · Workers Compensation Liability	0.00	531.72	-531.72
2049 · Defer Inflows of Rsrcs PSPRS T3	9,611.00	8,792.00	819.00
2050 · Defer Inflows OPEB PSPRS	88,115.00	117,288.00	-29,173.00
2051 · Defer Inflows OPEB ASRS	21,151.00	30,171.00	-9,020.00
2054 · Defer Inflows PSPRS OPEB TR3	571.00	661.00	-90.00
2070 · Defer Inflow related to Leases	638,122.00	825,154.00	-187,032.00
<b>Total Other Current Liabilities</b>	4,820,552.95	5,168,344.43	-347,791.48
<b>Total Current Liabilities</b>	4,978,865.45	5,405,200.18	-426,334.73
<b>Long Term Liabilities</b>			
2052 · Net Pension Liab OPEB PSPRS	208,845.00	161,554.00	47,291.00
2053 · Net Pension Liab OPEB ASRS	980.00	750.00	230.00
2201 · Net Pension Liability - ASRS	1,197,427.00	1,313,939.00	-116,512.00
2202 · Net Pension Liability - PSPRS	26,875,394.00	26,242,437.00	632,957.00
2270 · Lease Liability	88,208.00	87,343.00	865.00
<b>Total Long Term Liabilities</b>	28,370,854.00	27,806,023.00	564,831.00
<b>Total Liabilities</b>	33,349,719.45	33,211,223.18	138,496.27
<b>Equity</b>			
3000 · Opening Balance Equity	5,149,965.20	5,149,965.20	0.00
3010 · Fund Balance	-2,425,262.92	-2,425,262.92	0.00
3200 · Unrestricted Net Assets	6,214,672.16	4,745,194.57	1,469,477.59
Net Income	4,984,512.35	4,386,580.89	597,931.46
<b>Total Equity</b>	13,923,886.79	11,856,477.74	2,067,409.05
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>47,273,606.24</b>	<b>45,067,700.92</b>	<b>2,205,905.32</b>

**Sedona Fire District**  
**Summary of Reconciled Cash Balances**  
 Period Ending 12/31/2024

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	<u>12/31/2024</u>	<u>12/31/2024</u>	<u>12/31/2024</u>	<u>12/31/2024</u>
<b>Beginning Balance</b>	14,912,029.31	4,940,191.03	365,362.00	1,055,643.53
<b>Cleared Transactions</b>				
<b>Checks and Payments</b>	(5,770,107.72)	-	(364,551.22)	(1,405,896.08)
<b>Deposits and Credits</b>	3,189,194.68	4,433,023.79	575,409.99	1,350,000.00
<b>Total Cleared Transactions</b>	<u>(2,580,913.04)</u>	<u>4,433,023.79</u>	<u>210,858.77</u>	<u>(55,896.08)</u>
<b>Cleared Balance</b>	<u><u>12,331,116.27</u></u>	<u><u>9,373,214.82</u></u>	<u><u>576,220.77</u></u>	<u><u>999,747.45</u></u>
<b>Uncleared Transactions</b>				
<b>Checks and Payments</b>	(18,748.83)	-	-	-
<b>Deposits and Credits</b>	489,871.12	-	-	-
<b>Total Uncleared Transactions</b>	<u>471,122.29</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Register Balance as of 12/31/2024</b>	<u><u>12,802,238.56</u></u>	<u><u>9,373,214.82</u></u>	<u><u>576,220.77</u></u>	<u><u>999,747.45</u></u>

