



# 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, May 17, 2022 / 4:00 PM**

**~ AGENDA ~**

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

- 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.

### **II. PRESENTATION OF AWARDS/STAFF RECOGNITION**

#### A. Years of Service Recognition

- 1. Acknowledgement of 5 Years of Service – Firefighter Joshua Combs
- 2. Acknowledgement of 5 Years of Service – Firefighter Geoffrey Butler
- 3. Acknowledgement of 5 Years of Service – Firefighter Jeffery Hamm

### **III. BUDGET WORKSHOP**

- A. Discussion possible staff direction regarding the 2023 Final Proposed Budget.

### **IV. REGULAR BUSINESS MEETING**

#### A. Public Forum:

- 1. Public Comments
- 2. Executive Staff Response to Public Comments

#### B. Consent Agenda – Discussion/Possible Actions:

- 1. April 19, 2022 Regular Meeting Minutes

D. Financial Report and Updates –Director of Finance Gabe Buldra

1. Discussion/Possible Action: Review and Approval of April 2022 Finance Report

E. Staff Items:

1. April 2022 Monthly Fire Chief Report

- a. Call Volume and Response Review – Fire Chief Jon Trautwein
  - i. Incident Summary and Year to Date Comparison
- 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 Doris Booth
  - i. Inspection Activities
  - ii. Fire Prevention Appearances and Events
  - iii. Fire Investigations
  - iv. Notable Events
  - v. Fire Marshal Safety Message
- e. Operational Support – 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. Station 4 Construction Timeline
  - ii. Purchase Orders between \$10,000 - \$50,000 since the last Board Meeting
  - iii. Correspondence/Thank You Letters to SFD
  - i. Public Outreach and Communication
- 2. Discussion/Possible Action: Networking Systems Upgrade and Replacement.

F. Board Member Items:

- 1. Discussion: Board Member's Fire District Related Activities Since the Last Board Meeting.

### III. ADJOURNMENT

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Gene McCarthy, Clerk of the Board

*SFD Multipurpose Room is accessible to the handicapped. In compliance with Americans with Disabilities Act, those with special needs, such as large print or other reasonable accommodations, may request them by calling 928-282-6800.*

Posted by:

Date:

Time:



# Sedona Fire District

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## REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room

Tuesday, April 19, 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, April 19, 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; Gabe Buldra representing JVG; William Whittington, legal counsel, representing BPCWS; Assistant Chief Jayson Coil (telephonically); Chief Ed Mezulis; 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 for the 13 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

Chief Trautwein introduced the session with comments stating he was proud of the work that JVG and staff have completed on the budget and addressing record levels of inflation and effects on the Consumer Price Index, the mandatory requirements on SFD due to pension and worker's compensation costs, aligning the budget with the Strategic Plan goals, and recommended that it would be a good idea for the Board members to work on contacting their state and local representatives regarding COVID relief funds and on-going legislation. Mr. Buldra presented the full, draft budget to the Board, outlining the high points of increases the District is seeing and where the off-sets may come. There were several discussion points raised by the Board and discussed with Mr. Whittington. It was decided to call a special meeting on Monday, April 25, 2022 for the Board, Executive SFD staff, and Mr. Buldra. Chairman Soto ended the workshop by charging Mr. Buldra to continue working on the budget with SFD staff and the Board will look forward to the May presentation.

There was a short recess at 5:06 p.m. Reconvened at 5:13 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. March 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 March 2022 Finance Report**

Gabe Buldra, JVG, reviewed the budget for the month of March and stated that, from a year to date standpoint, SFD continues in a favorable financial position. He reviewed expenditures, revenue and monthly costs, projections, and areas of concern.

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

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

Due to Wildland deployment in New Mexico, Chief Trautwein started the reporting with Chief Coil, reporting by telephone.

**a. Operations Activities – Assistant Chief Jayson Coil**

**i. COVID 19**

No change in our protective posture at this time.

**ii. Significant Incidents in the District**

Backcountry rescues, Motor Vehicle Accidents, Department of Public Safety bucket training

April 6 brush fire in Oak Creek Canyon – crews kept it small

SFD crews recognized by Northern Arizona Healthcare for saving the life of a man who suffered cardiac arrest on Hwy 179

March 23, National Puppy Day, SFD rescued a dog that was trapped in a seat mechanism with no harm to dog or vehicle!!

**iii. Wildland Seasonal Outlook**

Unprecedented Level Preparedness Level (PL)4 (5 is the highest), earliest ever at this level

Three Type 1 Incident Management Teams assigned in the Southwest, to date

New ignition 4/19 on the east side of Flagstaff is evacuating

New ignition north of Parks

**iv. GIS Updates**

Created maps of the area west of SFD along Bill Gray road to improve estimated drive times, land ownership & parcel value updates, and SFD and Cottonwood boundaries

Map book updates, street index, Forest Service gate codes, etc.

Working on editable TRT map to include social trails and other points of interest on map

**v. Telecom Updates**

Demo phones installed at Station 1 for evaluation

Call outs due to issues with the phone system equipment at Stations 3 & 4

Bob Motz prepped radios from spare parts for the Command Vehicle, as new equipment is not available yet

Meetings with Microsoft (software), Fortigate (firewalls)

**b. Call Volume and Response Review**

**vi. Incident Summary and Year to Date Comparison**

**vii. Incident Responses by Station**

**b. Administration Updates – Director of Administrative Services Heidi Robinson**

**i. News and Events**

Tourism impacts of Spring break

Strategic plan deadlines not falling during quarterly reporting, may need to shift staff assignments, due dates, etc.

Awards committee discussing how/when, etc. for celebration. Due to already busy wildland activity, it may be bumped to the fall.

Verde Valley Fair – several staff have children, relatives participating, showing animals, etc. April 28-30

Chief Trautwein asked about new website development update. Planning meeting was delayed, there has been discussion and a meeting earlier today.

**ii. Staffing Updates**

There have been a number of qualified applications to the 3 IT positions. Firefighter recruitment is underway, focusing on minority hiring.

Functional movement screenings for staff, including admin, will be ramping up

**iii. Mental Health Moment**

Stress Awareness Month

**c. Community Risk Reduction Activities – Fire Chief Trautwein**

**i. Inspection Activities**

Chief Booth reports that the Division is busy and not slowing down and she is going to require more staff.

**ii. Fire Prevention Appearances and Events**

Actively engaging in City events

**iii. Fire Investigations**

2 in the month of March. Chief Mezulis stated that one of the investigations happened to occur immediately following the Wildfire Investigation Training.

**iv. Notable Events**

Firewise weekends are upcoming; Board Clerk McCarthy asked about what can be done about neighbors who refuse to clean up their properties. Chief Booth replied that this can become a violation of the zoning code and enforced through the City. Board Chair Soto asked if the adoption of the Wildland Code, at what level of violation does it equate to crime? Mr. Whittington stated that it can be gross negligence and may be either civil or criminal and that it is enforced by the County Attorney.

**v. Fire Marshal Safety Message**

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

**i. EMS Activities and Updates**

Wildland refresher has been completed for operations.

Training hours continue as we ramp up for Wildland season

**ii. Fleet Activities and Updates**

3 ambulances were inspected by DHS

Evaluating and utilizing new fleet vendor for warranty work

Discussion regarding 2<sup>nd</sup> Mechanic position and Chair Soto wanted it known that the Board is concerned for employees who have no back-up for their position. Chief Trautwein stated that there are many areas where the employee is “one deep” with no backup or contingency and the vacations, sick leave and other issues are getting handled in those areas and that there needed to be enough work to justify a second mechanic.

**iii. Training Report**

**e. Fire Chief Activities – Fire Chief Trautwein**

**i. Strategic Plan**

Chief Trautwein gave a short briefing on the new dashboard slide and what to expect going forward with the Strategic Plan and how a dashboard will be available on the new website. Director Robinson stated that major disruptions are not work stoppage on any given goal, but may indicate a need to re-evaluate the specific portion where stoppage is identified. Board Member McNeal stated that there may be a need to re-adjust the goals as listed, to put the “public-centric” concerns at a higher level than internally focused goals.

**ii. Station 4 Construction Timeline**

Chief Trautwein stated that we are currently in a Phase 1-II feasibility study cycle that should take approximately 2 ½ months. Next phase would be preconstruction, which will take approximately 3 months, and then construction which could take 10 months to a year. Chairman Soto stated that it is nice to have some measurable timeline and this gives us a good idea of where we stand, knowing that we could be showing significant progress by the end of the fiscal year.

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

Firewall purchases of \$14K

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

One thank-you letter was received last month.

**v. Public Outreach and Communication**

Chief Trautwein addressed new slide layout detailing SFD’s social media presence, detailing both Facebook and Twitter numbers of interactions, reach, etc.

