

Peoples Valley Fire District
PO Box 936, Yarnell, AZ 85362

17275 W. Burning Bush Drive, Peoples Valley, AZ 86332

**BOARD OF DIRECTORS
STRATEGIC PLAN DEVELOPMENT COMMITTEE
MEETING MINUTES**

**The meeting was held at 18205 S. Highway 89
Thursday, January 19, 2023, 1:00 PM**

Pursuant to Arizona Revised Statutes (A.R.S. § 38-431.02, notice is hereby given to the members of the Governing Board and the General Public that the Peoples Valley Fire District Governing Board will hold a Strategic Plan Development meeting on the date and time listed above at 17275 W. Burning Bush Drive, Peoples Valley, AZ. The topics listed and any variables thereto will be subject to Strategic Plan Development Committee consideration, discussion, approval, or other action. Copies of the Agenda are available at the Peoples Valley Fire Station. If any disabled person needs any type of accommodation, please notify the Peoples Valley Fire District prior to the scheduled meeting time. Members may be participating in all or a portion of the meeting telephonically. The Governing Board may consider any item on this agenda in any order and at any time during the meeting.

- 1. CALL TO ORDER at 1:10 by Ray Paiz**
- 2. PLEDGE OF ALLEGIANCE led by Britteny Dwiggins**
- 3. ROLL CALL OF COMMITTEE: present - Ray Paiz, Shawn Bomar, Wayne Keller, Britteny Dwiggins, Ronnie Hernandez (at 1:58), Absent – Grey Stafford, Neil Rifenburg, and James Jacob
Public: Jacob Loaiza, Karl Kennedy, Jane Meyers (left at 1:20), Mike Beyle, and Judy Garner
Clerk: Lori Bomar**
- 4. APPROVAL OF MINUTES**
 - A. Regular Meeting October 18, 2022
 - Chief Bomar made a motion to approve the Regular Meeting minutes from October 18, 2022, with corrections.
 - Seconded: Wayne Keller
 - Ayes: Ray Paiz, Shawn Bomar, Britteny Dwiggins, Wayne Keller
 - Nays: 0
 - Abstain: 0
 - Motion carries
 - B. Regular Meeting November 17, 2022
 - Chief Bomar made a motion to approve the Regular Meeting minutes from November 17, 2022, with corrections.
 - Seconded: Wayne Keller
 - Ayes: Ray Paiz, Shawn Bomar, Britteny Dwiggins, Wayne Keller
 - Nays: 0
 - Abstain: 0
 - Motion carries
 - C. Regular Meeting December 15, 2022
 - Wayne Keller made a motion to approve the Regular Meeting minutes from December 15, 2022, with corrections.
 - Seconded: Britteny Dwiggins
 - Ayes: Ray Paiz, Shawn Bomar, Britteny Dwiggins, Wayne Keller
 - Nays: 0

- Abstain: 0
- Motion carries

5. **CORRESPONDENCE:** Britteny Dwiggins received the mission statement from Alexander Larsen.

6. **COMMITTEE REPORTS**

- A. Mission Statement Advisory Group – written copy of mission statement submitted.
- B. Vision Statement Advisory Group – vision statement presented by Jane Meyers.

7. **ACTION ITEMS**

- A. Update of the General Outline for our Strategic Plan
 - Ray Paiz presented a printed outline of the strategic plan template.
 - Cover: Needs both logos
 - Page 1: table of contents
 - Page 2: Vision and Mission Statements
 - Page 3: Acknowledgements – change Dave Schroedl to Treasurer, remove Captain Larsen, and change Brittany to Britteny
 - Page 4: Organizational Chart
 - Page 5: Introduction – will be completed by Shawn Bomar, Lori Bomar, Jacob Loaiza, and Britteny Dwiggins
 - Page 6: Values – add sheet with logos
 - Page 7: Achievements – ask Jane Meyers for permission to use information from the history book and speak with Judy Garner, Bob Brandon, Bob Bahl, and Susie Welsh about the history
 - Page 8: District Demographics and Service Levels
 - Page 9: Fire District Boundaries
 - Page 10: Goals and Objectives – Chief Bomar wants this to be basic. Karl suggested under goals to rearrange the sentences, so the third sentence becomes the second sentence and no changes to the objectives section
 - Page 11: Strategic Goals - #1 Asset Management, #2 Facilities, #3 Personnel and Succession Planning, #4 Staffing and Operations, #5 Financial Administration, #6 Community Outreach / Community Affairs
 - Page 12: Strategic Goal 1
 - Page 13: Strategic Goal 2
 - Page 14: Strategic Goal 3
 - Page 15: Strategic Plan Implementation
- B. Discussion/possible action to present Mission Statement to the District Board.
 - Chief Bomar made a motion to present Mission Statement to the District Board.
 - Seconded: Britteny Dwiggins
 - Ayes: Ray Paiz, Shawn Bomar, Britteny Dwiggins, Wayne Keller
 - Nays: 0
 - Abstain: 0
 - Motion carries
- C. Discussion/possible action to adopt a Vision Statement for presentation to the District Board.
 - Wayne Keller made a motion to present Mission Statement to the District Board.
 - Seconded: Britteny Dwiggins
 - Ayes: Ray Paiz, Shawn Bomar, Britteny Dwiggins, Wayne Keller
 - Nays: 0
 - Abstain: 0
 - Motion carries

D. Discussion/possible action on Priority 1. Asset Management of the Fire District for SWOT Analysis, Goals, and Objectives.

Strengths – Ownership of all items except the mastication unit and inventories are being complied by the coordinators

Weaknesses – need all inventories completed and need asses accounting

Opportunities – publicize inventory lists, “track it” system on Vector Solutions, and separation of finances (taxes vs. in/out of district services

Timeline – inventories completed by the end of the fiscal year

Discussion – Chief Bomar stated that most vehicles have an inventory list for compliance for wildland fire assignments but just need a third-party reconciliation to put value to the items.

This agenda item will carry to the next meeting for further discussion.

8. COMMITTEE MEMBER COMMENTS: “Track It” video for next meeting

9. Confirm the date for the next Strategic Plan Development Committee Meeting:

February 16, 2023, at 1:00 PM at the Old Peoples Valley School

10. Adjournment at 2:38 PM

- Britteny Dwiggin made a motion to adjourn the meeting.
- Seconded: Shawn Bomar
- Ayes: Ray Paiz, Shawn Bomar, Britteny Dwiggin, Wayne Keller
- Nays: 0
- Abstain: 0
- Motion carries