

# Sedona Fire District

Governing Fire Board September 17, 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, September 17, 2024 / 4:30 PM

~ AGENDA ~

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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. STAFF RECOGNITION – BADGE PINNING

- A. Badge Pinning – Adam Deringer, Engineer

#### 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. August 20, 2024 Regular and Executive Session Meeting Minutes

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

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

D. Staff Items:

1. August 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 Chiefs 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

**IV. EXECUTIVE SESSION**

- A. Possible vote to go into Executive Session for real estate matters pursuant to ARS §38-431.03(A)(6)(7) and legal advice pursuant to ARS §38-431.03(A)(3) re: Joint City Council/Fire

Board meeting regarding land swap for Station 4 new construction. Question and answer session.

- B. Executive Session for personnel matters pursuant to ARS §38-431.03(A)(1) for discussion of materials provided for Chief's evaluation and discussion of Fire Chief's performance for the fiscal year (annual appraisal) and legal advice pursuant to ARS §38-431.03(A)(3) regarding same.

**V. RECONVENE TO PUBLIC SESSION**

- A. Discussion/Possible Action: Possible vote to approve and add annual appraisal to personnel file of Fire Chief as a result of Executive Session.
  
- E. Discussion/Possible Action: Possible approval BAC for stucco work at Station 1 in the amount of \$66,978.49 bid by Hale's Construction.
  
- F. Board Member Items:
  - 1. Discussion: Board Member's Fire District Related Activities Since the Last Board Meeting.

**VI. ADJOURNMENT**

# EMPLOYEE RECOGNITION BADGE PINNING



Adam Deringer

Promotion for Firefighter to Engineer

# Consent Agenda

- August 20, 2024 Regular and 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, August 20, 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 Dave Soto at 4:30 PM on Tuesday, August 20, 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 and Janet Jablow – Members  
Others Present: Fire Chief Ed Mezulis; Division Chief Jordan Baker; Deputy Fire Marshall Kirk Riddell; Finance Director Gabe Buldra, JVG; GIS Specialist Matthew Spinelli 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 fifteen Police Officers and six firefighters who have passed away since the previous Board Meeting.

### II. STAFF RECOGNITION

A. Taylor King – Five years of service

As the employee was not present, Chief Mezulis briefed the Board on recognition and Chair McNeal asked that the Chief pass along the Board appreciation for his hard work and dedication.

### II. 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: Third Quarter evaluation of Fire Chief's performance (Collaboration Rating).

Member Soto made the motion to go into Executive Session for the Fire Chief's evaluation, Member Jablow seconded the motion, there was no further discussion, and the vote was unanimous to approve.

Adjourn to Executive Session at 5:28 p.m.

### III. RECONVENE TO PUBLIC SESSION

A. Discussion/Possible Action: Board Feedback on Fire Chief's evaluation for Third Quarter, as discussed in Executive Session.

*Chair McNeal noted that she is pleased and happy with the Chief's progress on the outlined third quarter goals and welcomes the Board to provide feedback. Clerk Cooperman said that she is very pleased with how the*

*Chief is keeping the Board informed and advised him to “hang in there” on the slow movement of the progress of the other projects. Member Soto echoed that everything stated he agrees with prior statements and that the past quarter has shown the most movement in completing the set goals. Member Jablow thanked the Chief for all his hard work and for moving things along. Chair McNeal bookended the feedback, thanking the Chief for all the progress made and advising him to “keep moving forward.”*

#### **IV. 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. July 9, 2024, Regular Meeting Minutes
- 2.

*Clerk Cooperman made a motion to approve the July 9, 2024, minutes, as presented, Member Soto 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/July 2024 Finance Report

Finance Director Buldra briefed the Board on the June and July 2024 financial positions (June was not reported in July due to the earlier meeting date set to accommodate AFDA). Mr. Buldra noted that we closed the year in a very good cash position and June revenues were over what was estimated with spending being somewhat under what was budgeted, mostly from administrative positions that were not backfilled.

July is the new fiscal year and there is not a lot of activity right now. Revenue has been collected, mostly from delinquent tax revenues and for July the budget is approximately \$96K over estimated. Expenditures remain under budget by \$185K and we have been able to grow our cash position due to savings last fiscal year.

*There were no further questions, Member Soto made a motion to approve the June/July 2024 financial report as presented, Clerk Cooperman seconded. There was no further discussion, and the motion passed unanimously.*

##### **D. Staff Items:**

1. May 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 on a fire in Oregon and is on a blended remote assignment. SFD has one Type 3 engine prepositioned in Bakersfield, CA to assist with regular duties. The focus of the last month has been heavy recruitment with four new firefighters being offered conditional positions and a list of sixteen qualified candidates to draw from in the future. Chief Mezulis stated that these hires replaced both expected and unexpected openings on the floor. They will be pinned with their badges at the November Board meeting. The IT position has gone through one round of interviews, finding really qualified candidates. A conditional offer has been made for the HR clerk position, and the Mechanic opening may need to be revisited such as the former IT position was and retooled to assist in the certification path and let them learn on the job.

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

Deputy Fire Marshall Riddell briefed the Board on the plan numbers and challenges that are presenting. He thinks that things will begin to pick up this month and stay busy. He stated that there are a lot of sizeable homes being proposed on mountainsides and that is also leading to a lot of grading plans being executed. These are challenging situations that often do not account for fire truck access and turn-around space. Chief Mezulis stated that blasting on the uptown parking garage starts on Monday, with CRR having someone on-site. Marshall Riddell stated that due to the sheer numbers of attendees at the 4<sup>th</sup> of July festival, the city is having to revisit that event. Riddell briefed on upcoming events, one of which is the Desert Southwest CRR Conference, being held in Sedona and hosted by SFD. Chair McNeal asked if there was an agenda for that conference available and Riddell advised that it was still in progress. Chief Mezulis stated he would get her one as soon as it was finalized. Riddell then presented the Safety Message regarding outdoor burning.

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

Chief Mezulis reported that DC Lechowski is in Appleton, WI, on the final inspection of the two new fire engines that were ordered in Spring 2022. He stated that now the timeline for new engines is four years. Clerk Cooperman stated that capitalism should take care of the supply chain problem shortly, and new builders would begin business. Mezulis explained that while Pierce is expanding and trying to accommodate, it just is not happening at the rate they can keep up with demand. Chief Mezulis stated that the Type 6 engine should be nearing completion, as well, and we should be doing final inspections on that soon.

Chief Lechowski conducted a Minimum Company Standards drill for EMS response with Captain Rippy's parents acting as live patients. Feedback on that exercise has been phenomenal.

Chief Lechowski is also working on the Certificate of Necessity from the state, which has expired. The State has changed the processes and is working on developing more accurate maps.

Fleet is busy and Mike is also in Appleton, WI, assisting with the final inspection of the engine.

GIS Analyst Matthew Spinelli presented the Board with charts and maps outlining the frequency and locations of hike-outs, showing how adding latitude and longitude to the incident can drive data. Member Soto asked a question regarding how this would help us and would we then provide additional staffing on those days and times. Chief Mezulis reiterated that now that we have better tools, we can identify when things happen, but it goes beyond that and gives the ability to drill down further to analyze the problems and create helpful assists or solutions. Chair McNeal thanked Spinelli for his highly informative information.

- d. Preparedness & Training – Division Chief Jordan Baker

- i. Division Updates and Activities
- ii. Training Report

Division Chief Baker presented the Board with the Training and Preparedness report, stating that twenty-one assessment interviews had been conducted for new firefighters. State Fire school begins in September in Phoenix, AZ with five Ops personnel and 2 CRR personnel attending. Two personnel are now Fire Instructor II class certified. The 12-month test for the probationary firefighters hired last year has been completed, new class request forms are online and working well. Three personnel had their task books reviewed and approved for the Captain's testing in the Spring, and the first SFD Leadership Academy announcement has been released.

A Quarterly Newsletter for Wellness has been distributed, and a "lost-time" calendar has been created on the dashboard, fueling the competitive spirit between shifts, and tracking days since a lost-time accident. Ready Rebound rollout is next week. This is a recorded functional movement screening for all employees and will be set up at Station 4 for three days. The gyms have been reworked to get equipment off the floor and reduce strains and injuries while working out. DC Baker stated that his goal continues to be building depth in positions for future leadership roles.

- 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, purchase orders over \$10K, and thank you's received from the community. His briefing was short as he covered most of the information in his Executive Session briefing for the Board. He did state that as we are spending more time on the road with transports, the travel time bumps up.

E. Discussion/Possible Action: Discussion and possible approval/signing: State Mutual Aid Compact.

Chief Mezulis stated that the contract has expired, but this is the same agreement that we have signed and worked under for years. The agreement covers our neighbors and other Districts statewide for assistance in emergent conditions. There are provisions for requesting, payment, etc. Member Soto asked if this was a 10-year agreement and said it had come up last year. Chief Mezulis stated that at that time it was being retooled and refreshed and now it was available for signature.

*Chair McNeal made a motion to approve and sign the State Aid Compact, Clerk Cooperman seconded. There was no further discussion, and the motion passed unanimously.*

F. Discussion/Possible Action: Board discussion regarding Sedona Fire District Wage and Benefits philosophy.

Chief Mezulis asked the Board to consider their philosophy regarding the wages and benefits, stating that he understood that there were many questions about the July presentation of the wage study. He said that over the years, there have been many philosophies about wages and benefits, and he would like to know what this Board's thoughts and ideas are. He asked that they provide direction so that going into Meet & Confer he will have an idea of where he can bargain from. Member Soto stated that retention is a key factor and if we are not competitive, then staff will leave. Chief Mezulis stated that there are further complexities to the problem, but yes, that was a concern. Soto followed up by asking if the data could be provided on a per rank basis as to how many have left and for what reason. Chief Mezulis said that one of the problems that he has with labor and management working together is what agencies are comparable to look at to compare against. He would like to know where the Board stands on their views of what is comparable. Clerk Cooperman appreciated the Chief asking and stated that the Board did not get the correct information from the wage study briefing in July.

