

Peoples Valley Fire District
POBox936, Yarnell, AZ 85362
17275W.Burning Bush Drive, Peoples Valley, AZ 86332
BOARD OF DIRECTORS
STRATEGIC PLAN DEVELOPMENT COMMITTEE
MEETING MINUTES
October18, 2022, 1:00PM

1. **CALL TO ORDER at 1:16 PM by Ray Paiz**
2. **PLEDGE OF ALLEGIANCE led by Battalion Chief Ronnie Hernandez**
3. **ROLL CALL OF COMMITTEE: present – Ray Paiz, Shawn Bomar, Ronnie Hernandez, Pat Martin representing Grey Stafford, Britteny Dwiggins
Absent – James Jacobs, Wayne Keller, Neil Rifenbark**
4. **REPORTS**
 - A. Various Committee Reports–None at this time. Development of sub-committees for reports on training, needs, human relations, finance, management, personnel certifications, etc.
6. **ACTION ITEMS**
 - A. Discussion on Purpose, Format, and Rules for meetings

Purpose: a roadmap for the district for the next five years with a review in two-three years.

Format: strategic committee board up front facing the gallery for the public participants.

Rules for the Meetings: floor open for discussions, check egos at the door, Robert's Rules of order, and present resolutions to the fire district board of directors.
 - B. Discussion on Strategic Planning Process, SWOT Analysis, and Basic Plan

Process: *review of existing fire department strategic plans (Timber Mesa, Highland Fire, and Phoenix Fire), *need input and analysis to drive the plan, *need all stakeholders involved (fire personnel, school district personnel, community members, businesses, and ranches in the area, *contents of the plan – cover sheet; table of contents; vision and mission statements; core values; documents for demographics, response times; equipment needs; and personnel; goals, and objectives to achieve the goals. **OBJECTIVES** will utilize the SMART concept (specific, measurable, attainable, relevant, and time-limited).

SWOT: an analysis tool to establish goals. Objectives will achieve the goals identified in SWOT: strengths, weaknesses, opportunities, and threats/challenges.

Basic Plan:

 - BC Ronnie Hernandez made a motion to adopt the basic plan concept for the strategic plan.
 - Seconded: Britteny Dwiggins
 - Ayes: Ray Paiz, Shawn Bomar, Ronnie Hernandez, Pat Martin representing Grey Stafford, Britteny Dwiggins
 - Nays: 0
 - Abstain: 0

- The motion carries unanimously.
- C. Discussion/possible action to develop a Mission Statement.
 What is a mission statement? The reason we are here. Take the existing statements from operations and wildland on the website to meld them into a single encompassing mission statement. Captain Larsen, Coordinator Dwiggins, and BC Hernandez will work on this task.
- D. Discussion/possible action to develop a Vision Statement.
 The vision statement needs to be realistic, to the point, and describe where the district will be in the future. It must be accomplishable. Grey Stafford, Mike Beyle, and Jane Meyers will work on the creation of a vision statement.
- E. Discussion/possible action to Request the Fire Chief Develop Department Core Values.
 The core values should come from the fire chief.
- Coordinator Dwiggins made a motion to appoint Chief Bomar to develop a set of core values.
 - Second: Pat Martin (representing Grey Stafford)
 - Ayes: Ray Paiz, Ronnie Hernandez, Pat Martin representing Grey Stafford, Britteny Dwiggins
 - Opposed: 0
 - Abstain: 1 (Chief Bomar)
 - The motion carries unanimously.
- F. Discussion/possible action to develop General Outline for our Strategic Plan.
 East Coast Fire Department has an analysis to review – similar department to PVFD. Coordinator/Committee Chair Ray Paiz will provide website links for Lori Bomar to post on the website.
- Chief Bomar made a motion to delay the outline of the plan until the next meeting.
 - Second: Coordinator Dwiggins
 - Ayes: Ray Paiz, Shawn Bomar, Ronnie Hernandez, Pat Martin representing Grey Stafford, Britteny Dwiggins
 - Opposed: 0
 - The motion carries unanimously.
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7. COMMITTEE MEMBER COMMENTS

- A. Confirm the date for the next Strategic Plan Development Committee Meeting.
 Comments: Committee chair to receive emails. Post his email on the website under Proud to Serve. Those involved with the mission and vision statements should allow at least one week's notice of meetings.

8. ADJOURNMENT

- Coordinator Dwiggins made a motion to adjourn the meeting at 2:40 PM.
- Second: Chief Bomar
- Ayes: Ray Paiz, Shawn Bomar, Ronnie Hernandez, Pat Martin representing Grey Stafford, Britteny Dwiggins
- Opposed: 0
- The motion carries unanimously.