



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, March 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 4:03 PM on Tuesday, March 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; Sara Simonton (telephonically) representing JVG; Tyler Godbehere (telephonically), representing William Whittington; Assistant Chief Jayson Coil; Chief Ed Mezulis; 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 17 Police Officers and 4 firefighters who passed away since the previous Board Meeting.

II. BUDGET WORKSHOP

A. Discussion possible staff direction regarding the 2023 Budget

Sara Simonton presented a budget forecast update to meet SFD needs into future and integrate needs with Strategic Plan. Ms. Simonton reviewed funding and possible changes, as well as challenges and limitations including increasing personnel costs due to legislation. Chief Trautwein stated that SFD is doing everything possible to pare down line item requests, and spoke regarding the challenge of the Worker's Compensation increase. There was much discussion about looking into discounts for fuel and programs that might be utilized. Chief Mezulis said that he will look into bulk fuel situations and see if there is some savings available. Ms. Simonton notified the Board that there will be a full "tentative" budget to review prior to the April Board meeting. Board Chair Soto asked if anyone had considered a "bank" for the COLA increase situation and discussion followed with Ms. Simonton stating that she would look into it and report back on feasibility.

There was a short recess at 4:40 p.m. Reconvene at 4:45 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. February 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 February 2022 Finance Report

Sara Simonton, JVG, reviewed the budget for the month of February and stated that, from a year to date standpoint, SFD is in a favorable position, having spent 67% of the budget, which is exactly where the District is supposed to be at this point in the year.

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

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

Chief Trautwein started his report mentioning the incident of the firefighter who was struck by a vehicle while on response. The employee is cleared to return to work and is doing well.

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

Chairman Soto asked that the Board members review the excel spreadsheet that was provided this week in order to have questions, requests, etc. ready for April meeting when Envisio should be updated and ready for Board review.

ii. Staffing Updates

Captain's Testing was just completed with the help of Subject Matter Experts from neighboring agencies.

Board Member McCarthy thanked Chief Mezulis and Director Robinson for distributing the Sheepdog Resiliency Conference materials to staff.

Board Member Comello stated that he had attended the International Women's Day luncheon and presented the Sedona Mayor the Lifetime Achievement Award and stated that he was very impressed with the event.

iii. Mental Health Moment

c. Operations Activities – Assistant Chief Jayson Coil

i. COVID 19

Board Chairman Soto expressed his thanks to everyone, civilian and sworn, for complying with the COVID regulations and processes.

ii. Significant Incidents in the District

Board Member McNeal asked Chief Coil about significant incidences during the past month. Chief Coil stated that the firefighter hit by the vehicle was the biggest incident, as well as Captain's Assessment Center.

iii. Wildland Seasonal Outlook

There was some discussion regarding Mental Health status of deployable staff for Wildland Fire Season. Chairman Soto asked where he thought the District stood in this capacity. Chief Coil responded and stated that those who have proven the most adaptable in the COVID situation are going to be in good shape for wildland season. He stated that SFD will continue to monitor and support staff. Board Member McCarthy stated that he wants everyone to be aware that the Board is concerned about not only the employee affected, but their families, as well.

iv. GIS Updates

v. Telecom Updates

d. Community Risk Reduction Activities – Fire Chief Trautwein

i. Inspection Activities

ii. Fire Prevention Appearances and Events

iii. **Fire Investigations**

iv. **Notable Events**

v. **Fire Marshal Safety Message**

Chief Trautwein reported that USDA has FireWise crews deploying to our area and that they should be available to assist in clean-up activities in the District's fire shed area.

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

i. **EMS Activities and Updates**

ii. **Fleet Activities and Updates**

Chief Mezulis gave updates on timelines for purchased vehicles being ordered by the District. He said that the timelines are greatly extended due to microchip availability issues. He stated that normally a truck ordered in November would be in use by February but now things are 18-24 months. Vehicles we have on order are in process with no ETA on delivery.

iii. **Training Report**

Training is ramped up for spring and the upcoming wildland season. All pack tests are completed and physicals are in process.

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**

Two thank-you letters were received last month.

Chief Trautwein ended his report expressing thanks to the Board and staff for their support and hard work.


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 participating in the Sedona St. Patrick's Day Parade. Chairman Soto spoke about the one-on-one meetings with the Fire Chief and said that he has requested that if there are common issues affecting Board members re: board operations, they should be briefed as they can't meet to discuss. The Chairman also stated that the full Board is anticipating being more involved in District functions in the future. Board member McNeal expressed her thanks to Chief Mezulis for coordinating Board member participation for St. Patrick's Day Parade.

IV. ADJOURNMENT

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


Gene McCarthy, Clerk of the Board