She feels that SFD should be in the 80<sup>th</sup> percentile of top pay and would like to see where we rank with other districts. She does not want people to leave because of salary. Member Jablow stated that she does not want people to walk out the door with the training that we gave them. Chair McNeal asked that we find out why we have lost people over the last 5 years and where they went. She felt we should be comparable with Phoenix fire because of the number of our staff who live in Phoenix, and she agrees with Clerk Cooperman to the 75-80<sup>th</sup> percentile but wants to see the data around it. Chief Mezulis stated that gives him a good starting point with labor and he can work with Keona Freeman in HR regarding exit interviews to extrapolate the data possible without compromising any HR requirements.

G. Board Member Items:

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

Janet Jablow – Nothing to report.

Dave Soto – Member Soto continues to work with Yavapai County Firewise, and closer and closer with Fire Marshall Booth. Yavapai County Firewise is moving closer and closer into our area. He will be Chair of that group.

Corrie Cooperman- Clerk Cooperman attended AFDA and learned that the Board is mandated to participate in the wage study. She also had a one-on-one with the Fire Chief.

Helen McNeal – McNeal has had many conversations with the Chief, attended AFDA and learned that CRR has an impact on increase of retention. She is working on the Board handbook to be brought back to the Board in September, along with a Board orientation for November. She visited Station 3 with a visitor from Iowa and stated that the crew did a great job showing them around and talking to her visitor.

Dave Soto attended the celebration of life for Gene McCarthy and the internment at the Veteran's cemetery in Belmont, AZ. He said it was a lovely ceremony, the grounds are beautiful, and he thinks Gene would like it there.

## VI. ADJOURNMENT

Chair McNeal adjourned the meeting at 6:48 p.m.

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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.*



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## Sedona Fire District Monthly Financial Report

### Monthly Financial Report – August 2024

Attached are the following for your information and review:

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

#### Key points:

- Total Revenue for August is \$465,578 which is \$84,418 over budget.
  - Tax Revenue for August is \$23,486 which is \$5,036 under budget.
  - Non-Tax Revenue for August is \$442,092, which is \$89,454 over budget.
    - Ambulance revenue is under budget by \$28,802.
    - Non-District Fire revenue is under budget by \$34,220.
    - Interest revenue is over budget \$159,540.
- Total Expense for August is \$1,847,724 which is \$135,290 under budget.
  - Personnel costs are under budget \$89,454, driven by less than anticipated wages and associated costs.
  - Vehicles & Equipment is under budget \$18,440, driven by timing of equipment and maintenance.
- Year-To-Date Revenue for August is \$989,755, which is \$180,561 over budget.
- Year-To-Date Expenses for August is \$3,863,678 which is \$320,593 under budget.

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

09/12/24  
Accrual Basis

	Aug 31, 24	Aug 31, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000 · Bill.com Money Out Clearing	0.00	242.63	-242.63
1010 · Capital Reserves Fund	4,887,587.23	3,604,541.85	1,283,045.38
1050 · Chase - Operating Account	292,943.22	320,537.89	-27,594.67
1060 · Chase - Payroll Account	683,353.39	490,622.90	192,730.49
1070 · County General Fund	9,737,827.60	7,514,131.90	2,223,695.70
<b>Total Checking/Savings</b>	<b>15,601,711.44</b>	<b>11,930,077.17</b>	<b>3,671,634.27</b>
<b>Accounts Receivable</b>			
1200 · Accounts Receivable*	92,984.38	-9,292.98	102,277.36
1202 · Ambulance Billings Receivable	579,023.69	563,332.92	15,690.77
1206 · Property Tax - Receivable	276,174.18	294,100.87	-17,926.69
1270 · Lease Receivables	835,305.00	835,305.00	0.00
<b>Total Accounts Receivable</b>	<b>1,783,487.25</b>	<b>1,683,445.81</b>	<b>100,041.44</b>
<b>Other Current Assets</b>			
12000 · Undeposited Funds	0.00	1,127,052.98	-1,127,052.98
1320 · Prepaid Expenses	40,578.49	114,747.69	-74,169.20
<b>Total Other Current Assets</b>	<b>40,578.49</b>	<b>1,241,800.67</b>	<b>-1,201,222.18</b>
<b>Total Current Assets</b>	<b>17,425,777.18</b>	<b>14,855,323.65</b>	<b>2,570,453.53</b>
<b>Fixed Assets</b>			
1400 · Accumulated Depreciation	-15,285,043.75	-15,285,043.75	0.00
1410 · Building and Other Improvements	9,419,074.30	9,287,801.64	131,272.66
1411 · Construction in Progress	95,789.20	0.00	95,789.20
1412 · Furniture and Equipment	7,269,902.69	7,038,915.73	230,986.96
1413 · Land	2,054,578.48	2,054,578.48	0.00
1414 · Vehicles	7,722,775.63	7,701,601.60	21,174.03
1450 · CIP	1,512,768.77	1,512,768.77	0.00
<b>1470 · Right to Use Asset</b>			
1401 · Accum Depreci- Right to Use	-34,383.00	-34,383.00	0.00
1470 · Right to Use Asset - Other	119,624.00	119,624.00	0.00
<b>Total 1470 · Right to Use Asset</b>	<b>85,241.00</b>	<b>85,241.00</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>12,875,086.32</b>	<b>12,395,863.47</b>	<b>479,222.85</b>
<b>Other Assets</b>			
1500 · Defer Outflows of Rsrcs - ASRS	210,737.00	210,737.00	0.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,743,953.00	9,743,953.00	0.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	293,325.00	293,325.00	0.00
1520 · Defer Outflows - PSPRS OPEB	89,576.00	89,576.00	0.00
1525 · Defer Outflows PSPRS OPEB Tr 3	3,257.00	3,257.00	0.00
1530 · Defer Outflows - ASRS OPEB	5,554.00	5,554.00	0.00
1540 · Risk Pool Capitalization	231,080.00	173,310.00	57,770.00
1815 · Net Pension Asset - PSPRS Tr 3	35,355.00	35,355.00	0.00
1825 · Net Pension Asset PSPRS OPEB	7,775.00	7,775.00	0.00
1830 · Net Pension Asset ASRS OPEB	46,043.00	46,043.00	0.00
<b>Total Other Assets</b>	<b>10,666,655.00</b>	<b>10,608,885.00</b>	<b>57,770.00</b>
<b>TOTAL ASSETS</b>	<b>40,967,518.50</b>	<b>37,860,072.12</b>	<b>3,107,446.38</b>

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

09/12/24

Accrual Basis

	Aug 31, 24	Aug 31, 23	\$ Change
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	29,600.13	216,441.19	-186,841.06
<b>Total Accounts Payable</b>	29,600.13	216,441.19	-186,841.06
<b>Credit Cards</b>			
2003 · National Bank of Arizona Credit	48,338.09	39,744.57	8,593.52
<b>Total Credit Cards</b>	48,338.09	39,744.57	8,593.52
<b>Other Current Liabilities</b>			
2010 · Accrued Employee Leave	1,513,232.61	1,567,702.29	-54,469.68
2011 · Accrued Payroll	313,580.31	230,405.10	83,175.21
2014 · Defer Inflows of Rsrcs - ASRS	159,774.00	159,774.00	0.00
2015 · Defer Inflows of Rsrcs - PSPRS	1,915,187.00	1,915,187.00	0.00
2018 · HSA Deduction	0.00	-945.78	945.78
2019 · Insurance Premium Liabilities	0.00	214,787.88	-214,787.88
2021 · Payroll Liabilities	-22.50	-757.00	734.50
2022 · Retirement Payable	14,880.35	123,613.37	-108,733.02
2025 · Workers Compensation Liability	0.00	531.72	-531.72
2049 · Defer Inflows of Rsrcs PSPRS T3	8,792.00	8,792.00	0.00
2050 · Defer Inflows OPEB PSPRS	117,288.00	117,288.00	0.00
2051 · Defer Inflows OPEB ASRS	30,171.00	30,171.00	0.00
2054 · Defer Inflows PSPRS OPEB TR3	661.00	661.00	0.00
2070 · Defer Inflow related to Leases	825,154.00	825,154.00	0.00
<b>Total Other Current Liabilities</b>	4,898,697.77	5,192,364.58	-293,666.81
<b>Total Current Liabilities</b>	4,976,635.99	5,448,550.34	-471,914.35
<b>Long Term Liabilities</b>			
2052 · Net Pension Liab OPEB PSPRS	161,554.00	161,554.00	0.00
2053 · Net Pension Liab OPEB ASRS	750.00	750.00	0.00
2201 · Net Pension Liability - ASRS	1,313,939.00	1,313,939.00	0.00
2202 · Net Pension Liability - PSPRS	26,242,437.00	26,242,437.00	0.00
2270 · Lease Liability	87,343.00	87,343.00	0.00
<b>Total Long Term Liabilities</b>	27,806,023.00	27,806,023.00	0.00
<b>Total Liabilities</b>	32,782,658.99	33,254,573.34	-471,914.35
<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	8,334,080.32	4,745,194.57	3,588,885.75
Net Income	-2,873,923.09	-2,864,398.07	-9,525.02
<b>Total Equity</b>	8,184,859.51	4,605,498.78	3,579,360.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>40,967,518.50</b>	<b>37,860,072.12</b>	<b>3,107,446.38</b>

