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BIG PARK REGIONAL COORDINATING COUNCIL  
Meeting Minutes  
Emergency Preparedness Plan Committee  
April 1<sup>st</sup>, 2022  
Updated March 22<sup>nd</sup>, 2026

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**Call to order:** The meeting was held at the VOCA Clubhouse and called to order by Gwen Hanna at 2:05pm.

**Attendees**

Gwen Hanna, Co-Chair  
Mary Pope, Co-Chair  
Phil Feiner  
Mary Morris  
Art Bertolina  
Leslie Osborne  
Camille Cox, Ex-Officio

**Guests**

Jon Trautwein, Fire Chief, Sedona Fire District. Phil Cox, PVPOA

**Absent:** Pat Murphy

**Agenda Items:**

1. **Frontline Agency:** Chair Gwen Hanna welcomed Fire Chief Jon Trautwein, and President Camille Cox explained the purpose and scope of the Big Park Council and Emergency Plan Preparedness Committee (EPPiC). Chief Trautwein noted that new Fire Marshall Dori Booth was scheduled to attend the meeting, but was called away.

Chief Trautwein began his review of services offered by noting that air support can come from a number of other agencies, primarily DPS from Flagstaff and sometimes the local Forest Service. Two private organizations provide medical emergency support (air ambulance), Guardian Air Transport and Native Air Ambulance. The Fire District handles fire management (structure & wildland), emergency medical and rescue services. He expressed pride in the training and competence of the EMS crews. On an emergency call, a fire engine will accompany the ambulance so that a full crew of five is present. If the emergency is not life-threatening, the fire engine will return to the station, and the ambulance will transfer the stabilized patient to the hospital. The Fire District works in partnership with the Forest Service for trail rescues and will often triangulate location of a cell phone to find the quickest way to a stricken hiker/climber. Specialized rescue situations such as high angle/rope and helicopter are practiced so that help can be quickly and efficiently provided.

He acknowledged that the district's phone system and websites were archaic and plans are in progress to update and simplify both systems.

He explained their use of a system of Incident Management Teams with a ranking of 1-5, one being the most complex. Incident Management Teams are comprised of fire service people from different units. During the initial incident (ranking 5), and the first 12 hours of an incident, the team is focused on managing the fire, not on updating their phone message or website. If the incident moves to ranking 3, 2 or 1, a command post is set up and a public information officer (PIO) is assigned. Real time information begins to be sent out via public service announcements (press releases). Sophisticated computer modelling is used to predict the path, speed and potential intensity of the fire. The incident management team includes face-to-face meetings with law enforcement regarding evacuation. With increasing management resources, updates for the community begin and become more frequent. The fire marshal is the PIO for the Fire District and she will work with the PIO assigned by the Sheriff's Office. At this stage in a fire incident, dialing 9-1-1 will route the call to the appropriate service for local information updates and directions. He noted that if calling from a cell phone, stay on the line so that they can ping the tower and establish your location. Chief Trautwein shares the EPPiC concern that visitors (e.g., Air B&B) are not aware of how to protect themselves.

He reiterated that regional emergency responders from various organizations work well together, supporting each other formally and informally during an incident. In order to further improve and facilitate the coordination between first responders in Yavapai and Coconino Counties, the Sedona Fire District will be hosting a regional meeting in April.

Chief Trautwein emphasized that as the VOC is located in a wildland interface area (adjacent to the national forests), residents need to have "Situational Awareness". Just as the fire district prepares for fire season, residents should personally prepare as well. While the fire staff prepares with annual physicals, fitness training and coursework, residents need to give attention to their surroundings and prepare before the fire season officially begins (April 1<sup>st</sup>).

~~Readiness includes signing up for Code Red alerts,~~

**Update 3 22 26:** To stay updated on potential emergencies, sign up for agency alerts and notifications and be prepared. [Smart 911 – Login](#).