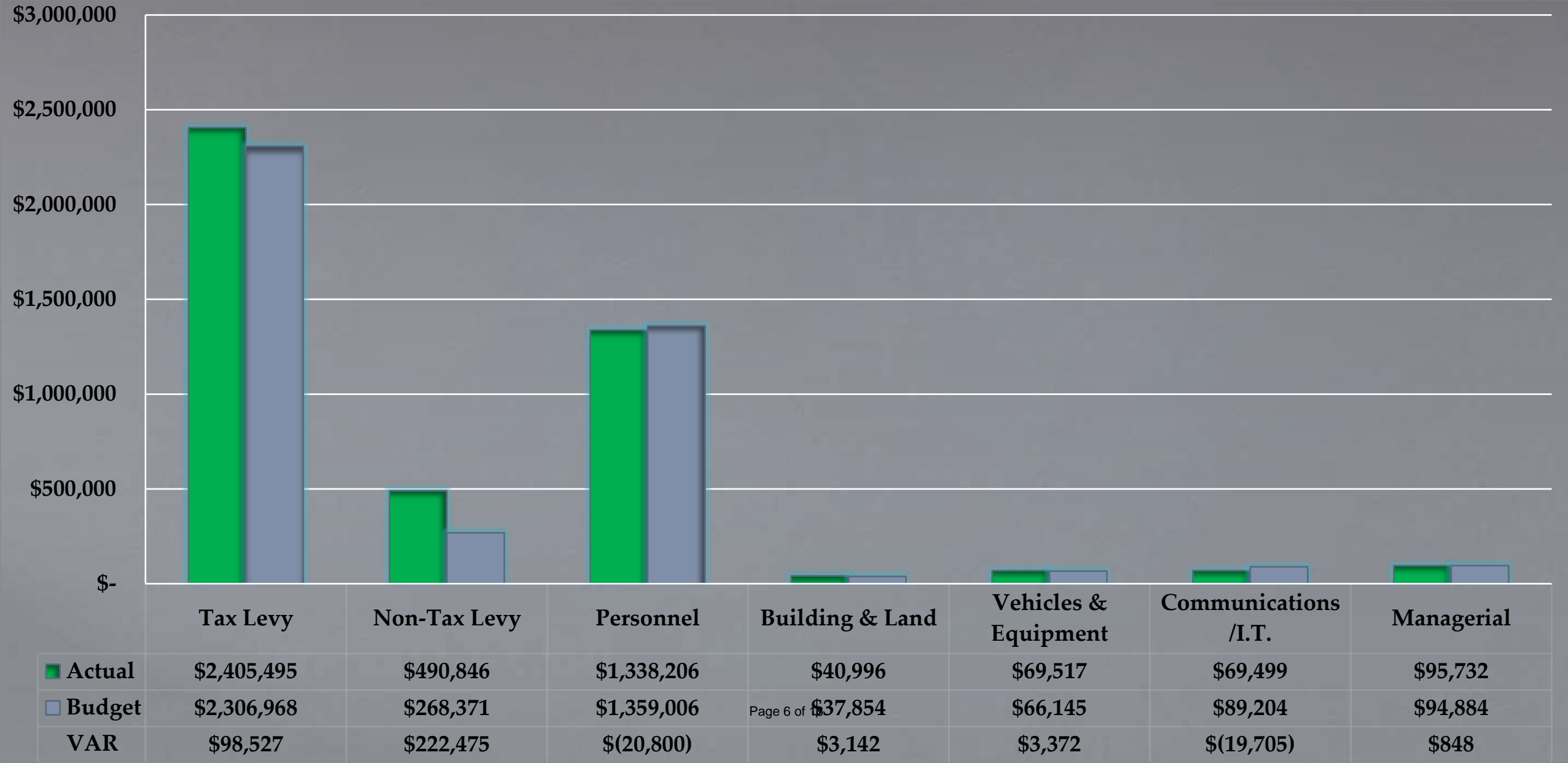
01/16/25  
 Accrual Basis

## Sedona Fire District Profit & Loss Budget Performance December 2024

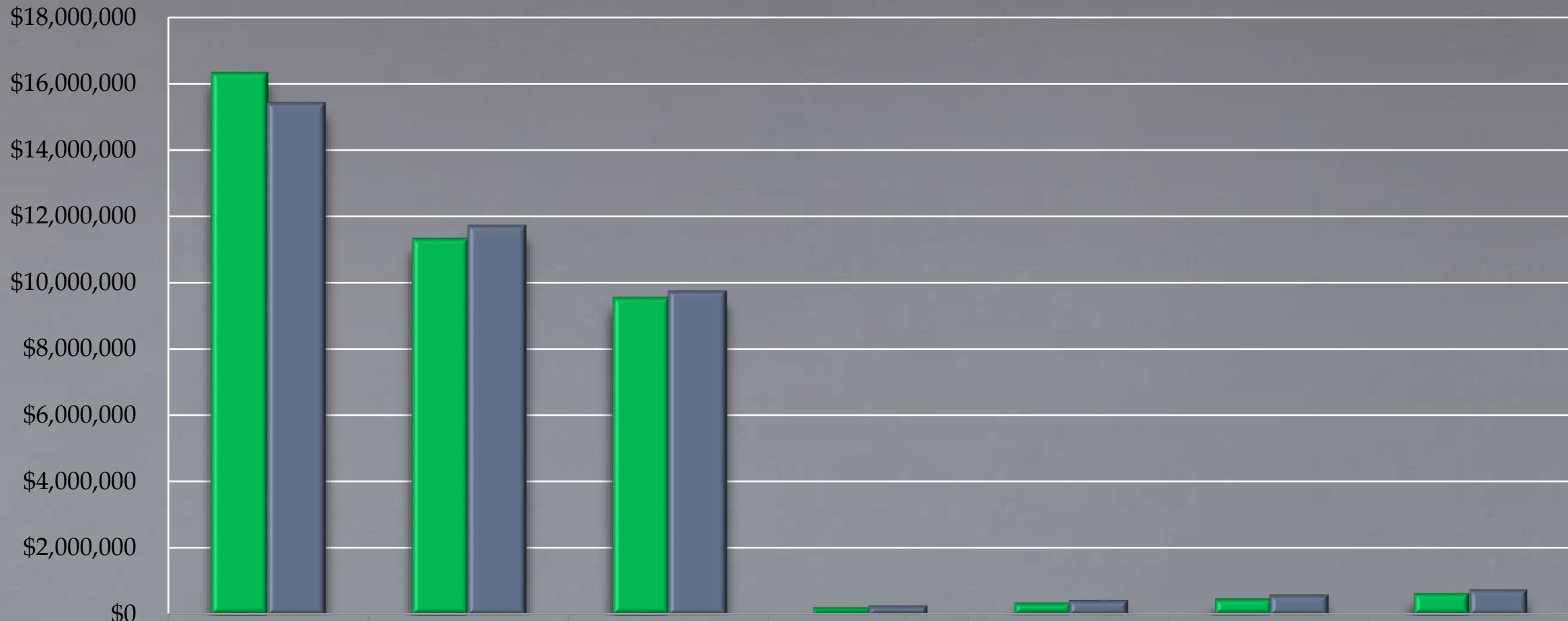
	Dec 24	Budget	\$ Over Budget	Jul - Dec 24	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>4001 · Tax Levy Revenue</b>	2,405,495.28	2,306,968.00	98,527.28	13,556,674.78	13,580,421.00	-23,746.22	20,800,436.00
<b>4100 · Non-Tax Levy Revenue</b>	490,845.84	268,371.00	222,474.84	2,794,013.66	1,829,427.00	964,586.66	3,639,645.00
<b>Total Income</b>	<u>2,896,341.12</u>	<u>2,575,339.00</u>	<u>321,002.12</u>	<u>16,350,688.44</u>	<u>15,409,848.00</u>	<u>940,840.44</u>	<u>24,440,081.00</u>
<b>Gross Profit</b>	2,896,341.12	2,575,339.00	321,002.12	16,350,688.44	15,409,848.00	940,840.44	24,440,081.00
<b>Expense</b>							
<b>5001 · Personnel Cost</b>	1,338,206.03	1,359,006.00	-20,799.97	9,602,979.99	9,740,738.00	-137,758.01	19,138,347.00
<b>6001 · Building &amp; Land</b>	40,996.03	37,854.00	3,142.03	230,595.28	246,873.00	-16,277.72	475,750.00
<b>6101 · Vehicles &amp; Equipment</b>	69,516.89	66,145.00	3,371.89	371,305.65	407,844.00	-36,538.35	812,635.00
<b>6300 · Communications</b>	69,499.13	89,204.00	-19,704.87	498,561.48	578,860.00	-80,298.52	1,114,066.00
<b>6401 · Meetings, Travel &amp; Training</b>	44,534.31	35,531.00	9,003.31	182,982.81	249,183.00	-66,200.19	498,291.00
<b>7001 · Managerial Cost</b>	51,198.01	59,353.00	-8,154.99	479,750.88	488,486.00	-8,735.12	881,608.00
<b>Total Expense</b>	<u>1,613,950.40</u>	<u>1,647,093.00</u>	<u>-33,142.60</u>	<u>11,366,176.09</u>	<u>11,711,984.00</u>	<u>-345,807.91</u>	<u>22,920,697.00</u>
<b>Net Ordinary Income</b>	<u>1,282,390.72</u>	<u>928,246.00</u>	<u>354,144.72</u>	<u>4,984,512.35</u>	<u>3,697,864.00</u>	<u>1,286,648.35</u>	<u>1,519,384.00</u>
<b>Net Income</b>	<u><u>1,282,390.72</u></u>	<u><u>928,246.00</u></u>	<u><u>354,144.72</u></u>	<u><u>4,984,512.35</u></u>	<u><u>3,697,864.00</u></u>	<u><u>1,286,648.35</u></u>	<u><u>1,519,384.00</u></u>



