



Ponderosa Fire District (PFD)
STRATEGIC PLANNING COMMITTEE
Meeting Minutes
Thursday, August 15, 2019

At location PFD Station #81
1511 Spring Valley Road, Parks, AZ 86018

Handout .5.a.

1. **CALL TO ORDER/ROLL CALL** – Chief Antonides called the regular Strategic Planning Committee meeting to order at 5:08 pm.

Present –

Lee Antonides, Fire Chief
Carey McDonald, PFD Vice-Chairman
Ron Shultz, Community Member
Kent Ofstie, Assistant Fire Chief
Kristy Seifert, Office Manager / Secretary

Absent -

Michael Thorp, PFD Firefighter

2. **WORK SESSION** –

- a. **Review of regular SPC meeting minutes of Thursday, May 16, 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: Vice-Chairman moved to accept the minutes of May 16, 2019. Member Shultz seconded the motion; motion passed unanimously of those present.

- b. **Discussion and update regarding assignments of FY 19/20 Strategic Plan Goals and Strategies.**

Discussion: Chief Antonides stated that Goal #1 stated to improve the current IT infrastructure for Station 82 by upgrading computer hardware, software and connectivity. Strategy 1.1 stated through an open bid process, hire a contractor for the infrastructure upgrades. Chief Antonides stated that there was only one contractor that offered us a bid and the other entities he reached out to either did not respond or explained we were too small for them to provide service to.

Vice-Chairman McDonald stated that he had a question about our server or what kind of server the department has.

Chief Antonides stated that we have a NAS or a “Network Attached Storage” mass storage device but not a technical server as he understands it. It is set up with three hard drives and each one backs up its own information but if one of them fails the NAS recognizes that and the information is transferred to the other hard drives.

Vice-Chairman asked if Flagstaff IT is proposing to replace the NAS and use a shared server or something else.

Chief Antonides stated that the department has a couple options; one is to leave the NAS in place and use it as a second back up system which Flag IT said the department can do but at some point it will be too old. Chief Antonides stated that Flag IT’s primary way of doing things is not only a shared server within their facility but also on the cloud and our information is backed up three times, the PFD station, Flag IT and the Cloud.

Vice-Chairman asked if the department was still with the old connectivity or internet.

Chief Antonides stated that the new internet is up and running still with CenturyLink but the upgrade to fiber line and faster speed is up and running and it is amazing.

Vice-Chairman stated that Flag IT specified that there are 5 PC's at the moment and if we add PC's the price goes up and all they are doing for the department is providing a server for our backup.

Chief Antonides stated that anytime the department adds software or hardware they will perform the introduction and install to the system and set everything up for us.

Manager Seifert stated that Flag IT will also provide technical services and vendor services for the department anytime a computer goes wonky or a user needs technical assistance.

Chief Antonides stated that he understands Mr. McDonalds concerns regarding the hourly rate for technical calls and those will only take place after they have trained us and got everything up and running and we have accepted the system but until then it is all conducted within the training portion.

Vice-Chairman McDonald stated that he still does not feel like the department is getting a lot of benefit for the costs. Updates should be automatic.

Chief Antonides stated that the best value they provide is the security of our data. Flagstaff I.T. will provide the department with security training regarding HIPPA, scam and spam email, and secure processing methods that will protect staff and the department from now on. Chief Antonides stated that currently the department is highly exposed and liable.

Member Shultz stated that he agrees with both Vice-Chairman McDonald and Chief Antonides regarding the costs to the District and our exposure, however at least as a defense, whoever would represent the District in a legal standpoint would have something to base their argument on as to what the Fire District did or was trying to do to prevent this exposure that may happen. Having this Flag IT on board will put the department in a better position defensively to try to fend off a lawsuit.

Vice-Chairman asked if the department is doing any replacing of the personnel computers.

