



Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
Telephone (928) 282-6800 FAX (928) 282-6857

SPECIAL BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Monday, April 25, 2022 / 9:00 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 9:07 AM on Monday, April 25, 2022. 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, Janet Jablow, Helen McNeal – Members

Others Present: Fire Chief Jon Trautwein, Director of Administrative Services Heidi Robinson; Director of Finance Gabe Buldra & Sara Simonton (telephonically); Operational Support Division Chief Ed Mezulis; Fire Marshal Dori Booth; Executive Assistant Kim 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 Soto led the pledge of allegiance.

II. PUBLIC SESSION:

- A. Budget Workshop with Finance Director Gabe Buldra.

Board Chairman Soto opened the meeting by stating that the purpose of the workshop was to re-examine the proposed budget by line item and to clarify and allow the Board to better understand the processes to arrive at the budget numbers. He asked if Chief Trautwein had opening comments.

Chief Trautwein stated that the outcome of the meeting was a deeper understanding by the budget process and that he concurred with the Chair's statements. He cautioned that this is still a draft proposal and staff will continue to streamline.

Chairman Soto kicked off the meeting with questions regarding assessed value and specific line items for grants and GIS revenue. Staff answered that at this time, SFD does not anticipate any grant revenue for 2023, and the GIS position had been busy with SFD updates that no outsourcing has been planned.

Board Clerk McCarthy asked about outside professional fees and what that included. Mr. Buldra answered that it includes Finance Director, Attorneys, IT consulting, feasibility study, plans review, and collection fees for Ambulance.

Chairman Soto asked Chief Booth a question about the narrative measurements for CRR and if estimates can be turned to actuals. Chief Booth explained the 60-day review process and confirmed that estimates are appropriate for this purpose. Board Member McNeal asked if the Board can see the plan before the budget in the future, referring to the CRR increases. She stated that it was not a criticism and that she is delighted that Chief Booth is bringing new, fresh input into the processes. Chief Trautwein agrees that SFD can communicate more clearly and report more details at the monthly board meetings. Chief Booth also mentioned that other increases are due to this being a code change year and the requirements are complicated.

There followed a page-by-page review of the budget line items. Board members asked Mr. Buldra and Ms. Simonton questions regarding several specific items and calculation inconsistencies. Ms. Robinson clarified that Ms. Simonton updated those calculation last Friday so the budget copies sent out before the board meeting last week were no longer current. Staff was able to sufficiently and satisfactorily answer all remaining questions.

Chairman Soto gave Board direction to Chief Trautwein and staff, addressing several action items to be addressed:

- Correct the summary calculation error for FY 21 & 22
- Add “Projected Actuals” for the current FY
- Update the titles and positions affected by Wages & Benefits line
- Update the Goals, Objectives, and Measures section of each budget area to:
 1. Align with Strategic Plan
 2. Delete if not relevant

Chairman Soto concluded the meeting stating that legal representation is very pleased that this meeting took place. Chief Trautwein thanked the Board for their engagement and work on the budget process. He thanked JVG and staff, as well.

III. ADJOURNMENT

Chariman Soto adjourned the meeting at 10:07 a.m.

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

Gene McCarthy, Clerk of the Board