



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 18, 2022 / 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 Chairman Dave Soto at 4:37 PM on Tuesday, January 18, 2022. Director of Administrative Services, Heidi Robinson, recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

Board Present: Dave Soto – Chairman; Gene McCarthy – Clerk; Al Comello, Janet Jablow; Helen McNeal - Members

Others Present: Fire Chief Jon Trautwein; Assistant Chief Jayson Coil; Division Chief Ed Mezulis; Division Chief Dori Booth; Director of Administrative Services Heidi Robinson; Director of Finance Gabe Buldra; Attorney William Whittington; Lydia Hunter CPA – BeachFleischman.

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.

Chairman Dave Soto led the Pledge of Allegiance and Fire Chief Jon Trautwein requested a Moment of Silence for the 30 Police Officers and 12 firefighters who passed away since the previous Board Meeting.

II. INTRODUCTION OF NEW SFD EMPLOYEE

A. Introduce new SFD Employee – Kimberly Smathers.

Director of Administrative Services Heidi Robinson gave a brief welcome and introduction of the new Executive Assistant to Leadership, who was not able to attend the meeting.

III. REGULAR BUSINESS MEETING

A. Public Forum:

1. Public Comments

2. Executive Staff Response to Public Comments

There were no requests to speak.

B. Consent Agenda – Discussion/Possible Actions:

1. December 21, 2021 Regular Meeting Minutes

Board Member Al Comello made a motion to approve the consent agenda. Board Clerk McCarthy 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 30, 2021 Annual Comprehensive Financial Report (ACFR)

This item was presented after the financial report.

Lydia Hunter from BeachFleischman presented the audit results, stating they issued an unmodified opinion which is the cleanest opinion that can be provided. Ms. Hunter reviewed the audit letter and explained the components and requirements. Ms. Hunter explained that they audited internal controls, compliance with ARS§ 78-805.02 subsection G, and that the draft Annual Comprehensive Financial Report (ACFR) was provided.

Ms. Hunter reviewed the financial highlights and statement of net position, statement of activities, and cash flow summary. She noted that the district had an overall positive net position. There were discussions on the process, the pension liability, and a clarification of uncorrected audit adjustments.

Mr. Buldra commented the ACFR is in draft form pending notes from the prior year's award from the Government Finance Officers Association (GFOA). He stated after approval the ACFR will be submitted to GFOA for award review.

Chairman Soto moved to approve the Audit and Annual Comprehensive Financial Report for the fiscal year ending June 30, 2021. Board Member Comello seconded; there was no further discussion and the motion passed unanimously.

2. Discussion/Possible Action: Review and Approval of December 2021 Finance Report

Director of finance Gabe Buldra reviewed the budget for the month of December and from a year to date standpoint. He explained any variances for the categories for both revenue and expenses and the causes for those variances. The percentage of the budget expended year to date and the percentage of budget per category were reviewed as was the cash position comparison to the prior year.

Mr. Buldra provided information on Proposition 207 funds collected as well as increase to ambulance billing revenue.

Chairman Soto moved to approve the December 2021 finance report. Board Clerk McCarthy seconded, there was no further discussion and the motion passed unanimously.

D. Staff Items:

1. December 2021 Monthly Fire Chief Report – Fire Chief Jon Trautwein

a. Call Volume and Response Review

i. Incident Summary and Year to Date Comparison

ii. Incident Responses by Station

b. Administration Updates – Director of Administrative Services Heidi Robinson

i. News and Events

ii. Staffing Updates

iii. Mental Health Moment

c. Operations Activities – Assistant Chief Jayson Coil

i. COVID 19

ii. Significant Incidents in the District

iii. Wildland Seasonal Outlook

iv. GIS Updates

v. Telecom Updates

d. Community Risk Reduction Activities – Division Chief Dori Booth

i. Inspection Activities

ii. Fire Prevention Appearances and Events

iii. Fire Investigations

iv. Notable Events

v. Fire Marshal Safety Message

e. Training, EMS, and Fleet Division Activities – Division Chief Ed Mezulis

i. EMS Activities and Updates

ii. Fleet Activities and Updates

iii. Training Report

f. Fire Chief Activities – Fire Chief Trautwein

i. Strategic Plan

ii. Station 4 Construction Timeline

iii. Grants

- iv. **Purchase Orders between \$10,000 - \$50,000 since the last Board Meeting**
- v. **Public Outreach and Communication**
- vi. **Correspondence/Thank You Letters to SFD**
- vii. **Donations**

Assistant Chief Jayson Coil provided the information on statistical call data on behalf of Chief Trautwein, indicating a correction of data since the last meeting that will be reflected in the next report.

Director of Administrative Services Heidi Robinson provided the news and events, staffing updates, and the mental health moment for the month. There was some discussion regarding change in scheduled training and conference attendance due to COVID.

Assistant Chief Coil provided updates to the COVID protocols at SFD, significant events, GIS activity, and the UKG malware recovery timeline. There was discussion on future disaster planning and praise for the SFD team response.

Division Chief Dori Booth provided the Community Risk Reduction report, noting increased activity in all areas. The Fire Marshal Safety Message regarded space heater safety.

Division Chief Ed Mezulis covered the EMS, Training, and Fleet activities, noting training modifications and product/part delays.

Assistant Chief Coil answered questions on the Strategic Planning process, confirming training was pending and that an update would precede budget discussions. He also clarified the status of Station 4 construction plans due to supply costs and availability.

2. Discussion/Possible Action: Adjustment to wage scale based on compensation study report.

Assistant Chief Coil explained the process and result of the classification study commissioned from 3rd party firm, RGS. There was discussion on good business practices and whether there would be future adjustments from this study.

Chairman Soto moved to approve the adjustment to the wage scale as presented. Board Member McNeal seconded, there was no further discussion and the motion passed unanimously.

E. Board Member Items:

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

The Board Members shared their activities related to the fire district since the last meeting. The activities included meeting with Chief Trautwein, connecting with visitors to the District, observing ladder training, and learning about the District through our reports. Good health was wished to all.

IV. ADJOURNMENT

Chairman Soto adjourned the meeting at 6:09pm

Original signed by Gene McCarthy

Gene McCarthy, Clerk of the Board