**Sedona Fire District**  
**Summary of Reconciled Cash Balances**  
 Period Ending 08/31/2024

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	<u>8/31/2024</u>	<u>8/31/2024</u>	<u>8/31/2024</u>	<u>8/31/2024</u>
<b>Beginning Balance</b>	11,512,907.54	4,834,246.58	326,227.79	631,848.41
<b>Cleared Transactions</b>				
Checks and Payments	(1,940,051.53)	-	(845,294.54)	(1,848,495.02)
Deposits and Credits	175,012.81	53,340.65	812,009.97	1,900,000.00
<b>Total Cleared Transactions</b>	<u>(1,765,038.72)</u>	<u>53,340.65</u>	<u>(33,284.57)</u>	<u>51,504.98</u>
<b>Cleared Balance</b>	<u><u>9,747,868.82</u></u>	<u><u>4,887,587.23</u></u>	<u><u>292,943.22</u></u>	<u><u>683,353.39</u></u>
<b>Uncleared Transactions</b>				
Checks and Payments	(18,546.65)	-	-	-
Deposits and Credits	8,505.43	-	-	-
<b>Total Uncleared Transactions</b>	<u>(10,041.22)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Register Balance as of 08/31/2024</b>	<u><u>9,737,827.60</u></u>	<u><u>4,887,587.23</u></u>	<u><u>292,943.22</u></u>	<u><u>683,353.39</u></u>

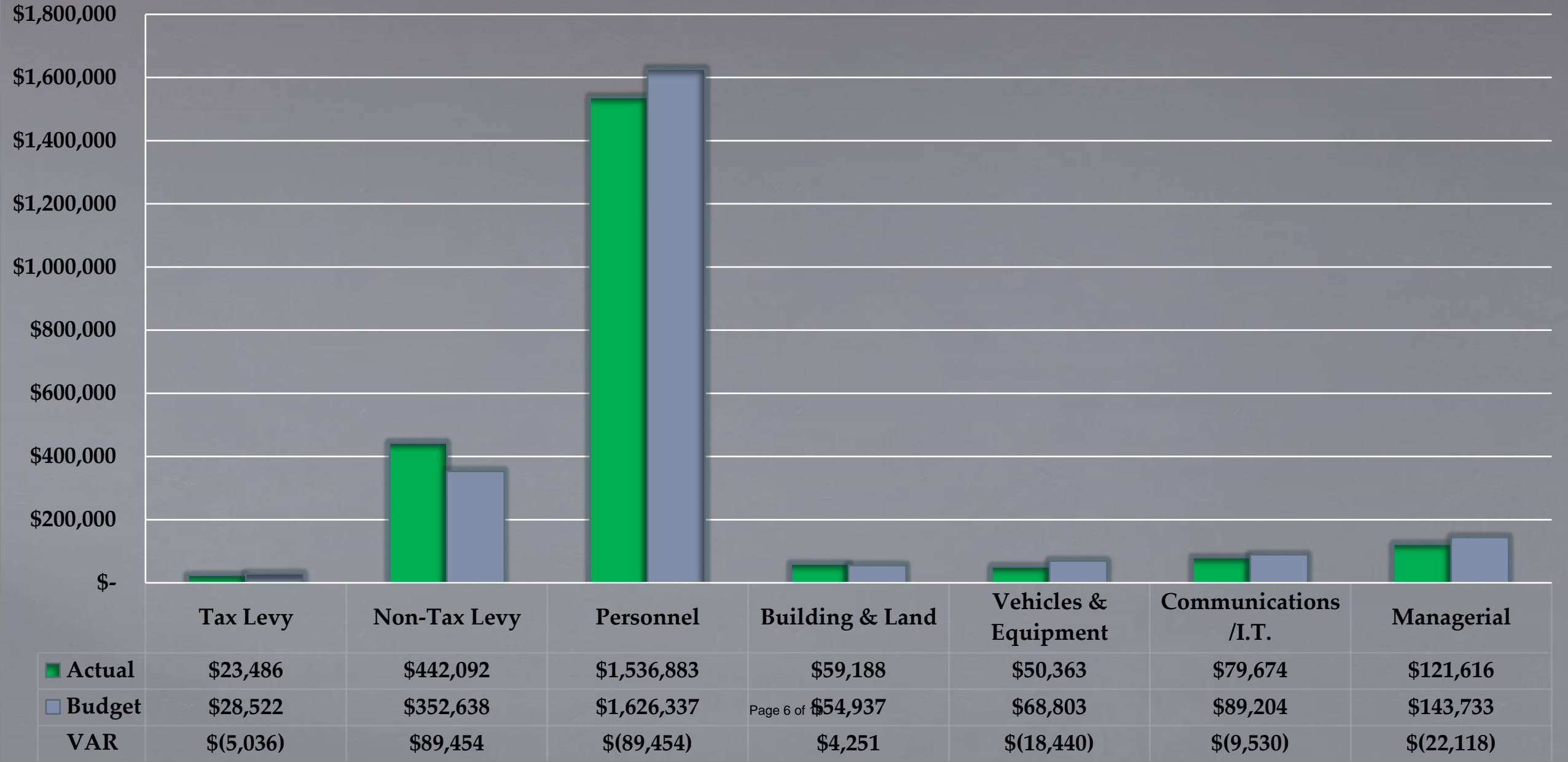


09/11/24  
 Accrual Basis

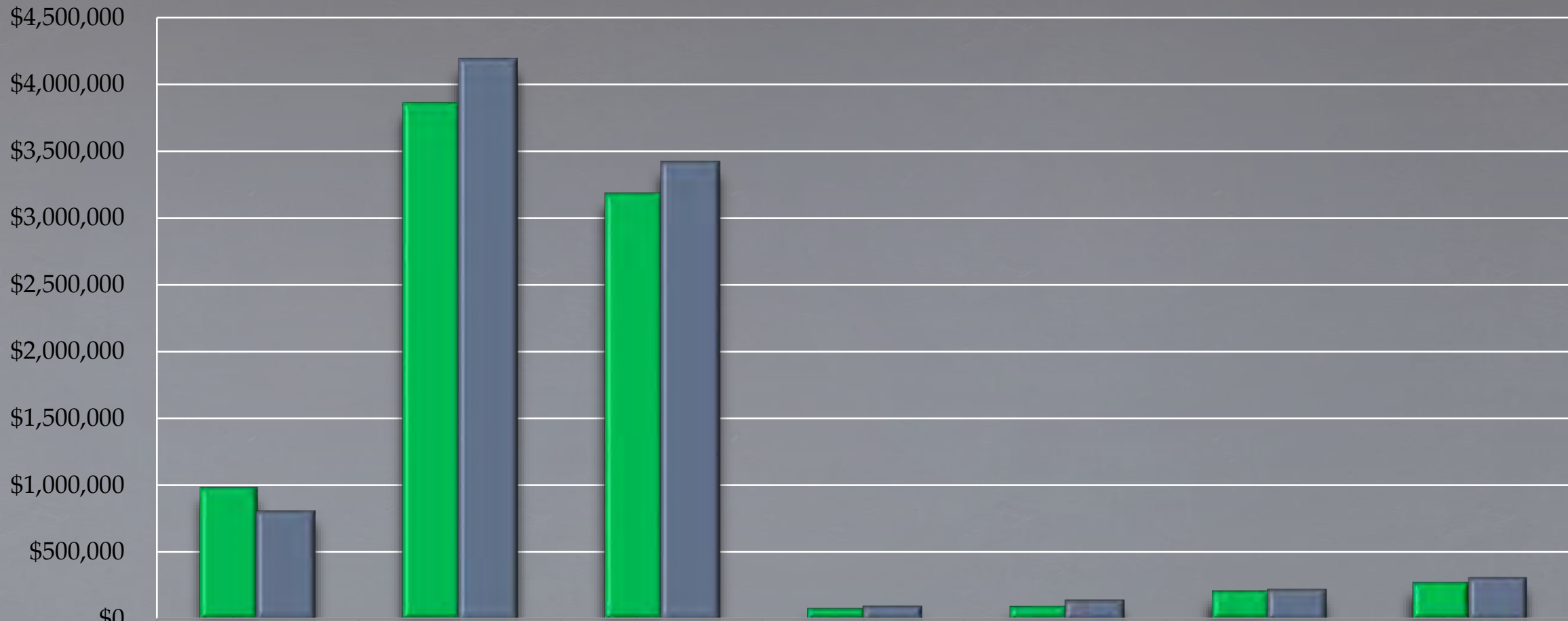
## Sedona Fire District Profit & Loss Budget Performance August 2024

