



Ponderosa Fire District (PFD)
STRATEGIC PLANNING COMMITTEE
Meeting Minutes
Monday, March 4, 2019

At location PFD Station #82
11951 W. Shadow Mountain Dr., Bellemont, AZ 86015

Handout .5.a.

1. **CALL TO ORDER/ROLL CALL** – Manager Kristy Kennedy called the regular Strategic Planning Committee meeting to order at 9:07 am.

Present –

Kristy Kennedy, Office Manager
Lee Antonides, Fire Chief
Kent Ofstie, Assistant Fire Chief
Michael Thorp, Lieutenant
Carey McDonald, PFD Board Vice-Chairman
Ron Shultz, Community Member

2. **WORK SESSION DISCUSSION – Goals and Objectives**
 - a. **Discussion and possible action regarding 1-2 Year Plan to include; Station 82 expansion/remodel, SCBA Compressor and I.T. upgrades (internet dependent).**

Discussion: Chief Antonides stated that with any expenditure on capital improvements, those improvements should be called out in the strategic plan that is sent to the PFD Board for approval, staff then has to transfer particular monies from the General Fund to the Capital Fund for those improvements.

Chief Antonides stated that with the Capstone development funds that come into the district it is a goal of the department to start the Station 82 expansion/remodel project as soon as possible or by this Fall or Spring of 2020. Chief Antonides stated that the department is waiting on final plans from the NAU Students after having discussed some edits to the draft plans. Chief Antonides stated that in order for the department to move forward with the expansion, the funding for the project including IT upgrades needs to be designated in the 1-2 Year Strategic Plan.

Vice-Chairman McDonald stated he would like to see the SPC also discuss the longer term strategic plan at the following SPC meetings.

Manager Kennedy stated that the 2011 Strategic Plan that was approved by the PFD Board supports the department moving forward with additional proposals to address the Goals and Strategies that were specified in the original plan. Ms. Kennedy stated that the additional stages or yearly plans that get approved by the PFD Board will be built on to the 2011 Plan and that is what makes the PFD Strategic Plan a living working document.

Chief Antonides stated that Captain Whiting is working on repairing the compressor and just in case it cannot be repaired in house, the compressor would need to be called out for replacement in this 1-2 year plan. Chief Antonides stated the office IT system and equipment is not meeting requirements and needs major upgrades specifically including internet service. Chief Antonides stated that staff has obtained quotes for internet service upgrades and those will be presented to the PFD Board at their next meeting.

Assignment: Manager Kennedy will put together the draft 1-2 year strategic plan together with

the key points examined in the afore mentioned discussion and bring forth to the next strategic planning committee meeting for further discussion and review.

b. SPC 2019 meeting schedule:

- i. Schedule next SPC meeting; Proposed dates of Monday, April 15th and/or Monday, May 20th at 9 am.

Discussion: Member Shultz stated he is not available June 14-19. Chief Antonides stated he is unavailable June 13-16. Vice-Chairman McDonald stated he is not available Apr 15. Ron Shultz suggested April 22 and May 20th both at 9 am. The committee agreed.

- ii. Review and approve proposed SPC meeting schedule.

Assignment: Manager Kennedy will update the meeting calendar and mail out the draft plans from 2017 to the SPC as requested.

3. **ADJOURNMENT** - Vice-Chairman moved to adjourn. Chief Antonides second the motion. There being no further business to discuss, the meeting session of the PFD Strategic Planning Committee held on March 4, 2019, adjourned at 10:06 a.m.