**2. Discussion/Possible Action: Pierce Pumper Apparatus Purchase(s) – Ed Mezulis**

Chief Ed Mezulis presented information regarding pricing, timelines, and purchase recommendation for two Pierce Pumper Apparatus as guided by the Capital Plan fleet replacement program. Chief Mezulis commended Battalion Chief Dave Cochrane and the purchasing committee on their thoughtful process and development of the specifications to meet SFD requirements. Due to lengthy build times, he recommended that we purchase two (2) at this time in order to take advantage of the manufacturer discounts and save SFD the costs that are estimated to increase \$60K per vehicle, beginning in May. Mr. Buldra stated that due to the costs increasing, the prepayment discount, and the savings warrant the purchase at this time and recommended that the Board approve. There was some additional discussion and questions. Chairman Soto made the motion to approve the purchase, it was seconded by Board Clerk McCarthy and passed by unanimous consent.

**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 Board Member McNeal stating that she is running for her seat, as she was previously appointed. Board Member Comello stated that he was at SFD training session at the airport and spoke with the DPS pilots and he was impressed with their comments and the cooperation demonstrated between the agencies. Chairman Soto mentioned that he had worked with Chief Coil compiling statistics on off-road traffic.

**IV. ADJOURNMENT**

Chairman Soto adjourned the meeting at 6:58 p.m.

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Gene McCarthy, Clerk of the Board



# Financial Report

## April 2022





## Sedona Fire District

### Monthly Financial Report

#### Monthly Financial Report – April 2022

Attached are the following for your information and review:

1. Balance Sheet as of April 30, 2022.
2. Summary of reconciled cash balances on April 30, 2022.
3. Income Statement of Revenues and Expenditures for April 2022, including budget to actual and year- to-date balances.
4. Graphs for April 2022.
5. Fixed Asset Additions and Disposals Schedule FY22.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

#### Key points:

- Total Revenue for April is \$3,042,820 which is \$222,067 under budget.
  - Tax Revenue for April is \$2,832,253 which is \$216,654 under budget.
  - Non-Tax Revenue for April is \$210,567 which is \$5,413 under budget.
- Total Expenses for April are \$1,348,680 which is \$92,231 under budget.
  - Personnel expense \$88,328 under budget
- YTD Revenue is \$18,521,375 which is \$648,587 over budget
  - Tax Revenue is \$15,314,849 which is \$106,523 under budget
  - Non-Tax Revenue is \$3,206,526 which is \$755,111 over budget
    - Ambulance revenue is \$527,027 over budget
    - Wildland revenue is \$58,615 over budget
    - Misc revenue is \$80,768 over budget, driven by prop 207 revenue
- YTD Expense is \$14,083,697 which is \$996,467 under budget
  - Personnel expense is \$794,023 under budget

Please contact the Finance Director for any questions or concerns regarding this report.

# Sedona Fire District

## Balance Sheet

### As of April 30, 2022

	Apr 30, 22	Apr 30, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000 · Bill.com Money Out Clearing	0.00	135.00	-135.00
1010 · Capital Reserves Fund	3,489,700.71	3,482,225.71	7,475.00
1050 · Chase - Operating Account	277,544.19	464,041.50	-186,497.31
1060 · Chase - Payroll Account	90,131.54	290,868.36	-200,736.82
1070 · County General Fund	12,139,925.31	9,796,478.40	2,343,446.91
<b>Total Checking/Savings</b>	<b>15,997,301.75</b>	<b>14,033,748.97</b>	<b>1,963,552.78</b>
<b>Accounts Receivable</b>			
1200 · Accounts Receivable*	39,967.17	42,092.20	-2,125.03
1202 · Ambulance Billings Receivable	748,838.74	338,845.58	409,993.16
1204 · ND Fire Billing Receivables	2,078.36	0.00	2,078.36
1206 · Property Tax - Receivable	235,619.22	361,478.27	-125,859.05
<b>Total Accounts Receivable</b>	<b>1,026,503.49</b>	<b>742,416.05</b>	<b>284,087.44</b>
<b>Other Current Assets</b>			
12000 · Undeposited Funds	14,106.79	14,737.82	-631.03
1320 · Prepaid Expenses	54,767.30	125,591.34	-70,824.04
1321 · PSPRS Prepaid Expense	2,486.25	0.00	2,486.25
1900 · Suspense	-1,670.01	-9,963.00	8,292.99
<b>Total Other Current Assets</b>	<b>69,690.33</b>	<b>130,366.16</b>	<b>-60,675.83</b>
<b>Total Current Assets</b>	<b>17,093,495.57</b>	<b>14,906,531.18</b>	<b>2,186,964.39</b>
<b>Fixed Assets</b>			
1400 · Accumulated Depreciation	-13,324,750.48	-12,527,118.92	-797,631.56
1410 · Building and Other Improvements	9,177,138.86	8,970,520.30	206,618.56
1412 · Furniture and Equipment	6,058,195.77	6,016,447.83	41,747.94
1413 · Land	2,054,578.48	2,054,578.48	0.00
1414 · Vehicles	7,594,128.67	7,553,550.62	40,578.05
1450 · CIP	32,523.24	6,301.72	26,221.52
<b>Total Fixed Assets</b>	<b>11,591,814.54</b>	<b>12,074,280.03</b>	<b>-482,465.49</b>
<b>Other Assets</b>			
1500 · Defer Outflows of Rsrcs - ASRS	192,686.00	192,686.00	0.00
1510 · Defer Outflows of Rsrcs - PSPRS	7,773,500.00	7,773,500.00	0.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	86,045.00	86,045.00	0.00
1520 · Defer Outflows - PSPRS OPEB	65,347.00	65,347.00	0.00
1525 · Defer Outflows PSPRS OPEB Tr 3	560.00	560.00	0.00
1530 · Defer Outflows - ASRS OPEB	13,559.00	13,559.00	0.00
1540 · Risk Pool Capitalization	115,540.00	57,770.00	57,770.00
1815 · Net Pension Asset - PSPRS Tr 3	14,254.00	14,254.00	0.00
1825 · Net Pension Asset PSPRS OPEB	1,972.00	1,972.00	0.00
1830 · Net Pension Asset ASRS OPEB	2,592.00	2,592.00	0.00
<b>Total Other Assets</b>	<b>8,266,055.00</b>	<b>8,208,285.00</b>	<b>57,770.00</b>
<b>TOTAL ASSETS</b>	<b>36,951,365.11</b>	<b>35,189,096.21</b>	<b>1,762,268.90</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	23,382.42	273,186.69	-249,804.27
<b>Total Accounts Payable</b>	<b>23,382.42</b>	<b>273,186.69</b>	<b>-249,804.27</b>

# Sedona Fire District

## Balance Sheet

### As of April 30, 2022

	Apr 30, 22	Apr 30, 21	\$ Change
<b>Credit Cards</b>			
2001 · Bank of America Credit Card	0.00	77.39	-77.39
2002 · Wells Fargo Credit Card	-255.11	-1,195.00	939.89
2003 · National Bank of Arizona Credit	32,923.85	30,190.16	2,733.69
<b>Total Credit Cards</b>	<b>32,668.74</b>	<b>29,072.55</b>	<b>3,596.19</b>
<b>Other Current Liabilities</b>			
2010 · Accrued Employee Leave	1,552,680.45	1,482,660.67	70,019.78
2012 · Lease Purchase Liabilities	608.20	1,182.18	-573.98
2014 · Defer Inflows of Rsrcs - ASRS	326,006.00	326,006.00	0.00
2015 · Defer Inflows of Rsrcs - PSPRS	1,485,100.00	1,485,100.00	0.00
2016 · Deferred Revenue	0.00	48,894.44	-48,894.44
2017 · Federal PR Taxes Payable	-96.67	11,850.66	-11,947.33
2018 · HSA Deduction	-1,245.02	5,017.27	-6,262.29
2019 · Insurance Premium Liabilities	105,294.71	0.00	105,294.71
2021 · Payroll Liabilities	2,610.40	7,546.75	-4,936.35
2022 · Retirement Payable	55,190.18	281,337.77	-226,147.59
2024 · Wage Garnishment	0.00	0.80	-0.80
2049 · Defer Inflows of Rsrcs PSPRS T3	439.00	439.00	0.00
2050 · Defer Inflows OPEB PSPRS	134,743.00	134,743.00	0.00
2051 · Defer Inflows OPEB ASRS	7,618.00	7,618.00	0.00
2054 · Defer Inflows PSPRS OPEB TR3	373.00	373.00	0.00
<b>Total Other Current Liabilities</b>	<b>3,669,321.25</b>	<b>3,792,769.54</b>	<b>-123,448.29</b>
<b>Total Current Liabilities</b>	<b>3,725,372.41</b>	<b>4,095,028.78</b>	<b>-369,656.37</b>
<b>Long Term Liabilities</b>			
2052 · Net Pension Liab OPEB PSPRS	196,782.00	196,782.00	0.00
2053 · Net Pension Liab OPEB ASRS	6,058.00	6,058.00	0.00
2200 · NBAZ Station Loan	297,150.52	543,987.74	-246,837.22
2201 · Net Pension Liability - ASRS	1,331,431.00	1,331,431.00	0.00
2202 · Net Pension Liability - PSPRS	22,567,549.00	22,567,549.00	0.00
2203 · Stryker Financing Lease	630.36	37,832.26	-37,201.90
<b>Total Long Term Liabilities</b>	<b>24,399,600.88</b>	<b>24,683,640.00</b>	<b>-284,039.12</b>
<b>Total Liabilities</b>	<b>28,124,973.29</b>	<b>28,778,668.78</b>	<b>-653,695.49</b>
<b>Equity</b>			
3000 · Opening Balance Equity	5,149,965.20	5,149,965.20	0.00
3010 · Fund Balance	-2,425,281.46	-2,425,281.46	0.00
3200 · Unrestricted Net Assets	1,664,029.87	-29,678.18	1,693,708.05
Net Income	4,437,678.21	3,715,421.87	722,256.34
<b>Total Equity</b>	<b>8,826,391.82</b>	<b>6,410,427.43</b>	<b>2,415,964.39</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>36,951,365.11</b>	<b>35,189,096.21</b>	<b>1,762,268.90</b>