Chief Antonides stated that the computer Assistant Chief Ofstie utilized, which is the newest computer, was moved up stairs for the staff to use and the old computer staff was using was removed and taken off line completely as it is too old to run updates and are not secure. Chief stated that there was discussion about taking his computer and moving it to the dorm room however Joe informed him that his computer is getting ready to crash and is too old to run updates as well. Chief stated that he was waiting on purchasing any new computers or replacements to see if this contract with Flag IT goes through as the department would be able to purchase new or replacement computers through them at a better price point and they would perform the setup and install training with staff.

Chief Antonides stated regarding Goals three and four and the open bid process to hire a general contractor to construct the addition to station 82, the request for proposal went out to about ten contractors after last month's quarterly meeting. I have received two contractors showing interest at this point and they are looking at the numbers and deciding if it is cost effective for them to

provide a proposal to potentially build. Chief stated he has received comments from three other contractors that stated the project is not large enough for them to bid on and some he has just not heard back from. The proposal is due the 24th or 28th of this month and he will put together the committee. Chief Antonides stated that he has already talked to Dirk Foreman who expressed he would be more than happy to assist us with this project as he just completed going through the same thing. Chief stated that he has talked with Captain Paul Pugh who is a certified electrical contractor as well as Curt Wildermuth who used to be on the PFD Board because he is a local resident and he understands contracting. Chief Antonides stated that will give him three solid people to have on the committee and will let them guide the program and make recommendations.

Chief Antonides stated that once the department receives the bids and a contractor is selected, that will take care of both the architecture and building because the RFP went out requesting a design and build so we only deal with one person instead of multiple firms through the process. He stated that the permitting process will be dealt with through the contractor as well so all we have to do is just monitor the process.

Chief Antonides stated regarding Goal five ensuring funds are available for future capital replacement expenditures and strategy 5.1 indicates that starting fiscal year 20 that 50% of all incoming wildland assignment revenue will be deposited into the capital funds account for capital replacement expenditures. He stated that this should work well because the department would have the 20% that comes in from wildland for maintenance and 50% would go into capital for improvements and our apparatus and that would give us 30% for any unforeseen overtime or overages.

Vice-Chairman McDonald stated that our wildland billing and revenue is variable.

Chief Antonides stated affirmative and that the problem is if the department puts 10,000 dollars per year into the capital fund, regardless of going on wildland assignments or not, and base that off expected revenue from anticipated assignments and the department does not end up going on assignments, then the department is still required to pull the 10,000 from the operational budget of the general fund into the capital fund. If we dedicate a set amount to go to capital for replacement expenditures, the department has to pull it out of the operational budget. If the department sets out a percentage of wildland revenue that has already come in, then at least the department is not taking away from the operational budget.

Member Shultz asked if this 50% was definitely assigned or dedicated to going to funding just replacement of equipment and not fixing up the building or any other stuff.

Chief Antonides stated that was correct and that his recommendation to the SPC is to continue with this strategic plan for the best direction or designation of funds for capital replacement as the department does not have the ability to set a specific amount that they can dedicate from the general fund to cover future capital expenditures at this time.

Vice-Chairman McDonald stated that the 20% for vehicle maintenance idea came from Kent's suggestion from working in City of Phoenix which is fine in the interim but I would rather the department figure out our own numbers but I accept the 20%. In terms of vehicle maintenance costs when we looked at whether we were making money on wildland assignments or not because the previous regime was figuring 100% profit which it is not. Vice-Chairman McDonald stated that he feels the department is probably ahead of the game on wildland assignments and that we bring in more money than what is laid out however I would like to know what that is.

Chief Antonides stated that there are some grants available that will help pay for apparatus but it just depends on the grant as to how much and what portions they will pay for so when the department gets to the point where we have to do something or we are ready to do something about it we can start looking at these different grants as well.

