

# **Sedona Fire District**

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## **Fire Board Meeting**

**June 21, 2022**





# 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, June 21, 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. PUBLIC BUDGET HEARING**

- A. Open Public Hearing for Proposed Fiscal Year 2023 Budget.
- B. Public comments regarding Proposed Fiscal Year 2023 Budget; Staff Response
- C. Discussion/Possible Action: Proposed Fiscal Year 2023 Budget; Resolution #2022-01, Approval of Fiscal Year 2023 Budget including Salary Scale and Pension Funding Policy

#### **III. REGULAR BUSINESS MEETING**

- A. Public Forum:
  - 1. Executive Staff Response to Public Comments
- B. Consent Agenda – Discussion/Possible Actions:
  - 1. April 19, 2022 Special Budget Meeting Minutes
  - 2. May 17, 2022 Regular Meeting Minutes
  - 3. Annual Acceptance of Pension Funding Policy
  - 4. Annual Acceptance of Salary Scale
- C. Financial Report and Updates –Director of Finance Gabe Buldra
  - 1. Discussion/Possible Action: Review and Approval of May 2022 Finance Report
- D. Staff Items:
  - 1. May 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 Dori 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. Donations/Thank You Letters to SFD
    - iv. Public Outreach and Communication
  - 2. Discussion/Possible Action: Approval of Amended BAC, Technical Rescue Truck
- E. Board Member Items:
- 1. Discussion: Board Member’s Fire District Related Activities Since the Last Board Meeting.

#### **IV. ADJOURNMENT**

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Gene McCarthy, Clerk of the Board



# Fiscal Year 2023 Budget Workshop

## June 21, 2022



# 2023 Budget Highlights

## Revenue

- Proposed Tax Rate of \$2.5949 Equates to \$18,170,507 an increase of \$1,491,322
- Non-levy revenue increased \$405,000

## Expenditures

- 5.9 % COLA & Step Increase for eligible staff
- Increase in PSPRS, Health Insurance Premiums & Workers Compensation
- Added 1 additional Rover Position
- Addressed significant inflationary increases in operational expenditures
- Increase in Training to “catch-up” from COVID-19 delays

## Reserve Funding

- Capital Reserve Funding - \$1,432,787
- Based on Funding Level Eliminated End Leave Liability Funding

# SEDONA FIRE DISTRICT

Fiscal Year 2023

Draft



## Tax Levy Revenues

Real Estate	17,766,412
Fire District Assistance Tax	404,094
	<hr/>
	18,170,507

## Non Tax Levy Revenues

Communication Rents	218,972
Ambulance Services	2,300,000
Non District Fires	500,000
Other Income	442,902
	<hr/>
	21,632,381

## Expenses

Personnel Costs	16,784,647
Buildings & Land	431,200
Vehicles & Equipment	727,146
Communications & IT Services	872,463
Meetings, Travel & Training	303,099
Managerial Costs	696,594
Other Expenses	0
Debt Service	259,444
	<hr/>
Total Expenses	20,074,594

## Other Financing (Uses) Sources

Funding to Capital Reserves	1,432,787
Funding to(from) Reserves	125,000
Total Other Financing (Uses) Sources	1,557,787

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21,632,381

Estimated Assessed Valuation	684,666,556
Estimated Tax Rate	\$2.5949

FY 2023 Draft  
Budget



## **FISCAL YEAR 2023**

### **OPERATING BUDGET**

#### **FIRE CHIEF**

- 101 Fire Chief / Jon Trautwein
  - 102 Fire Board
  - 103 Pension Board
- 302 Human Resources / Heidi Robinson
  - 303 Administration / Heidi Robinson
- 304 Finance / JVG
- 401 Community Risk Reduction / Jon Davis

#### **ASSISTANT CHIEF/OPERATIONS**

- 201 Assistant Chief / Jayson Coil
  - 202 OPS Wages & Benefits
- 204 EMS / Ed Mezulis
  - 203 Training / Michael Duran
  - 206 Mental Health Services
- 205 Logistics / BC Dave Cochrane
  - 207 HazMat
- 402 Facilities / BC Buzz Lechowski
  - Special Operations / BC Jordan Baker
    - 208 Rope/Tower Rescue
    - 209 Swiftwater Rescue
    - 210 Wildland
    - 215 Helicopter Operations
    - 216 Wellness
    - 219 sUAS
    - 221 ASHER
- 306 Fleet / Mike Sheehan
  - 309 Ambulance Fleet / Mike Sheehan
- 307 Telecommunications
- 217 Geographical Information System (GIS)

#### **RESERVES/CAPITAL**

- 601 Reserves/Capital/Debt Service / Jayson Coil



**SEDONA FIRE DISTRICT**  
**Fiscal Year 2023**  
**Draft**

**Tax Levy Revenues**

Real Estate	17,766,412
Fire District Assistance Tax	404,094
	<hr/>
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<b>Total Expenses</b>	<b>20,074,594</b>

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Funding to(from) Reserves	125,000
<b>Total Other Financing (Uses) Sources</b>	<b>1,557,787</b>
	<hr/>
	21,632,381

**Estimated Assessed Valuation**  
**Estimated Tax Rate**

684,666,556  
\$2.5949

  
\_\_\_\_\_  
Jon Trautwein  
Fire Chief

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
James Vincent Group  
Finance Director

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5/19/2022  
Date



**FY 2023 Pay Schedule for Sedona Fire District**  
**July 2022 - June 2023**

FINAL  
5.9% COLA

**Salaried**

<b>Salary - Exempt</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Fire Chief	141,879.07	148,973.02	156,421.67	164,242.76	172,454.89	181,077.64	n/a
bi-weekly	5,456.89	5,729.73	6,016.22	6,317.03	6,632.88	6,964.52	
hourly rate	68.21	71.62	75.20	78.96	82.91	87.06	
Assistant Chief	123,505.38	129,680.65	136,164.68	142,972.91	150,121.56	157,627.64	n/a
bi-weekly	4,750.21	4,987.72	5,237.10	5,498.96	5,773.91	6,062.60	
hourly rate	59.38	62.35	65.46	68.74	72.17	75.78	
CRR Division Chief	114,639.59	120,371.57	126,390.15	132,709.66	139,345.14	146,312.40	n/a
Ops Support Division Chief							
bi-weekly	4,409.22	4,629.68	4,861.16	5,104.22	5,359.43	5,627.40	
hourly rate	55.12	57.87	60.76	63.80	66.99	70.34	
Director of Admin Services	92,556.60	97,184.43	102,043.65	107,145.83	112,503.13	118,128.28	124,034.70
bi-weekly	3,559.87	3,737.86	3,924.76	4,120.99	4,327.04	4,543.40	4,770.57
hourly rate	44.50	46.72	49.06	51.51	54.09	56.79	59.63
Telecomm Manager	91,747.77	96,335.15	101,151.91	106,209.51	111,519.98	117,095.98	122,950.78
bi-weekly	3,528.76	3,705.20	3,890.46	4,084.98	4,289.23	4,503.69	4,728.88
hourly rate	44.11	46.31	48.63	51.06	53.62	56.30	59.11
HR Analyst	65,091.22	68,345.78	71,763.07	75,351.23	79,118.79	83,074.73	87,228.46
bi-weekly	2,503.51	2,628.68	2,760.12	2,898.12	3,043.03	3,195.18	3,354.94
hourly rate	31.29	32.86	34.50	36.23	38.04	39.94	41.94

**FY 2023 Pay Schedule for Sedona Fire District**  
**July 2022 - June 2023**

FINAL  
5.9% COLA

**Support Services**

<b>40-Hr Week - Non-Exempt</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Public Safety Radio Technician hourly rate	74,689.60 35.91	78,424.08 37.70	82,345.28 39.59	86,462.55 41.57	90,785.68 43.65	95,324.96 45.83	100,091.21 48.12
Fleet Maintenance Supervisor hour rate	64,278.39 30.90	67,492.31 32.45	70,866.92 34.07	74,410.27 35.77	78,130.78 37.56	82,037.32 39.44	86,139.19 41.41
User Support Technician hourly rate	62,089.52 29.85	65,193.99 31.34	68,453.69 32.91	71,876.38 34.56	75,470.19 36.28	79,243.70 38.10	83,205.89 40.00
GIS Analyst hourly rate	60,091.70 28.89	63,096.29 30.33	66,251.10 31.85	69,563.66 33.44	73,041.84 35.12	76,693.93 36.87	80,528.63 38.72
Executive Assistant hourly rate	51,119.37 24.58	53,675.34 25.81	56,359.10 27.10	59,177.06 28.45	62,135.91 29.87	65,242.71 31.37	68,504.84 32.94
Maintenance Technician hourly rate	49,251.11 23.68	51,713.67 24.86	54,299.35 26.11	57,014.32 27.41	59,865.03 28.78	62,858.28 30.22	66,001.20 31.73
CRR Admin Specialist EMS Admin Specialist Payroll & Benefits Specialist hourly rate	47,391.91 22.78	49,761.51 23.92	52,249.58 25.12	54,862.06 26.38	57,605.17 27.69	60,485.42 29.08	63,509.69 30.53
Administrative Generalist hourly rate	43,575.71 20.95	45,754.50 22.00	48,042.22 23.10	50,444.34 24.25	52,966.55 25.46	55,614.88 26.74	58,395.62 28.07
Receptionist hourly rate	36,032.06 17.32	37,833.66 18.19	39,725.35 19.10	41,711.61 20.05	43,797.19 21.06	45,987.05 22.11	48,286.41 23.21

# FY 2023 Pay Schedule for Sedona Fire District

FINAL

July 2022 - June 2023

5.9% COLA

## Operations

56-Hr Week - Non Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	n/a
Battalion Chief - annual	101,264.54	106,327.77	111,644.15	117,226.36	123,087.68	129,242.06	n/a
hour rate	33.87	35.56	37.34	39.21	41.17	43.22	
Battalion Chief - w/medic	108,739.54	113,802.77	119,119.15	124,701.36	130,562.68	136,717.06	n/a
Medic Pay	2.50	2.50	2.50	2.50	2.50	2.50	
Total with medic pay	36.37	38.06	39.84	41.71	43.67	45.72	
Captain - annual	78,721.72	82,657.81	86,790.70	91,130.24	95,686.75	100,471.09	n/a
hour rate	26.33	27.64	29.03	30.48	32.00	33.60	
Captain - w/medic	86,196.72	90,132.81	94,265.70	98,605.24	103,161.75	107,946.09	n/a
Medic Pay	2.50	2.50	2.50	2.50	2.50	2.50	
Total with medic pay	28.83	30.14	31.53	32.98	34.50	36.10	
Engineer - annual	69,742.39	73,229.51	76,890.99	80,735.54	84,772.31	89,010.93	n/a
hour rate	23.33	24.49	25.72	27.00	28.35	29.77	
Engineer - w/medic	77,217.39	80,704.51	84,365.99	88,210.54	92,247.31	96,485.93	n/a
Medic Pay	2.50	2.50	2.50	2.50	2.50	2.50	
Total with medic pay	25.83	26.99	28.22	29.50	30.85	32.27	
	<b>*Step 0</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Firefighter - annual	52,916.22	55,562.03	58,340.13	61,257.14	64,319.99	67,535.99	70,912.79
hour rate	17.70	18.58	19.51	20.49	21.51	22.59	23.72
Firefighter - w/medic	60,391.22	63,037.03	65,815.13	68,732.14	71,794.99	75,010.99	78,387.79
Medic Pay	2.50	2.50	2.50	2.50	2.50	2.50	2.50
Total with medic pay	20.20	21.08	22.01	22.99	24.01	25.09	26.22

\*Step 0 is a temporary step for FY 22 Step 1 probationary firefighters who are active on 7/1/22 while the 7 step pay scale is replaced with a 6 step scale. Step 0 expires on the probationary firefighters' first step date (9/13/22).