**Sedona Fire District**  
**Summary of Reconciled Cash Balances**  
Period Ending 04/30/2022

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	4/30/2022	4/30/2022	4/30/2022	4/30/2022
<b>Beginning Balance</b>	10,077,428.62	3,489,700.71	524,648.66	99,986.82
<b>Cleared Transactions</b>				
<b>Checks and Payments</b>	(925,428.27)	-	(471,088.46)	(932,355.28)
<b>Deposits and Credits</b>	2,677,486.86	-	221,600.15	922,500.00
<b>Total Cleared Transactions</b>	1,752,058.59	-	(249,488.31)	(9,855.28)
<b>Cleared Balance</b>	<b>11,829,487.21</b>	<b>3,489,700.71</b>	<b>275,160.35</b>	<b>90,131.54</b>
<b>Uncleared Transactions</b>				
<b>Checks and Payments</b>	(2,733.01)	-	-	-
<b>Deposits and Credits</b>	313,171.11	-	2,383.84	-
<b>Total Uncleared Transactions</b>	310,438.10	-	2,383.84	-
<b>Register Balance as of 04/30/2022</b>	<b>12,139,925.31</b>	<b>3,489,700.71</b>	<b>277,544.19</b>	<b>90,131.54</b>

10:07 PM

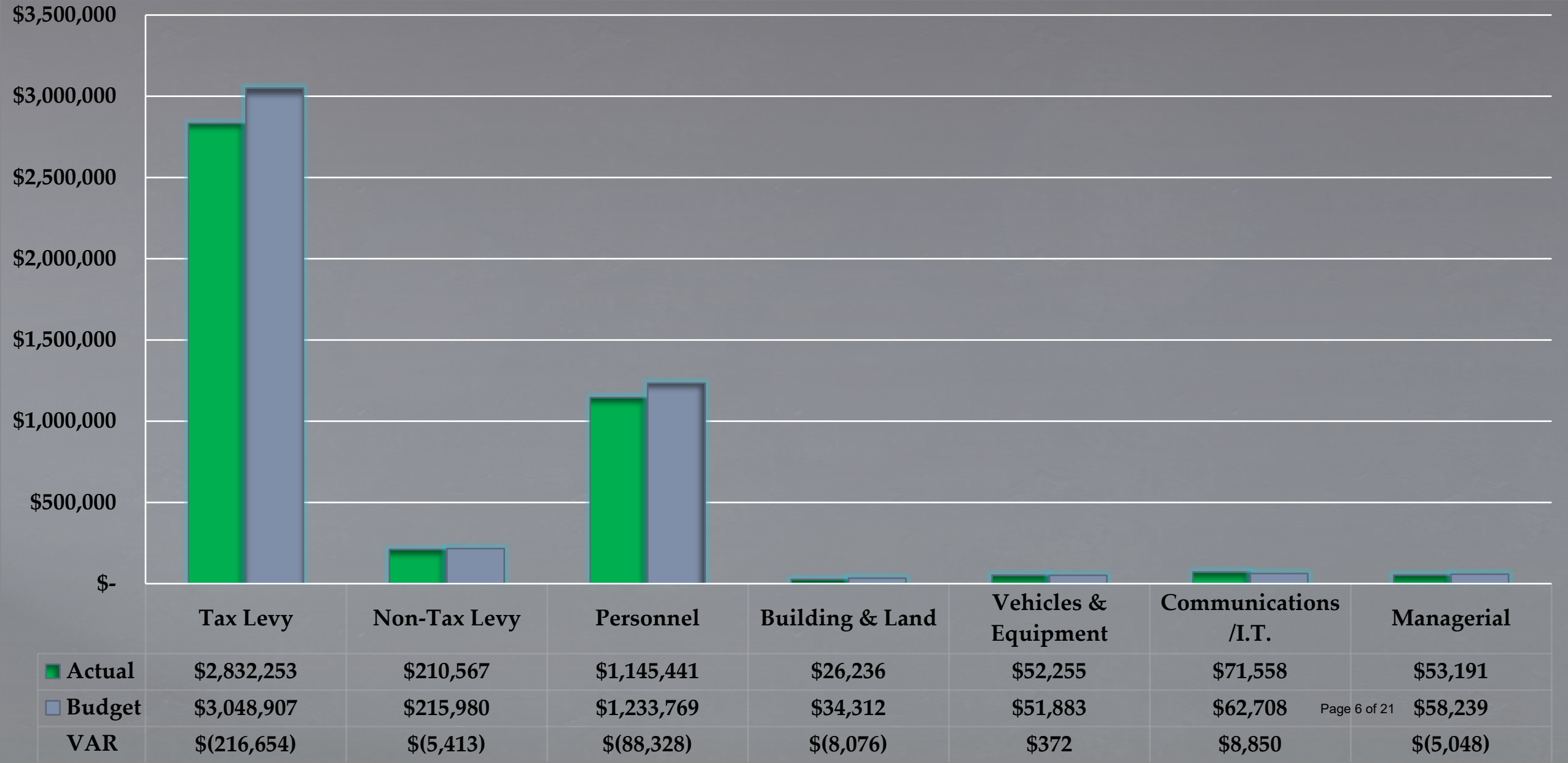
05/11/22

Accrual Basis

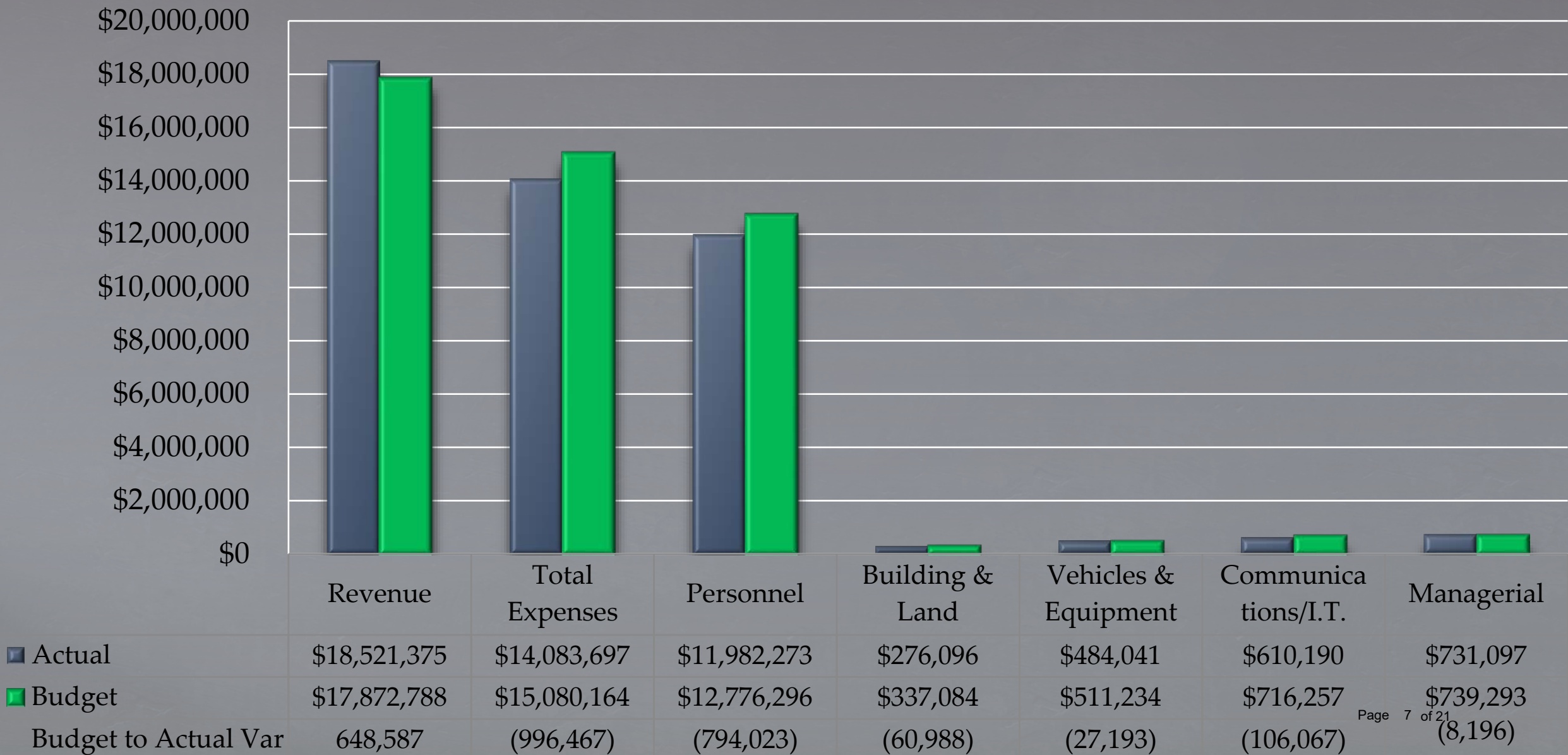
**Sedona Fire District**  
**Profit & Loss Budget Performance**  
**April 2022**

