



Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
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REGULAR BOARD MEETING
Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Tuesday, April 19, 2022 / 4:00 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 4:00 PM on Tuesday, April 19, 2022. Executive Assistant to Leadership, Kimberly Smathers 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, Helen McNeal, Janet Jablow – Members

Others Present: Fire Chief Jon Trautwein; Gabe Buldra representing JVG; William Whittington, legal counsel, representing BPCWS; Assistant Chief Jayson Coil (telephonically); Chief Ed Mezulis; Chief Dori Booth; Director of Administrative Services – Heidi Robinson; Executive Assistant to Leadership, Kimberly 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.

Chairman Dave Soto led the Pledge of Allegiance and Chief Jon Trautwein requested a Moment of Silence for the 13 Police Officers and 13 firefighters who passed away since the previous Board Meeting.

II. BUDGET WORKSHOP

A. Discussion possible staff direction regarding the 2023 Budget

Chief Trautwein introduced the session with comments stating he was proud of the work that JVG and staff have completed on the budget and addressing record levels of inflation and effects on the Consumer Price Index, the mandatory requirements on SFD due to pension and worker's compensation costs, aligning the budget with the Strategic Plan goals, and recommended that it would be a good idea for the Board members to work on contacting their state and local representatives regarding COVID relief funds and on-going legislation. Mr. Buldra presented the full, draft budget to the Board, outlining the high points of increases the District is seeing and where the off-sets may come. There were several discussion points raised by the Board and discussed with Mr. Whittington. It was decided to call a special meeting on Monday, April 25, 2022 for the Board, Executive SFD staff, and Mr. Buldra. Chairman Soto ended the workshop by charging Mr. Buldra to continue working on the budget with SFD staff and the Board will look forward to the May presentation.

There was a short recess at 5:06 p.m. Reconvened at 5:13 p.m.

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. March 15, 2022 Regular Meeting Minutes**

Board Chairman Dave Soto made a motion to approve the consent agenda. Board Member McNeal seconded, there was no further discussion and the motion passed unanimously.

C. Financial Report and Updates – Finance Director Gabe Buldra

1. Discussion/Possible Action: Review and Approval of March 2022 Finance Report

Gabe Buldra, JVG, reviewed the budget for the month of March and stated that, from a year to date standpoint, SFD continues in a favorable financial position. He reviewed expenditures, revenue and monthly costs, projections, and areas of concern.

Chairman Soto moved to approve the March 2022 financial report. Board Member McCarthy seconded, there was no further discussion and the motion passed unanimously.

D. Staff Items: March 2022 Monthly Fire Chief Report – Fire Chief Jon Trautwein

Due to Wildland deployment in New Mexico, Chief Trautwein started the reporting with Chief Coil, reporting by telephone.

a. Operations Activities – Assistant Chief Jayson Coil

i. COVID 19

No change in our protective posture at this time.

ii. Significant Incidents in the District

Backcountry rescues, Motor Vehicle Accidents, Department of Public Safety bucket training

April 6 brush fire in Oak Creek Canyon – crews kept it small

SFD crews recognized by Northern Arizona Healthcare for saving the life of a man who suffered cardiac arrest on Hwy 179

March 23, National Puppy Day, SFD rescued a dog that was trapped in a seat mechanism with no harm to dog or vehicle!!

iii. Wildland Seasonal Outlook

Unprecedented Level Preparedness Level (PL)4 (5 is the highest), earliest ever at this level

Three Type 1 Incident Management Teams assigned in the Southwest, to date

New ignition 4/19 on the east side of Flagstaff is evacuating

New ignition north of Parks

iv. GIS Updates

Created maps of the area west of SFD along Bill Gray road to improve estimated drive times, land ownership & parcel value updates, and SFD and Cottonwood boundaries

Map book updates, street index, Forest Service gate codes, etc.

Working on editable TRT map to include social trails and other points of interest on map

v. Telecom Updates

Demo phones installed at Station 1 for evaluation

Call outs due to issues with the phone system equipment at Stations 3 & 4

Bob Motz prepped radios from spare parts for the Command Vehicle, as new equipment is not available yet

Meetings with Microsoft (software), Fortigate (firewalls)

b. Call Volume and Response Review

vi. Incident Summary and Year to Date Comparison

vii. Incident Responses by Station

b. Administration Updates – Director of Administrative Services Heidi Robinson

i. News and Events

Tourism impacts of Spring break

Strategic plan deadlines not falling during quarterly reporting, may need to shift staff assignments, due dates, etc.

Awards committee discussing how/when, etc. for celebration. Due to already busy wildland activity, it may be bumped to the fall.