**FY 2023 Pay Schedule for Sedona Fire District**  
**July 2022 - June 2023**

FINAL  
5.9% COLA

<b>CRR &amp; Training</b>
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40-Hr Week - Non-Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Training Officer	81,620.62	85,701.65	89,986.73	94,486.06	99,210.37	104,170.89	109,379.43
hourly rate	39.24	41.20	43.26	45.43	47.70	50.08	52.59
Fire Inspector II	69,742.39	73,229.51	76,890.99	80,735.54	84,772.31	89,010.93	n/a
hourly rate	33.53	35.21	36.97	38.82	40.76	42.79	
Fire Inspector I	52,916.22	55,562.03	58,340.13	61,257.14	64,319.99	67,535.99	n/a
hourly rate	25.44	26.71	28.05	29.45	30.92	32.47	

SFD Fire Board Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **Sedona Fire District Public Safety Personnel Retirement System Pension Funding Policy**

The intent of this policy is to clearly communicate the Fire Board's pension funding objectives and its commitment to our employees and the sound financial management of the Sedona Fire District and to comply with statutory requirements of Laws 2018, Chapter 112.

Several terms are used throughout this policy:

**Unfunded Actuarial Accrued Liability (UAAL)** – Is the difference between trust assets and the estimated future cost of pensions earned by employees. This UAAL results from actual results (interest earnings, member mortality, disability rates, etc.) being different from the assumptions used in previous actuarial valuations.

**Annual Required Contribution (ARC)** – Is the annual amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost – which is the estimated cost of pension benefits earned by employees in the current year; and, amortization of UAAL – which is the cost needed to cover the unfunded portion of pensions earned by employees in previous years. The UAAL is collected over a period of time referred to as the amortization period. The ARC is a percentage of the current payroll.

**Funded Ratio** – Is a ratio of fund assets to actuarial accrued liability. The higher the ratio the better funded the pension is with 100% being fully funded.

**Intergenerational equity** – Ensures that no generation is burdened by substantially more or less pension costs than past or future generations.

The Sedona Fire District fire employees who are regularly assigned hazardous duty participate in the Public Safety Personnel Retirement System (PSPRS).

## **Public Safety Personnel Retirement System (PSPRS)**

PSPRS is administered as an agent multiple-employer pension plan. An agent multiple-employer plan has two main functions: 1) to commingle assets of all plans under its administration, thus achieving economy of scale for more cost efficient investments, and invest those assets for the benefit of all members under its administration and 2) serve as the statewide uniform administrator for the distribution of benefits.

Under an agent multiple-employer plan each agency participating in the plan has an individual trust fund reflecting that agencies' assets and liabilities. Under this plan all contributions are deposited to and distributions are made from that fund's assets, each fund has its own funded ratio and contribution rate, and each fund has a unique annual actuarial valuation. The Sedona Fire District has one trust fund for fire employees.

The Fire Board formally accepts the assets, liabilities, and current funding ratio of the Sedona Fire District PSPRS trust funds from the June 30, 2021 actuarial valuation, which are detailed below.



## Liabilities and Funded Ratios – Tiers 1 & 2

	June 30, 2021	June 30, 2020
<b>Pension</b>		
Actuarial Present Value of Benefits		
Retirees and Beneficiaries	\$ 23,726,080	\$ 21,704,153
DROP Members	6,031,898	3,859,913
Vested Members	435,977	421,475
Active Members	<u>42,863,845</u>	<u>39,678,469</u>
Total Actuarial Present Value of Benefits	73,057,800	65,664,010
Actuarial Accrued Liability (AAL)		
All Inactive Members	30,193,955	25,985,541
Active Members	<u>32,413,066</u>	<u>29,384,745</u>
Total Actuarial Accrued Liability	62,607,021	55,370,286
Actuarial Value of Assets (AVA)	36,430,995	31,762,326
Unfunded Actuarial Accrued Liability		
Gross Unfunded Actuarial Accrued Liability	26,176,026	23,607,960
Stabilization Reserve	<u>0</u>	<u>0</u>
Net Unfunded Actuarial Accrued Liability	26,176,026	23,607,960
Funded Ratio (AVA / AAL)	58.2%	57.4%
<b>Health</b>		
Present Value of Benefits		
Retirees and Beneficiaries	\$ 284,482	\$ 258,686
DROP Members	76,366	44,900
Active Members	<u>682,599</u>	<u>709,694</u>
Total Present Value of Benefits	1,043,447	1,013,280
Actuarial Accrued Liability (AAL)		
All Inactive Members	360,848	303,586
Active Members	<u>506,766</u>	<u>521,614</u>
Total Actuarial Accrued Liability	867,614	825,200
Actuarial Value of Assets (AVA)	735,752	680,118
Unfunded Actuarial Accrued Liability	131,862	145,082
Funded Ratio (AVA / AAL)	84.8%	82.4%

### Liabilities and Funded Ratios – Tier 3

	June 30, 2021	June 30, 2020
<b>Pension</b>		
Actuarial Present Value of Benefits		
Retirees and Beneficiaries	\$ 440,356	\$ 429,363
Vested Members	1,850,254	743,741
Active Members	<u>288,612,448</u>	<u>203,486,437</u>
Total Actuarial Present Value of Benefits	290,903,058	204,659,541
Actuarial Accrued Liability (AAL)		
All Inactive Members	2,290,610	1,173,104
Active Members	<u>40,442,927</u>	<u>22,066,495</u>
Total Actuarial Accrued Liability	42,733,537	23,239,599
Actuarial Value of Assets (AVA)	45,863,401	23,570,444
Unfunded Actuarial Accrued Liability	(3,129,864)	(330,845)
Funded Ratio (AVA / AAL)	107.3%	101.4%
<b>Health</b>		
Present Value of Benefits		
Retirees and Beneficiaries	0	0
Active Members	<u>3,998,992</u>	<u>2,785,857</u>
Total Present Value of Benefits	3,998,992	2,785,857
Actuarial Accrued Liability (AAL)		
All Inactive Members	0	0
Active Members	<u>680,877</u>	<u>353,563</u>
Total Actuarial Accrued Liability	680,877	353,563
Actuarial Value of Assets (AVA)	1,429,806	721,079
Unfunded Actuarial Accrued Liability	(748,929)	(367,516)
Funded Ratio (AVA / AAL)	210.0%	203.9%

## PSPRS Funding Goal

Pensions that are less than fully funded place the cost of service provided in earlier periods (amortization of UAAL) on the current taxpayers. Fully funded pension plans are the best way to achieve taxpayer and member intergenerational equity. Most funds in PSPRS are significantly underfunded and falling well short of the goal of intergenerational equity.

**The Fire Board's PSPRS funding ratio goal is 100% (fully funded) by June 30, 2036.** Fire Board established this goal for the following reasons:

- The PSPRS trust funds represent only the Sedona Fire District liability
- The fluctuating cost of an UAAL causes strain on the Sedona Fire District budget, affecting our ability to provide services
- A fully funded pension is the best way to achieve taxpayer and member intergenerational equity

Fire Board has taken the following actions to achieve this goal:

- Maintain ARC payment from operating revenues – Fire Board is committed to maintaining the full ARC payment (normal cost and UAAL amortization) from operating funds.
- Additional payments above ARC.
  - Annually evaluate prior years budget compared to actual expenditures may permit excess payments.

Based on these actions the Fire Board plans to achieve its goal of 100% funding by June 30, 2036, in accordance with the amortization timeline set forth by the PSPRS June 30, 2021 Actuarial Valuation.



# 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**

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

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Gene McCarthy, Clerk of the Board





# 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**

~ 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, May 17, 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, Finance Director, JVG; Attorney William Whittington; Division Chief Ed Mezulis; Division Chief Dori Booth; 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 7 Police Officers and 7 firefighters who passed away since the previous Board Meeting.

### II. BUDGET WORKSHOP

#### A. Discussion possible action: Approve 2023 Budget/Motion

Mr. Buldra briefed the Board and meeting participants on the Capital Plan and future budget projections. There was discussion of the infrastructure issues that are currently arising and how the equipment replacements will fall into the 10-year planning. The Board was engaged and asked several questions of both Mr. Buldra and Chief Trautwein. Chief Mezulis spoke as to how money is being saved by recycling vehicles into Wildland area use, and how the purchases of new equipment being evaluated and right-sizing the fleet. Chief Booth discussed the changes to the fee schedules. Board member McNeal stated that she felt that JVG should maintain the originally estimated mil rate instead of decreasing and putting the money into the Capital plan. There was discussion among the Board and clarification from Mr. Buldra.

*Board Chairman Soto made motion to approve the FY2023, Board member McNeal seconded and the motion passed unanimously.*

### III. PRESENTATION OF AWARDS/STAFF RECOGNITION

#### A. Years of Service Recognition

##### 1. Acknowledgement of 5 Years of Service: Firefighters Geoffrey Butler, Jeffrey Hamm, Joshua Combs

Chief Trautwein recognized Firefighters Geoffrey Butler, Jeffrey Hamm, and Joshua Combs for their five years of service and acknowledged their accomplishments and accolades. The Board Members expressed their appreciation of their services to the Sedona Fire District, adding congratulations and thanks to all.

#### 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. April 19, 2022 Regular Meeting Minutes

*Board Chairman Dave Soto made a motion to approve the consent agenda. Board Member Jablow 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 April 2022 Finance Report

Mr. Buldra stated that there has been delay from the county in paying revenues, but it should come in this month. Mr. Buldra reviewed the budget position with presentation slides. Board member McNeal stated that she felt his slides should have more consistency in the colors, etc. There was a little discussion about making things clearer for public access and Mr. Buldra agreed that he would make the slides more consistent.

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

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

###### Call Volume and Response Review

- i. Incident Summary and Year to Date Comparison
- ii. Incident Responses by Station

###### b. Administration Updates – Chief Jon Trautwein

###### i. News and Events

Chief Trautwein provided an overview of the month's activities including the Verde Valley Fair, Fire-wise cleanup weekends, website design follow-up and administrative conferences attended. Upcoming events include Human Trafficking prevention fundraiser, Camp Courage (burn camp) and continued planning of the Annual Awards celebration.

###### ii. Staffing Updates

###### iii. Mental Health Moment: May is Mental Health Awareness Month

###### c. Operations Activities – Chief Jon Trautwein

###### i. COVID 19

Thankfully, we remain steady with nothing to report.

###### ii. Significant Incidents in the District

###### iii. Wildland Seasonal Outlook

Chief Trautwein reiterated that more visitors equate to more responses becoming necessary. He stated that Leadership is beginning to look at areas of focus including ambulance availability and response times and how we can best serve the community in that area.

###### iv. GIS Updates: Vacancy is open and posted.

###### v. Telecom Updates

###### d. Community Risk Reduction Activities – Division Chief Dori Booth

- i. Inspection Activities: Compliance Engine had 74 report, with 67 compliant and 7 deficient.

- ii. **Fire Investigations:** Three fire investigations were conducted in the past month. One wildland fire started last month after Board meeting and two small structure fires.
- iii. **Notable Events**  
CRR staff attended APS-sponsored Energy Storage System/Electrical Vehicle Training. Fire-wise cleanup weekends generated 18 tons of materials, up from 15 tons last year, with approximately 820 hours by local residents and more than 120 staffing hours by SFD. Board Clerk McCarthy stated that the local fees have gone up significantly at disposal facilities which may have encouraged residents to seek clean-up activities and send them to the Fire-wise weekends.  
Chief Booth stated that next year, in conjunction with the 20-year anniversary of Fire-wise, CRR is looking to facilitate a Wildfire Expo.
- iv. **Fire Marshal Safety Message:** Stage I burn restrictions are in affect.
- e. **Training, EMS, and Fleet Division Activities – Division Chief Ed Mezulis**
  - i. **EMS Activities and Updates**  
Chief Mezulis briefed that he is once again working with the hospitals locally to get back to training activities and build partnerships. He said that SFD is continuing to see increasing calls that are more critical and involve more trauma that are very labor intensive to SFD responders.
  - ii. **Fleet Activities and Updates**  
Chief Mezulis briefed the Board regarding preventative maintenance measures and how that is extending the life on many of the vehicles and equipment. He stated that he is working with the hospital to get back to training and partnerships. All vehicles auctioned off have been picked up and paid for. New command vehicle that was ordered in November is now in service and the older vehicle is being transitioned to Wildland resources.
  - iii. **Training Report:** Swift-water training in California is wrapping up and crews will be back May 19. Training continues at the usual pace. Last month SFD hosted a Peer Support Training sponsored by IFF, focusing on providing mental health support to first responders. As of that time, Chief Mezulis has contacted Dr. Rittenhouse in Prescott to facilitate a working relationship. The upside of this partnership is that CAFMA has already facilitated the same type of agreement and the provider is responsive to SFD insurance providers and Fire District needs.
- 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**

Merrit LLC – Phone System Replacement/Upgrades	\$49.9K
Hughes Fire – 2 new apparatus (approved in April)	\$1.49 million
Cultural Sponge –website design and consultation	\$12.2K
  - iii. **Public Outreach and Communication:** Facebook and Twitter outreach summary pages. Board member McNeal commented that SFD might be using social media more effectively by posting information such as fire response flight paths, etc., to raise awareness and guide public perception. She also mentioned being more proactive on Next Door and neighborhood sites locally. Chief Booth stated that she is working on getting onto the local sites to participate and add to local conversations.
  - iv. **Correspondence/Thank You Letters to SFD:** One thank you letter from Fred Shinn & Terri Frankel for changing their tire.

**2.Discussion/Possible Action:** Networking Systems Upgrade and Replacement: Chief Trautwein outlined the need for upgrading/replacing IT Infrastructure, stating that the equipment ready to be ordered is new, not rebuilt, and will have a prepaid 3-year warranty and a 10-year life span, with optional warranty extensions. The equipment is in stock and waiting for our purchase agreement. Chief recommends the Board approve this purchase, not to exceed \$220K, as a significant and outstanding first step in shoring up the existing systems.

*Board Chair Soto motions that the approval be granted, Board Clerk McCarthy seconds. No further discussion and motion passes unanimously.*

**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 and administrative functions for SFD. Board member McNeal stated she had attended one of the Fire-wise weekend clean-ups and was impressed with the team facilitating. Board Clerk McCarthy attended the "Celebration of Spring" fair at the posse grounds and walked his neighborhood informing people about Fire-wise cleanups, performing his duties as block captain. Board Member Comello spoke about watching the activity at the airport and reporting back to the City and Mayor's offices with information regarding helicopter transit to and from the most recent fire. Board Chair Soto followed on to the earlier reporting regarding the Verde Valley Fair and was thoroughly impressed with the children participating and taking such care and dedication to long-term projects and learning the business side of agricultural and animal husbandry. Chair Soto also met with Chief Booth and toured the CRR office, getting some familiarization with her computer systems and plan review processes. He attended a political meet & greet with local candidates and was impressed with the amount of citizens who expressed concern for shutting down forests and the process to do so.

**V. ADJOURNMENT**

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

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Gene McCarthy, Clerk of the Board



## Sedona Fire District

### Monthly Financial Report

#### Monthly Financial Report – May 2022

Attached are the following for your information and review:

1. Balance Sheet as of May 31, 2022.
2. Summary of reconciled cash balances on May 31, 2022.
3. Income Statement of Revenues and Expenditures for May 2022, including budget to actual and year- to-date balances.
4. Graphs for May 2022.
5. Fixed Asset Additions and Disposals Schedule FY22.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

#### Key points:

- Total Revenue for May is \$1,405,977 which is \$157,188 over budget.
  - Tax Revenue for May is \$986,445 which is \$40,421 over budget.
  - Non-Tax Revenue for May is \$419,533 which is \$116,768 over budget.
- Total Expenses for May are \$1,267,288 which is \$117,466 under budget.
  - Personnel expense \$80,382 under budget
- YTD Revenue is \$19,937,595 which is \$816,018 over budget
  - Tax Revenue is \$16,301,294 which is \$66,103 under budget
  - Non-Tax Revenue is \$3,636,301 which is \$882,121 over budget
    - Ambulance revenue is \$565,008 over budget
    - Wildland revenue is \$115,502 over budget
    - Misc revenue is \$79,200 over budget, driven by prop 207 revenue
- YTD Expense is \$15,352,132 which is \$1,112,786 under budget
  - Personnel expense is \$873,768 under budget

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



# Sedona Fire District

## Balance Sheet

### As of May 31, 2022

	May 31, 22	May 31, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000 · Bill.com Money Out Clearing	0.00	3,132.36	-3,132.36
1010 · Capital Reserves Fund	3,489,700.71	3,482,442.28	7,258.43
1050 · Chase - Operating Account	351,761.92	241,821.02	109,940.90
1060 · Chase - Payroll Account	125,521.31	92,718.51	32,802.80
1070 · County General Fund	11,986,708.41	9,681,719.20	2,304,989.21
<b>Total Checking/Savings</b>	<b>15,953,692.35</b>	<b>13,501,833.37</b>	<b>2,451,858.98</b>
<b>Accounts Receivable</b>			
1200 · Accounts Receivable*	32,471.37	38,004.78	-5,533.41
1202 · Ambulance Billings Receivable	748,838.74	338,845.58	409,993.16
1204 · ND Fire Billing Receivables	153,672.12	45,894.39	107,777.73
1206 · Property Tax - Receivable	235,619.22	361,478.27	-125,859.05
<b>Total Accounts Receivable</b>	<b>1,170,601.45</b>	<b>784,223.02</b>	<b>386,378.43</b>
<b>Other Current Assets</b>			
12000 · Undeposited Funds	14,161.38	15,123.69	-962.31
1320 · Prepaid Expenses	79,359.74	133,464.50	-54,104.76
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>94,337.36</b>	<b>138,625.19</b>	<b>-44,287.83</b>
<b>Total Current Assets</b>	<b>17,218,631.16</b>	<b>14,424,681.58</b>	<b>2,793,949.58</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	6,031,207.45	26,988.32
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>12,089,039.65</b>	<b>-497,225.11</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>37,076,500.70</b>	<b>34,722,006.23</b>	<b>2,354,494.47</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	15,531.80	102,981.56	-87,449.76
<b>Total Accounts Payable</b>	<b>15,531.80</b>	<b>102,981.56</b>	<b>-87,449.76</b>

# Sedona Fire District

## Balance Sheet

### As of May 31, 2022

	May 31, 22	May 31, 21	\$ Change
<b>Credit Cards</b>			
2001 · Bank of America Credit Card	0.00	62.99	-62.99
2002 · Wells Fargo Credit Card	255.11	-1,195.00	1,450.11
2003 · National Bank of Arizona Credit	29,768.95	28,877.58	891.37
<b>Total Credit Cards</b>	<b>30,024.06</b>	<b>27,745.57</b>	<b>2,278.49</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	8,061.32	-9,306.34
2019 · Insurance Premium Liabilities	105,294.71	99,668.11	5,626.60
2021 · Payroll Liabilities	-13.60	10,113.00	-10,126.60
2022 · Retirement Payable	68,249.50	170,984.36	-102,734.86
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>3,679,756.57</b>	<b>3,787,694.54</b>	<b>-107,937.97</b>
<b>Total Current Liabilities</b>	<b>3,725,312.43</b>	<b>3,918,421.67</b>	<b>-193,109.24</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	276,256.62	523,690.36	-247,433.74
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	-1,064.49	37,832.26	-38,896.75
<b>Total Long Term Liabilities</b>	<b>24,377,012.13</b>	<b>24,663,342.62</b>	<b>-286,330.49</b>
<b>Total Liabilities</b>	<b>28,102,324.56</b>	<b>28,581,764.29</b>	<b>-479,439.73</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	4,585,462.53	3,445,236.38	1,140,226.15
<b>Total Equity</b>	<b>8,974,176.14</b>	<b>6,140,241.94</b>	<b>2,833,934.20</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>37,076,500.70</b>	<b>34,722,006.23</b>	<b>2,354,494.47</b>

**Sedona Fire District**  
**Summary of Reconciled Cash Balances**  
Period Ending 05/31/2022

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	5/31/2022	5/31/2022	5/31/2022	5/31/2022
<b>Beginning Balance</b>	11,829,487.21	3,489,700.71	275,160.35	90,131.54
<b>Cleared Transactions</b>				
<b>Checks and Payments</b>	(1,128,276.46)	-	(218,535.95)	(964,610.23)
<b>Deposits and Credits</b>	857,500.81	-	294,787.52	1,000,000.00
<b>Total Cleared Transactions</b>	(270,775.65)	-	76,251.57	35,389.77
<b>Cleared Balance</b>	<b>11,558,711.56</b>	<b>3,489,700.71</b>	<b>351,411.92</b>	<b>125,521.31</b>
<b>Uncleared Transactions</b>				
<b>Checks and Payments</b>	(14,118.20)	-	-	-
<b>Deposits and Credits</b>	442,115.05	-	350.00	-
<b>Total Uncleared Transactions</b>	427,996.85	-	350.00	-
<b>Register Balance as of 05/31/2022</b>	<b>11,986,708.41</b>	<b>3,489,700.71</b>	<b>351,761.92</b>	<b>125,521.31</b>