	<u>Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '21 - Apr 22</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>Income</b>							
<b>4001 · Tax Levy Revenue</b>	2,832,252.76	3,048,907.00	-216,654.24	15,314,849.13	15,421,373.00	-106,523.87	16,679,184.00
<b>4100 · Non-Tax Levy Revenue</b>	210,566.81	215,980.00	-5,413.19	3,206,525.85	2,451,415.00	755,110.85	3,056,961.00
<b>Total Income</b>	<u>3,042,819.57</u>	<u>3,264,887.00</u>	<u>-222,067.43</u>	<u>18,521,374.98</u>	<u>17,872,788.00</u>	<u>648,586.98</u>	<u>19,736,145.00</u>
<b>Gross Profit</b>	3,042,819.57	3,264,887.00	-222,067.43	18,521,374.98	17,872,788.00	648,586.98	19,736,145.00
<b>Expense</b>							
<b>5001 · Personnel Cost</b>	1,145,440.97	1,233,769.00	-88,328.03	11,982,272.61	12,776,296.00	-794,023.39	15,395,007.00
<b>6001 · Building &amp; Land</b>	26,235.77	34,312.00	-8,076.23	276,096.30	337,084.00	-60,987.70	405,700.00
<b>6101 · Vehicles &amp; Equipment</b>	52,254.93	51,883.00	371.93	484,040.90	511,234.00	-27,193.10	614,946.00
<b>6300 · Communications</b>	71,557.92	62,708.00	8,849.92	610,189.92	716,257.00	-106,067.08	841,663.00
<b>6401 · Meetings, Travel &amp; Training</b>	15,544.42	21,160.00	-5,615.58	154,971.60	211,266.00	-56,294.40	253,894.00
<b>7001 · Managerial Cost</b>	36,877.79	35,213.00	1,664.79	566,198.45	504,896.00	61,302.45	575,337.00
<b>8001 · Other Expense</b>	768.51	1,866.00	-1,097.49	9,926.99	23,131.00	-13,204.01	26,571.14
<b>Total Expense</b>	<u>1,348,680.31</u>	<u>1,440,911.00</u>	<u>-92,230.69</u>	<u>14,083,696.77</u>	<u>15,080,164.00</u>	<u>-996,467.23</u>	<u>18,113,118.14</u>
<b>Net Income</b>	<u><b>1,694,139.26</b></u>	<u><b>1,823,976.00</b></u>	<u><b>-129,836.74</b></u>	<u><b>4,437,678.21</b></u>	<u><b>2,792,624.00</b></u>	<u><b>1,645,054.21</b></u>	<u><b>1,623,026.86</b></u>