# December 2024



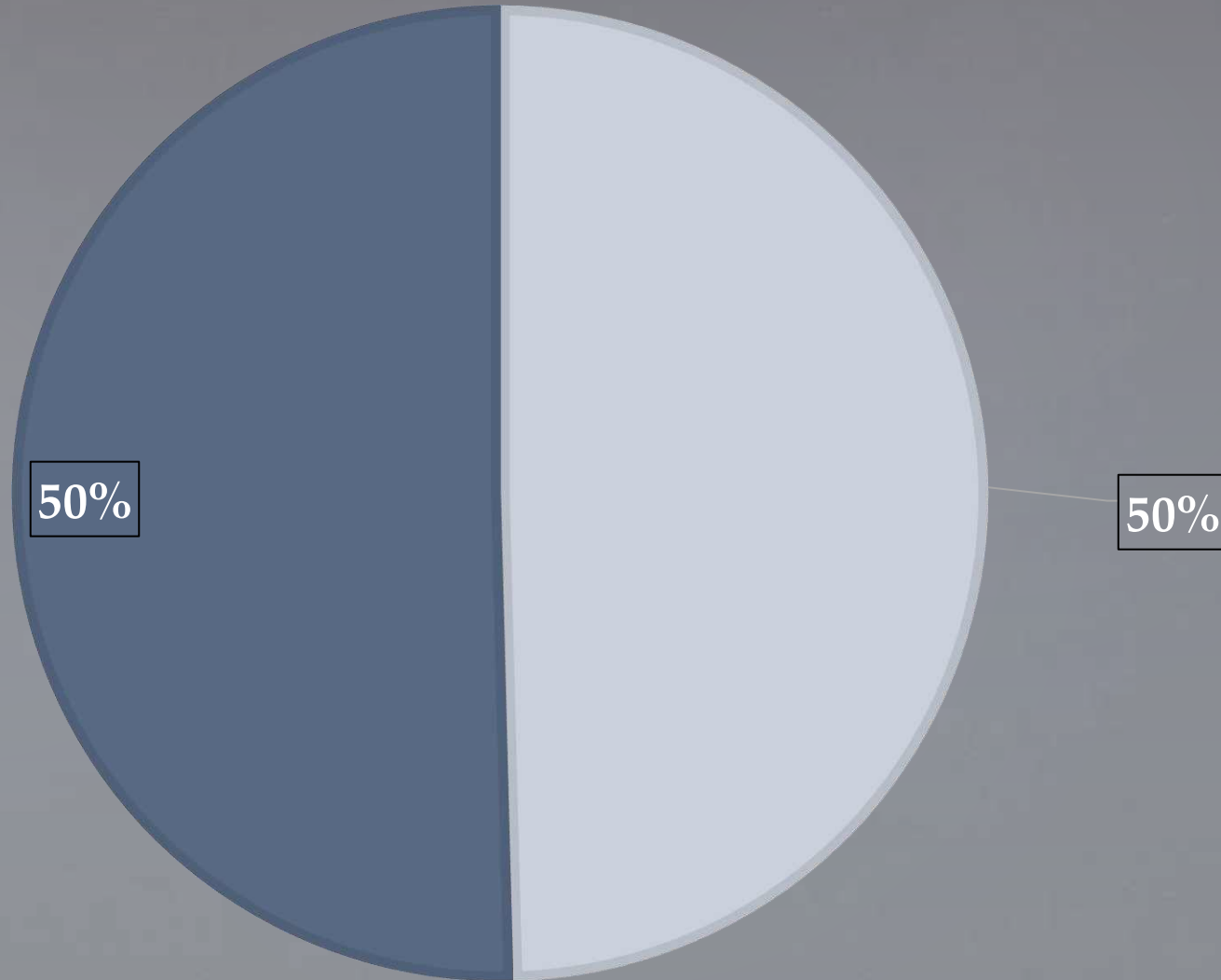
# Fiscal Year to Date Budget to Actual



Actual	\$16,350,688	\$11,366,176	\$9,602,980	\$230,595	\$371,306	\$498,561	\$662,734
Budget	\$15,409,848	\$11,711,984	\$9,740,738	\$246,873	\$407,844	\$578,860	\$737,669
Budget to Actual Var	\$940,840	(345,808)	(137,758)	(16,278)	(36,538)	(80,299)	(74,935)

# YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

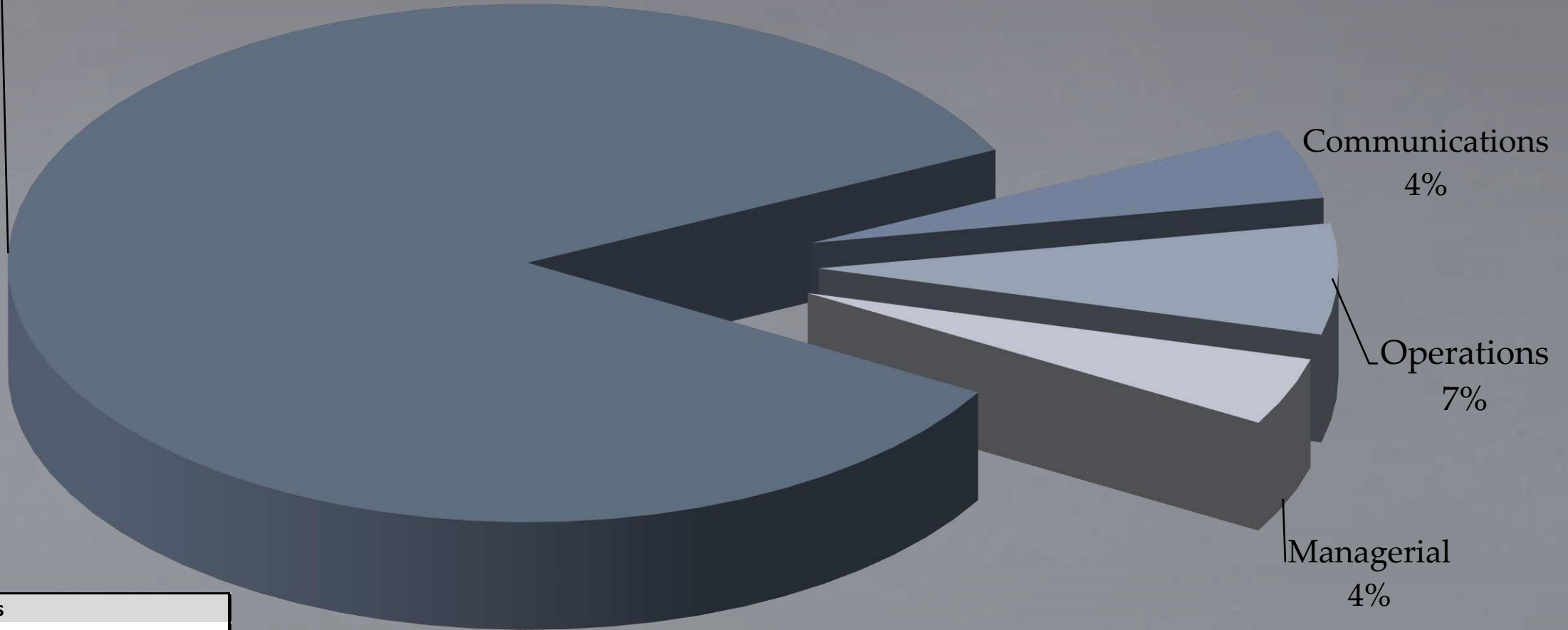
Actual YTD Budget Remaining



# Percentage of Expenses Year to Date

Personnel

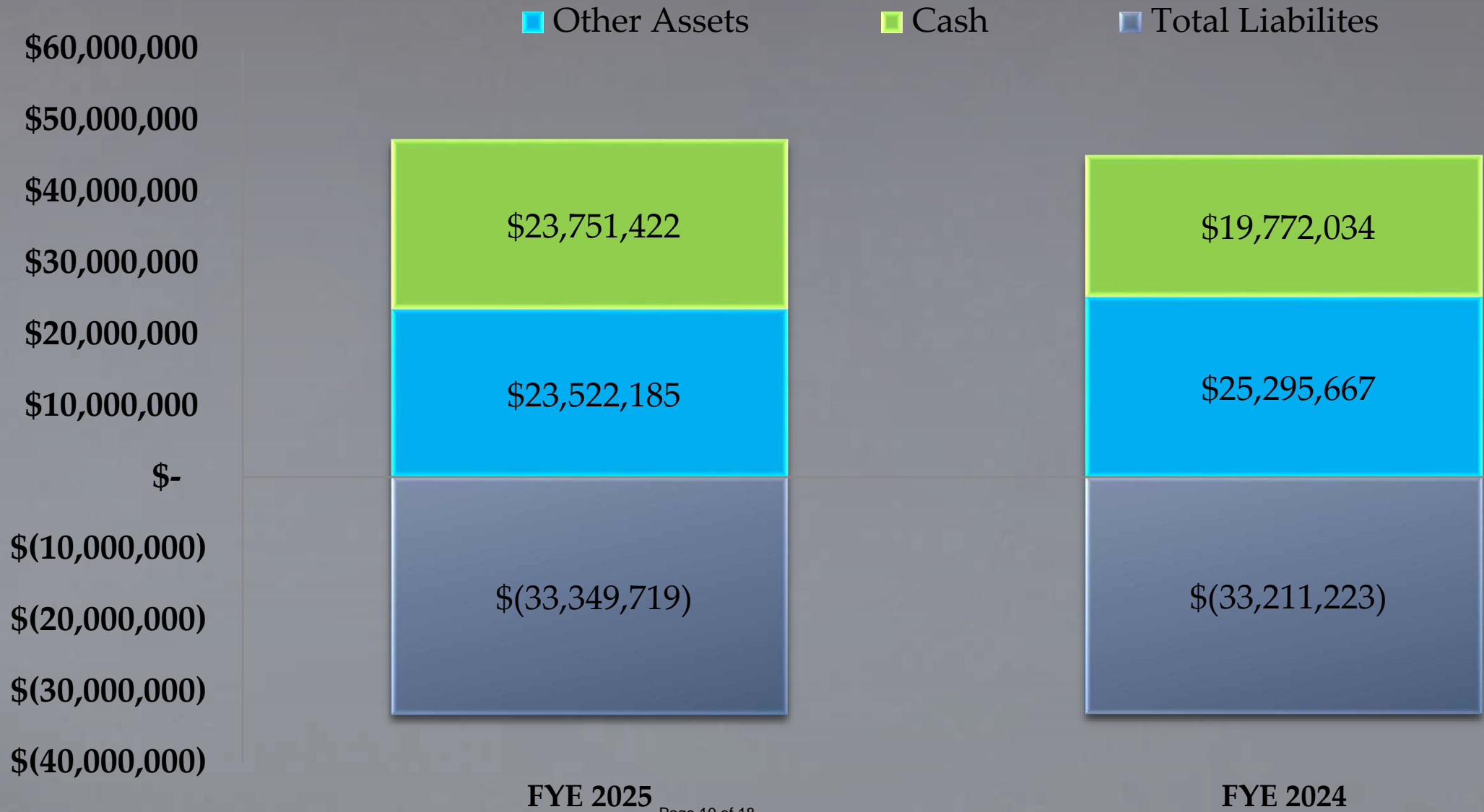
85%



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



# Cash Position





**SEDONA  
FIRE  
DISTRICT**

**FISCAL YEAR 2026  
BUDGET DEVELOPMENT  
SCHEDULE**

Early January	Preliminary budget conference call with Finance / Executive MGT
<b>January 13-23</b>	<b>Budget Kickoff Meeting</b> with section heads. Set schedule, initial budget projections, give instructions, answer questions.
Mid-February	Assessed Value due from Counties.
<b>February 13</b>	<b>Budget Request Forms due to Supervisors</b> from section heads
<b>February 18</b>	<b>Board Meeting – Budget Introduction/Timeline/ Fiscal Projections</b>
February 19-20	Supervisors meet with section heads and impacted departments to discuss budget requests.
<b>March 3</b>	<b>Budget Request Forms due to Finance</b>
<b>March 10</b>	<b>Draft Budget with all requests due from Finance</b> ; supervisors review with section heads March 11-14.
<b>March 18</b>	<b>Board Meeting – Initial Budget Workshop</b> , Present income and expense estimates, full draft budget
March 24-27	Staff discussions on Board-requested budget modifications
<b>April 15</b>	<b>Board Meeting – Budget Workshop - Present Draft Budget</b>
<b>April 21</b>	<b>Senior Staff Budget Discussion</b> , schedule additional meetings
<b>May 6</b>	<b>Final Draft Budget to Board members for review</b>
<b>May 13</b>	<b>Board Special Meeting – Complete Budget Review</b>
May 14-18	JVG/Leadership make any budget revisions, advise staff
May 19	24-hour deadline to update agenda and packet, 2pm
<b>May 20</b>	<b>Board Meeting – Tentative Budget presentation and Adoption</b>
<b>May 28</b>	<b>Deadline to Publish and Post Tentative Budget – (20 days on website &amp; 3 public locations)</b>