12:09 PM  
06/10/22  
Accrual Basis

Sedona Fire District  
Profit & Loss Budget Performance  
May 2022

	May 22	Budget	\$ Over Budget	Jul '21 - May...	YTD Budget	\$ Over Budget	Annual Bud...
<b>Income</b>							
<b>4001 · Tax Levy Revenue</b>	986,444.75	946,024.00	40,420.75	16,301,293.88	16,367,397.00	-66,103.12	16,679,184.00
<b>4100 · Non-Tax Levy Revenue</b>	419,532.73	302,765.00	116,767.73	3,636,301.10	2,754,180.00	882,121.10	3,056,961.00
<b>Total Income</b>	1,405,977.48	1,248,789.00	157,188.48	19,937,594.98	19,121,577.00	816,017.98	19,736,145.00
<b>Gross Profit</b>	1,405,977.48	1,248,789.00	157,188.48	19,937,594.98	19,121,577.00	816,017.98	19,736,145.00
<b>Expense</b>							
<b>5001 · Personnel Cost</b>	1,097,253.15	1,177,635.00	-80,381.85	13,080,163.06	13,953,931.00	-873,767.94	15,395,007.00
<b>6001 · Building &amp; Land</b>	19,710.46	34,308.00	-14,597.54	295,806.76	371,392.00	-75,585.24	405,700.00
<b>6101 · Vehicles &amp; Equipment</b>	44,678.29	51,871.00	-7,192.71	528,719.19	563,105.00	-34,385.81	614,946.00
<b>6300 · Communications</b>	56,211.43	62,708.00	-6,496.57	666,401.35	778,965.00	-112,563.65	841,663.00
<b>6401 · Meetings, Travel &amp; Trai...</b>	25,519.55	21,251.00	4,268.55	181,001.37	232,517.00	-51,515.63	253,894.00
<b>7001 · Managerial Cost</b>	23,197.14	35,215.00	-12,017.86	589,395.59	540,111.00	49,284.59	575,337.00
<b>8001 · Other Expense</b>	718.14	1,766.00	-1,047.86	10,645.13	24,897.00	-14,251.87	26,571.14
<b>Total Expense</b>	1,267,288.16	1,384,754.00	-117,465.84	15,352,132.45	16,464,918.00	-1,112,785.55	18,113,118.14
<b>Net Income</b>	<b>138,689.32</b>	<b>-135,965.00</b>	<b>274,654.32</b>	<b>4,585,462.53</b>	<b>2,656,659.00</b>	<b>1,928,803.53</b>	<b>1,623,026.86</b>