	Aug 24	Budget	\$ Over Budget	Jul - Aug 24	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>4001 · Tax Levy Revenue</b>	23,486.48	28,522.00	-5,035.52	99,572.41	119,918.00	-20,345.59	20,800,436.00
<b>4100 · Non-Tax Levy Revenue</b>	442,091.89	352,638.00	89,453.89	890,182.80	689,276.00	200,906.80	3,639,645.00
<b>Total Income</b>	465,578.37	381,160.00	84,418.37	989,755.21	809,194.00	180,561.21	24,440,081.00
<b>Gross Profit</b>	465,578.37	381,160.00	84,418.37	989,755.21	809,194.00	180,561.21	24,440,081.00
<b>Expense</b>							
<b>5001 · Personnel Cost</b>	1,536,883.46	1,626,337.00	-89,453.54	3,188,175.58	3,417,463.00	-229,287.42	19,138,347.00
<b>6001 · Building &amp; Land</b>	59,187.78	54,937.00	4,250.78	83,937.92	94,874.00	-10,936.08	475,750.00
<b>6101 · Vehicles &amp; Equipment</b>	50,362.81	68,803.00	-18,440.19	98,892.78	140,606.00	-41,713.22	812,635.00
<b>6300 · Communications</b>	79,674.39	89,204.00	-9,529.61	214,954.33	222,044.00	-7,089.67	1,114,066.00
<b>6401 · Meetings, Travel &amp; Training</b>	36,531.58	47,530.00	-10,998.42	75,302.63	95,060.00	-19,757.37	498,291.00
<b>7001 · Managerial Cost</b>	85,083.92	96,203.00	-11,119.08	202,415.06	214,224.00	-11,808.94	881,608.00
<b>Total Expense</b>	1,847,723.94	1,983,014.00	-135,290.06	3,863,678.30	4,184,271.00	-320,592.70	22,920,697.00
<b>Net Ordinary Income</b>	-1,382,145.57	-1,601,854.00	219,708.43	-2,873,923.09	-3,375,077.00	501,153.91	1,519,384.00
<b>Net Income</b>	<b>-1,382,145.57</b>	<b>-1,601,854.00</b>	<b>219,708.43</b>	<b>-2,873,923.09</b>	<b>-3,375,077.00</b>	<b>501,153.91</b>	<b>1,519,384.00</b>

# August 2024



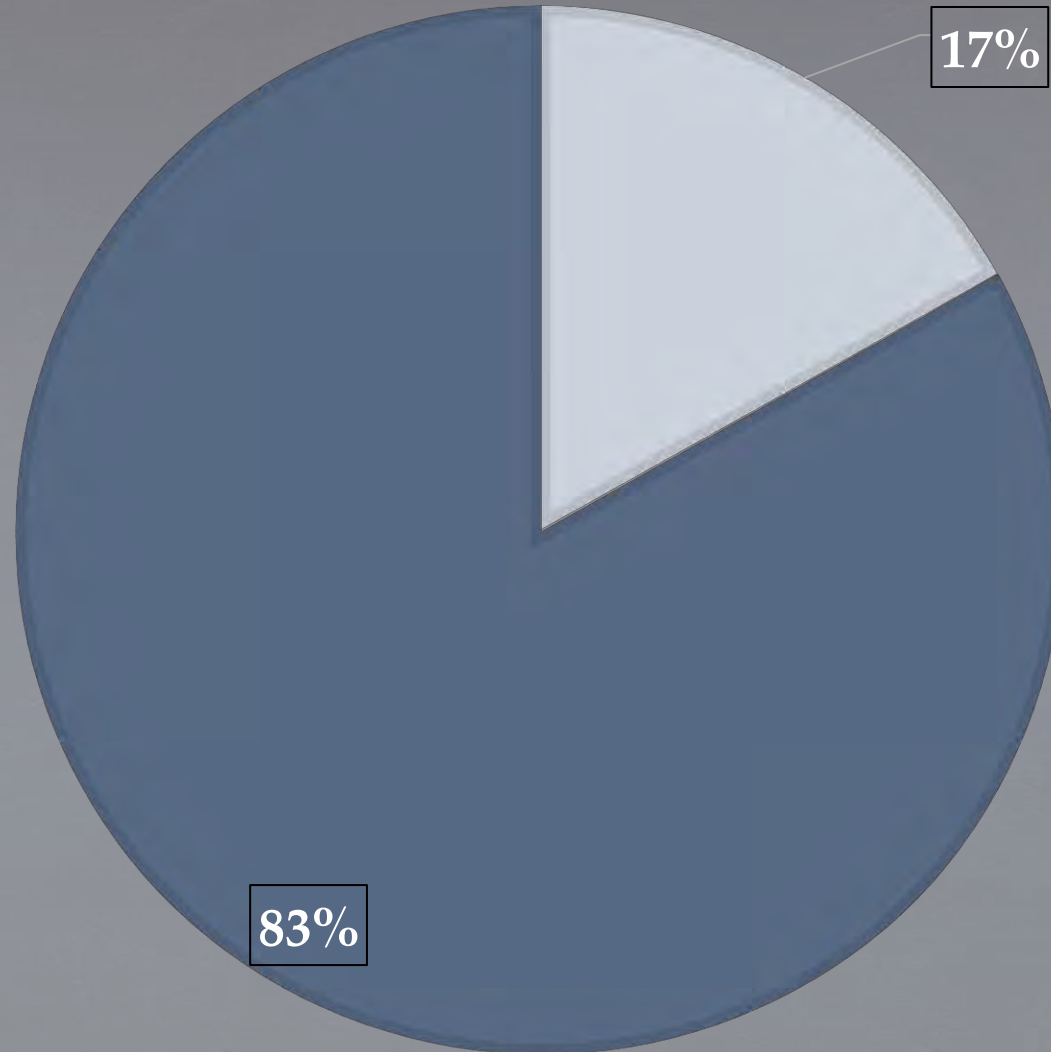
# Fiscal Year to Date Budget to Actual



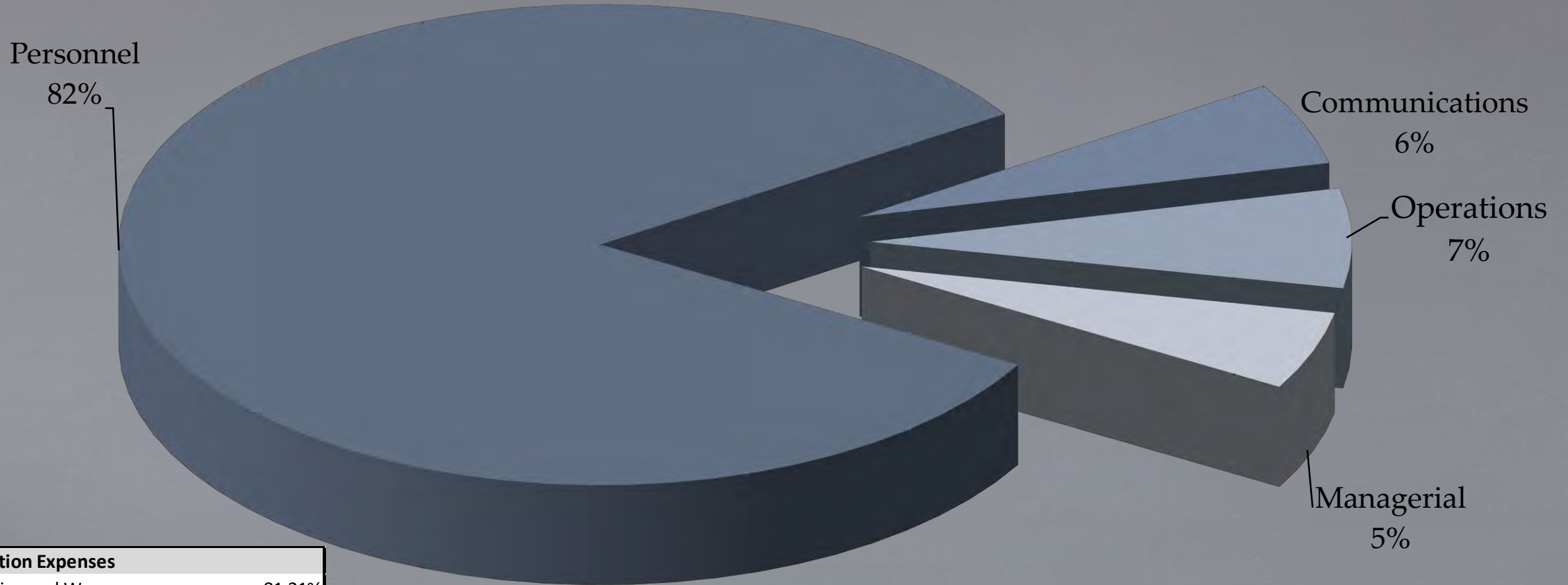
Actual	\$989,755	\$3,863,678	\$3,188,176	\$83,938	\$98,893	\$214,954	\$277,718
Budget	\$809,194	\$4,184,271	\$3,417,463	\$94,874	\$140,606	\$222,044	\$309,284
Budget to Actual Var	\$180,561	(320,593)	(229,287)	(10,936)	(41,713)	(7,090)	(31,566)

# YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

Actual YTD Budget Remaining

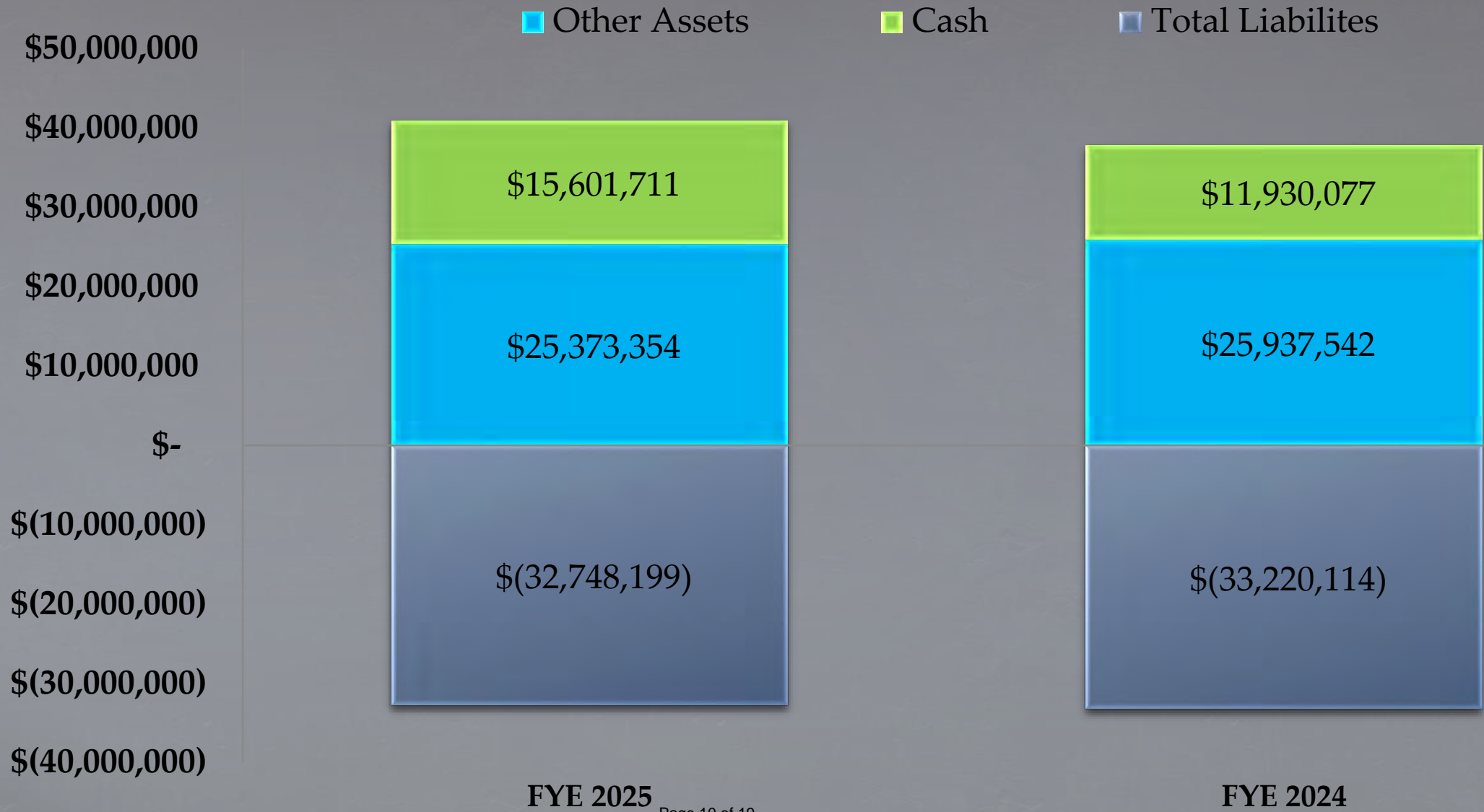


# Percentage of Expenses Year to Date



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

# Cash Position



Recorded Fixed Asset purchases:

Account Number	Account Name	Amount	Description of Asset
1411	Construction in Progress	\$10,083.07	Multi-purpose room A/V upgrade
1412	Furniture & Equipment	\$32,032.26	4x50' Nitrile Hoses for Type 1 Engine (Qty: 54)
	<b>TOTAL</b>	<b>\$42,115.33</b>	

Recorded Fixed Asset Disposals:

Account Number	Account Name	Amount	Description of Asset

division  
updates

August  
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

Division Chief - Dori Booth



## ❖ Notable Events and Projects

- ❖ Camp Twilight Girl Scout Camp
- ❖ 1 Car Seat Installations/Checks
- ❖ 1 Fire Extinguisher Training

## ❖ Upcoming Events

- ❖ Fire Prevention Week (10/5 -10/13)
- ❖ October 5 – Verde Valley Regional Fire Prevention Week Kickoff
- ❖ October 12 – Smoke Alarm Walk at Sedona Shadows Community
- ❖ Desert Southwest CRR Conference
  - ❖ October 7-9, 2024, Sedona Fire



# Safety Message – Smoke Alarms, Working for You

- Install smoke alarms in every bedroom, outside each separate sleeping area (like a hallway), and on each level (including the basement)
- Test smoke alarms at least once a month by pushing the test button.
- Replace all smoke alarms when they are 10 years old or stop responding when tested
- **Fire moves fast. You and your family may have less than two minutes to get out safely once the smoke alarm sounds.**



**VERDE VALLEY  
REGIONAL  
FIRE PREVENTION DAY  
SATURDAY**

**OCTOBER 5, 2024**  
9:00 AM - 1:00 PM  
VERDE VALLEY FAIRGROUNDS  
800 EAST CHERRY STREET  
COTTONWOOD, AZ, 86326

**FIRE SAFETY ACTIVITIES  
FOR CHILDREN AND ADULTS**

**FREE  
ENTRY**

**JOIN US FOR**  
GAMES, FREE HAMBURGERS / HOTDOGS (10:30 AM - 1:00 PM),  
FIRE ENGINES, CAR SEAT CHECKS, DISPLAYS & SAFETY  
INFORMATION FOR THE WHOLE FAMILY!

HOSTED BY:      

TOGETHER LET'S BUILD A RESILIENT COMMUNITY! BE PREPARED, BE SAFE.

# FTE

Division chief buzz lechowski

- **FLEET**
- **IT & TELECOM**
- **EMS**
- **OTHER PROGRAM UPDATES**
  - **GIS**
  - **BEHAVIORAL HEALTH**

# **TRAINING AND DEVELOPMENT UPDATE**

## **Suppression Training:**

- **State Fire School**
- **Leadership Academy X 13 beginning 09/23**
- **New Hire Orientation X 5 Beginning 10/15**
- **Planning Stages - Annual Drivers Training Nov. / Dec.**
- **Airport Aircraft Familiarization November**
- **OSHA Mandated Training Ongoing**
- **Probationary FF 12- Month Evaluations Begin 09/30**

## **Wellness Training:**

- **Ready Rebound Assessment X 70**
- **Station #4 Fitness Center Update**
- **Wellness Committee X 4**

