



Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
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REGULAR BOARD MEETING Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room Tuesday, July 19, 2022 / 4:30 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 4:30 PM on Tuesday, July 19, 2022. Administrative Generalist, Michelle Miller, 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 (via Zoom); Al Comello, Helen McNeal, Janet Jablow – Members Others Present: Fire Chief Jon Trautwein; Director of Administrative Services Heidi Robinson; Dominic Filosa, JVG; Attorney William Whittington; Division Chief Ed Mezulis; Division Chief Dori Booth; Administrative Generalist Michelle Miller – 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 15 Police Officers and 6 firefighters who passed away since the previous Board Meeting.

II. EXECUTIVE SESSION

A. Possible vote to go into Executive Session on Personnel Matters re: Fire Chief's Self Evaluation pursuant to ARS §38-431.03(A)(1), and legal advice pursuant to ARS §38-431.03(A)(3) regarding the same.

Chairman Soto made a motion to go into executive session, Board Member Janet Jablow seconded it, there was no discussion and the motion passed unanimously.

III. RECONVENE TO REGULAR BUSINESS MEETING

The public session reconvened at 4:46pm.

A. Discussion/Possible Action: Direction to Board to return comments of evaluation by August 2 to Executive Assistant to Leadership Kimberly Smathers so it will be created with finished comments for August packet.

B. Public Forum:

Speakers are limited to three-minute oral presentations, but may submit written comments of any length for Board files. Board Members may not discuss items not specifically identified on the Agenda. Therefore, pursuant to ARS 38-431.01(H), Board action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.

1. Public Comments

2. Executive Staff Response to Public Comments

There were no requests to speak.

C. Consent Agenda – Discussion/Possible Actions:

All matters under Consent Agenda are considered by the Board to be routine (i.e. Minutes and/or signatory authority for bank accounts), and will be enacted by a single motion approving the Consent Agenda. If discussion is desired on any particular consent item, a Board Member may ask that item be removed from the Consent Agenda to be considered separately.

1. June 21, 2022 Regular Meeting Minutes
2. July 6, 2022 Special Meeting

Board Member Al Comello made a motion to approve the Consent Agenda, Helen McNeal seconded, there was no further discussion and the motion passed unanimously.

Financial Report and Updates – Dominic Filosa

1. **Discussion/Possible Action: Review and Approval of June 2022 Finance Report**
JVJ Representative Dominic Filosa reviewed the budget for the month of June. Mr. Filosa explained any variances for the categories for both revenue and expenses and causes. Although we appear to be over budget, it is a timing of payroll vs. actual. Chairman Soto asked since this is the beginning of the budget if there was enough carry over. Mr. Filosa responded that we have no anticipation of a struggle due to our financial strength.

Chairman Soto made a motion to approve the June 2022 finance report as presented, Al Comello seconded, there was no further discussion and the motion passed unanimously.

D. Staff Items:

1. **July 2022 Monthly Fire Chief Report – New Perspective and Looking Forward**

- a. **Call Volume and Response Review – Fire Chief Jon Trautwein**

Chief Trautwein began his report stating he wanted to begin the new Fiscal Year with each Division reporting with three priorities and budget items which are most impactful.

Incident Summary and Year to Date Comparison

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

Director Robinson presented her three priorities:

Design and Launch New SFD Website

To make it more user friendly – Both the public and the different departments throughout the District

More esthetically pleasing

Possible focus group with a couple of Board Members and community members for feedback

Website and software have been covered by the surplus fund

Digitize Files/Paperless Processes

Starting with the Accounts Payable/Accounts Receivable

Administrative Generalist Michelle Miller has been working diligently “jumping in feet first” to implement the process with success

Working with the State Library

Standardize Recruitment Process Through HR

Using the format which was developed during the last Chief hiring process

Robust

Selling Ourselves/Encouraging longevity

Creating a format which can be easily adapted with all hiring processes

- c. **Operations – Assistant Chief Jayson Coil**

Assistant Chief Coil Presented his three priorities using Appreciate the Context, Define the Problem, Develop an Approach:

Strategy 6.2: Work Collaboratively with Stakeholders to Develop & Maintain a Multi-Agency Wildland Fire Management Program.

Represent the State of Arizona on the WFCMA Wildland Fire Policy Committee

Coordinate with Wildland Fire Mitigation and Management Commission. The commission is tasked with forming federal policy recommendations and strategies on ways to better prevent,

manage, suppress, and recover from wildfires, and provide recommendations for aerial firefighting equipment needs.

Identify the importance of training and qualifications in wildland fire and support individuals desiring to advance their skills.

Evaluate the incentive structure to determine what can be done to improve response and availability

Continue to look for opportunities to coordinate with stakeholders to improve the effectiveness of our response - evacuation planning, leverage opportunities to add value.

Return with relatable and applicable best practices from deployments.

Dedicated mitigation and education with Chief Booth, Chief Baker, and Captain Miranda.

Strategy 9.2 Optimize New & Existing Facilities to Meet Current & Future Needs.