<b>June 17</b>	<b>Board Meeting - <u>Public Hearing &amp; Final Budget Adoption</u></b>
July 1	Beginning of New Budget and Fiscal Year
August 1	Budget officially due, Tax Rate Set by County Board of Supervisors

**ALTERNATIVE DEADLINES SHOULD BUDGET REVISIONS BE NECESSARY AFTER MAY 28 DEADLINE TO POST PRIOR TO JUNE 17 BOARD MEETING, IN REVERSE....**

July	8	Board Meeting - <u>Public Hearing &amp; Final Budget Adoption</u>
June	18	Deadline to Publish and Post Tentative Budget - 20 days on website & 3 public locations)
June	17	Deadline for special meeting to tentatively adopt final draft budget.
June	17	Regular Board meeting – if tentative adoption approved, post next day (SAME DAY)
May 22 – June 15		OPEN time frame to meet as many times as necessary to meet the DROP-DEAD schedule outlined above, 24-hour notice





# **Staff & Division Updates December 2024**





# **OPERATIONS**

**ASSISTANT CHIEF JAYSON COIL**

**OPERATIONS**

**SIGNIFICANT EVENTS**

**ALL-HAZARD**

**EMERGING ISSUES**

**HUMAN RESOURCES**

**STAFFING**

**PROMOTIONS**

**SIGNIFICANT ISSUES**

**ADMINISTRATION**

**NEWS**

**UPCOMING EVENTS**



# Community Risk Reduction

## Acting Fire Marshal Kirk Riddell

- Notable Events
- Upcoming Events



Type	FY 23-24 Totals	Change	23-Oct	23-Nov
Code Consultations	27	-25%	4	3
FireWise Consultation	6	200%	0	2
Plan Reviews	118	32%	25	33
CRR Inspections	332	33%	63	84
Special Events	6	-100%	1	0
Investigations	7	-100%	2	0
Public Outreach	14	-83%	6	1
Life Safety Systems Past Due		1%	452	455
Life Safety Systems Compliant		-32%	81	55
Life Safety Systems Deficient		-55%	11	5
Total Known Life Safety Systems		1%	1963	1974

### December 2024

**Inspections** 31  
**Plan Reviews** 26  
**Code Consultation** 3  
**Life Safety Systems** 91% Compliant  
**Total Known Life & Safety Systems** 2048





