



# 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, June 21, 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, June 21, 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– Members

**Others Present:** Janet Jablow, Board Member (by Zoom); Fire Chief Jon Trautwein; Gabe Buldra, Finance Director, JVG; Attorney William Whittington; Division 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.

**II. PUBLIC BUDGET HEARING**

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

Mr. Buldra reviewed increases to Budget, along with staffing of a Rover position to cut down on overtime costs. Due to the decision of the Board at the May meeting, the increased mil rate will be applied to capital costs and into reserve. Board Clerk McCarthy thanked the JVG team for their amazing job in compiling the budget, and Chairman Soto added that staff, finance and the Board were all involved in the process and he reiterated thanks for the hard work and for ensuring that this work will ensure sustainability for the coming years.

Chairman Soto read the Public Hearing language and opened the floor to public comments. No one from the public asked to speak and Chairman Soto closed the public hearing at 4:07 p.m.

*At this time, Chairman Soto made a motion to approve 2023 budget by Resolution 2022-01, Helen McNeal seconded and the vote was unanimous in favor with no consent.*

Chairman Soto read Resolution 2022-01 and the resolution was signed by Chairman Soto and Clerk McCarthy to include the 2023 Wage Scale and Pension Funding Policy. Chairman Soto thanked all who were involved in the process to include Fire Chief Trautwein, the Board, Finance and Administrative staff.

**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. April 25, 2022 Special Budget Workshop Minutes**
- 2. May 17, 2022 Regular Meeting Minutes**
- 3. Annual Acceptance of Pension Funding Policy**

#### **4. Annual Acceptance of Salary Scale**

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

Mr. Buldra stated that there has been an increase in monthly revenue due to wildland billing and increased activity from the CRR office. SFD is under budget across all major categories. Swift-water training is going to be an expense as it was delayed in previous years, but everyone is trained up and has completed. Mr. Buldra says he sees no anticipated delinquencies in tax revenue, as has been seen in the past couple of years. Ambulance revenue continues to outperform expectations. SFD has seen significant savings in salary and benefits due to open vacancies. SFD is ending the month with \$2.4 million increase in cash on hand.

Chairman Soto asked if SFD is in good position to carry over into the next couple of months before tax revenue begins to come in again. Mr. Buldra stated that SFD is in good position with cash on hand and sees no problems or issues in that regard.

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

#### **D. Staff Items: May 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 – Director of Administrative Services, Heidi Robinson**

###### **i. News and Events**

Director Robinson briefed the Board on recent events, including Camp Courage Burn Camp activities which found SFD providing a corn hole tournament for camp attendees, attended by the Fire Chief, Director Robinson and several SFD operational personnel; Keep Sedona Beautiful attended by Chief Trautwein and Division Chief Booth; Wildland Cooperators meeting; and an update on new website design status. Several questions were asked by Board and Ms. Robinson provided answers.

###### **ii. Staffing Updates**

Interviews for GIS position begin on Monday, June 27. Firefighter recruitment has ended with over 80 applicants to be evaluated and those assessments will begin in early August. Two IT positions have been interviewed with the User Support Tech position offered. The candidate is in pre-employment status and should start work sometime in July.

###### **iii. Mental Health Moment: June is Pride Month**

##### **c. Operations Activities – Chief Jon Trautwein**

###### **i. Significant Incidents in the District**

Chief Trautwein relayed information about the increasing number of rescue calls and shared an incident involving a 2-year old female who was stung by a scorpion and treated by SFD personnel. There was a later call from the trauma nurse who treated the child, relating that the actions of the responders absolutely saved her life.

Board Member Comello stated that he had seen Chief Coil on regional TV (Albuquerque, NM) reporting on flood incidents and burn scar issues. Chief Trautwein mentioned that Chief Coil was one of the Wildland personnel recognized at a banquet to responding personnel to those NM fires. Board Clark McCarthy stated how proud the Board is of all SFD personnel working on wildland fires, representing the District.