# April 2022

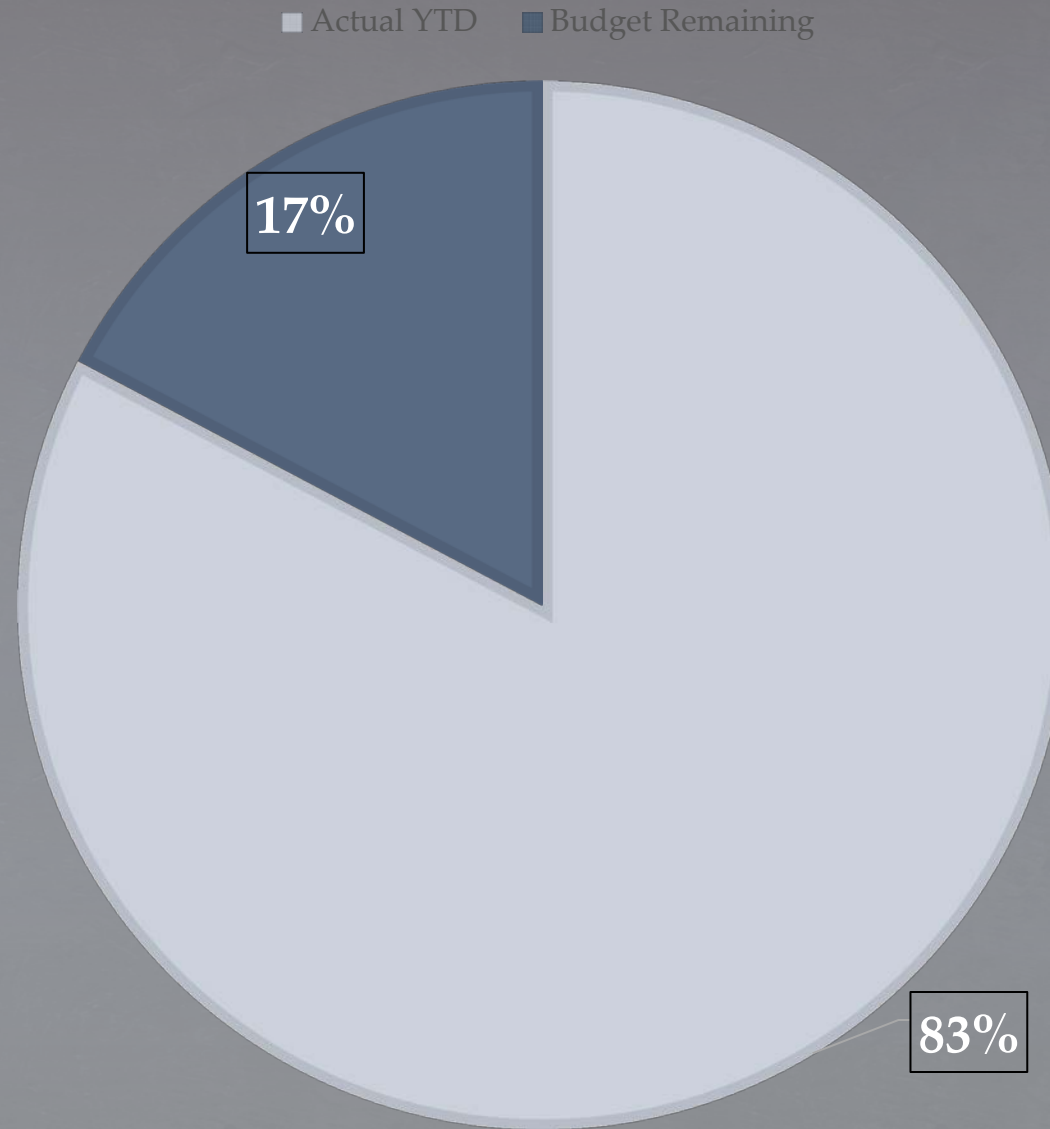


# Fiscal Year to Date Budget to Actual





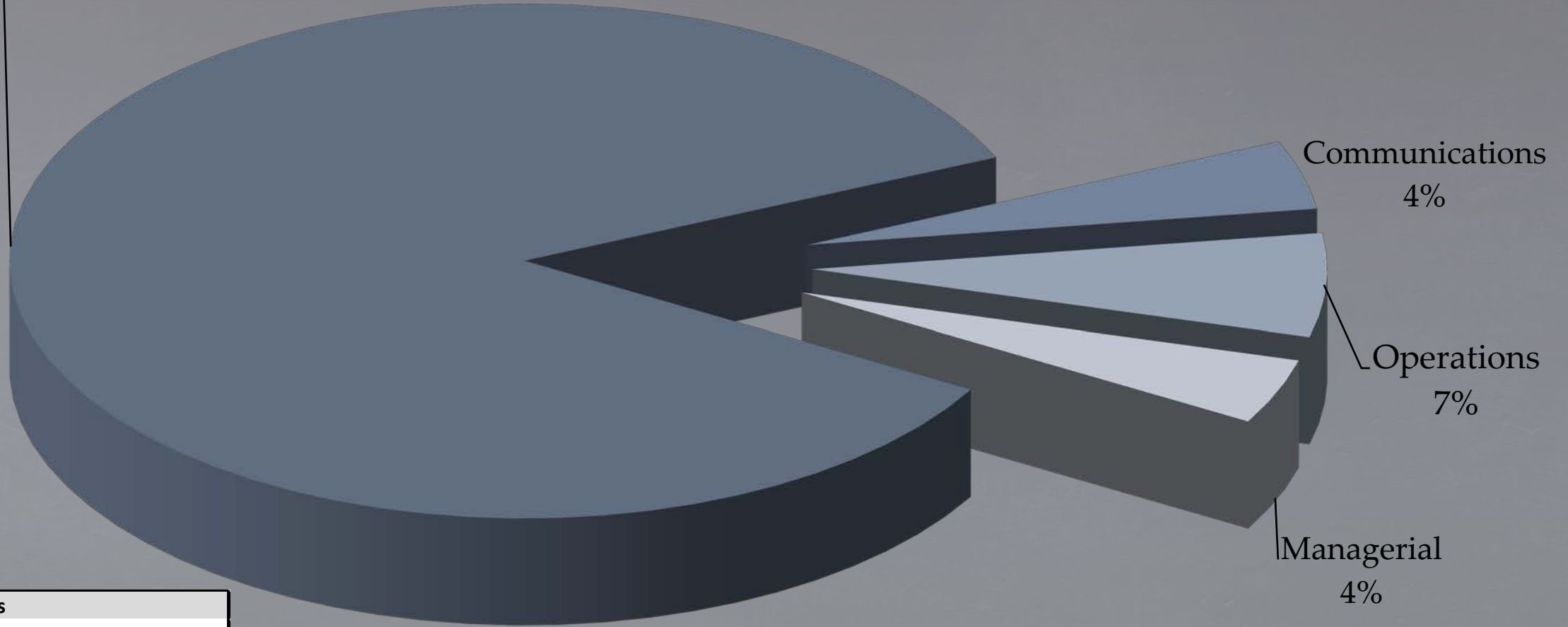
## YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET



# Percentage of Expenses Year to Date

Personnel

85%



Function Expenses	
Salaries and Wages	81.21%
Operations	11.10%
Communications	2.27%
Managerial	5.42%

# Cash Position







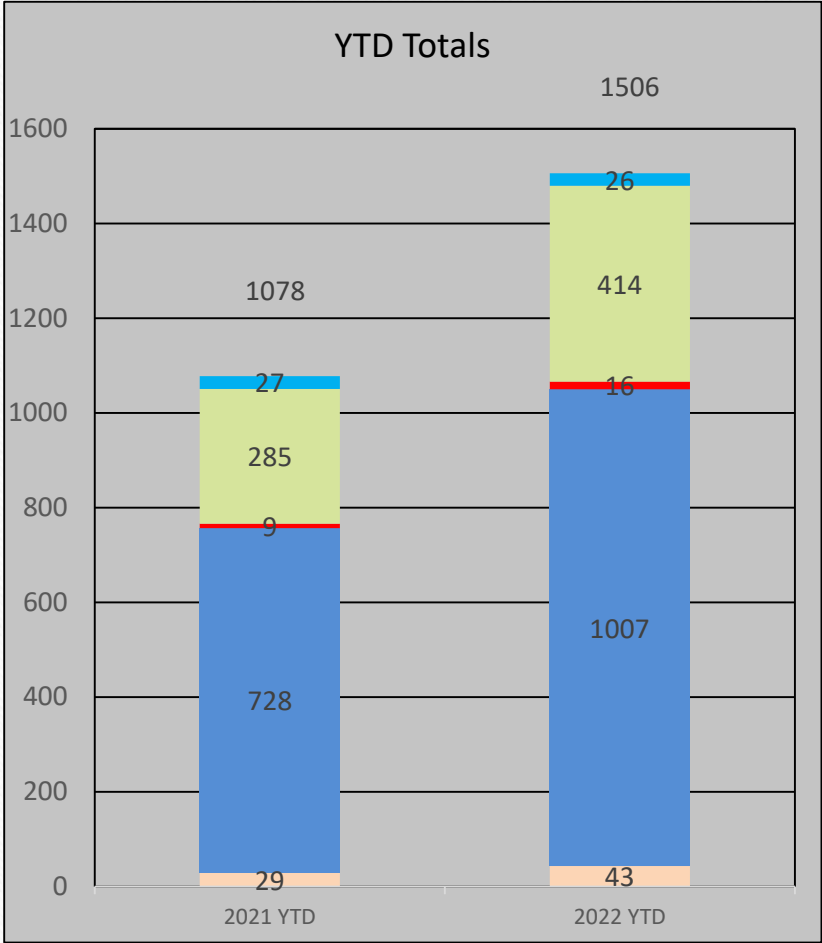
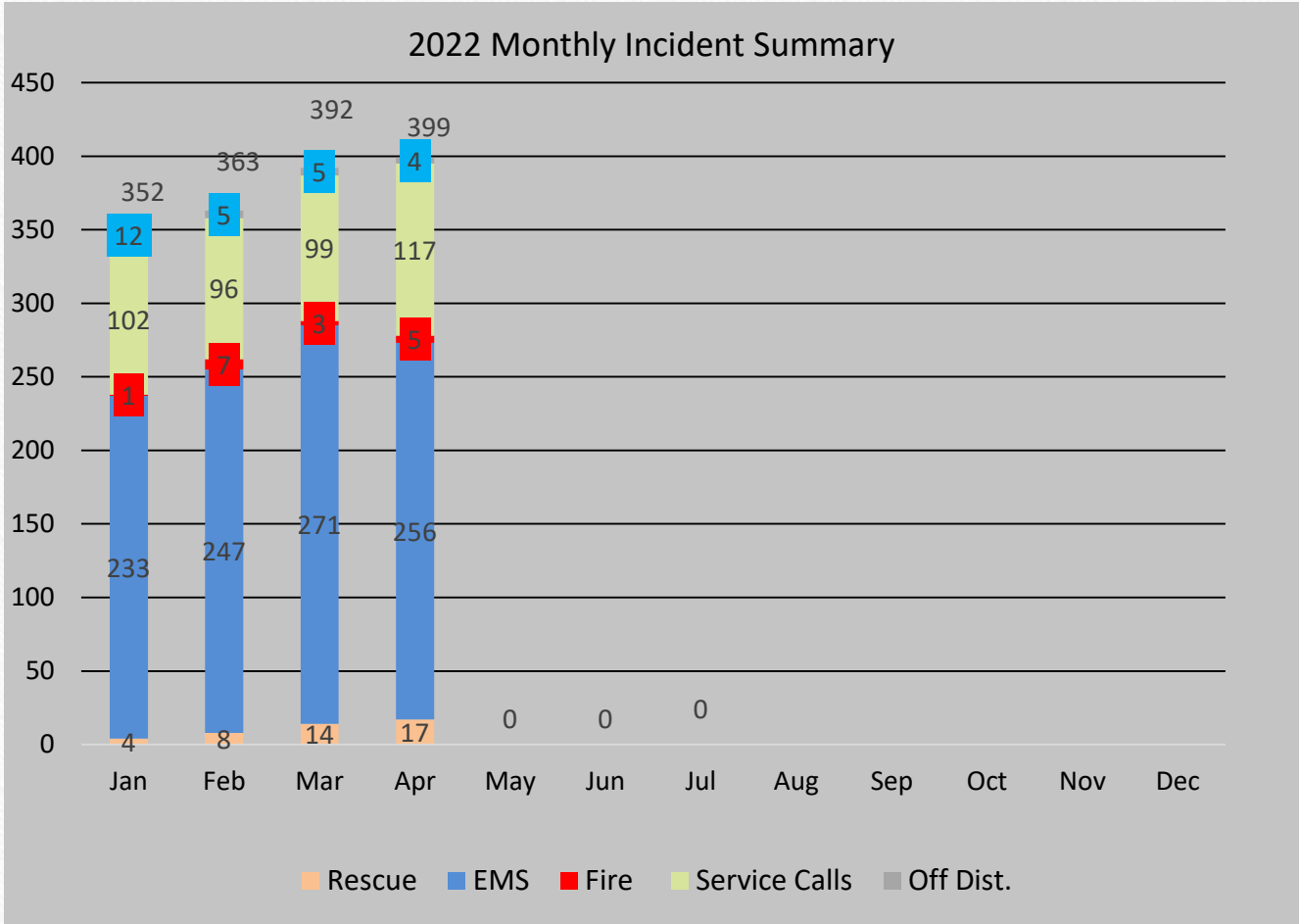
# **Sedona Fire District**

