



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, February 15, 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 4:05 PM on Tuesday, February 15, 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; Finance Director Gabe Buldra; Attorney William Whittington (telephonically); Assistant Chief Jayson Coil (telephonically); Director of Administrative Services – Heidi Robinson; Executive Assistant to Leadership, Kimberly Smathers – Recorder; Dominic Filosa, associate with JVG.

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 26 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

Gabe Buldra presented discussed strategy to provide an accurate budget forecast to meet SFD needs into future and integrate needs with Strategic Plan. Mr. Buldra discussed funding and possible changes, as well as challenges and limitations including increasing personnel costs due to legislation. Chief Trautwein remarked that it is important to stay competitive with pay and benefits in order to maintain quality staffing. Chief Trautwein also remarked that there is ongoing legislation pending in relation to cancer claims compensation. Chairman Soto stated that this is a pivotal point in marketing the budget needs of SFD to the community and that it is important to maintain transparency in fiduciary responsibility while continuing to move forward to meet District goals.

III. PRESENTATION OF AWARDS/STAFF RECOGNITION

A. Acknowledgement of 2021 Annual Awards

Chief Trautwein extended an invitation to the recipients and their families to attend remotely. He announced the awardees, provided the award definition, and described the reasons the recipients were selected. Chief Trautwein intends to personally meet with the individuals to present them with their awards. A press release was issued announcing the award recipients. The Board Members expressed their appreciation and admiration for their contributions and going above and beyond.

Firefighter/Engineer of the Year: Jonathan Scaife

A non-officer who has made the most significant contribution to the District during the past year. The recipient of this award will have an exemplary work ethic and strive steadily for their own improvement and the betterment of others. Also designated as the Masonic Firefighter of the Year, this is the highest award bestowed annually on a non-officer.

Officer of the Year: Todd Miranda

An officer who has made the most significant contribution to the District during the past year. The recipient of this award will be a strong, forward thinking leader who faces challenges head-on and inspires their team to deliver with compassion and commitment.

Admin/Support Employee of the Year: Emily Garding

An employee in Administration, Community Risk Reduction, Telecommunications/IT, GIS, or Fleet who contributed significantly to the District during the past year. The recipient of this award will be committed to excellence and dedicated to the betterment of the District as a whole. Contributing time and effort to exhibit the core values of the organization, the recipient is also recognized as the Masonic Administrative/Support Employee of the Year.

Community Service Award: Mark Feeny

An SFD employee or employee group that demonstrated outstanding performance and dedication to the citizenry of Sedona and the surrounding communities. The recipient of this award will be actively involved in the community participating in volunteerism, sponsorship, mentorship, and/or general community service.

***Outstanding Citizen or Community Organization: Sedona/Verde Valley Honor Guard
Arizona National Guard***

Unit Citation: A Shift, Station 3 – for their work on the Beaverhead Flats shooting and their contributions in life-saving protocols, which, in turn caused Guardian Air to change their policy on transporting victims in full cardiac arrest.

C Shift, Station 3 – for their unusual and outstanding outcomes during labor and delivery call.

An SFD operational crew, unit, or group that has demonstrated outstanding performance of their duties, well above and beyond the standard. The recipients may be recognized for a single act of exceptional effort, for generally exceeding expectations throughout the year, or for an unusually challenging assignment.

B. YEARS OF SERVICE RECOGNITION

1. Acknowledgement of 20 Years of Service: Battalion Chief Jordan Baker, Training Officer Michael Duran, Captains Rodrigo Sanchez and Jarrett Tarver, and Engineer Allen Schimberg.

Chief Trautwein acknowledged 20 years of service. He shared career accomplishments, contributions and accolades. The Board Members expressed respect and their appreciation for their services. Chairman Soto expressed appreciation and thanks to these individuals and the Board's appreciation for their dedicated service, extending congratulations on the milestone.