###### **ii. Wildland Seasonal Outlook**

Chief Trautwein gave an overview of wildland status locally, deployment status of SFD personnel, and mentioned that Governor Ducey had picked up a tweet from SFD and retweeted, giving recognition to SFD personnel efforts.

iii. **GIS Updates:** Briefed by Ms. Robinson, above.

d. **Community Risk Reduction Activities – Division Chief Dori Booth**

i. **Inspection Activities:** Compliance Engine had 103 report, with 85 compliant and 18 minor deficiencies.

ii. **Fire Investigations:** Two fire investigations were conducted in the past month.

iii. **Notable Events**

CRR staff member Riddell attended National Fire Academy for Commercial Fire Sprinkler Plans Examiner certification. Chief Booth attended an Emergency Equine Evacuation Drill in Cottonwood. Light duty assigned firefighters are working on completing inspections.

iv. **Fire Marshal Safety Message:** Lithium Ion batteries, which we all carry with us now in our cell phones, computers, etc., carry a lot of energy and the components become very hot and can become projectiles in an explosion. Don't leave them unattended, sleep with them under your pillow, don't throw away or plug in long term and don't leave in a hot car. Chairman Soto asked about if the state Fire Marshal is preparing for the increased load of these types of production industries and Chief Booth responded that they are and working on writing new fire codes to cope with the increased usage/production.

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

i. **EMS Activities and Updates**

Chief Trautwein discussed increased call load and activity and

ii. **Fleet Activities and Updates**

Chief Trautwein mentioned that amended BAC further on the agenda and stated that the change will provide a new chassis completed in 9-12 month time frame as Ford has cancelled production of the chassis that were previously ordered.

iii. **Training Report:**

Training hours completed for this month, in total, were 4300. Swift-water training has been completed.

Board Member McCarthy mentioned that there has been recent activity in the Village of Oak Creek with illegal base-jumping and that they are putting our personnel and pilots in jeopardy. He wanted crews to be aware that this was happening and that the videos and information was being shared on the internet. Chief Trautwein stated that this type of activity puts our personnel in peril when rescues are performed.

f. **Fire Chief Activities – Fire Chief Trautwein**

i. **Station 4 Construction Timeline**

Preliminary work on the feasibility study has been completed and the team will be on-site in July. Work on this project continues to move forward.

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

Trifecta Networks (Infrastructure; approved in May)	\$220,230
AZ Emergency Products (up-fit vehicle)	24,070

iii. **Public Outreach and Communication:** Facebook and Twitter outreach summary pages with highlights. Chief Trautwein mentioned that we will continue to grow our social media presence and that the new website will integrate social media with District marketing plan and elevate the flow of information to the public.

iv. **Correspondence/Thank You Letters to SFD:**

Happy EMS Week from AMB Family & Friends  
Pine Flats Property Owners

v. **Donations:**

\$60 from Diana Thomas in loving memory of Larry & Anna Brooks

\$150 to Kindness Fund with thanks for helping change batteries in smoke detectors from Paul & Hollace Davids

\$500 from Pine Flats Property Owners with thanks for the Firewise cleanup/Dumpster

Chief Trautwein noted that we have several generous local patrons and that we greatly appreciate their contributions and donations.

**2. Discussion/Possible Action: Amend TRT purchase from Ford to Dodge Chassis**

Chief Mezulis, to maintain complete transparency in dealing with the Board, recently received word that Ford had cancelled production of the chassis that were on order for the TRT truck. He researched other brands and found that the Dodge Powerwagon chassis will maintain mission integrity and work well for the additional box and features that are awaiting the chassis. Purchase price is not affected and Dodge chassis will be available within 90-120 days. Board member McNeal asked if this would affect secondary costs such as mechanical issues, cost to train mechanic on Dodge chassis, etc. Chief Trautwein stated that this is a vehicle that could technically be in use for more than 20 years and under warranty for the first few, and it did not seem that it would be restrictive.

***Board Chair Soto motions that the approval be granted to change the purchase to a Dodge chassis, Board Clerk McNeal 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 Board Clerk McCarthy mentioned that he sat with prospective Board Member at Clark's Market gathering signatures for his election. He said that he talked to many constituents and heard many good comments about SFD Board Member Comello spoke about posting his photos of the airport activity online and that the airport has basically turned into a quasi-military facility to house fire personnel, incidents and deployments. Board Chair Soto spoke of attending a meeting of the Prescott Firewise committee, as asked by his Homeowners Association. He became a Firewise Home Assessor upon completion and is hoping to assist the Prescott group in expanding into the Verde Valley area.

**IV. ADJOURNMENT**

Chairman Soto adjourned the meeting at 5:33 p.m.

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Gene McCarthy, Clerk of the Board