# Safety Message – Heating Safety

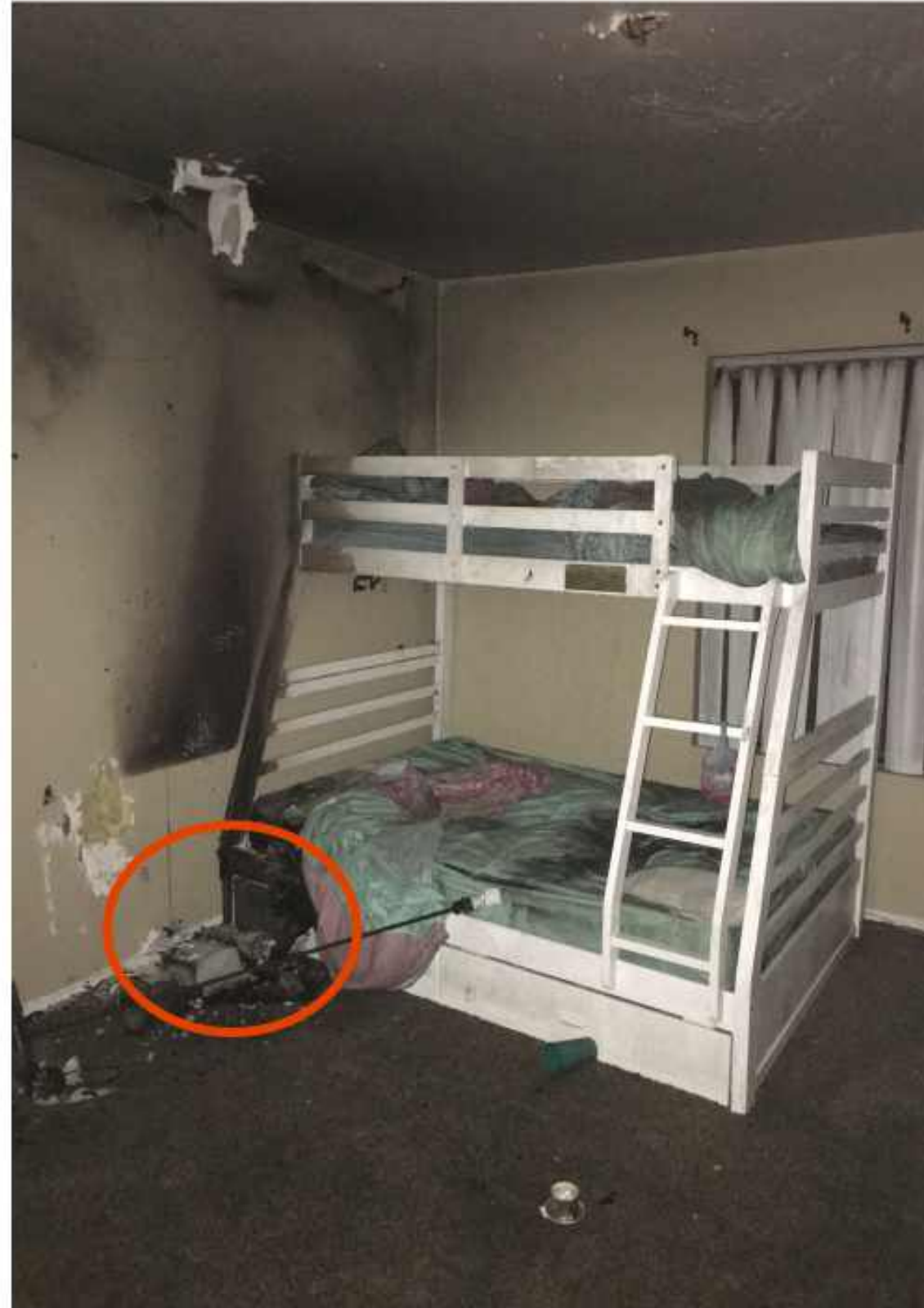
Keep anything that can burn at least three-feet away from heat sources

Never use your oven to heat your home.

Have heating equipment and chimneys cleaned and inspected every year by a qualified professional.

Remember to turn portable heaters off when leaving the room or going to bed.

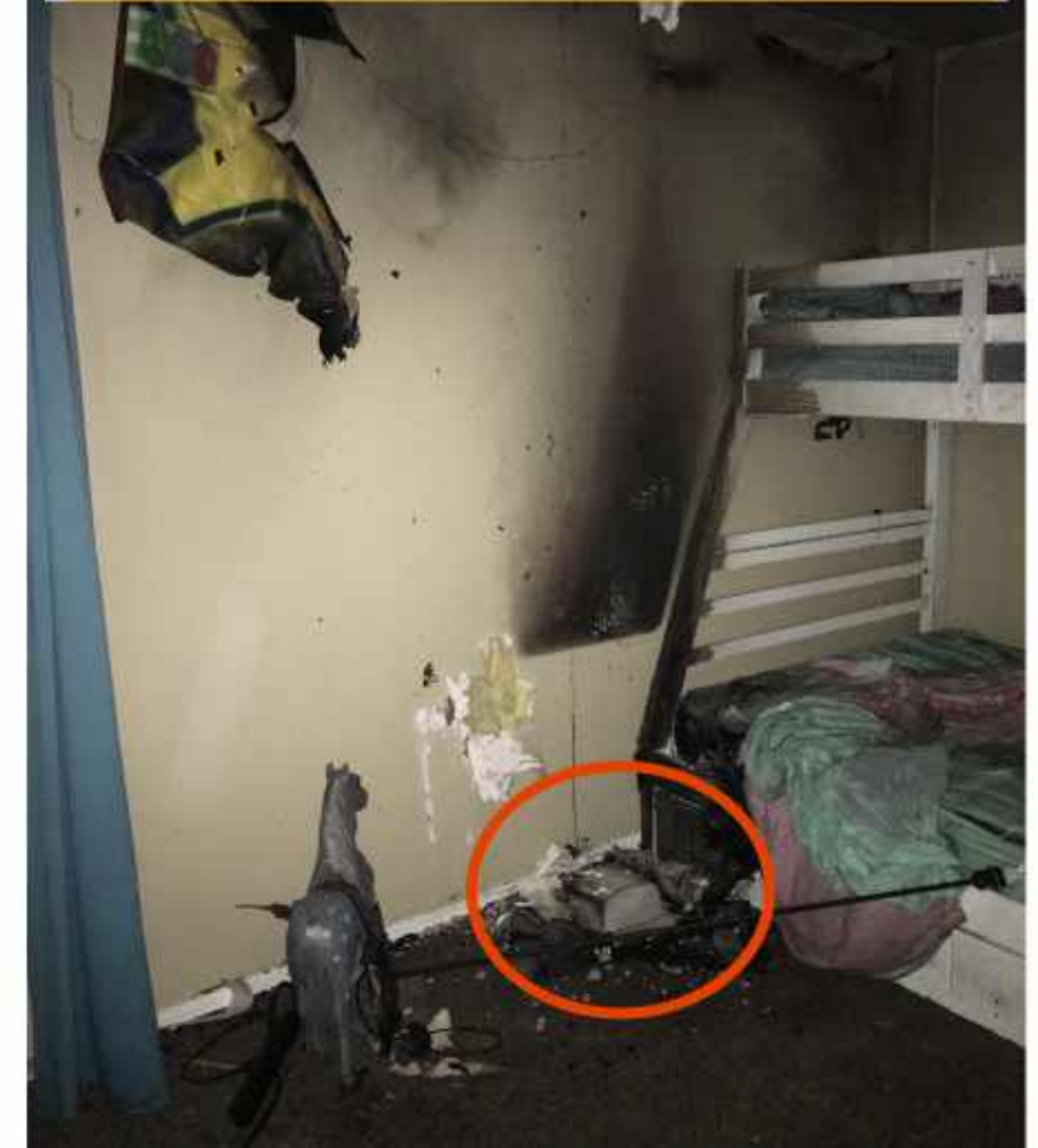
Install and maintain CO alarms to avoid the risk of CO poisoning



Pitch deck title

## FACT

Half of home heating fires are reported during the months of December, January, and February.