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. January 18, 2022 Regular Meeting Minutes

Board Chairman Dave Soto made a motion to approve the consent agenda. Board Member Comello 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 January 2022 Finance Report

Director of Finance Gabe Buldra reviewed the budget for the month of January 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 notified the Board that for the third consecutive year, SFD has received the GFOA Certificate of Achievement for Excellence in Financial Reporting. Board Clerk McCarthy stated that this is something worthy of a press release to the Red Rock communities, earning this for 3 consecutive years and asked if Chief Trautwein would prepare

Board Chair Soto asked about fixed asset purchases and a line item acquired and purchased. Chief Trautwein explained that Station 6, while being the newest SFD station, is 8 years old and that high use components repair and maintenance are normal. Chief Trautwein also clarified the line item as was a piece of equipment built for the TRT rescue truck. Chair Soto expressed his appreciation and thanks, stating that everything adds up and the financial picture is clearer.

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

D. Staff Items: January 2022 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**

Director of Administrative Services Heidi Robinson provided the news and events, staffing updates, and the mental health moment for the month. She stated that, as of now, the St. Patrick's Day parade is a go and invited Board members to ride on SFD vehicles. Board Member McNeal asked about the recruitment plan for the IT vacancies. Ms. Robinson stated that Chief Coil would update.

Assistant Chief Coil provided updates to the COVID protocols at SFD, significant events, telecom activity. Chief Coil stated that Emily Garding is producing QR codes to SFD maps. Board Member McNeal thanked Emily and expressed gratitude for Chief Coil's leadership in responding to request for the alarm calls heat map. Board Chair Soto expressed that using social media to distribute this type of information at the appropriate time is a good educational tool for the community. Board Chair Soto asked about masking protocols and Chief Coil stated that SFD will re-evaluate the standards on March 1 and determine the best course of action.

Chief Trautwein provided the Community Risk Reduction report for Division Chief Dori Booth, noting increased activity in all areas. The Fire Marshal Safety Message regarded information on burn permits and the new Verde Valley Burn Permit website that launched January 1. Chief Trautwein covered the EMS, Training, and Fleet activities for Division Chief Ed Mezulis, noting continuing education training, additional training hours accomplished by staff and product/part delays. Chief stated that there are currently two pumper trucks reaching the end of their lifespan and excessive build times due to COVID, requiring ordering as soon as possible to obtain better unit price and allow for time to build.

Chief Trautwein answered questions on the Strategic Planning process, confirming training was in process for key staff and there will be a refresher for users. Chief Trautwein stated that he is meeting with construction companies and an architect for the Station 4 construction and that all estimates he has received are similar and accurate for square footage costs. He stated that there will be a feasibility study conducted on the general use, before going forward. Board Member McNeal questioned whether it was appropriate to have a plan/timeline in place and when would SFD anticipate the building would be done. Chief Trautwein clarified that the feasibility study would need to be done before going forward, but estimated a 2-year completion. Board Member Comello stated that the need and enthusiasm for the project is there and that the Board is committed to the process. Board Member Jablow asked about the IT equipment placement and if the situation was resolved. Chief Trautwein explained that the tower must stay where it is and the complexity of moving the tower. Board Chair Soto questioned how SFD could be more effectively marketing on website and social platforms for community education and acceptance of these on-going projects. Chief Trautwein stated that SFD is currently in the process of rebuilding the website to have a more modern and user-friendly site. Board Clerk McCarthy stated he feels that there is no negativity directed toward SFD or the Fire Chief and that it should be mentioned that the older SFD building were not built for the size/weight of new apparatus, so SFD should express future needs as they are going to be. Board Member Comello agreed and stated that due to social media, the public is more aware of the complexity of the tools and apparatus and the increased needs.

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 assisting with the RunSedona! Marathon. Chair Dave Soto noted that he has prepared and presented at the

Arizona Fire Chief's Association, Executive Officer Training and stated that the attendees were engaged and asked great questions.

V. ADJOURNMENT

Chairman Soto adjourned the meeting at 6:35 pm

Original signed by Gene McCarthy

Gene McCarthy, Clerk of the Board