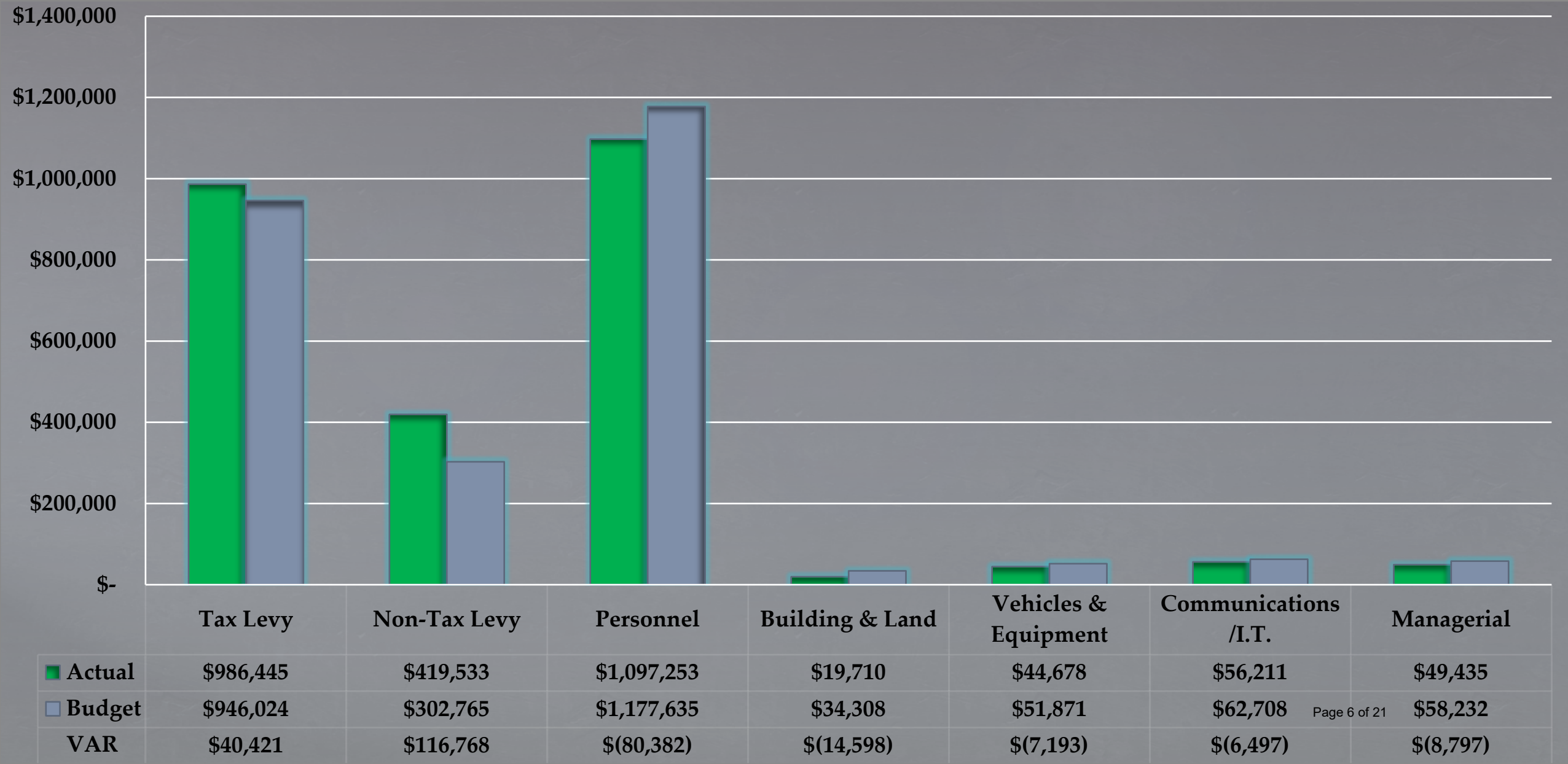
# Financial Report

May 2022

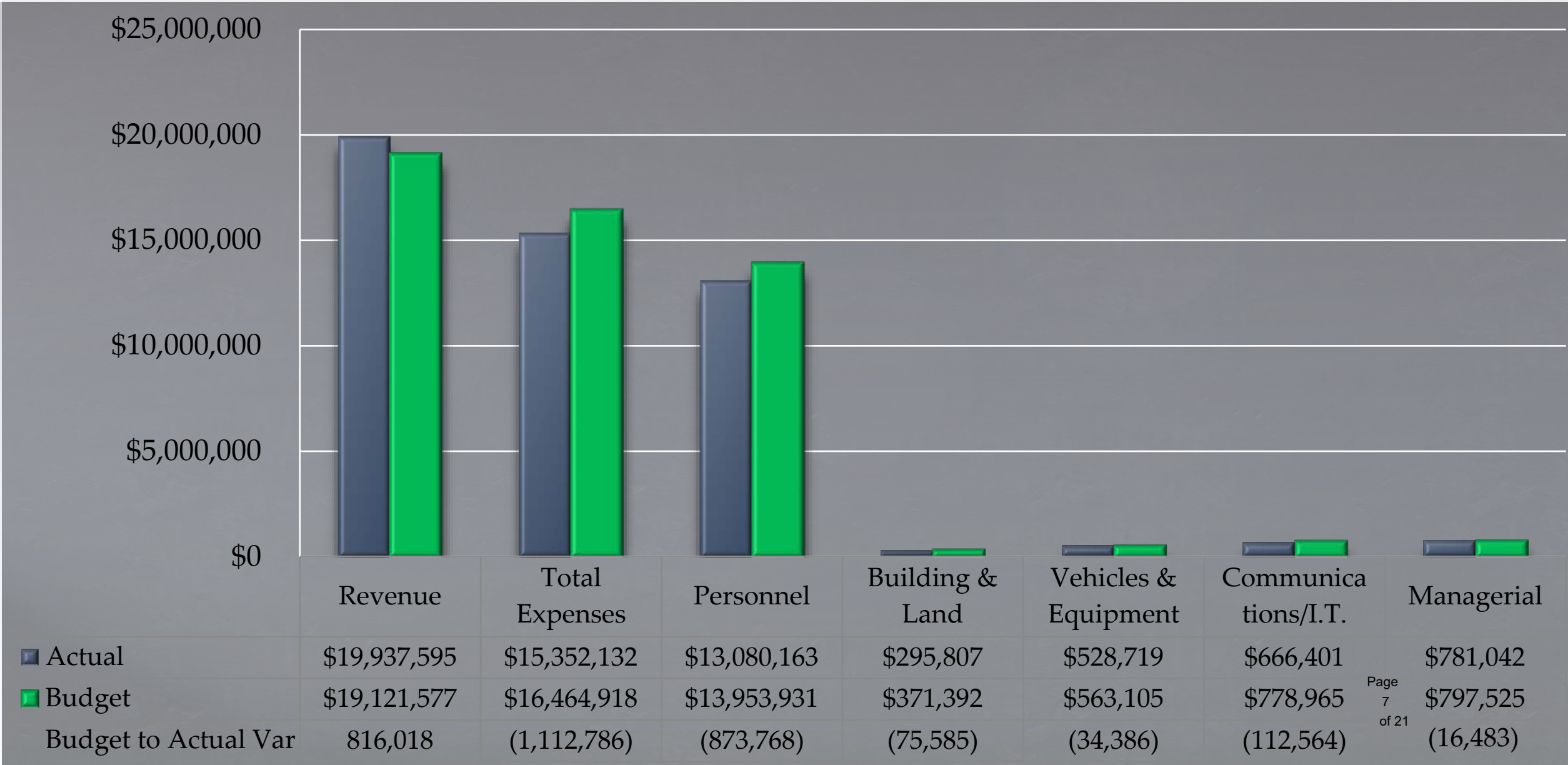




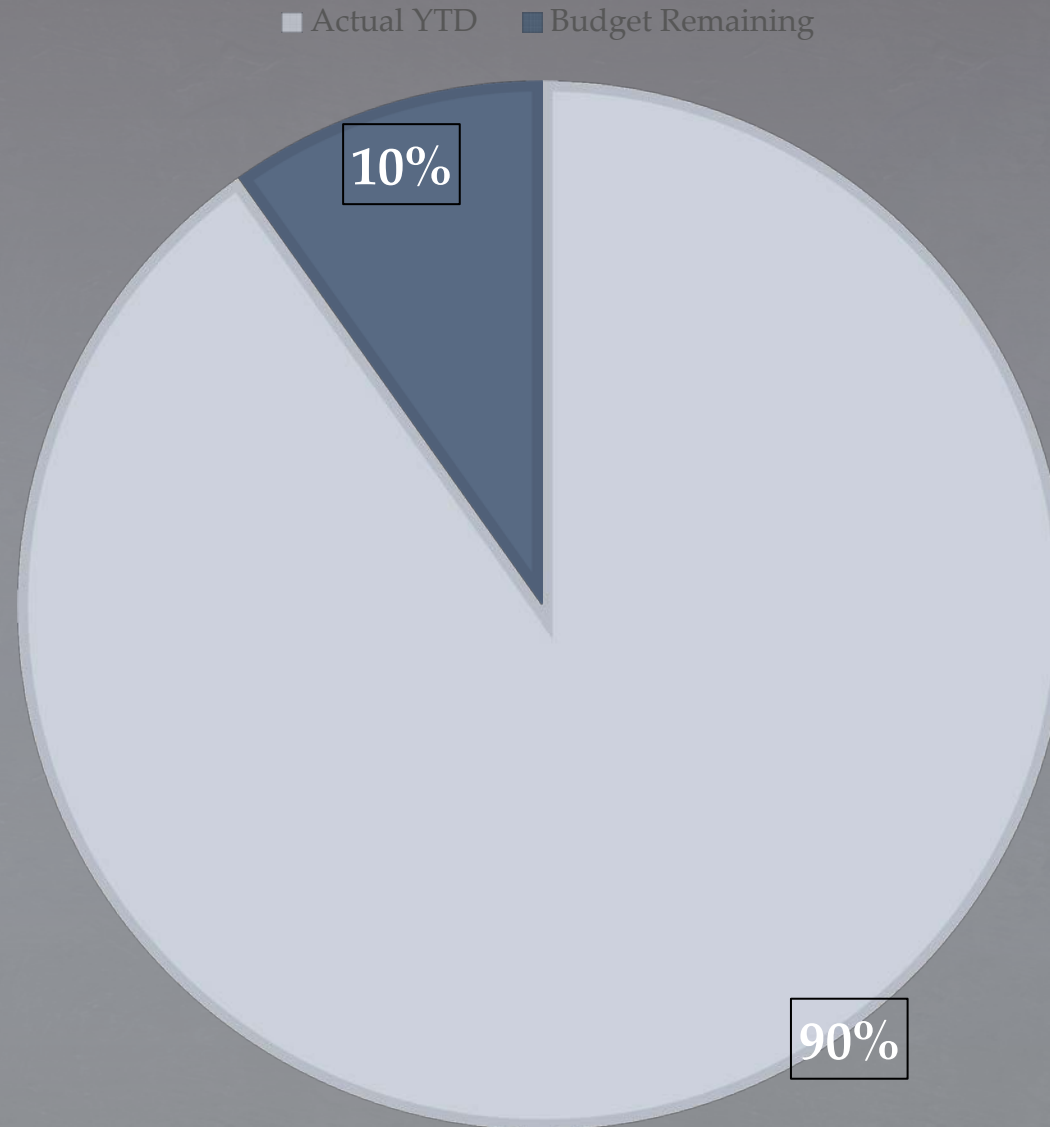
# May 2022



# Fiscal Year to Date Budget to Actual

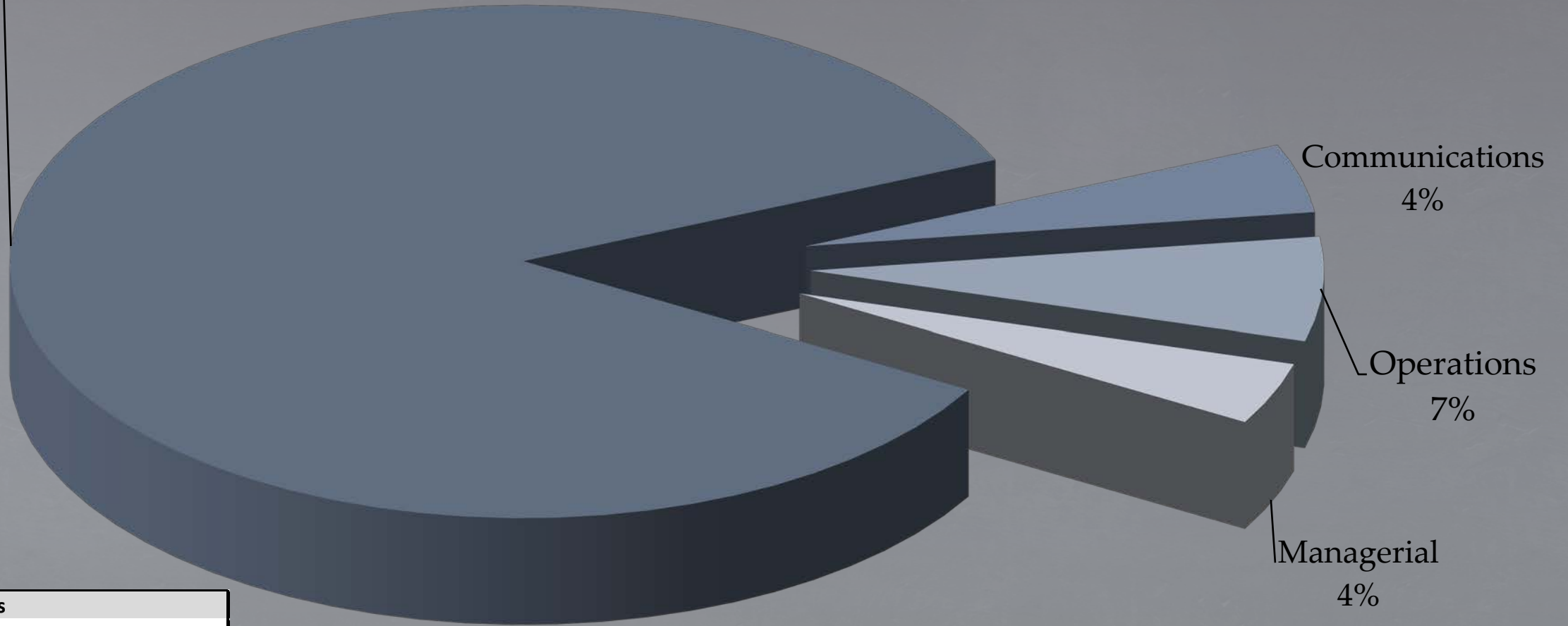


## YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET



# Percentage of Expenses Year to Date

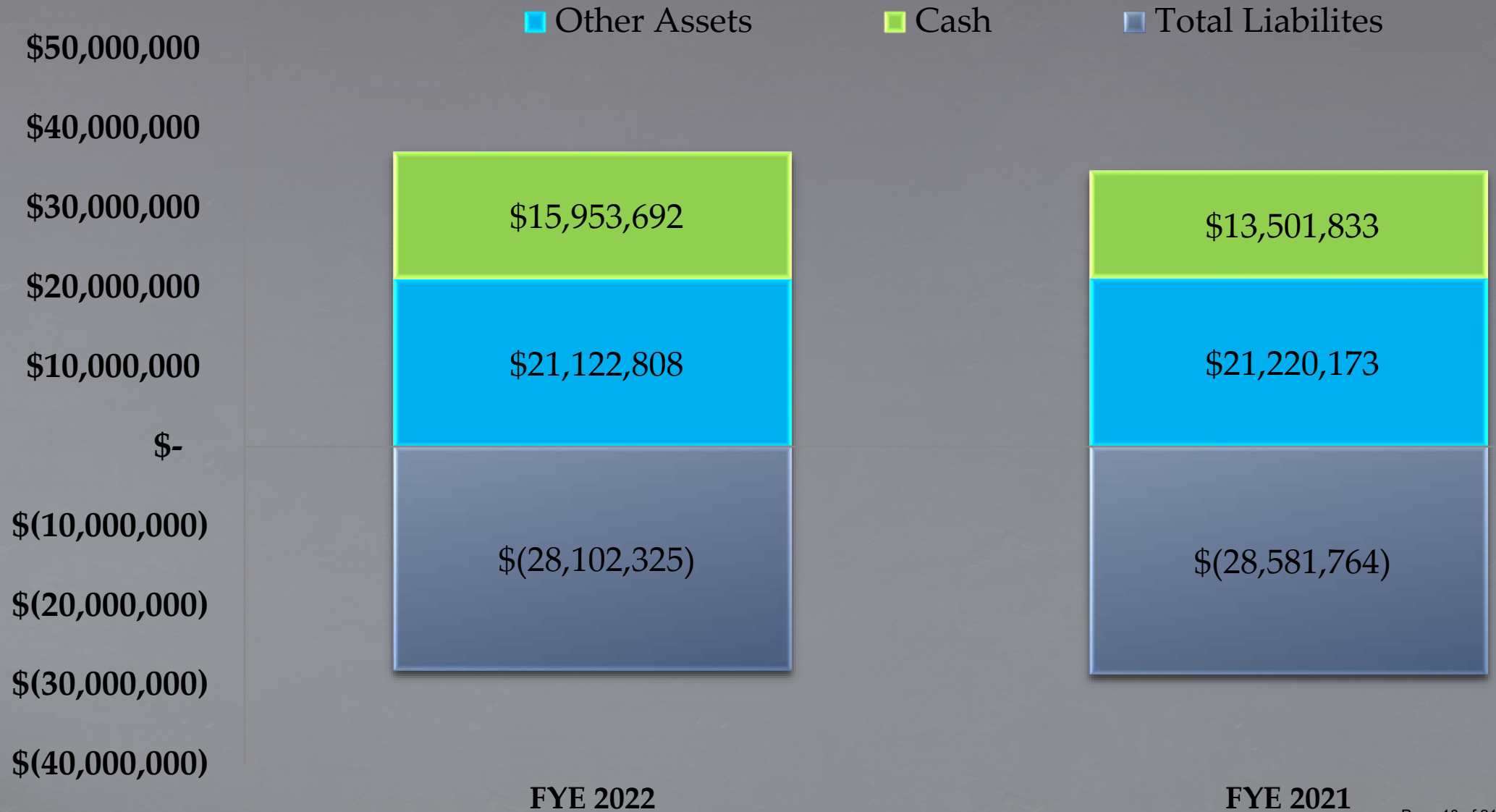
Personnel  
85%



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



# Cash Position





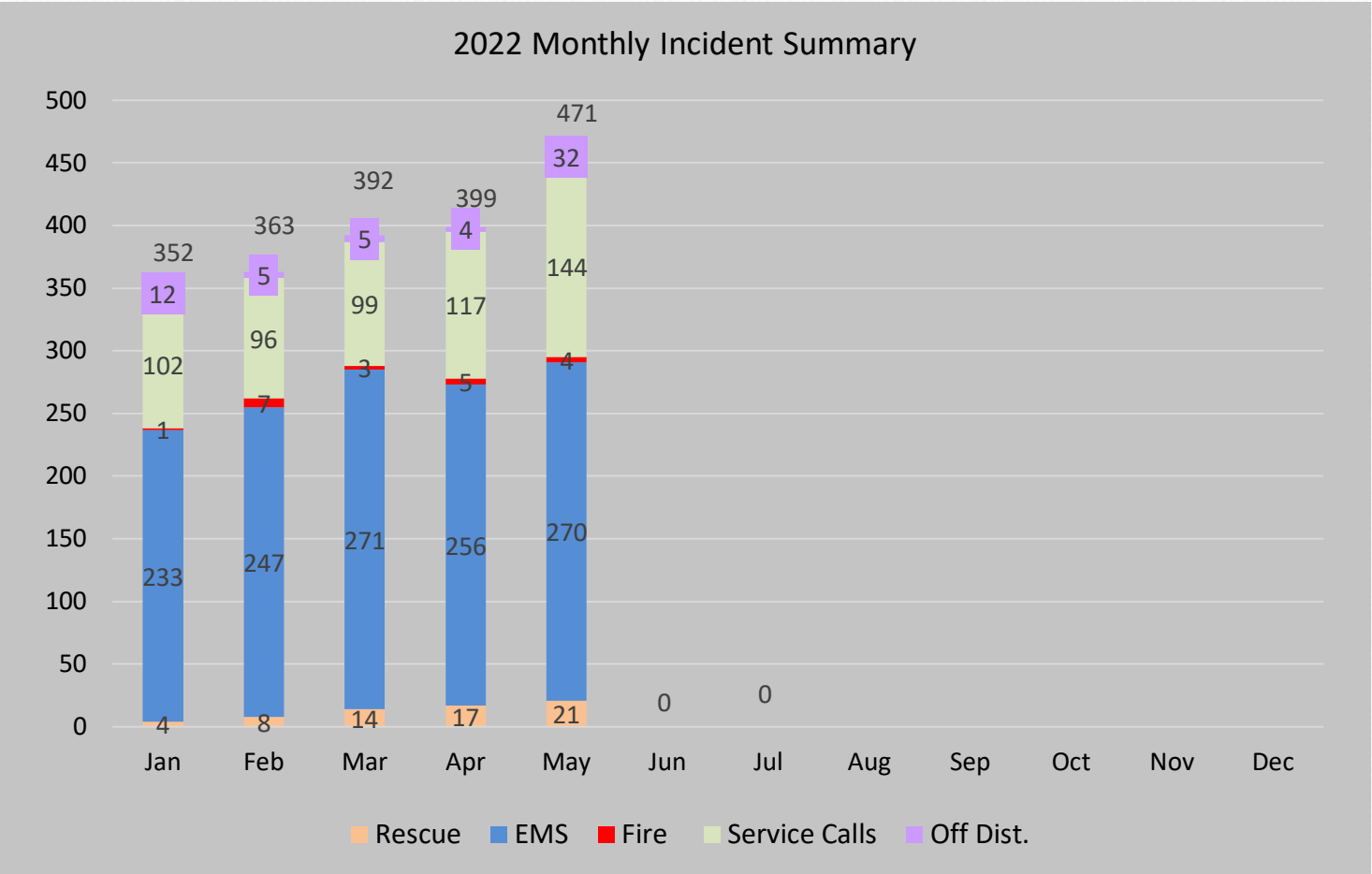
# **Sedona Fire District**

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## **Monthly Chief's Report**

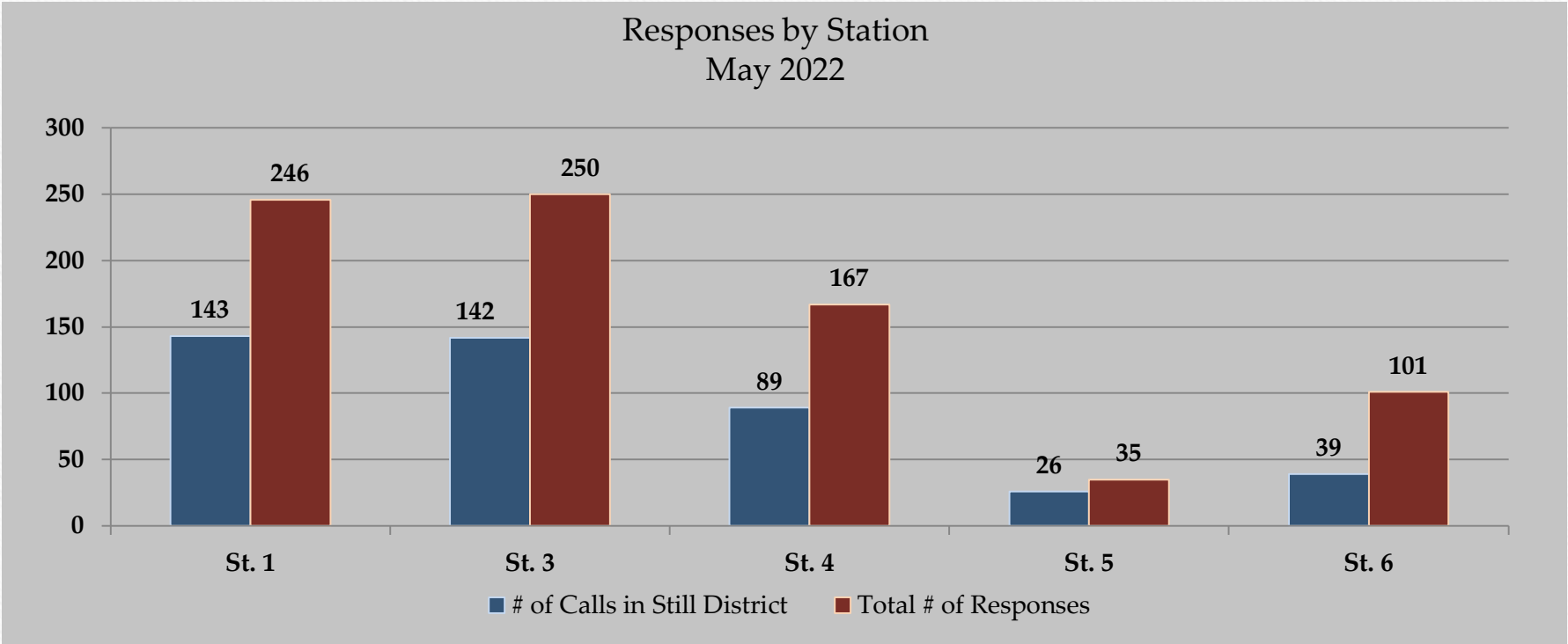