**DIVISION CHIEF  
JORDAN BAKER**



fire chief's

report

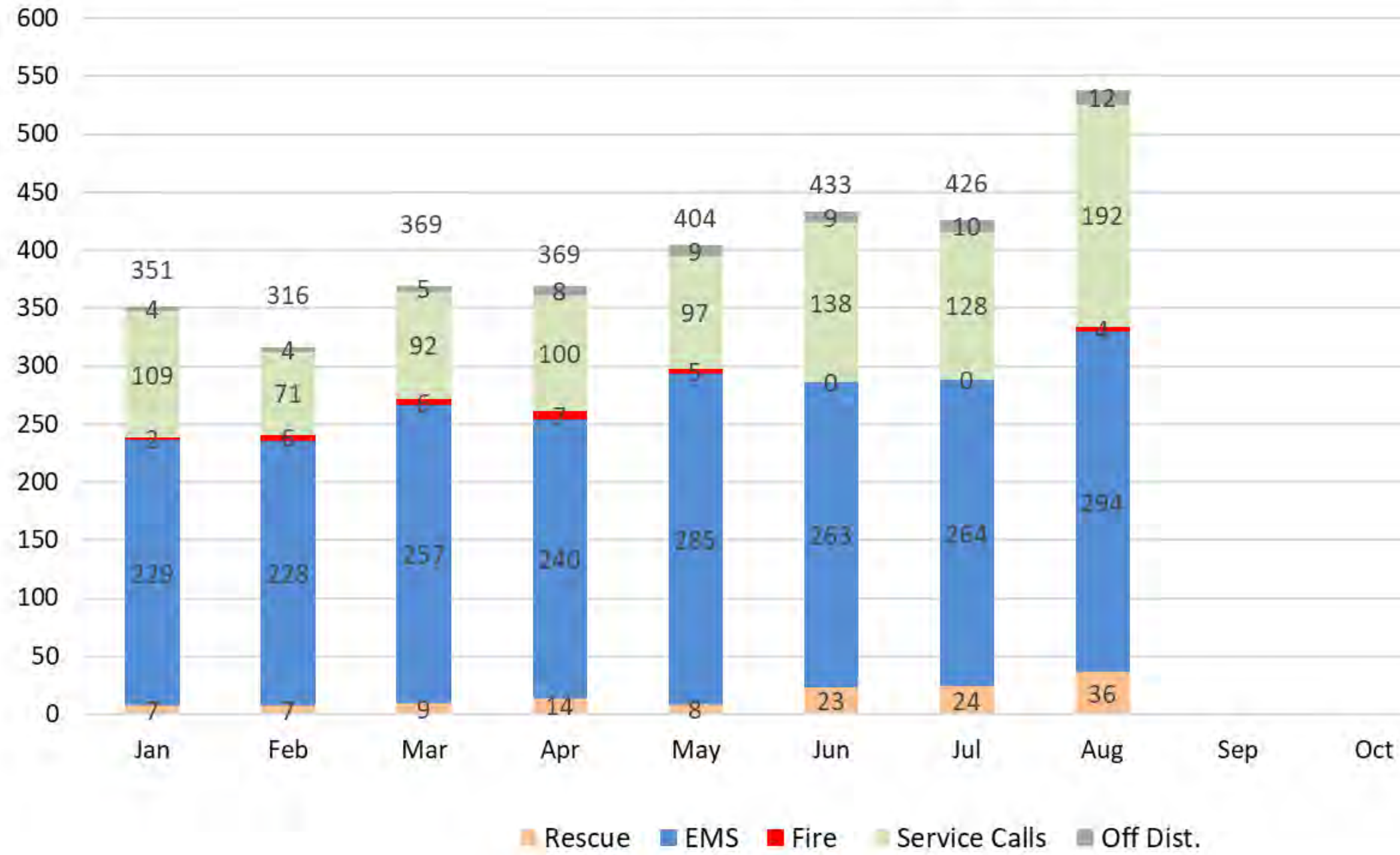
chief ed mezulis

September 2024



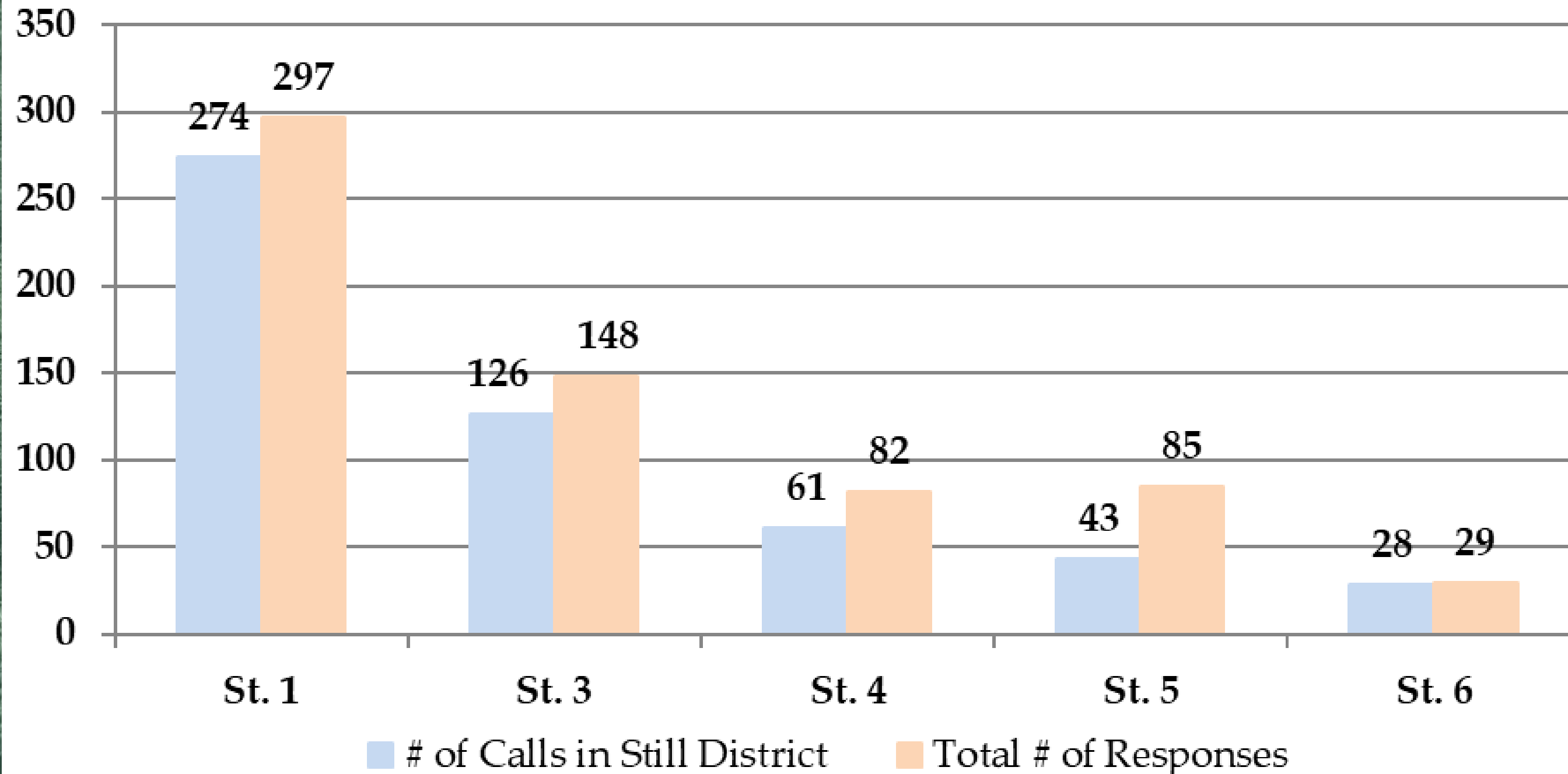
THE INCIDENT SUMMARY PROVIDES AN OVERVIEW OF THE NUMBER OF CALLS FOR EACH MONTH AND THE TYPE OF INCIDENTS. A YEAR-TO-DATE COMPARISON OF THE PRIOR YEAR IS PROVIDED TO VIEW HOW SFD'S CALLS ARE TRENDING FROM THE YEAR PRIOR

2024 Monthly Incident Summary



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.

Responses by Station  
August 2024





## Emergency Responses

Dispatch Handling Time	Turnout Time	Unit Travel Time	Total Response Time
Median of Dispatch Notified Alarm H... <b>00m:41s</b>	Median Turnout Time <b>01m:43s</b>	Median Travel Time <b>04m:08s</b>	Median Total Response Time <b>06m:40s</b>
90th Percentile Dispatch Time <b>01m:37s</b>	90th Percentile Turnout Time <b>02m:38s</b>	90th Percentile Travel Time <b>12m:38s</b>	90th Percentile Total Response Time <b>13m:29s</b>

## Specific Ambulance Times

Ambulance Total EMS Emergent Response Time	Total EMS Ambulance Road Time
Median Total Response Time <b>06m:25s</b>	Median Total EMS Ambulance Road Time <b>01h:16m:59s</b>
90th Percentile Total Response Time <b>13m:04s</b>	90th Percentile Total EMS Ambulance Road Time <b>02h:21m:28s</b>

202  
4

## Emergency Responses

Dispatch Handling Time	Turnout Time	Unit Travel Time	Total Response Time
Median of Dispatch Notified A... <b>00m:42s</b>	Median Turnout Time <b>01m:46s</b>	Median Travel Time <b>03m:57s</b>	Median Total Response Time <b>06m:22s</b>
90th Percentile Dispatch Time <b>01m:21s</b>	90th Percentile Turnout Time <b>02m:40s</b>	90th Percentile Travel Time <b>10m:19s</b>	90th Percentile Total Respons... <b>11m:23s</b>

## Specific Ambulance Times

Ambulance Total EMS Emergent Response Time	Total EMS Ambulance Road Time
Median Total Response Time <b>06m:30s</b>	Median Total EMS Ambulance Road Time <b>01h:22m:35s</b>
90th Percentile Total Response Time <b>11m:21s</b>	90th Percentile Total EMS Ambulance Road Time <b>02h:29m:00s</b>