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## **Monthly Chief's Report**

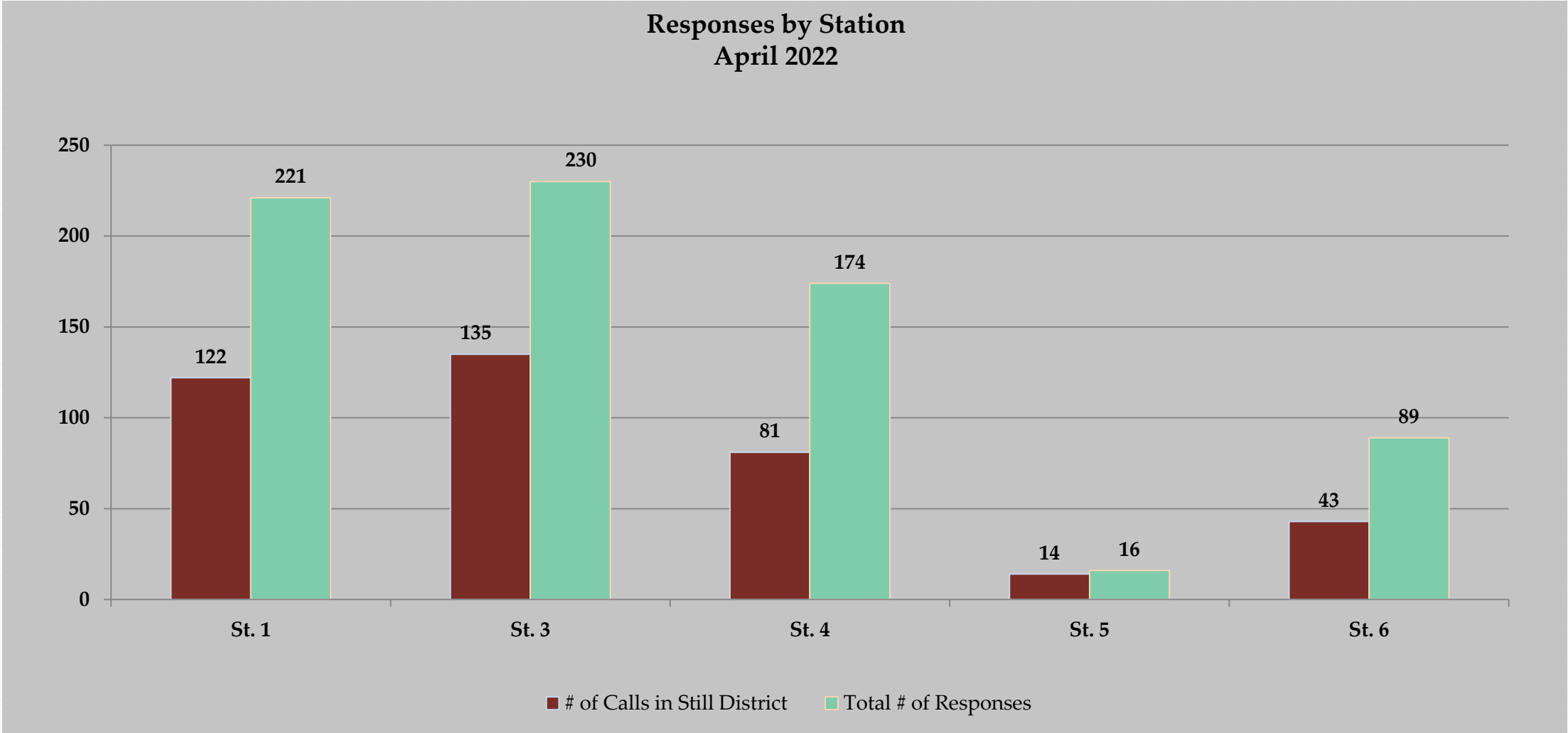
**May 2022**

The Incident Summary provides an overview of the number of calls for each month and the type of incidents. A Year-to-Date comparison to the prior year is provided to view how SFD's calls are trending from the prior year.





This chart shows the total number of calls received in each station's response area compared to the total number of calls to which each Station's crews responded. Station crews not only respond to their own area, but, when needed, to other areas of the fire district.





# ADMINISTRATION

Director of Administrative Services – Heidi Robinson



## ➤ News & Events

SFD @ Verde Valley Fair  
Firewise Yard Waste Cleanup  
Equestrian Emergency Evacuation appearance  
Website design & consultation  
Administrative Conferences

## ➤ Staffing Updates

Recruitment Updates

## ➤ Upcoming

Human Trafficking Prevention Fundraiser  
Burn Foundation Camp Courage – June  
Annual Awards Celebration

## ➤ Mental Health Moment

Mental Awareness Month

## ➤ Questions/Comments







# OPERATIONS

Assistant Chief Jayson Coil



- COVID19
- Significant Incidents
- Wildland Seasonal Outlook
- GIS Updates
- Questions/Comments



# Community Risk Reduction

## Division Chief Dori Booth



Type	FY 21-22 Totals	Change	Apr-22	March-22
Code Consultations	44	↓ -44%	5	9
FireWise Consultation	6	↑ 400%	4	0
Plan Reviews	275	↑ 11%	62	56
CRR Inspections	759	↓ -26%	62	84
Engine Company Inspections	45	↓ -100%	0	1
Special Events	2	↓ -100%	0	1

The Compliance Engine – 74

Compliant 67 / Deficient 7

Fire Investigations - 3

- Notable Events
  - Attended APS Sponsored Energy Storage System/ Electric Vehicle Training
  - 19<sup>th</sup> Annual FireWise Clean-Up
    - VOC (April 23 – 24) 8 Tons
    - Uptown (April 30 – May 1) 8 Tons
- Safety Message
  - Stage 1 Burn Restrictions
- Questions / Comments





# Operational Support

Division Chief Ed Mezulis



- EMS Activities and Updates
- Fleet Activities
- Training Report
  - Fire Credit Training Hours: ISO Hours 3329
  - EMS Credit Training Hours: EMS Hours 526
  - Total Training Hours (includes OTHER than above): 3904 Hours
- Helicopter Bucket Training @ Wastewater Plant
- Sedona Hanger Owners & Airport Authority familiarization training
- Questions/Comments



# FIRE CHIEF ITEMS

Fire Chief Jon Trautwein







## ➤ Station 4 Construction

## ➤ Purchase Orders (Over \$10,000)

Merrit – New Phone System	\$ 49.9K
Hughes Fire - Approved April	\$1.49 M
Cultural Sponge –Website Design and Consulting	\$ 12.4K

## ➤ Correspondence/Thank You Letters

Terrie Frankel & Fred Shinn (next page)





5-3-2022

To our hero's at SFD  
station "5,"

Weeks ago you came  
to Terris and my rescue  
on R789. You  
CHANGED our time  
and I was able  
to get to FLAGSTAFF  
for my operations  
I thank you beyond  
our hearts Ade Terris