Minutes from 2022 Continue:

Readiness includes keeping a full tank of gas in your vehicles, and a Go Bag prepared (Ready-Set-Go). He also noted that it would be wise for residents in the VOC to always be at the Ready stage, and to think ahead. Fires in a wildland interface area are often started by humans and don't necessarily correlate to the official wildfire season. He reiterated the comments made by Lt. Johnson (YCSO) that residents need to "GO" when advised to do so. Evacuations are staged during a dynamic situation. Don't remain at home to "protect" your property. If the fire department cannot put out the fire, you won't be able to either. There is also the

danger that in a nearby fast-moving fire, the situation will advance from Ready to Go suddenly, without a pause to get Set. Chief Trautwein also explained that if residents wait to evacuate after they have been told to Go, they may prevent fire equipment from getting to the fire. The emergency equipment is required to pull off the road to permit evacuees to leave.

He recommended that folks needing special assistance (ADA) register with the county and that HOA's should "map their neighborhood", knowing who will need extra assistance. Some communities use a color card coding system to let emergency responders quickly know who needs help and who has evacuated. Situational awareness and neighborhoods supporting their own residents, help first responders to protect you more quickly and efficiently.

If an evacuation is ordered, Yavapai County Emergency Services will find evacuation locations for pets and other critters as they are not allowed in emergency shelters.

Mary Morris, owner of Horse Mesa Ranch noted that as a part of our community's readiness, there will be an equine evacuation drill at the ranch May 1<sup>st</sup>.

To help residents prepare, the fire district supports the National Fire Protection Association (NFPA) Firewise program and inspectors will come to your HOA and/or personal property to do an evaluation and suggest improvements to minimize the fire damage risks. Improvements are at the owners' expense. Fire moves via embers and along the ground. Chief Trautwein referred to grasses etc. on the ground as "flashy fuels" which burn quickly and help to advance the fire. The Firewise program recommends breaking "fuel continuity" in order to slow and/or stop the advance.

This year, as a part of the community Firewise spring cleanup, bins will be set up in the Village as well as the Oak Creek Canyon. Timing will likely be in May.

There are multiple water companies responsible for the hydrants within the greater Sedona area, and he emphasized that the fire district brings in water tenders where there are no hydrants. He appreciated knowing that Horse Mesa Ranch has a large water tank which would be available to the fire service. He also noted that bucket helicopters are used which can refill using swimming pools and other locally available water sources.

Chief Trautwein complimented the EPPiC committee and noted that taking small steps first to improve the situation will go a long way. Communities who have had frightening personal experiences (e.g., La Barranca fire) are more likely to respond quickly to take steps to improve the situation.

The committee thanked Fire Chief Trautwein for his time and information.

**Approval of Minutes:** Minutes of the March 4<sup>th</sup> EPPiC meeting were unanimously approved on a motion by Mary Morris, seconded by Phil Feiner.

**Website review & General discussion:** The process of reviewing information available on [www.ready.gov](http://www.ready.gov) continues. Once information is sorted, Camille will prepare a prototype website. The summaries prepared by Patrick Murphy were noted to be excellent – short and to the point. Links to additional details can follow these simple highlights for the various emergencies.

It was agreed that communication to the community should begin to raise awareness before we meet with all of the first responders. Approved EPPiC minutes summarizing first responder reports should be circulated to Representatives as they are approved. Many Reps already circulate information from BPRCC to their residents. This should be encouraged. It was also agreed that Camille prepare an article for the Villager with excerpts from Lt. Johnson’s presentation. This can be followed by an article summarizing Fire Chief Trautwein’s information, and so on. There may be a section of the NextDoor local social media website which is informational only, where these updates can also be posted. We do not want to post within a discussion forum as this could lead to mis-information by respondents. Mary Morris will explore the possibility of an informational posting.

**Adjournment:** Meeting was adjourned at 4:10pm.

The next meeting will be May 6<sup>th</sup> 2:00pm at the VOCA Clubhouse. Room TBD. YCOEM is scheduled to be at the May 6<sup>th</sup> meeting. Mary Morris will ask Amy Tinderholt (Travis?) if she or a designee is available on June 3<sup>rd</sup>.

**Prepared by:** Mary Pope

**Approved:** 6 May 2022