202  
3

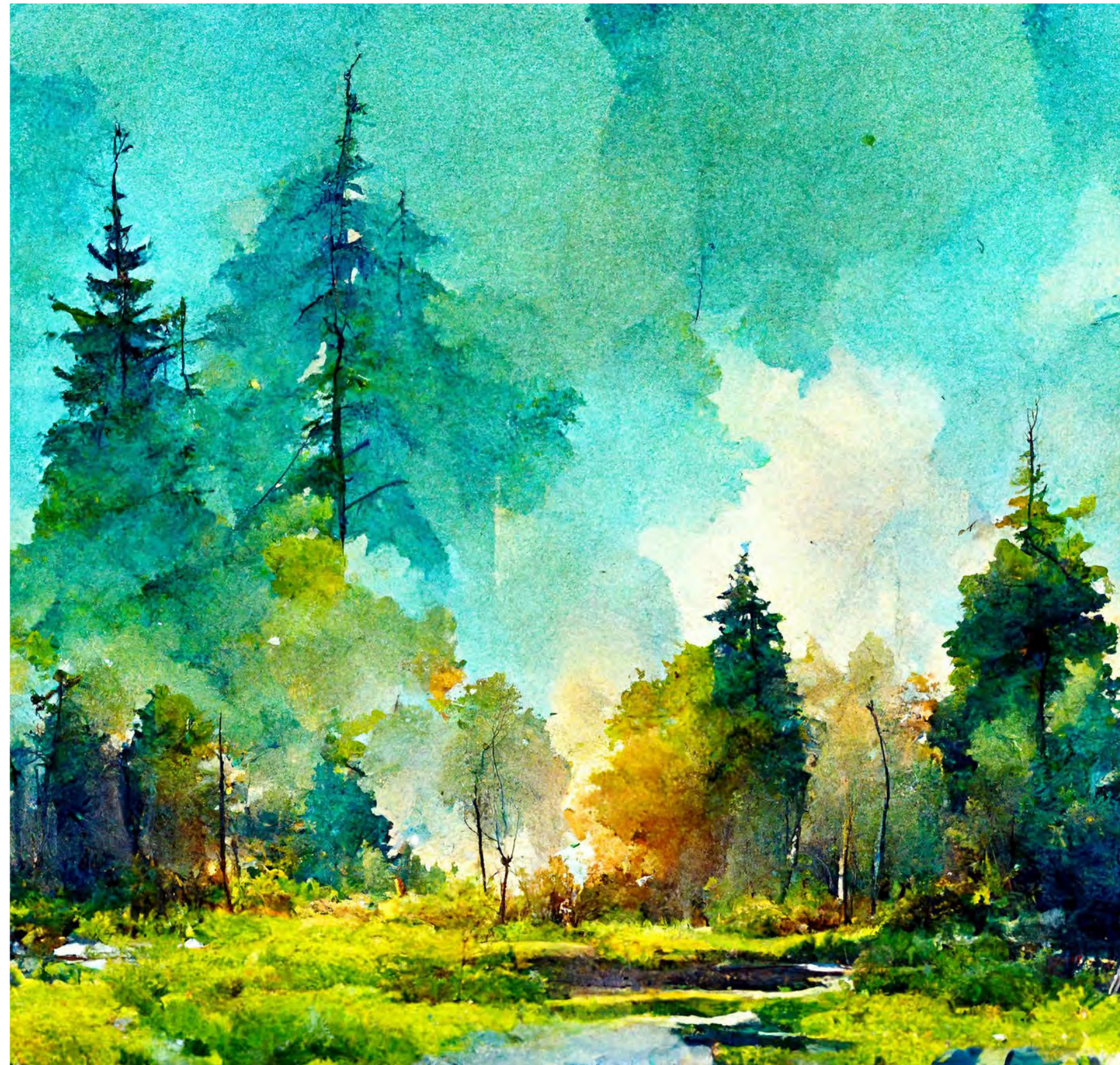
# purchase orders over \$10K

8/1 ZEBRASCAPES \$42,482.55 MULTI-PHASE LANDSCAPING

8/20 ROLAND SCHORR & TOWER LLC \$10,650.00 IT SOFTWARE

8/20 ESO SOLUTIONS \$31,735.93 EMS SOFTWARE

8/20 SERVABLY, INC \$17,004.78 IT SOFTWARE



# EXECUTIVE SESSION

Open Meeting will Reconvene when executive session is completed.

If you are disconnected,  
follow the instructions on  
this page to return to the  
Open Session

To access the meeting via Teams or by  
telephone:

Use the link to access the online meeting:

To join by telephone call:

Meeting ID:

If you need assistance, please contact the administrative office at 928

-282-6800

# Sedona Fire District

Governing Fire Board September 17, 2024





**SEDONA FIRE DISTRICT  
FIRE BOARD AGENDA COMMUNICATION**

*Submitted by:* Jeff Wassell *Date:* 09/09/2024

<b>SUBJECT:</b>	<b>BOARD MEETING DATE:</b>
<b>AGENDA ITEM #:</b>	<b>DIVISION / SECTION:</b>
<b>ACTION REQUIRED:</b> <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	<b>BOARD RECOMMENDATION:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

*Project/issue relates to SFD Strategic Plan   x   or Not Applicable   .*

**ISSUE:** Station 1 stucco repair. Repair and replace all station 1 exterior. Status of station 1 stucco is current cracks and broken areas is causing additional failure

**BACKGROUND:** Station 1 is a 30-year-old building that has minimum exterior rehabilitation in its life span. The status of the building has visible exterior degradation to many of the stucco walls and planters that form the structural skeleton of the station. All station 1 retaining walls are form and poured walls with stucco overlay with very few exceptions of a few areas of CMU block with stucco coating. To begin the project SFD must landscape the area to gain access to all walls and columns, set grades so that water moves away from the building and carried to storm water drains. The stucco repair will consist of large area re-stucco of station 1. The final stucco coat will be stucco prime with color added to reduce fade extending color lifespan. Additional scope of work after stucco will be repaint of trim and block sealant to all split face block. Trim Paint and sealant are not included in this bid.

**FINANCIAL PERSPECTIVE:** The project, which includes extensive re-stucco work and additional repainting and sealant tasks, is estimated to cost \$66,976.49. Given the current state of the stucco surfaces and the age of the building, these repairs are essential to maintain the structural integrity and appearance of Station 1. We have adequate funding within our facilities budget to cover the cost of this project, ensuring that the necessary repairs can be completed without financial strain on our resources.

**PROS & CONS:** (This project will need to happen eventually. Increasing building costs and further degradation of station 1 may increase further costs If not completed in a timely fashion.

**INTERNAL PROCESS PERSPECTIVE:** These repairs will ensure that SFD facilities remain in good order and do not impact crew safety and response

**BOARD ATTORNEY APPROVAL:** N/A

**FIRE CHIEF RECOMMENDATION:** I support the approval of this bid for repair.

**FINANCE SECTION APPROVAL:** The Sedona Fire district reached out to multiple contractors to supply a bid for the scope of the stucco repair. The attached bid was the only one received. This was due to the scope of the repair and equipment needed. Paint and sealant not included, covered in another bid.

**MOTION(S):**

I move to approve (*include the verbiage required*).

I move to deny approval (*include the necessary verbiage*).

**ATTACHMENTS:** (*List any attachments, such as, Purchase Order # and Amount, Resolution,*



Stucco Sta 1.pdf

*Quotations, Agreements/Contracts, etc.*)



Hale's Roofing LLC CR42 ROC#085860 /  
Hale's Construction LLC KB2  
ROC#332016

Physical:  
2100 Shelby Drive  
Sedona, AZ 86336

Mailing:  
P. O. Box 3369,  
Sedona, AZ 86340  
Phone: (928) 282-4794

Fax: (928) 282-0067

**Company Representative**  
Dustin Sonn  
Phone: (928) 301-0656  
dustin@halesroofing.com

07/10/2024  
Claim Information

**SCOTT SCHWISOW**  
**SEDONA FIRE DISTRICT**  
2860 Southwest Drive- Station 1  
Sedona, AZ 86336  
(928) 301-0895

Job: SCOTT SCHWISOW

**LABOR-STUCCO REPAIR AT ALL SUCCO SECTIONS ONLY WITH NEW SYNTHETIC STUCCO SYSTEM DOES NOT INCLUDE WATER PROOFING AT PLANTER AND DIRT AREAS, CUTTING OR REMOVING OF TREE AND SCHRUB AT WALL LOCATIONS, CONCRETE REPAIR AT DAMAGED WALL AREAS NOTED IN PHOTOS.**

**LABOR - STUCCO**

HALE'S CONSTRUCTION TO PROVIDE AND INSTALL ALL MATERIALS REQUIRED FOR STUCCO ON EXTERIOR OF FULL HOME OR BUILDING; ONE LAYER OF TYVEK VAPOR BARRIER OVER APPROVED SUBSTRATE> ONE LAYER OF 1" EPS FOAM BOARD > ONE LAYER OF 20 GAUGE LATHING WIRE > ALL ASSOCIATED METAL FLASHING > 3/8" BASE STUCCO COAT > FINAL COAT COLORED SYNTHETIC FINISH; ALL TRASH AND DEBRIS TO BE REMOVED AND DISPOSED OF PROPERLY OFFSITE

>>>> IF OWNER/BUILDER REQUESTS SCAFFOLDING BE DISMANTLED AFTER IT HAS BEEN ERECTED FOR JOB START; THERE WILL BE AN ADDITIONAL CHARGE OF \$89 PER HOUR TO RE-ERECT SCAFFOLDING IF APPLICABLE

>>>>>>>>> EXCLUSIONS UNLESS SPECIFICALLY OUTLINED IN THE CONTRACT (((ALL ITEMS LISTED CAN BE PERFORMED FOR AN ADDITIONAL CHARGE; CONTACT YOUR ESTIMATOR, OUR OFFICE, OR YOUR PROJECT MANAGER))): PROFESSIONAL WINDOW CLEANING; INTERIOR STUCCO; WINDOW FLASHING; USE OF SCAFFOLD BY OTHERS; TWO COATS OF SYNTHETIC COLOR; TWO TONE SYNTHETIC COLOR; POPOUTS

PLEASE NOTE: If a fine silica #20 finish coat is desired, this type of finish has tendencies to show imperfection through the base coat. Two finish coats are recommended for this type of application. If the customer requests additional finish coats, additional charges will be applied. (((CONTACT YOUR ESTIMATOR, OUR OFFICE, OR YOUR PROJECT MANAGER FOR DETAILS)))

**MATERIALS**

SENERGY ALPHA BASE COAT / MIXED 1:1 WITH PORTLAND CEMENT - 150 SQ FT COVERAGE

SENERGY FLEXGUARD 4 REINFORCING MESH 38" X 150' - 1 RL COVERAGE TO 3 BUCKETS OF ALPHA BASE COAT (STUCCO NETTING)

SENERFLEX TEXTURE FINISH SYNTHETIC STUCCO WITH COLOR JAR - 100 SQ FT COVERAGE

SENERGY STUCCO PRIME WITH COLOR JAR - 750-1250 SQ FT COVERAGE

WESTERN 1-KOTE OR OMEGA DIAMOND WALL CONCENTRATE - 54 SQ FT COVERAGE

MORTAR SAND - PER TON

4 MIL CLEAR POLY SHEETING - 12'X100' + 1 PLY BLACK PAPER

1.5 MIL CLEAR POLY SHEETING - 8'X200' - (>>> COVERS WINDOWS AND DOORS<<<)

POLYKEN #213 RED DUCT TAPE

ADDITIONAL MISCELLANEOUS SCREWS, NAILS, COLOR MATCH PAINT, CAULKING, FLASHINGS AND TARPS FOR MANAGEMENT OF TRASH AND DEBRIS

OPTION STUCCO

ADDITIONAL STUCCO OR PAINTING

PLEASE READ ->>

IF ADDITIONAL STUCCO REPAIR , STUCCO RE-TEXTURE OR PAINTING IS NEEDED THAT IS NOT IN YOUR ORIGINAL SCOPE OF WORK HALES WILL CHARGE \$98 PER HOUR PLUS MATERIALS TO PERFORM THIS WORK - ANY ADDITIONAL WORK WILL REQUIRE WRITTEN APPROVAL VIA EMAIL -- CONTACT YOUR PROJECT MANAGER OR THE OFFICE IF THIS IS NEEDED

**WARRANTY**

HALE'S CONSTRUCTION TO PROVIDE A 2 YEAR LABOR WARRANTY

STANDARD PRODUCT WARRANTY - SEE MANUFACTURER FOR DETAILS

TOTAL

\$66,978.49

Starting at **\$686/month** with  **Acorn** FINANCE • [APPLY](#)



----- **PLEASE READ** -----

ALL CLAUSES BELOW ARE APPLICABLE TO RESIDENTIAL AND COMMERCIAL PROPERTIES.