**June 2022**

**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 at Burn Foundation, Camp Courage

KSB Wildland Fire Q&A

Yavapai County Wildland Cooperative Meeting

Website design update

### ➤ Staffing Updates

Recruitment Updates –

Telecom, GIS, Firefighter

### ➤ Upcoming

Stop the Bleed, June 28

Functional Movement Screening, late June

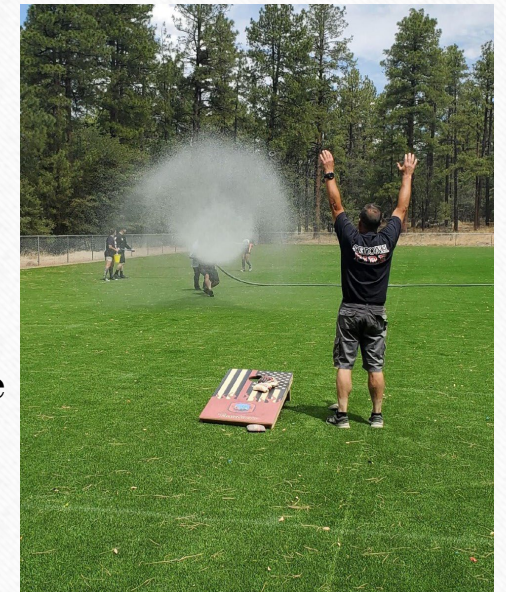
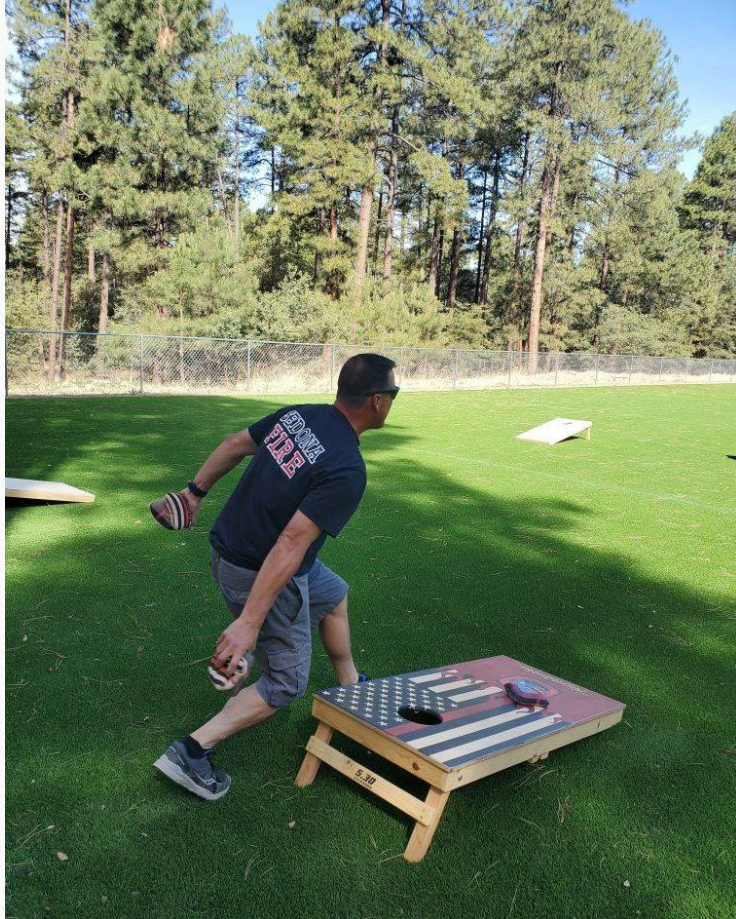
Annual Awards Celebration - Fall

### ➤ Mental Health Moment

June – Pride Month

June 27 – PTSD Awareness Day

### ➤ Questions/Comments







# **OPERATIONS**

Assistant Chief Jayson Coil

- COVID 19
- 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				
FireWise Consultation				
Plan Reviews				
CRR Inspections				
Engine Company Inspections				
Special Events				