Chief Antonides stated that these trucks were built for city or urban life versus rural four-wheel drive roads and I have seen our engines go out on pretty rough roads but our crews are good at maneuvering and good at driving them and they do the best they can to take care of them. There is a lot of different options out there when it comes to acquiring apparatus with the lease-to-buy, straight buy, retrofit, buying used and there are many options out there. Keep in mind that the department should see next year the tax revenue come in from the first phase of the Capstone development. Chief Antonides stated that he feels it will be a surprising difference all be it not enough for new trucks but hopefully would be enough to possibly hire a couple more people and help in any regard.

Member Shultz asked if there needs to be a motion to change the language on strategy 5.1 to read into the capital funds that count for equipment replenishment expenditures.

Chief Antonides stated that this committee can vote to make that change in the verbiage and that item can be voted on at the next SPC meeting and from there taken to the PFD Board to be approved.

Member Shultz stated that it is not an emergency or a big deal at this time.

Chief Antonides stated that he has been working hard with the County regarding goal 6 and a verbal approval for the conditional use permit for Station 81 and the next step was asking for approval from the Planning & Zoning Committee to continue moving forward with the project. Chief stated that he needs to submit plans for the parking lot to show how many spaces we currently have and the county will determine if we need more parking or contain the meetings to a certain size or number.

Chief Antonides stated that regarding goal seven the department has only just begun the planning process for replacement of Type 1 engines and Chief has not formed an apparatus committee as of yet but had discussions with Assistant Chief Ofstie regarding what the department needs, wants, and requirements will be and he will work with the duty crews to come up with some rough specs. Once the department is at a point to form the committee then they can discuss strategy 7.3.

Vice-Chairman McDonald stated he would then move to approve an amendment to strategy 7.3 to include a permanent budget allocation for capital replacement.

Chief Antonides asked if that was the actual verbiage he would like to add.

Vice-Chairman McDonald stated that at least there is some way to ensure that every year the department is putting up some money towards replacing the engines. He recommended to specifically allocate for firefighting apparatus.

Chief Antonides made the recommendation to add strategy 5.1 verbiage to strategy 7.3 and renumber the remaining goals and strategies as those two basically refer to the same thing.

Vice-Chairman McDonald and Member Shultz agreed to the recommendation and asked Chief to present the draft at the next regular SPC meeting for an amendment.

Vice-Chairman McDonald also recommended to create a permanent budget funding line item so we can add to the capital fund every year, so we are building our funds to replace the equipment.

Office Manager Seifert asked for clarification that Mr. McDonald was recommending a new line item showing a fixed amount to be designated from the general fund to the capital fund to save for firefighting apparatus replacement. Mr. McDonald stated that was affirmative.

Chief Antonides stated he would discuss this with our Finance Manager and Stephens Company to see if and how this will look and present the information at the next regular SPC meeting.

Chief Antonides stated that strategy 8.1 says to apply for grant funding for SCBA equipment and potential purchase/lease of equipment if not funded by grants, and Chief Ofstie has done an exceptional job working on the grant application for new SCBAs for the department. Chief Ofstie stated that the formal application process does not start until October, but we are ready to submit.

Recommendations made and discussion concluded.

c. Discussion and possible action regarding 2- and 3-year Strategic Plans.

Discussion: Chief Antonides stated that previous discussion touched on some of this however we can go over this in more detail at our next regular SPC meeting. Members of the committee agreed. Item tabled to next meeting.

d. Discussion and possible action regarding proposed SPC meeting schedule for 2019-2020.

Discussion: Chief Antonides asked the committee if everyone was good with the proposed schedule and the members of the SPC agreed. Chief Antonides asked if there was anything else the committee would like to discuss.

Action: Member Shultz made motion to approve item 2.d. regarding the proposed SPC meeting schedule for 2019-2020. Vice-Chairman McDonald seconded the motion. Motion passed unanimously of those present.

3. **ADJOURNMENT** – Member Shultz moved to adjourn. Chairman McDonald seconded the motion. There being no further business to discuss, the PFD Strategic Planning Committee meeting held on August 15, 2019, adjourned at 5:56 p.m.

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