# Buzz's Monthly Report

Division Chief Buzz Lechowski

- **Fleet**
- **GIS**
- **IT/Telecom**
- **Peer Support**
- **EMS**





# Training and Development/ Wellness Report January 21<sup>st</sup> , 2025

division



## Training and development

- Sedona Live Fire Training X 3 Battalions (80 FF) 1<sup>st</sup> Time In SFD History
- 2025 Annual Training Plan Out
- OSHA Mandated Training Complete
- Captain PTB Evaluations



## Training planned

- Make-Up Driver Training For Operations 1/21
- B-Shift Annual Extrication 1/29
- 6-month PFF Evaluation x 1
- Captains Assessment Center / Feb.



## Wellness ACTIVITIES

- Repairs of Older Equipment in Process
- Annual Physicals
- Tracking of Injuries and Associated Costs On-Going (Prevention Measures Discussed)



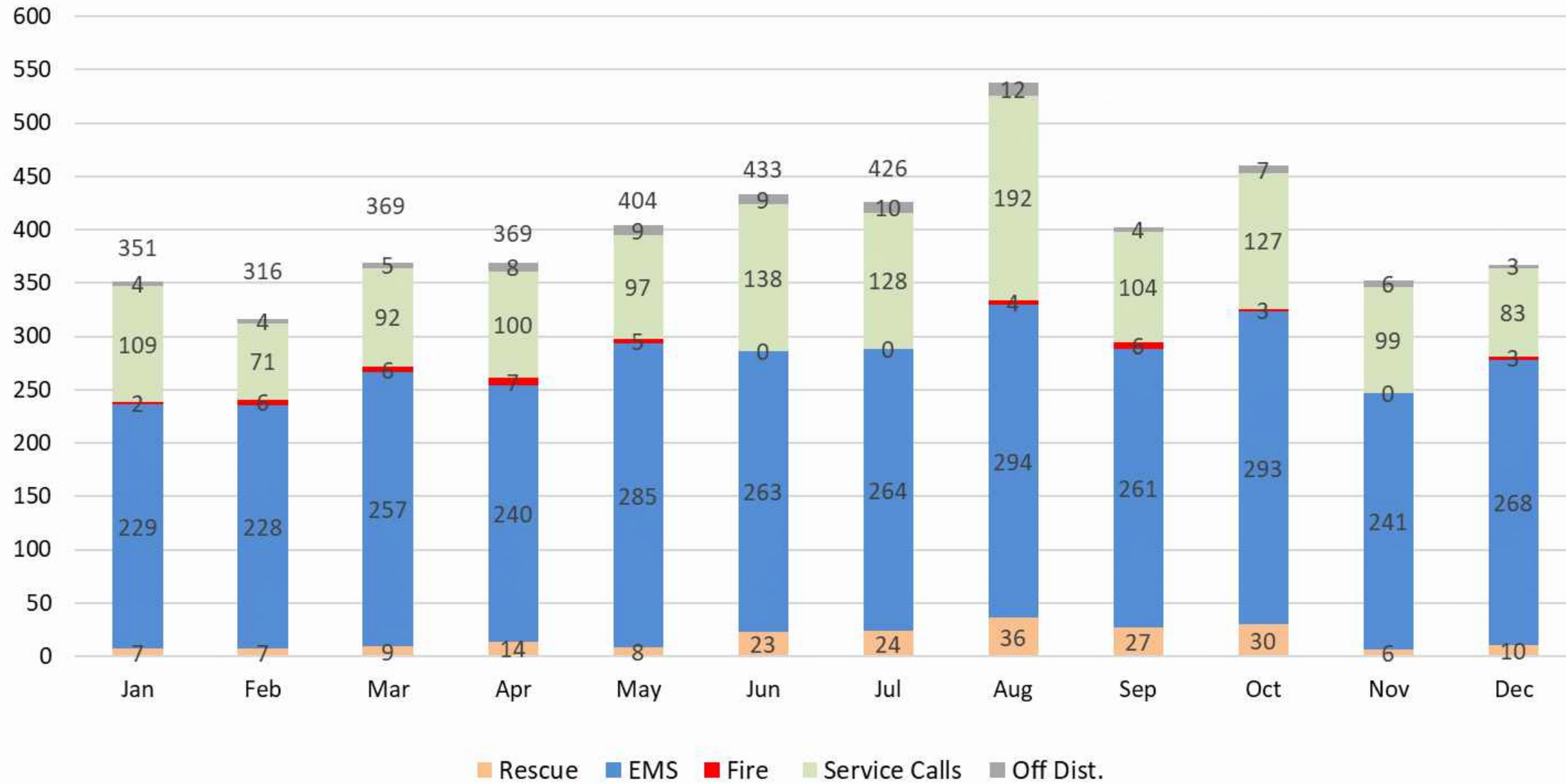
# Chief's Report





**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.**

2024 Monthly Incident Summary

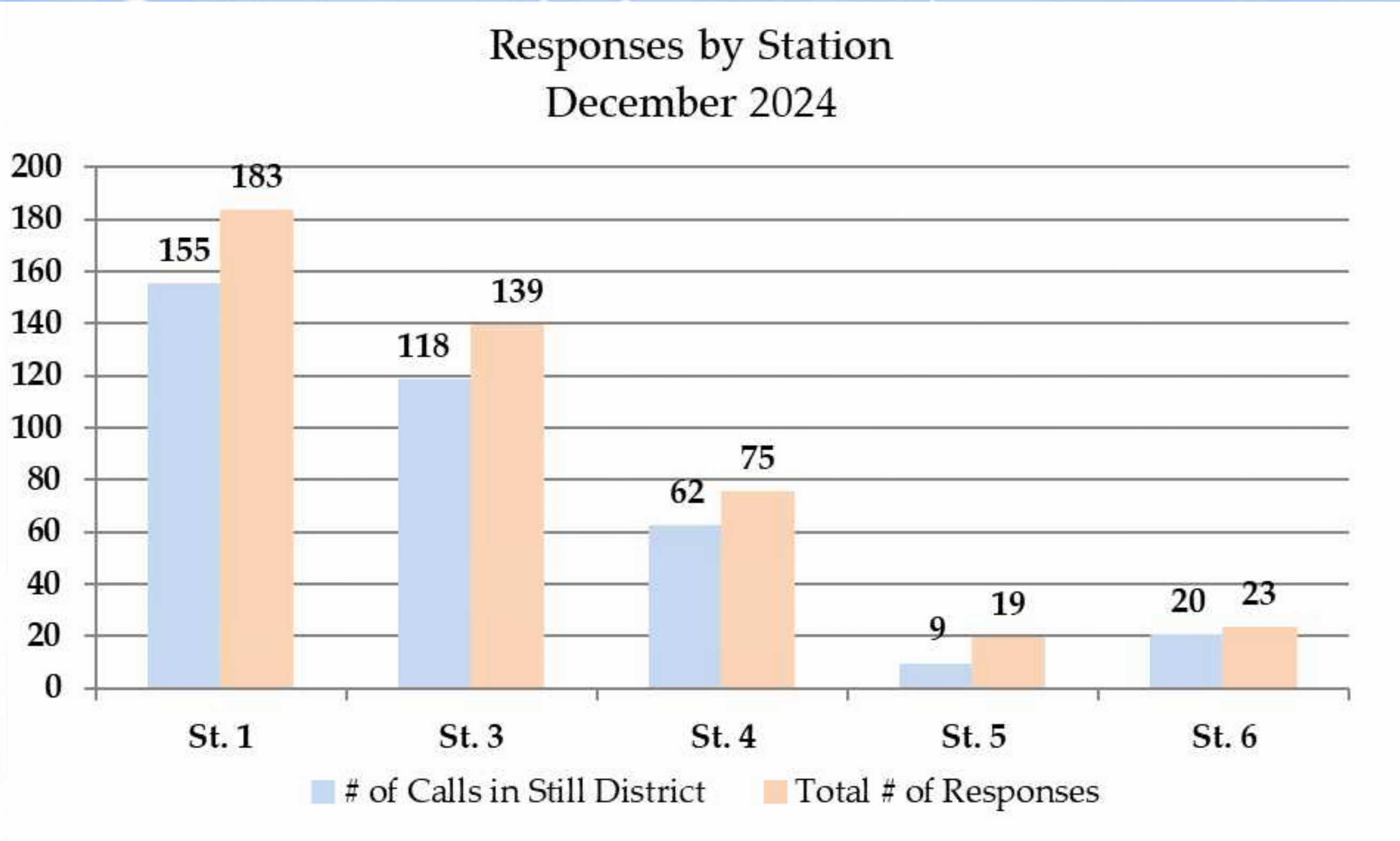


YTD Totals





**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.**





# December 2024

## Emergency Responses

Dispatch Handling Time	Turnout Time	Unit Travel Time	Total Response Time
Median of Dispatch Notified Al... <b>00m:40s</b>	Median Turnout Time <b>01m:45s</b>	Median Travel Time <b>03m:48s</b>	Median Total Response Time <b>06m:19s</b>
90th Percentile Dispatch Time <b>01m:15s</b>	90th Percentile Turnout Time <b>02m:46s</b>	90th Percentile Travel Time <b>10m:26s</b>	90th Percentile Total Response... <b>11m:33s</b>

## Specific Ambulance Times

Ambulance Total EMS Emergent Response Time	Total EMS Ambulance Road Time