# Public Outreach & Communication

facebook

## Highlights:

169K Post Reach

65K Post Engagement

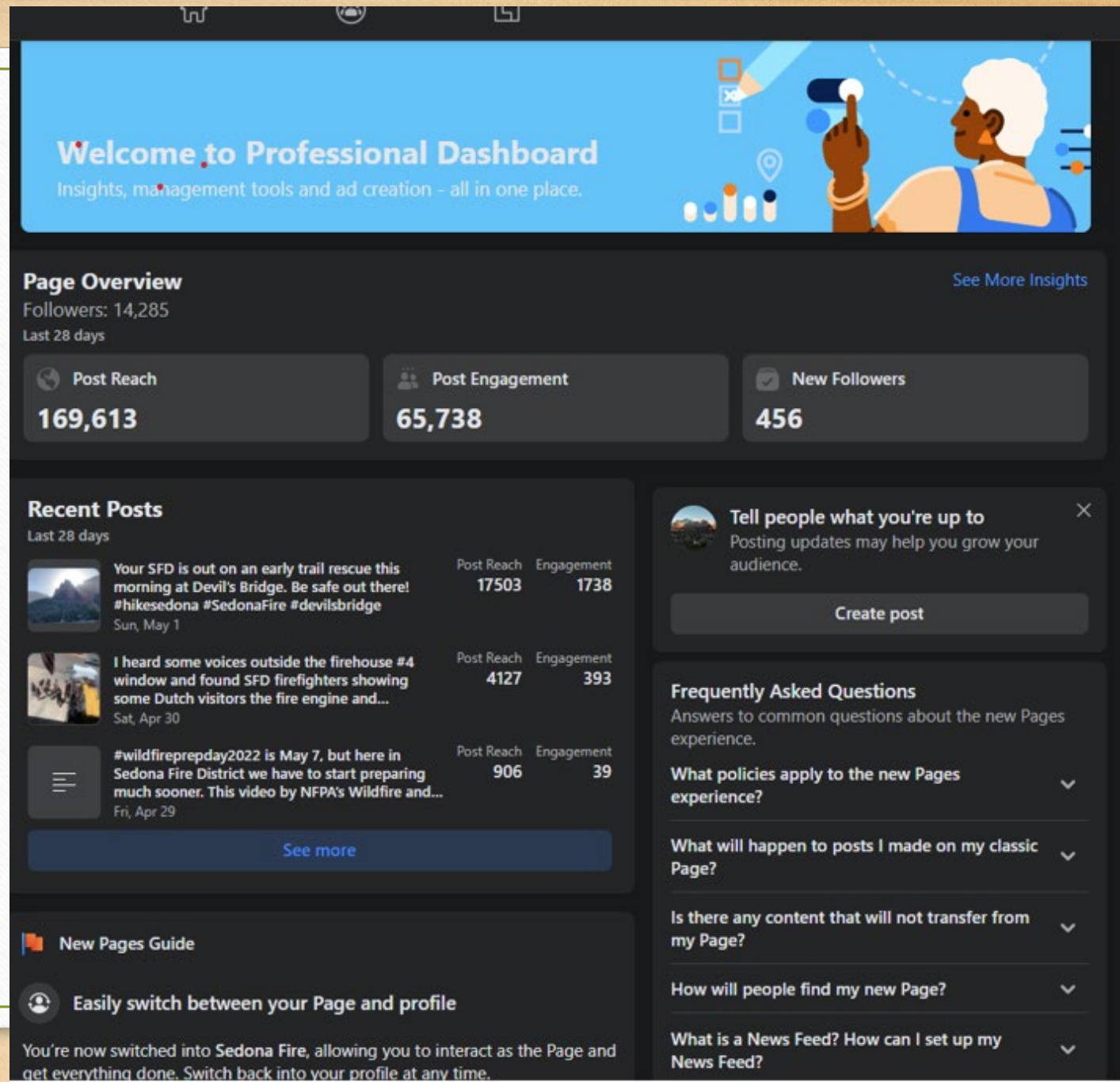
456 NEW Followers

## TOP STORIES:

5/1 – Early rail rescue @ Devil's Bridge

4/30 – Dutch Visitors view firetruck  
(Station 4)

4/29 – NFPA Wildfire & Firewise video



# Public Outreach & Communication

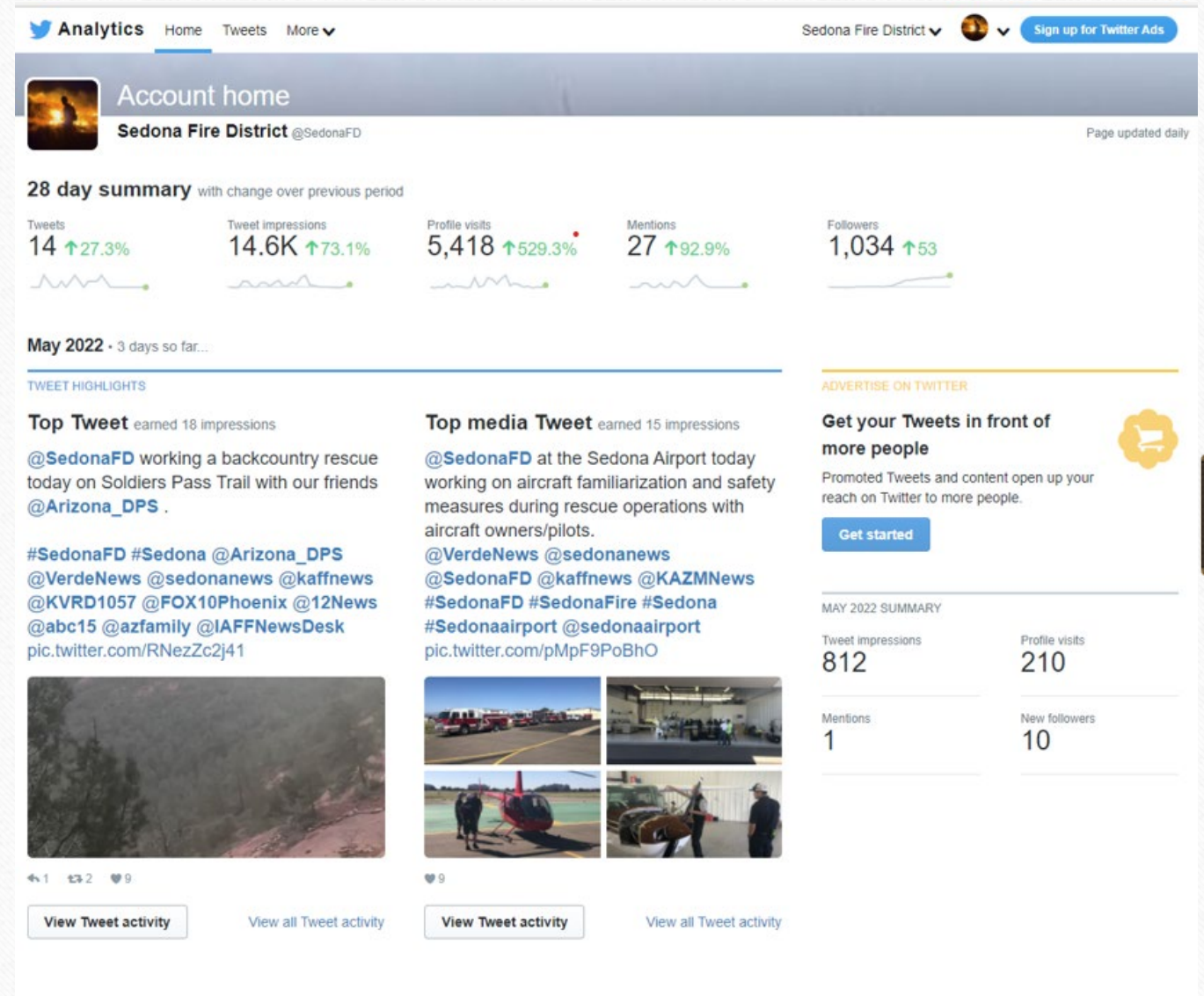


## Highlights:

5.4K Profile Visits  
14.6K Total Impressions  
1034 Followers

## TOP TWEETS:

Backcountry Rescue @ Soldier's Pass  
Aircraft Familiarization & Safety  
Measures @ Sedona Airport w/aircraft  
owners







**SEDONA FIRE DISTRICT  
FIRE BOARD AGENDA COMMUNICATION**

*Submitted by:* Fire Chief Jon Trautwein      *Date:* 5/5/2022

<b>SUBJECT:</b> REQ#_____ For Networking Systems Upgrade and Replacement	<b>BOARD MEETING DATE:</b> May 17, 2022
<b>AGENDA ITEM #:</b>	<b>DIVISION / SECTION:</b> Finance / Telecom
<b>ACTION REQUIRED:</b> <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Other (Explain)	<b>BOARD RECOMMENDATION:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded

*Project/issue relates to SFD Strategic Plan   X   or Not Applicable     .*

**ISSUE:** Due to increasing critical failures in the core networking systems SFD uses daily, a complete system overhaul is required to maintain service that supports public safety.

**BACKGROUND:** The infrastructure outlined in the quote comprises the entire foundational layer of the SFD network. This equipment is switching, routing and wireless infrastructure that resides in all the SFD manned stations as well as tower and mountain top sites throughout the district. The equipment currently in place is from Cisco Systems and was put over the last 20 years with last purchase of “gray market” (used) equipment occurring about 10 years ago. The current equipment is end of life and end of support meaning we cannot get replacement parts or much needed security patches for this equipment. This poses significant risk for SFD.

Starting a few years ago we began to see a trend in failure and outages because of the age of this equipment and the inability to patch flaws in its software. Recently, we have had to mitigate the failure of multiple pieces of equipment that have resulted in the loss of Voice Radio traffic. We are now seeing outages almost daily caused by this equipment.

The network infrastructure is the core layer and underpinning of everything SFD does on a daily basis. This network carries all Data, Voice, Video, and Radio traffic for SFD throughout the district. Without this layer operating flawlessly no SFD member can make a call, send an email, call for assistance over the radio, or conduct any other technology related task. Without a functioning core network, SFD activity grinds to a halt.

**FINANCIAL PERSPECTIVE:** The equipment we have selected from the identified vendor will replace the entire network infrastructure throughout SFD. The equipment as proposed will have the support and maintenance prepaid for 3 years and all equipment comes with a limited lifetime warranty. The equipment specified will have a 10-year lifespan with two five-year extended warranty periods available, providing a 20 year run-time to this equipment. Using current fiscal year salary saving from the Telecom Division, there is no outward impact to the budget.

