



Ponderosa Fire District (PFD)
STRATEGIC PLANNING COMMITTEE
Meeting Minutes
Thursday, May 16, 2019

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

Handout .5.a.

1. **CALL TO ORDER/ROLL CALL** – Chief Antonides called the regular Strategic Planning Committee meeting to order at 4:00 pm.

Present –

Carey McDonald, SPC Chairman
Lee Antonides, Fire Chief
Ron Shultz, Community Member
Kristy Seifert, Office Manager

Absent -

Kent Ofstie, Assistant Fire Chief
Michael Thorp, PFD Firefighter

2. **WORK SESSION** –

- a. **Review of regular SPC meeting minutes of Monday, April 22, 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.

Member Shultz pointed out one grammar typo that should be corrected. Otherwise there were no questions or concerns stated from the Strategic Planning members.

Action: Chief Antonides moved to accept the minutes of April 22, 2019 with the one correction. Member Shultz seconded the motion; motion passed unanimously of those present.

- 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 made the corrections and additions of the goals five through eight to the plan, which were discussed at the last meeting.

Chairman McDonald stated that he liked that goal five and seven were separate but would like them to be more specific.

Member Shultz suggested taking the word budgeting out of goal seven and adding the word budget to goal five since goal seven is regarding the planning process and goal five is regarding budgeting and the available funds.

Chief Antonides stated he can make Strategy #7.3 more specific as well and add budget to that strategy.

Chairman McDonald and Member Shultz both stated that would work.

Chief Antonides stated he would make those corrections.

Chairman McDonald asked if it was the purpose of this meeting to take this corrected one year plan to the Ponderosa Fire District Board for their review and approval.

Chief Antonides stated that was affirmative and once staff posts the one year plan for 30 day public review, the PFD Board can consider and approve it at their June meeting.

Action: Chief Antonides moved to forward the FY 19/20 Strategic Plan with corrections noted to the Ponderosa Fire District Board for their review and approval. Member Shultz seconded the motion; motion passed unanimously of those present.

General Discussion continued: Chief Antonides asked if there was anything else the committee would like to discuss. Member Shultz asked what should be on the next meeting's agenda and if the committee should start looking at the next two and three year plans. Chairman McDonald stated he would like to see assignments go out regarding the one year plan. Chief Antonides stated he would be assigned to most if not all of the initial goals and the appropriate staff would assist.

Assignments:

Goal 1 – Chief Antonides / Admin Staff

Goal 2 – Chief Antonides

Goal 3 – Chief Antonides / Assistant Chief Ofstie / SP Committee Support

Goal 4 – Chief Antonides / Assistant Chief Ofstie / PFD Board Support

Goal 5 – Chief Antonides / Finance Staff

Goal 6 – Chief Antonides

Goal 7 – Chief Antonides / Assistant Chief Ofstie

Goal 8 – Assistant Chief Ofstie / Captain Pugh

Chief Antonides stated that at one of the future SPC meetings we can invite Bear Jaw to come out and present. Chairman McDonald and Member Shultz agreed.

Chairman McDonald asked when the next SPC meeting is scheduled. Chief Antonides asked if the committee would prefer to meet at 5pm instead of 4pm. Chairman McDonald and Member Shultz stated that would work. Office Manager Seifert stated the next meeting was scheduled for August 15th and would change the time to 5pm at Station 81 in Parks. Chairman McDonald stated that the fall meeting would work on November 21st at 5pm. Member Shultz agreed.

3. **ADJOURNMENT** – Member Shultz moved to adjourn. Chairman McDonald seconded the motion. There being no further business to discuss, the meeting session of the PFD Strategic Planning Committee held on May 16, 2019, adjourned at 4:35 p.m.