Median Total Response Time <b>06m:11s</b>	Median Total EMS Ambulance Road Time <b>01h:26m:05s</b>
90th Percentile Total Response Time <b>11m:20s</b>	90th Percentile Total EMS Ambulance Road Time <b>02h:11m:18s</b>

# December 2023

## Emergency Responses

Dispatch Handling Time	Turnout Time	Unit Travel Time	Total Response Time
Median of Dispatch Notified Al... <b>00m:42s</b>	Median Turnout Time <b>01m:51s</b>	Median Travel Time <b>03m:42s</b>	Median Total Response Time <b>06m:26s</b>
90th Percentile Dispatch Time <b>01m:14s</b>	90th Percentile Turnout Time <b>03m:05s</b>	90th Percentile Travel Time <b>09m:21s</b>	90th Percentile Total Response... <b>10m:59s</b>

## Specific Ambulance Times

Ambulance Total EMS Emergent Response Time	Total EMS Ambulance Road Time
Median Total Response Time <b>06m:11s</b>	Median Total EMS Ambulance Road Time <b>01h:32m:34s</b>
90th Percentile Total Response Time <b>11m:20s</b>	90th Percentile Total EMS Ambulance Road Time <b>02h:38m:17s</b>



# Purchase Orders over \$10K

**12/16 Chapman Chevrolet \$62,690 Board Approved**

**12/16 Zebrascapes \$20,768 Landscaping**

**12/10 Lexipol \$12,829 Annual Licensing**

**12/3 Tower Engineering \$16,615 Drawings & Professionals Research**





# Community Thanks & Appreciation



*May your home be filled with the  
Love of Christmas.*

*We Thank each of you for your  
dedication and courage to watch  
over and protect us!*

*With Gratitude,  
Nancy, Jerry and Jason Showalter*

**Nancy, Jerry & Jason Showalter  
with \$200 donation**



Thank you for  
attending.