**\*\*\*\*\*ADDITIONAL CHARGES\*\*\*\*\***IF ROTTEN OR DAMAGED LUMBER, INSULATION OR PLYWOOD IS FOUND THERE WILL BE AN ADDITIONAL CHARGE OF-

ROOF SHEATHING- \$98 PER HOUR PLUS MATERIALS (MINIMAL OF 1 SHEET) DOES NOT INCLUDE PAINTING.

FASCIA- \$98 PER HOUR PLUS MATERIALS

PAINTING- \$98 PER HOUR PLUS MATERIALS (((PLEASE NOTE THAT EXISTING PAINT MAY BE FADED; EVERY EFFORT WILL BE MADE TO MATCH EXISITING PAINT AS CLOSE AS POSSIBLE, HALE'S ROOFING LLC CAN MAKE NO GUARANTEE THAT PAINT WORK WILL BE AN EXACT MATCH TO EXISITING)))

INSULATION- \$98 PER HOUR PLUS MATERIALS

SPECIALTY CARPENTRY- SUCH AS T&G SHEATHING, 1X DECKING, LUMBER SUPPORT, RAFTER TAILS, STUDS, SHEAR WALL, STRUCTURAL MEMBERS, ETC ; TO BE BILLED AT \$98.00 PER HOUR PLUS MATERIALS

**PLEASE NOTE:** IF YOUR ROOF IS A FOAM ROOF THAT IS BEING REMOVED, AND THE EXISTING CRICKETS TO DIVERT THE WATER TO THE DRAINS ARE CONSTRUCTED OF BUILT UP FOAM; HALE'S ROOFING MUST REBUILD THE CRICKETS WITH LUMBER TO ENSURE PROPER WATER DRAINAGE. THIS WORK WILL BE CHARGED AT \$98 PER HOUR PLUS MATERIALS.

**\*\*\*\*\*PAYMENT TERMS \*\*\*\*\***50% DOWN PAYMENT TO AWARD JOB IF ESTIMATE TOTAL IS \$1000 OR GREATER. BALANCE DUE UPON COMPLETION IF ESTIMATE TOTAL IS UNDER \$1000. WE ACCEPT VISA AND MASTERCARD

**\*\*\*\*\*GENERAL CONTRACTOR PAYMENT TERMS \*\*\*\*\*** GENERAL CONTRACTOR CAN REQUEST TERMS OF 20% DEPOSIT AND BILLING UPON PHASE COMPLETION. THIS IS JOB SPECIFIC, NOT GUARANTEED, AND MUST BE APPROVED BY MANAGEMENT.

**>>>> PLEASE NOTE <<<<** HALE'S ROOFING PROVIDES BIDS ON NEW CONSTRUCTION PROJECTS PER THE DETAILS LISTED ON THE PLAN SET PROVIDED FOR BIDDING (UNLESS INSTRUCTED OTHERWISE); IF DETAILS OR SCOPE OF WORK CHANGE DURING THE BUILDING PROCESS OR ANYTIME AFTER EXECUTION OF CONTRACTED WORK; HALE'S ROOFING RESERVES THE RIGHT TO ASSESS ADDITIONAL CHARGES ON THE PROJECT DEPENDING ON MATERIAL OR LABOR CHANGES FROM THE CONTRACTED SCOPE OF WORK.

**\*\*\*\*\*WARRANTY\*\*\*\*\***WARRANTY ON THE INSTALLATION: HALE'S ROOFING, LLC. WARRANTS THE WORKMANSHIP OF THE INSTALLATION OF YOUR NEW ROOF OR REPAIR FROM THE DATE OF COMPLETION. IF, DURING THE TERM OF YOUR WARRANTY (PROVIDED IN ABOVE DESCRIPTION) THE ROOF LEAKS DUE TO DEFECTIVE WORKMANSHIP, HALE'S ROOFING WILL MAKE REPAIRS NECESSITATED BY THE DEFECTIVE WORKMANSHIP. YOU MUST NOTIFY HALE'S ROOFING IMMEDIATELY OF ANY LEAKS, OR OF ANY APPARENT DEFECTS IN WORKMANSHIP, AS DAMAGES TO THE STRUCTURE AND CONTENTS OF YOUR HOME COULD RESULT FROM YOUR FAILURE TO PROMPTLY NOTIFY HALE'S ROOFING. OF SUCH LEAKS OR DEFECTS. HALE'S ROOFING IS NOT RESPONSIBLE FOR DAMAGES CAUSED BY YOUR DELAY IN PROMPTLY NOTIFYING HALE'S ROOFING. OF THE PROBLEM. FURTHERMORE, HALE'S ROOFING PROVIDES A FREE, ANNUAL INSPECTION OF YOUR ROOF DURING THE WARRANTY PERIOD, UPON REQUEST. HALE'S ROOFING IS NOT RESPONSIBLE FOR DAMAGES THAT COULD HAVE BEEN AVOIDED BY YOUR SCHEDULING OF THE ANNUAL INSPECTION.

- WARRANTY OF THE MATERIALS: THE MATERIALS FOR YOUR NEWLY-INSTALLED ROOF OR ROOF REPAIR ARE PROVIDED BY THE MANUFACTURER OF THOSE MATERIALS. THE LENGTH AND QUALITY OF THE WARRANTY IS, AT LEAST IN PART, A FUNCTION OF THE COST OF THOSE MATERIALS. ACCORDINGLY, YOU AGREE TO LOOK SOLELY TO THE MANUFACTURER FOR YOUR WARRANTY ON THE MATERIALS, AND ACKNOWLEDGE THAT HALE'S ROOFING PROVIDES NO SEPARATE OR ADDITIONAL WARRANTY FOR THE MATERIALS. NO WARRANTY OF THE MATERIALS, BEYOND THE MANUFACTURER'S WARRANTY, IS EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

**\*\*\*\*\*TEMPORARY REPAIRS\*\*\*\*\*** HALE'S ROOFING IN CERTAIN CASES OF EMERGENCY MAY ATTEMPT TO TEMPORARILY REPAIR THE LEAKING AREA BEFORE THE SCHEDULED ROOFING WORK IS STARTED. THIS MAY BE PERFORMED AS A COURTESY TO OUR CUSTOMERS WHO HAVE SIGNED A CONTRACT FOR US TO PERFORM ROOFING WORK. THIS TEMPORARY WORK IS NOT GUARANTEED OR WARRANTIED TO STOP ANY EXISTING OR FUTURE LEAKING BEFORE THE CONTRACTED WORK IS COMPLETED. IT IS ONLY AN ATTEMPT TO LIMIT ANY FURTHER DAMAGE FROM OCCURRING BEFORE THE CONTRACTED WORK CAN BE COMPLETED.

**\*\*\*\*\*SCHEDULING \*\*\*\*\***PLEASE EMAIL OR CALL US IF WE MUST CONSIDER A PARTICULAR TIME FRAME FOR YOU. REMEMBER, WHEN IT RAINS, THE CREW DOES NOT WORK AND IT PUSHES ALL OF OUR START DATES FURTHER OUT.

**\*\*\*\*\*COMPLAINTS \*\*\*\*\***SIMILAR TO PROVIDING LICENSE NUMBERS ON VEHICLES AND BUSINESS CARDS, THE ARIZONA REGISTRAR OF CONTRACTORS REQUIRES THAT LICENSED CONTRACTORS PROVIDE THE FOLLOWING STATEMENT TO CONSUMERS FOR THEIR OWN PROTECTION:

YOU HAVE THE RIGHT TO FILE A WRITTEN COMPLAINT WITH THE REGISTRAR OF CONTRACTORS FOR ANY VIOLATION UNDER SECTION 32-1154, SUBSECTION A. THE WEBSITE IS: WWW.AZROC.GOV. THE PHONE NUMBERS ARE: 602-542-1525 OR TOLL-FREE AT 1-877-692-9762. COMPLAINTS MUST BE MADE WITHIN THE APPLICABLE TIME PERIOD AS SET FORTH IN SECTION 32.1155, SUBSECTION A. PLEASE, CONTACT THE PROPER AUTHORITIES WHEN YOU SUSPECT VIOLATIONS MADE BY ANY CONTRACTOR.

**\*\*\*\*\*EXPIRATION \*\*\*\*\***THIS ESTIMATE MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 15 DAYS OF ISSUANCE. PLEASE CONTACT THE OFFICE AT 928-282-4794 FOR INSTRUCTIONS IF YOU ARE CONSIDERING APPROVAL OF THIS WORK AFTER 15 DAYS' TIME.

---

Company Authorized Signature

---

Date

---

Customer Signature

---

Date

---

Customer Signature

---

Date