**PROS & CONS:**

**PROS**

- *Replaces significantly aging and failing hardware*



- *New and fully warrantied equipment*
- *Eliminates daily outages caused by this infrastructure*
- *Creates SOLID and redundant foundation for all services: Voice, Video, Data, Radio*
- *Allows IT staff to focus on Proactive projects vs. reactive outage and failure-based support*

#### CONS

- *None are noted.*

**INTERNAL PROCESS PERSPECTIVE:** Currently IT staff is devoting significant time to reactive measures of supporting and fixing outages and equipment failure. Since failures are not planned, the time spent on them is damaging two-fold as time must be directed from more proactive projects to break-fix. In addition, when outages occur during off-times when staffing is at a minimum or when staff is out of district, this results in longer duration outages due to the mobilization requirement to get personnel in front of the problem.

#### BOARD ATTORNEY APPROVAL: N/A

**FIRE CHIEF RECOMMENDATION:** It is recommended that the replacement of this critical equipment be approved. This aligns with our strategic approach to updating out IT infrastructure equipment and system. This is long over due and it is essential that we address current and critical needs in addition to the longer term needs that we are finding with our thorough assessment that is under way.

**SUGGESTED MOTION(S):** I move to approve REQ#09617 in the amount of or not to exceed \$220,000 for the purchase and installation of the listed networking infrastructure equipment.

**ATTACHMENTS:** Exhibit A – REQ#09617



**Vendor**

**Ship To**  
Sedona Fire District - Home  
Office  
2860 Southwest Drive  
Sedona, Arizona 86336  
United States  
928-282-6800

**Delivery Date**  
05/24/2022

#	Item & Description	Custom Fields	Qty	U/M	Rate	Amount
1	<b>Juniper / EX4300-48P</b> Juniper / EX4300-48P / Juniper EX Series EX4300-48P - Switch - L3 - managed - 48 x 10/100/1000 (PoE+) + 4 x 40 Gigabit QSFP+ - rack-mountable - PoE+	<b>Location</b> Station 1  <b>Department</b> 307-Telecommunications  <b>Requestor</b> Jon Trautwein	13	EA	\$4,950.00	\$64,350.00
2	<b>Juniper / EX-UM-4X4SFP</b> Juniper / EX-UM-4X4SFP / Juniper Networks Uplink Module - Expansion module - Gigabit Ethernet / 10 Gigabit SFP+ x 4 - for EX Series EX4300-24P, EX4300-24T, EX4300-48P, EX4300-48T	<b>Location</b> Station 1  <b>Department</b> 307-Telecommunications  <b>Requestor</b> Jon Trautwein	13	EA	\$725.00	\$9,425.00
3	<b>Juniper / JPSU-1100-AC-AFO</b> Juniper / JPSU-1100-AC-AFO / Juniper Power Supply, Plug-In Module, 120 V AC, 230 V AC Input, 1100 W Airflow for EX4300	<b>Location</b> Station 1  <b>Department</b> 307-Telecommunications  <b>Requestor</b> Jon Trautwein	13	EA	\$700.00	\$9,100.00
4	<b>Juniper / S-EX-A-C3-3-COR</b> Juniper / S-EX-A-C3-3-COR / SW, EX, Advanced, Class 3 (32 or 48 ports), includes Wired Assurance subscription for EX48 Port Switches with SVC CORE support, 3 YEAR	<b>Location</b> Station 1  <b>Department</b> 307-Telecommunications  <b>Requestor</b> Jon Trautwein	13	EA	\$1,100.00	\$14,300.00
5	<b>Juniper / EX3400-24P</b> Juniper / EX3400-24P / Juniper EX Series EX3400-24P - Switch - L3 - managed - 24 x 10/100/1000 (PoE+) + 4 x Gigabit SFP / 10 Gigabit SFP+ + 2 x 40 Gigabit QSFP+ - rack-mountable - PoE+	<b>Location</b> Station 1  <b>Department</b> 307-Telecommunications  <b>Requestor</b> Jon Trautwein	13	EA	\$1,597.00	\$20,761.00

6	<b>Juniper / JPSU-600-AC-AFO</b> Juniper / JPSU-600-AC-AFO / Juniper Networks - Power supply - redundant ( plug-in module ) - 600 Watt	<b>Location</b> Station 1	13	EA	\$447.00	\$5,811.00
		<b>Department</b> 307-Telecommunications				
		<b>Requestor</b> Jon Trautwein				
7	<b>Juniper / S-EX-A-C2-3-COR</b> Juniper / S-EX-A-C2-3-COR / SW, EX, Advanced, Class 2 (24 ports), includes Wired Assurance subscription for EX24 Port Switches with SVC CORE support, 3 YEAR	<b>Location</b> Station 1	4	EA	\$763.00	\$3,052.00
		<b>Department</b> 307-Telecommunications				
		<b>Requestor</b> Jon Trautwein				
8	<b>Juniper / EX4600-40F-AFO</b> Juniper / EX4600-40F-AFO / EX4600, 24 SFP+/SFP ports, 4 QSFP+ ports, 2 expansion slots, redundant fans, 2 AC power supplies, front to back airflow	<b>Location</b> Station 1	2	EA	\$7,627.00	\$15,254.00
		<b>Department</b> 307-Telecommunications				
		<b>Requestor</b> Jon Trautwein				
9	<b>Juniper / JPSU-650W-AC-AFO</b> Juniper / JPSU-650W-AC-AFO / Juniper 650W AC Power Supply for EX4550 & QFX3500 (PSU-side airflow exhaust)	<b>Location</b> Station 1	2	EA	\$897.00	\$1,794.00
		<b>Department</b> 307-Telecommunications				
		<b>Requestor</b> Jon Trautwein				
10	<b>Juniper / QFX-QSFP-DAC-1M</b> Juniper / QFX-QSFP-DAC-1M / Juniper QFX-QSFP-DAC-1M Twinaxil Network Cable, 3.28 ft Twinaxial Network Cable for Network Device, QSFP+ - QSFP+, Black Direct Attach Copper TwinAx Copper	<b>Location</b> Station 1	14	EA	\$88.00	\$1,232.00
		<b>Department</b> 307-Telecommunications				
		<b>Requestor</b> Jon Trautwein				
11	<b>Juniper / SUB-EX48-2S-3Y-46C</b> Juniper / SUB-EX48-2S-3Y-46C / 3 Year Wired Assurance and Virtual Network Assistant (VNA) Subscription for EX4600 Series Switches including JTAC Support; Juniper Care Core Support for EX4600 series all models	<b>Location</b> Station 1	1	EA	\$1,265.00	\$1,265.00
		<b>Department</b> 307-Telecommunications				
		<b>Requestor</b> Jon Trautwein				
12	<b>Juniper / EX4600-AFL</b> Juniper / EX4600-AFL / Juniper Networks Advanced Feature License - License - 1 switch - for P/N: EX4600 -40F-AFI, EX4600-40F-AFO, EX4600-40F-DC-AFI, EX4600-40F-DC-AFO	<b>Location</b> Station 1	1	EA	\$4,600.00	\$4,600.00
		<b>Department</b> 307-Telecommunications				
		<b>Requestor</b> Jon Trautwein				

13	<b>Mist Systems / MIST-AP33-1S-3Y</b> Mist Systems / MIST-AP33-1S-3Y / Mist 802.11ax 8.30 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz, MIMO Technology, 2 x Network (RJ-45), Gigabit Ethernet, 2.5 Gigabit Ethernet, PoE Ports, Bluetooth 5, RailMountable, Wall Mountable, 1 Pack	<b>Location</b> Station 1	20	EA	\$995.00	\$19,900.00
		<b>Department</b> 307-Telecommunications				
		<b>Requestor</b> Jon Trautwein				
14	<b>Mist Systems / MIST-AP63-1S-3Y</b> Mist Systems / MIST-AP63-1S-3Y / Premium Performance Outdoor MultiGigabit Wi-Fi 802.11ax (specify if AP63 or AP63E) with Adaptive BLE, Includes One 3 Year Cloud Subscription (Default Service is SUB-MAN) and a Mounting Bracket Kit	<b>Location</b> Station 1	10	EA	\$1,667.00	\$16,670.00
		<b>Department</b> 307-Telecommunications				
		<b>Requestor</b> Jon Trautwein				
15	<b>Labor</b>	<b>Location</b> Station 1	1	EA	\$15,000.00 0	\$15,000.00
		<b>Department</b> 307-Telecommunications				
		<b>Requestor</b> Jon Trautwein				

Ordered By: Heidi Robinson

Requisition Approved By:

REQ09617:

Bob Motz on 05/11/2022 at 05:05 pm

Jayson Coil on 05/11/2022 at 06:05 pm

#### Notes

PO Not valid unless REQ is approved and signed by a Board Member.

x \_\_\_\_\_

Dave Soto, Board Chairman

**Tax:** \$17,716.41

**Total:** \$220,230.41