Verde Valley Fair – several staff have children, relatives participating, showing animals, etc. April 28-30

Chief Trautwein asked about new website development update. Planning meeting was delayed, there has been discussion and a meeting earlier today.

ii. Staffing Updates

There have been a number of qualified applications to the 3 IT positions. Firefighter recruitment is underway, focusing on minority hiring.

Functional movement screenings for staff, including admin, will be ramping up

iii. Mental Health Moment

Stress Awareness Month

c. Community Risk Reduction Activities – Fire Chief Trautwein

i. Inspection Activities

Chief Booth reports that the Division is busy and not slowing down and she is going to require more staff.

ii. Fire Prevention Appearances and Events

Actively engaging in City events

iii. Fire Investigations

2 in the month of March. Chief Mezulis stated that one of the investigations happened to occur immediately following the Wildfire Investigation Training.

iv. Notable Events

Firewise weekends are upcoming; Board Clerk McCarthy asked about what can be done about neighbors who refuse to clean up their properties. Chief Booth replied that this can become a violation of the zoning code and enforced through the City. Board Chair Soto asked if the adoption of the Wildland Code, at what level of violation does it equate to crime? Mr. Whittington stated that it can be gross negligence and may be either civil or criminal and that it is enforced by the County Attorney.

v. Fire Marshal Safety Message

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

i. EMS Activities and Updates

Wildland refresher has been completed for operations.

Training hours continue as we ramp up for Wildland season

ii. Fleet Activities and Updates

3 ambulances were inspected by DHS

Evaluating and utilizing new fleet vendor for warranty work

Discussion regarding 2nd Mechanic position and Chair Soto wanted it known that the Board is concerned for employees who have no back-up for their position. Chief Trautwein stated that there are many areas where the employee is “one deep” with no backup or contingency and the vacations, sick leave and other issues are getting handled in those areas and that there needed to be enough work to justify a second mechanic.

iii. Training Report

e. Fire Chief Activities – Fire Chief Trautwein

i. Strategic Plan

Chief Trautwein gave a short briefing on the new dashboard slide and what to expect going forward with the Strategic Plan and how a dashboard will be available on the new website. Director Robinson stated that major disruptions are not work stoppage on any given goal, but may indicate a need to re-evaluate the specific portion where stoppage is identified. Board Member McNeal stated that there may be a need to re-adjust the goals as listed, to put the “public-centric” concerns at a higher level than internally focused goals.

ii. Station 4 Construction Timeline

Chief Trautwein stated that we are currently in a Phase 1-II feasibility study cycle that should take approximately 2 ½ months. Next phase would be preconstruction, which will take approximately 3 months, and then construction which could take 10 months to a year. Chairman Soto stated that it is nice to have some measurable timeline and this gives us a good idea of where we stand, knowing that we could be showing significant progress by the end of the fiscal year.

iii. Purchase Orders between \$10,000 - \$50,000 since the last Board Meeting

Firewall purchases of \$14K

iv. Correspondence/Thank You Letters to SFD

One thank-you letter was received last month.

v. Public Outreach and Communication

Chief Trautwein addressed new slide layout detailing SFD’s social media presence, detailing both Facebook and Twitter numbers of interactions, reach, etc.

2. Discussion/Possible Action: Pierce Pumper Apparatus Purchase(s) – Ed Mezulis

Chief Ed Mezulis presented information regarding pricing, timelines, and purchase recommendation for two Pierce Pumper Apparatus as guided by the Capital Plan fleet replacement program. Chief Mezulis commended Battalion Chief Dave Cochrane and the purchasing committee on their thoughtful process and development of the specifications to meet SFD requirements. Due to lengthy build times, he recommended that we purchase two (2) at this time in order to take advantage of the manufacturer discounts and save SFD the costs that are estimated to increase \$60K per vehicle, beginning in May. Mr. Buldra stated that due to the costs increasing, the prepayment discount, and the savings warrant the purchase at this time and recommended that the Board approve. There was some additional discussion and questions. Chairman Soto made the motion to approve the purchase, it was seconded by Board Clerk McCarthy and passed by unanimous consent.

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, administrative functions for SFD, and Board Member McNeal stating that she is running for her seat, as she was previously appointed. Board Member Comello stated that he was at SFD training session at the airport and spoke with the DPS pilots and he was impressed with their comments and the cooperation demonstrated between the agencies. Chairman Soto mentioned that he had worked with Chief Coil compiling statistics on off-road traffic.

IV. ADJOURNMENT

Chairman Soto adjourned the meeting at 6:58 p.m.

Gene McCarthy, Clerk of the Board

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