



# 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, May 17, 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, May 17, 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, Finance Director, JVG; Attorney William Whittington; Division Chief Ed Mezulis; Division Chief Doris Booth; 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 7 Police Officers and 7 firefighters who passed away since the previous Board Meeting.

### II. BUDGET WORKSHOP

#### A. Discussion possible action: Approve 2023 Budget/Motion

Mr. Buldra briefed the Board and meeting participants on the Capital Plan and future budget projections. There was discussion of the infrastructure issues that are currently arising and how the equipment replacements will fall into the 10-year planning. The Board was engaged and asked several questions of both Mr. Buldra and Chief Trautwein. Chief Mezulis spoke as to how money is being saved by recycling vehicles into Wildland area use, and how the purchases of new equipment being evaluated and right-sizing the fleet. Chief Booth discussed the changes to the fee schedules. Board member McNeal stated that she felt that JVG should maintain the originally estimated mil rate instead of decreasing and putting the money into the Capital plan. There was discussion among the Board and clarification from Mr. Buldra.

*Board Chairman Soto made motion to approve the FY2023, Board member McNeal seconded and the motion passed unanimously.*

### III. PRESENTATION OF AWARDS/STAFF RECOGNITION

#### A. Years of Service Recognition

##### 1. Acknowledgement of 5 Years of Service: Firefighters Geoffrey Butler, Jeffrey Hamm, Joshua Combs

Chief Trautwein recognized Firefighters Geoffrey Butler, Jeffrey Hamm, and Joshua Combs for their five years of service and acknowledged their accomplishments and accolades. The Board Members expressed their appreciation of their services to the Sedona Fire District, adding congratulations and thanks to all.

#### IV. 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. April 19, 2022 Regular Meeting Minutes

*Board Chairman Dave Soto made a motion to approve the consent agenda. Board Member Jablow 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 April 2022 Finance Report

Mr. Buldra stated that there has been delay from the county in paying revenues, but it should come in this month. Mr. Buldra reviewed the budget position with presentation slides. Board member McNeal stated that she felt his slides should have more consistency in the colors, etc. There was a little discussion about making things clearer for public access and Mr. Buldra agreed that he would make the slides more consistent.

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

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

###### Call Volume and Response Review

- i. Incident Summary and Year to Date Comparison
- ii. Incident Responses by Station
- b. Administration Updates – Chief Jon Trautwein
  - i. News and Events

Chief Trautwein provided an overview of the month's activities including the Verde Valley Fair, Fire-wise cleanup weekends, website design follow-up and administrative conferences attended. Upcoming events include Human Trafficking prevention fundraiser, Camp Courage (burn camp) and continued planning of the Annual Awards celebration.
  - ii. Staffing Updates
  - iii. Mental Health Moment: May is Mental Health Awareness Month
- c. Operations Activities – Chief Jon Trautwein
  - i. COVID 19

Thankfully, we remain steady with nothing to report.
  - ii. Significant Incidents in the District
  - iii. Wildland Seasonal Outlook

Chief Trautwein reiterated that more visitors equate to more responses becoming necessary. He stated that Leadership is beginning to look at areas of focus including ambulance availability and response times and how we can best serve the community in that area.
  - iv. GIS Updates: Vacancy is open and posted.
  - v. Telecom Updates
- d. Community Risk Reduction Activities – Division Chief Dori Booth
  - i. Inspection Activities: Compliance Engine had 74 report, with 67 compliant and 7 deficient.