Take an iterative approach to large projects in environments of uncertainty.

ST 4 - Continue efforts get to a biddable set of plan, evaluate current and future conditions impacting costs and, based on this analysis define future actions.

Improve the existing facilities to reduce the burden of maintaining and secondary impacts to failures - see below.

Determine the process to gain USFS support for a facility near Slide Rock State Park (Station 5). NEPA, long term lease etc.

Strategy 9.3 Ensure Telecommunications Structure Supports Organizational Needs.

In the short term, the replacement of the data transport network switches and routers with the Juniper Networks switches should show considerable improvement. Many of the recent radio system failures have been channel 3 failing at station 3 which appear to be due to data transport failures.

PTCG has offered as part of the Phase 2 work project management services for this upgrade, as we do not believe SFD and MTP have sufficient resources to manage this project.

In the long term, radio communication facility improvements and replacement of the radio infrastructure will improve reliability. PTCG has offered to provide project management services for this work

d. **Community Risk Reduction – Division Chief Dori Booth**

Division Chief Dori Booth presented her three priorities:

Strategy 3.1: Provide Comprehensive Fire & Life Safety Inspections & Plan Reviews

On-going training, such as:

State Fire School

National Fire Academy

Strategy 3.2: Enhance The Collection & Dissemination of Functional Data

Using the technology on hand to the full capabilities

Going digital with plans

Strategy 3.3: Public Education Programs Focusing on Identifying At-Risk Populations Within the Community.

Firewise Assessments

Partnerships

Educating the District

Using Facebook and other social media platforms

Public Q&A

Finding out what is important to the community and how it should be important to us

e. **Operational Support – Division Chief Ed Mezulis**

Division Chief Ed Mezulis presented his three priorities:

Strategy 4.1: Retool & Update Taskbooks

Revision is necessary

Need to be more relevant

Needs reinforcement training

Goal 5: Standardizing EMS Consumable Inventory

Software which is in use now has the ability to track inventory

The usage has started a few months ago

Much like a retail warehouse or store

Strategy 7.1: Streamline Process of Submitting Work Requests

Mike Sheehan is working hard with the Fleet

Software is easy, but the big picture is the issue

Have Engineers spend a week in the shop with Mike to witness what goes on, what the job entails, to gain greater insight

Get a clearer picture of future needs in the shop

f. **Fire Chief – Fire Chief Trautwein**

Chief Trautwein focused on the Community

One call in particular of a 17-year old who went into full cardiac arrest due to a freak diving accident. Letters from different family members.

Well trained Firefighters: We're saving lives; last month a 2-year old, this month a 17-year old

Cable Car rescue led by BC Jordan Baker

Camp Courage 2022

Open discussions followed with the Board after each presentation.

2. Discussion/Possible Action: BAC regarding Chief recommendation on modification of Residency requirements/recommended region

Chief Trautwein recommended the residency requirements be a 50 mile radius from Station 1 to the City Hall of the neighboring towns via Google Maps. No other position at SFD has this requirement

Pros:

- Cost of Living
- Fair Requirement

Cons:

- Fire Chief may not seem accessible to the District

Board Member Al Comello stated he was in full support, making it a broad environment. Board Member Helen McNeil stated her one concern was the measurement to the "City Hall" and suggested just making it a 50 mile radius. Clerk Gene McCarthy stated SFD has a goldmine of talent and completely supports the change of residency.

Chairman Dave Soto motioned to approve the 50 mile radius measured by Google Maps from Station 1. Board Member Helen McNeal seconded it the motion passed unanimously.

2. Discussion/Possible Action: Review of Fire Chief Job Description & Announcement

- Modify pay scale
- Residency
- Content is accurate

Chairman Dave Soto motioned to approve with amendments as discussed. Board Member Al Comello seconded it the motion passed unanimously.

3. Discussion/Possible Action: Determine internal candidate interest for Board consideration.

- Chief Trautwein suggested polling for internal interest
- SFD has two solid candidates
- Project stability
- If internal:
We have staff to manage process
We could have a candidate by the next Board Meeting
- If External:
Get an outside company to manage nationwide search

Board Member Al Comello stated he was in full support. Each Board Member responded in favor. Chairman

Soto added internal candidates are more than qualified.

Chairman Dave Soto motioned to move forward with internally with hiring Fire Chief, Board Member Helen McNeal seconded it the motion passed unanimously.

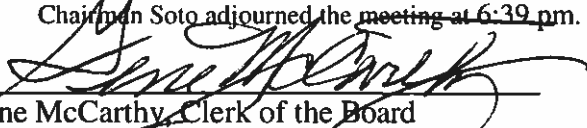
E. Board Member Items:

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

The Board Members shared their activities related to the Sedona Fire District since the last Board Meeting. Many having attended the Stop the Bleed hosted by BC Jordan Baker. All also had similar experiences due to the fire near 179, that neighbors and friends reached out to them for information.

III. ADJOURNMENT

Chairman Soto adjourned the meeting at 6:39 pm.



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: