



Ponderosa Fire District (PFD)
STRATEGIC PLANNING COMMITTEE
Meeting Minutes
Thursday, November 21, 2019

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

Handout 2.a.

1. **CALL TO ORDER/ROLL CALL** – Chief Antonides called the regular Strategic Planning Committee meeting to order at 5:10 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 - Excused

Michael Thorp, PFD Firefighter

2. **WORK SESSION** –

- a. **Review of regular SPC meeting minutes of Thursday, Aug 15, 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: Member Shultz moved to accept the minutes of Aug 15, 2019. Board member McDonald seconded the motion; motion passed unanimously.

- b. **Discussion and possible action regarding 2-year Strategic Plan.**

Discussion: Chief Antonides stated that this is open discussion as to what we want in the two year plan and if there are any updates that we need to amend from our existing plan and molding into the two year plan.

Member McDonald stated that we were talking about the duration of the existing plan and the gap between the one year and five year plan. Office Manager Seifert stated that she recalled discussion regarding growing the plan annually to cover the gaps in years.

Chief Antonides stated that it sounds like we want to start to develop a two year plan or do we want to do a three year and then a five. Assistant Chief Ofstie stated that either one would work.

Member Shultz stated that he was looking at the statistics for service calls and the percentage of calls in Bellemont and Parks and how they are getting close to the same. He stated that he would like to develop a two year plan and grow from there due to the increase in service calls and the future developments planned in the community.

Member McDonald stated that we should be looking down the road as much as possible and how this district would look like five years from now and we need to be anticipating what that looks like.

Assistant Chief Ofstie stated that he agrees with everything said and that from the two to five year era there should be discussion regarding staffing both stations due to the rise in call volume.

Member Shultz asked if this plan would need to go back to the PFD Board for a vote. Chief

Antonides replied yes and the committee needs to vote to make that recommendation to the Board and the Board would then vote.

Member McDonald stated that if this goes to a two year plan then he wants to throw in the Capital replacement goal item and suggests an amendment to include that.

Chief Antonides stated he has had discussions with the station committee and with Chief Foreman of Highlands FD and they talked about capital replacement and Chief Foreman explained what they did at Highlands was they looked at what the increase in revenue would be for the next fiscal year and raised their mil rate just a few pennies and allocated that specific amount into their capital fund for apparatus replacement.

Chief Antonides stated he obtained a quote from KME for around 600k to replace each apparatus exactly as we have currently. Assistant Chief Ofstie stated that they should look for a high quality low mileage used rig for half the price of a new one.

Member McDonald recommended amending the 1 year plan to a 2 year plan but to also include the added goal and strategy for capital replacement and vote on the draft at the next scheduled meeting to discuss and possibly approve to send to the PFD District Board for approval or adoption. Member McDonald stated that he liked Highlands's approach of simply earmarking a portion of the mil rate to capital.

The committee members agreed.

c. Discussion and possible action regarding proposed amendment of strategy 7.3 of the FY20 Strategic Plan to include a permanent budget allocation specifically for firefighting apparatus.

Discussion: Chief Antonides stated that previous discussion touched on some of this however they can go over this in more detail. Chief Antonides stated that Highlands FD basically set aside two cents of their mil rate increase to their capital fund and suggested an additional option of earmarking a small percentage of the anticipated Naval Observatory contract to the capital fund and every year the contract gets renewed then they can plan ahead.

Assistant Chief Ofstie stated he would hesitate to put the entire Naval Observatory contract into capital. Chief Antonides and members of the committee agreed.

Member McDonald stated that from an accounting standpoint the money will come into the district from the contract and the committee ear marks a percentage to Capital, less a cut for operations costs.

Chief Antonides stated that once we know we have the contract, it would be a resolution by the board that when Naval Observatory funds come into the District that the board wants a certain amount of the money to go into the capital fund. He stated all checks are deposited to the general fund. He stated that when that check comes into the Office Manager, she will know to add to the Board agenda, the request to transfer the allocated amount, for the board to approve the transfer from the general to the capital fund.

Chief Antonides stated that the Strategic Planning Committee can certainly recommend to the Board an amount or percentage to go with.

