



# Sedona Fire District

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## **SPECIAL BOARD MEETING** **Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room** **Wednesday, July 6, 2022 / 10:00 AM**

~ MINUTES ~

### **I. CALL TO ORDER/ROLL CALL**

Pursuant to notice, a special meeting of the Sedona Fire District (SFD) was called to order by Chairman Dave Soto at 10:01 A.M. on Wednesday, July 6, 2022. 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:** Dave Soto – Chairman; Gene McCarthy(telephonically) – Clerk; Al Comello, Helen McNeal, Janet Jablow (telephonically)– Members

**Others Present:** Fire Chief Jon Trautwein, Executive Assistant Kim Smathers.

#### **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

### **II. EXECUTIVE SESSION**

#### **A. Vote to go into Executive Session Pursuant to ARS §38-431.03(A)(1), Personnel Matters Re: Fire Chief's Employment Status.**

*Chairman Dave Soto made a motion to go into Executive Session Pursuant to ARS §38-431.03(A)(1), Personnel Matters Re: Fire Chief's Employment Status. Clerk Gene McCarthy seconded, there was no further discussion and the motion passed unanimously.*

### **III. RECONVENE INTO PUBLIC SESSION**

Public Session reconvened at 10:34 A.M..

#### **A. Discussion/Possible Action: Fire Chief status as result of Executive Session.**

Chairman Soto makes motion to accept letter of retirement from Chief Jon Trautwein, effective 9/3/2022. Board member McNeal seconds, there was no further discussion and the motion passed unanimously.

#### **B. Discussion/Possible Action: Fire Chief Statement.**

Chief Trautwein stated that he will not be renewing his contract going forward and will tender his retirement effective 9/3/2022. Chief Trautwein briefly stated his opinion on the status of the District and looking forward. Board members spoke with Chief Trautwein, expressing their appreciation for a job well done and expressing their good wishes.

#### **C. Discussion/Possible Action: Fire Chief Vacancy:**

Chairman Soto asked Attorney Whittington if a motion was needed. Mr. Whittington advised that no motion was necessary and that effective date had been announced of the vacancy. There was discussion regarding the residency requirement and how/if it should be amended with the local situation being what it is. All Board members agreed that the residency requirement may need to be modified and asked that Chief Trautwein make a recommendation at the July 19, 2022 board meeting. Board Member McNeal asked if the job description needed to be revised and it was discussed, with McNeal stating that the amendment would affect internal interest. Board Clerk McCarthy and Member Comello also had clear, valid points regarding internal candidates and encouraging that route be considered. It was asked that the Job Description and Announcement used for Chief Trautwein's position be provided to the board prior to the next regular board meeting. Chairman Soto stressed that the residency requirement would BE the change to the Job Description and went further to discuss interim and acting positions. Chairman Soto asked that Chief

Trautwein identify internal candidates. Further discussion was held regarding the agenda points of external searches and possible use of an outside agency.

**D. Discussion/Possible Action: Vacancy Timeline for Fill:**

Chairman Soto addressed the timeline for filling the Fire Chief vacancy and thought that there may be a 6 month period of interim. Board Member McNeal stated that she felt the Board was maybe getting ahead of itself and that the next regular Board Meeting be used to review the job description and positing and identify possible internal candidates and then see where things stand. Board Clerk McCarthy stated that he agreed with Chief Trautwein's estimation of the leadership team and felt there was no need to wait 6 months, but to let internal candidates have rotations as acting. Chairman Soto reminded everyone that there are lots of moving parts involved and the process won't be rushed, every step along the way will be looked at

At this time in the meeting, Member Janet Jablow arrived in person to the meeting and there was a brief refresher as to what had been discussed, for her benefit.

**IV. ADJOURNMENT**

Chairman Soto adjourned the meeting at 11:17 pm.

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Gene McCarthy, Clerk of the Board