The Compliance Engine –

Compliant / Deficient

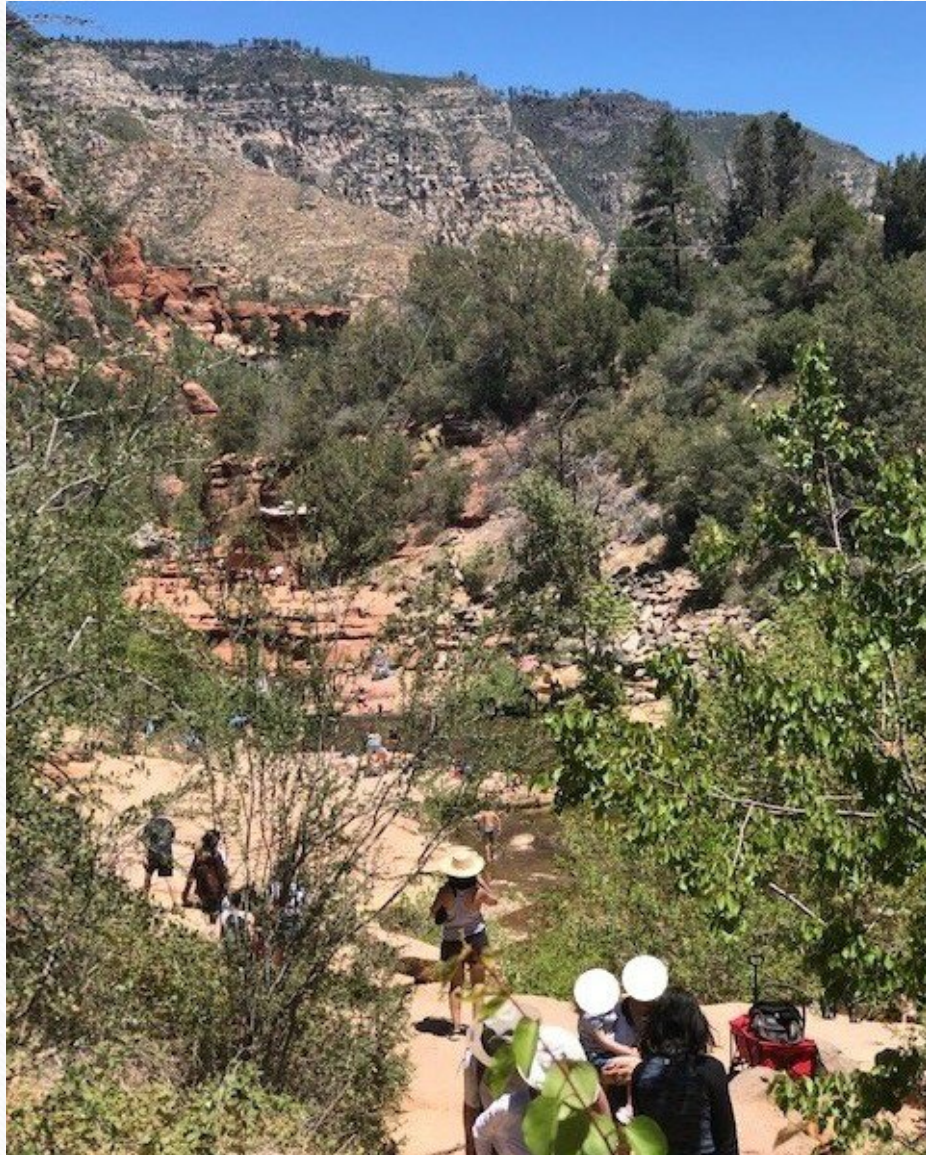
Fire Investigations -

- \*\* Numbers pending due to Chief Booth's wildland deployment\*\*

- Notable Events
- Questions / Comments







# Operational Support

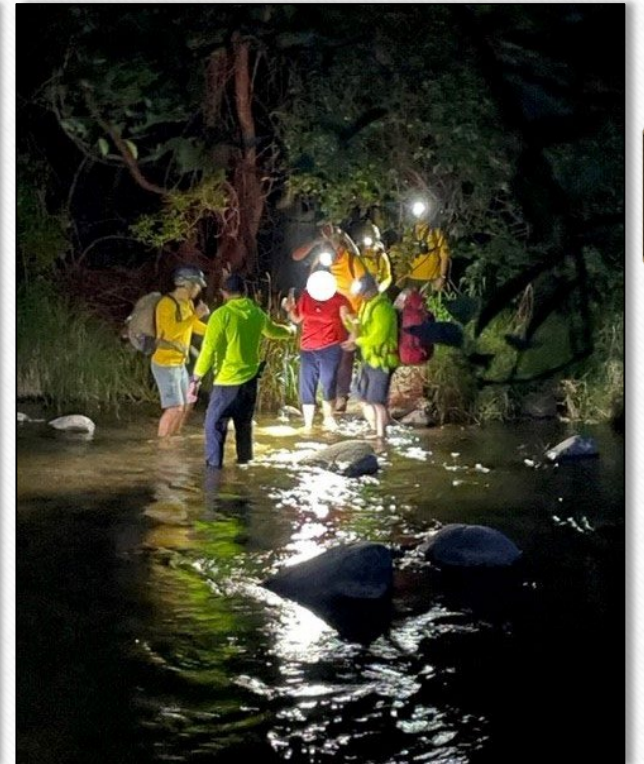
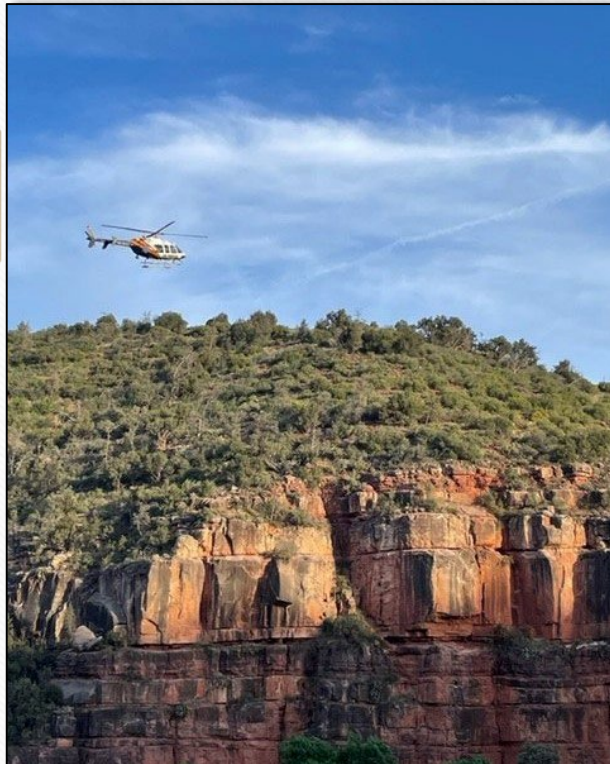
Division Chief Ed Mezulis

- EMS Activities and Updates
- Fleet Activities
- Training Report
  - Fire Credit Training Hours: ISO Hours 3670
  - EMS Credit Training Hours: EMS Hours 581
  - Total Training Hours (includes OTHER than above): 4300
- Technical Rescue Team** developed and instructed a class for members which included Technical Ropes Class, providing fundamentals of survival in moving water, hydrology and river classifications, and more.
- Firefighter **Joe Pace** has completed instructor course in ACLS, CPR, and PALS
- Questions/Comments



# FIRE CHIEF ITEMS

Fire Chief Jon Trautwein







## ➤ Station 4 Construction

Feasibility Study

## ➤ Purchase Orders (\$10,000-50,000)

Trifecta Networks \$220,230

(Approved May; Infrastructure)

AZ Emergency Products \$ 24,070

(EMS Vehicle Up-fit)

## ➤ Correspondence/Thank You Letters

-Happy EMS Week-AMB Family & Friends

-Pine Flats Property Owners

## ➤ Donations

\$60 – In Loving Memory of Larry &  
Anna Brooks (from Diana Thomas)

\$150 – to Kindness Fund with thanks for  
helping with smoke detector batteries  
(Paul & Hollace Davids)

\$500- Pine Flats Property Owners for  
Firewise cleanup/dumpster

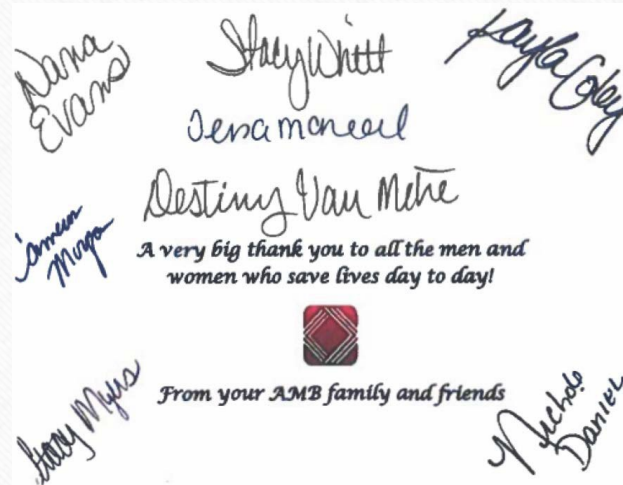


# Thank You's And Community Appreciation!

HAPPY



EMS  
Week!