Member Shultz agreed that the board decides on the transfer of money but a recommendation

would be suitable and it is up to the Board to decide if the situation allows for the transfer of funds. Office Manager Seifert stated that could be a disclaimer or included in the recommendation as well.

Assistant Chief Ofstie stated that is a good idea to include the flexibility in the recommendation to the Board. He stated that the Committee can recommend that the Board to take a portion of the Naval Observatory contract and year by year it can be decided as to how much.

Chief Antonides suggested that upon receipt of the payment the Board will determine the amount they want to transfer or put into the capital fund. Assistant Chief Ofstie and members of the committee agreed.

Member McDonald stated that he seemed to recall discussions regarding having to have some documentation in place such as having the Strategic Plan for the Board to have a direction regarding the allocation of money.

Office Manager Seifert stated that if you want to spend money on capital expenditures over a certain amount that you have to have that accounted for in the Strategic Plan to have money specifically earmarked for those items.

Chief Antonides stated that we have the recommendation in the existing Strategic Plan.

Office Manager Seifert stated that the committee and board are legally covered because they have a Strategic Plan in place that says they can use capital funds for apparatus.

Member McDonald asked if there needs to be something in the strategic plan that says we need to move money into the capital fund, for example the SPC recommends to the Board that half of the Naval Observatory income be allocated into the capital fund every year.

Chief Antonides stated that it should be recommended in the SPC to utilize Naval Observatory funds and upon receipt of funds that the Board would determine the amount at time of receipt. Chief Antonides stated that it can be discussed at the board meeting tonight and we can discuss with Brian Furuya before the next SPC meeting for specifics on the exact language to use as well.

Members of the committee agreed.

d. Discussion and update regarding status of FY20 Strategic Plan Goals and Strategies.

Discussion: Member Shultz stated he would like the status of the Goals and Strategies and the Station 82 addition. Chief Antonides stated that he could go through a summary on each goal.

Goals:

Goal 1 – Chief Antonides stated the department is 2/3 of the way through the I.T. update.

Goal 2 – Chief Antonides stated the department has received the proposals from 2 contractors and the committee that is reviewing the proposals is comprised of Chief Foreman, Captain Paul Pugh and Curt Wildermuth, a former Board member. The committee met twice and discussed the pros and cons and cost breakdowns of both and the committee is split on who to recommend. The committee suggests to the board to hold a special meeting to interview both contractors with their designers and then the board can make a decision at that point. Goal 2.1 is complete and was the basis for proposal that was put out. Goal 2.2 is nearly complete.

Goal 3 – Chief Antonides stated that part of the design and build process is covered under the

proposals. He stated that other districts and the Deputy County Attorney agrees that the design and build is the way to go.

Goal 4 – Chief Antonides stated we are in the process of selecting and hiring.

Goal 5 – Chief Antonides stated that we just discussed the Capital replacement and in progress with that.

Goal 6 – Chief Antonides stated that the conditional Use Permit won't be completed until the spring sometime and the County gave us a verbal approval to use Station 81 since we are in the process and we are in the process to rezone our properties to Public Use.

Member Shultz stated that matt Ryan said the department should be able to do what they need to do with the sign and see if the department has volunteers to donate time and materials to handle that.

Goal 6.2 - Chief Antonides stated that is 90% complete and will probably be finished in the spring.

Goal 7 – Chief Antonides stated that the department has yet to form an apparatus committee until we know what we want and need however we are looking into it.

Assistant Chief Ofstie stated that the department should seek and find a low mileage high quality used apparatus vs a brand new one to save a decent amount of money. Chief Antonides stated that our needs change and prices change frequently. He stated that s lot of departments are turning toward leases or lease/purchase options depending on their mileage and usage.

Goal 8 – Chief Antonides stated that it is in process.

Chief Antonides stated that our next SPC meeting is in February and staff will have rough ideas regarding capital and a draft 2 year plan to discuss verbiage for recommendations to the Board and we can clarify the process with the County Attorney and Accountant.

3. **ADJOURNMENT** – Member McDonald moved to adjourn. Member Shultz seconded the motion. There being no further business to discuss, the PFD Strategic Planning Committee meeting held on Nov 21, 2019, adjourned at 5:49 p.m.