



Ponderosa Fire District (PFD)
STRATEGIC PLANNING COMMITTEE
Meeting Minutes
Monday, April 22, 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 9:00 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** –

- a. **Review of regular SPC meeting minutes of Monday, March 4, 2019.**

Discussion: Chief Antonides asked the members if they had any questions and if they had a chance to review the minutes from the last meeting. There were no questions or concerns stated from the Strategic Planning members.

Action: Chairman McDonald made motion to approve the minutes of March 4, 2019. Member Shultz seconded the motion; motion passed unanimously.

- b. **Discussion and possible action regarding FY 19/20 Strategic Plan that includes goals and strategies for Station 82 expansion and I.T. upgrades.**

Discussion: Chief Antonides stated that he added a fifth goal and strategy to the document.

Chairman McDonald stated that his concerns were regarding having a capital replacement plan and stated that the department needs to get in front of that and implement a plan and save up funds for those instances. He stated that the department should create a replacement schedule so the department will be prepared when the replacement for an apparatus is due. Developing the schedule should be an objective for this next fiscal year. Chairman McDonald stated that maybe the following fiscal year there could be a separate line item in the capital budget for these major items. He then asked who should be creating an equipment replacement schedule or plan.

Chief Antonides stated that the Operations Crew should develop an equipment replacement plan and submit that to the Strategic Planning Committee for review and then on to the PFD Board for review and approval.

Member Shultz stated he agreed that the operations crew are best suited to create the plan as they have the knowledge of the condition of the equipment and know what needs to be acted on or maintained sooner than later.

Chief Antonides stated that staff can start working on that and have something to present at the next few SPC meetings.

Member Shultz asked if the department needed to obtain HOA or Meadows II community

approval of the design or expansion of the community meeting room that is included in the Station 82 expansion.

Chief Antonides stated that we do not need their review or approval due to the agreement that was signed and approved during the Capstone development agreement. In order for the department to move forward with the Station 82 expansion, the funding for the project including IT upgrades needs to be designated in the 1 Year Strategic Plan.

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

Chief Antonides stated that he can add two goals to the plan. Goal one would be to change the conditional Use Permit to allow community events and meetings at Station 81 and goal two will be the expansion of the parking lot to supplement the additional allowance of the use permit. He stated he will also add the goal and strategy for the apparatus replacement schedule and apparatus replacement committee. Chief Antonides asked if there were any other questions or concerns with the one year plan at this point and he would send the edited Strategic Plan to the committee and the board for their review.

There were no other questions or concerns from the committee.

Assistant Chief Ofstie stated that the SCBA's would need to be called out for replacement in the next 2 or 3 year plan. Chief Antonides agreed and also 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 from CenturyLink and those will be presented to the PFD Board at their next meeting.

Assignment and Action: Chief Antonides will put together the corrected one year strategic plan with the key points discussed in the afore mentioned discussion and bring forth to the next strategic planning committee meeting for further discussion and approval. Chairman McDonald moved to approve the one year strategic plan with changes made as discussed. Assistant Chief Ofstie seconded the motion. Motion passed unanimously.

3. **ADJOURNMENT** - Chairman McDonald moved to adjourn. Member Shultz seconded the motion. There being no further business to discuss, the meeting session of the PFD Strategic Planning Committee held on April 22, 2019, adjourned at 9:27 a.m.