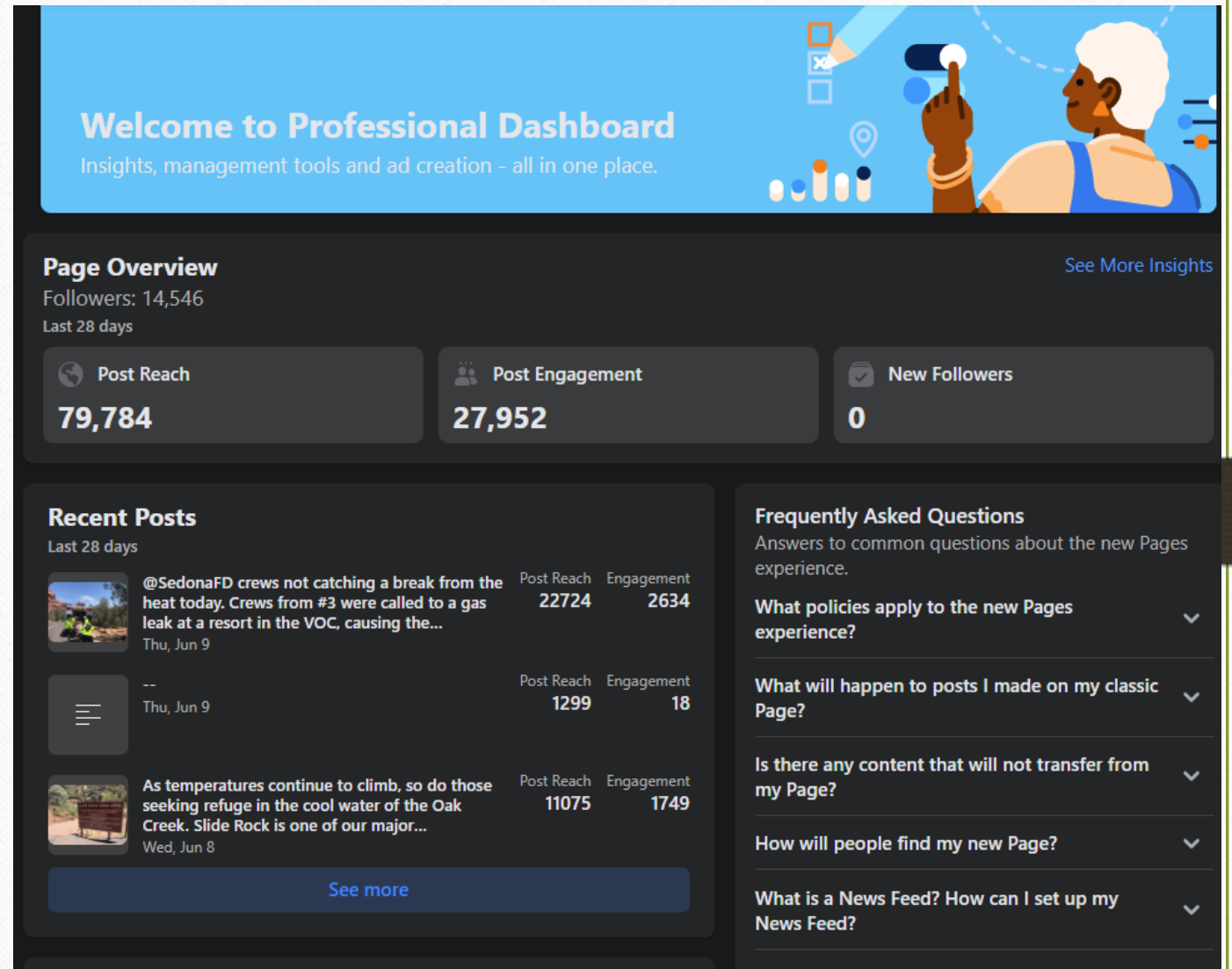
The Pine Flats residents thank you for providing the dumpsters during the spring cleanup. Our community promotes fire safety by encouraging owners to bag yard waste and clear areas around their homes. We appreciate what your department does to protect Sedona and the canyon. We enjoy a great working relationship with Sedona fire, and we are grateful to have your help in keeping our canyon safe.  
Pine Flats Property Owners

# Public Outreach & Communication

facebook

## TOP STORIES:

- SFD crew from Station 3 working a gas leak in VOC resort
- Staying Safe in the Heat – Alert from National Weather Service, Flagstaff
- Slide Rock experiencing higher visitor volumes due to high temperatures



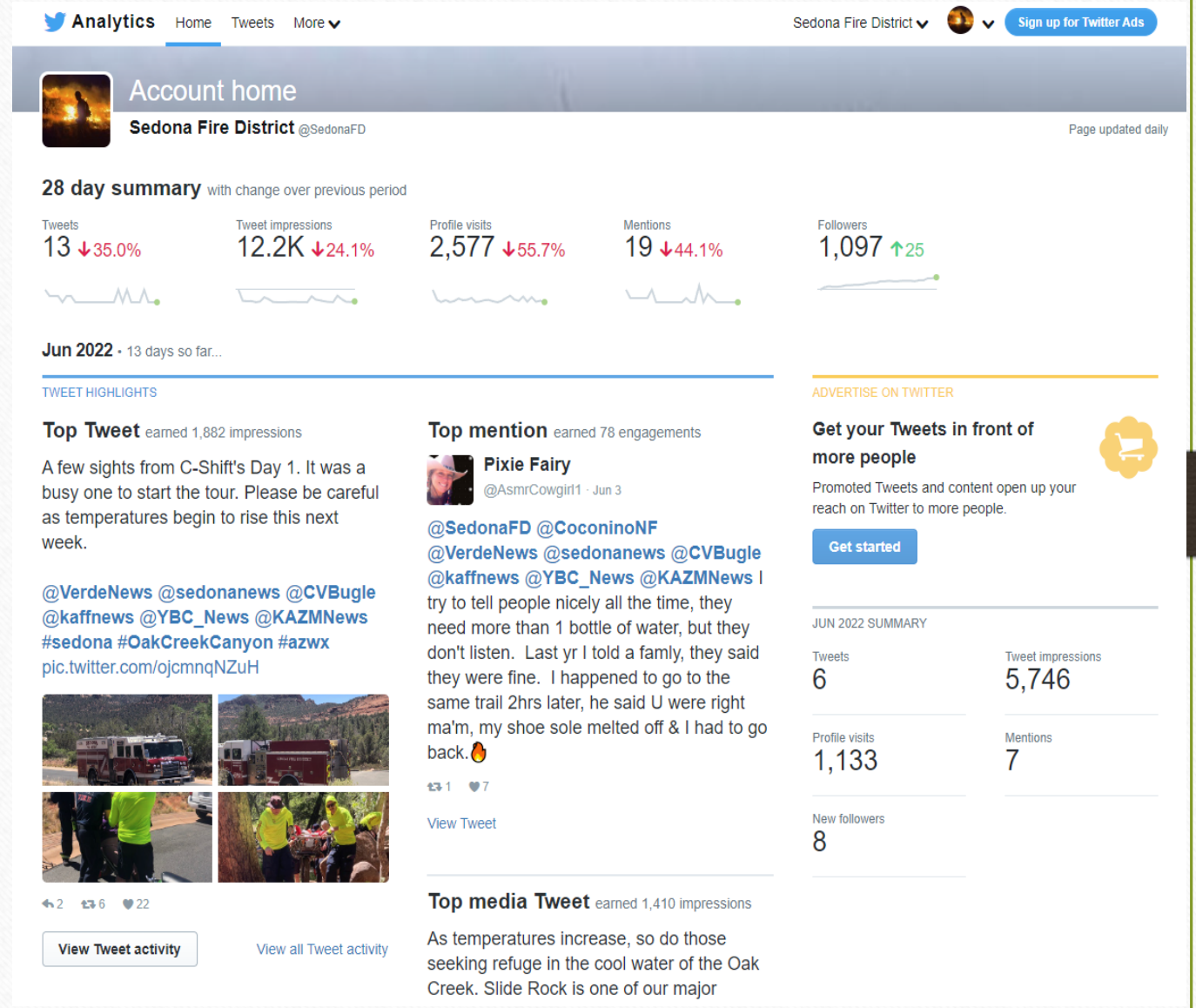


# Public Outreach & Communication



## TOP TWEETS:

- Busy day for C shift
- Rising Temperatures require more hydration
- Slide Rock increased activity, be prepared for heat





**SEDONA FIRE DISTRICT  
FIRE BOARD AGENDA COMMUNICATION**

*Submitted by:* Ed Mezulis *Date:* 10/14/2021  
*\*amended\** 6/16/2022

<b>SUBJECT: Command Staff Vehicle Approval</b>	<b>BOARD MEETING DATE: 6/2/2022</b>
<b>AGENDA ITEM #: IV.D.3</b>	<b>DIVISION / SECTION: Fleet</b>
<b>ACTION REQUIRED:</b> [ ] Resolution [ X] Motion [ ] Information [ ] Other (Explain)	<b>BOARD RECOMMENDATION:</b> [ x] Approval [ ] Denial [ ] None Forwarded

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

**ISSUE:** SFD needs to replace two vehicles, a staff command vehicle and a technical rescue truck. This agenda item is seeking approval to purchase these two vehicles.

**BACKGROUND:** A 2000 Ford F250 command staff vehicle will rotate to our utility fleet, for use in district and on wildland deployments, and the replacement will become the staff command vehicle. The technical rescue truck will replace a 2000 Ford F250 currently in service that has reached the end of its life and will be removed from service. The new vehicle will be equipped to carry out the full technical rescue compliment and eliminate the need for a trailer.

**\*\*\*\*amended language\*\*\*\*** SFD was advised this month by Ford that they will not be building the ordered chassis, We have already ordered the equipment to upfit the Technical Rescue truck and other vendors are holding the equipment in house. Ford estimates if we continue with them our chassis will roll to the 2023 model year and we will not expect delivery until Summer of 2023. The decision was made to source a dodge chassis which can be secured in 90-120 days from date of order. This requires an amendment to the BAC authorizing the purchase of a Dodge Ram chassis.

**FINANCIAL PERSPECTIVE:** The replacement for these vehicles is budgeted in the capital plan for this year. Due to the impacts of the supply chain and COVID delays, certain material prices and availability fluctuate. Utilizing build out pricing from the past few vehicle outfits, finance suggests approval with a not to exceed price for both vehicles.

**PROS & CONS:** This purchase keeps us in alignment with our apparatus capital replacement program and improves the functionality of our fleet. There are no noted cons to this request.

**BOARD ATTORNEY APPROVAL:** *N/A*

**FIRE CHIEF RECOMMENDATION:** It is recommended that the approval for these purchases be granted. This will keep the District in line with projected capital expenditures and continue to keep our apparatus fleet current and functional.

**FINANCE SECTION APPROVAL:** These will be purchased through state contract, and an RFP is not required.

**MOTION(S):** I move to approve the purchase of two Ford F250's. The command staff vehicle is not to exceed \$85,000, and the Technical rescue vehicle is not to exceed \$140,000.

\*\*\*\*amended motion\*\*\*\* I move to approve the purchase of a Dodge chassis to complete the Technical rescue vehicle build, total build price not to exceed \$140,000.

**ATTACHMENTS:** Letter from Ford



Nathan Oscarson  
Commercial and Government Sales

16800 Executive Plaza Dr  
Dearborn, MI 48126

Dear Valued Government Partner:

First, I'd like to thank you for your continued support over the years as we have worked together to provide for the vehicle needs of our communities. We have always tried to place our government partners first in all our decision making.

As you know, this past year has presented an extremely challenging environment for the global automotive industry due to the continuing global microchip shortage, major disruptions in the supply chain due to the war in Eastern Europe and other factors and the lingering impact of Covid. This unprecedented combination of events has contributed to logistical challenges and unpredictable manufacturing plant downtime. Given the high order submissions and unforeseen plant downtime, we will not be able to build all the unscheduled 2022 MY vehicles currently in the Government order bank. We will be prioritizing all 2022 MY vehicles that have been Purchase Order verified and re-submitted as a 2023 MY. Please work with your dealership contact to verify which orders will need to be carried over from one year to the next.

Compounding matters, we are experiencing record inflation, greater than at any time in the last forty years. Inflation, as well as significant impacts on raw material costs are affecting new vehicle pricing. Given these circumstances, we will not guarantee price protection on unscheduled 2022 MY orders that are re-entered into the 2023 MY order bank. We appreciate your understanding as we work through these challenging times, and you can be assured that we are closely monitoring such global events and will communicate any implications beyond the 2023 MY at the appropriate time.

Please contact your dealership representative for complete details. Thank you again for your loyalty and support of the Ford brand.

Sincerely,

*Nathan Oscarson*

National Government Sales Manager



# **Sedona Fire District**

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## **Fire Board Meeting**

**June 21, 2022**