- ii. **Fire Investigations:** Three fire investigations were conducted in the past month. One wildland fire started last month after Board meeting and two small structure fires.
- iii. **Notable Events**  
 CRR staff attended APS-sponsored Energy Storage System/Electrical Vehicle Training. Fire-wise cleanup weekends generated 18 tons of materials, up from 15 tons last year, with approximately 820 hours by local residents and more than 120 staffing hours by SFD. Board Clerk McCarthy stated that the local fees have gone up significantly at disposal facilities which may have encouraged residents to seek clean-up activities and send them to the Fire-wise weekends.  
 Chief Booth stated that next year, in conjunction with the 20-year anniversary of Fire-wise, CRR is looking to facilitate a Wildfire Expo.
- iv. **Fire Marshal Safety Message:** Stage I burn restrictions are in affect.
- e. **Training, EMS, and Fleet Division Activities – Division Chief Ed Mezulis**
  - i. **EMS Activities and Updates**  
 Chief Mezulis briefed that he is once again working with the hospitals locally to get back to training activities and build partnerships. He said that SFD is continuing to see increasing calls that are more critical and involve more trauma that are very labor intensive to SFD responders.
  - ii. **Fleet Activities and Updates**  
 Chief Mezulis briefed the Board regarding preventative maintenance measures and how that is extending the life on many of the vehicles and equipment. He stated that he is working with the hospital to get back to training and partnerships. All vehicles auctioned off have been picked up and paid for. New command vehicle that was ordered in November is now in service and the older vehicle is being transitioned to Wildland resources.
  - iii. **Training Report:** Swift-water training in California is wrapping up and crews will be back May 19. Training continues at the usual pace. Last month SFD hosted a Peer Support Training sponsored by IFF, focusing on providing mental health support to first responders. As of that time, Chief Mezulis has contacted Dr. Rittenhouse in Prescott to facilitate a working relationship. The upside of this partnership is that CAFMA has already facilitated the same type of agreement and the provider is responsive to SFD insurance providers and Fire District needs.
- f. **Fire Chief Activities – Fire Chief Trautwein**
  - i. **Station 4 Construction Timeline**
  - ii. **Purchase Orders between \$10,000 - \$50,000 since the last Board Meeting**

Merrit LLC – Phone System Replacement/Upgrades	\$49.9K
Hughes Fire – 2 new apparatus (approved in April)	\$1.49 million
Cultural Sponge –website design and consultation	\$12.2K
  - iii. **Public Outreach and Communication:** Facebook and Twitter outreach summary pages. Board member McNeal commented that SFD might be using social media more effectively by posting information such as fire response flight paths, etc., to raise awareness and guide public perception. She also mentioned being more proactive on Next Door and neighborhood sites locally. Chief Booth stated that she is working on getting onto the local sites to participate and add to local conversations.
  - iv. **Correspondence/Thank You Letters to SFD:** One thank you letter from Fred Shinn & Terri Frankel for changing their tire.

**2.Discussion/Possible Action:** Networking Systems Upgrade and Replacement: Chief Trautwein outlined the need for upgrading/replacing IT Infrastructure, stating that the equipment ready to be ordered is new, not rebuilt, and will have a prepaid 3-year warranty and a 10-year life span, with optional warranty extensions. The equipment is in stock and waiting for our purchase agreement. Chief recommends the Board approve this purchase, not to exceed \$220K, as a significant and outstanding first step in shoring up the existing systems.

*Board Chair Soto motions that the approval be granted, Board Clerk McCarthy seconds. No further discussion and motion passes 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 and administrative functions for SFD. Board member McNeal stated she had attended one of the Fire-wise weekend clean-ups and was impressed with the team facilitating. Board Clerk McCarthy attended the "Celebration of Spring" fair at the posse grounds and walked his neighborhood informing people about Fire-wise cleanups, performing his duties as block captain. Board Member Comello spoke about watching the activity at the airport and reporting back to the City and Mayor's offices with information regarding helicopter transit to and from the most recent fire. Board Chair Soto followed on to the earlier reporting regarding the Verde Valley Fair and was thoroughly impressed with the children participating and taking such care and dedication to long-term projects and learning the business side of agricultural and animal husbandry. Chair Soto also met with Chief Booth and toured the CRR office, getting some familiarization with her computer systems and plan review processes. He attended a political meet & greet with local candidates and was impressed with the amount of citizens who expressed concern for shutting down forests and the process to do so.

**V. ADJOURNMENT**

Chairman Soto adjourned the meeting at 6:14 p.m.

*//signed by Gene McCarthy 6/21/2022//*

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Gene McCarthy, Clerk of the Board