

**PINEWOOD FIRE DISTRICT
BOARD MEETING
May 18, 2021**

1. Call to Order & Pledge of Allegiance:

Meeting was called to order at 3:00 p.m. with roll call and Pledge of Allegiance.

2. Roll Call:

Members Present:

Chairman, Richard Drinen
Member, Lois Barnes

Clerk, Barbara Timberman
Member, Robert Rose

Member, Patricia Treharne

A quorum was established.

Staff Present:

Fire Chief, Josh Tope
Firefighter, Caleb Garcia
Firefighter, Casey Welsch

Office Manager, Mindy Mohler
Firefighter, Matt Burns

Captain, Dom Garcia
Firefighter, Bennie Pospishel

Public Present:

Bob Timberman
Judy Brujack

Sue Drinen
McKinley Arnold

Steve Bowyer

3. Administrative Remarks:

There were no administrative remarks.

4. Approval of Minutes: April 27, 2021:

Minutes approved as presented.

5. Correspondence:

Office Manager Mohler stated she had no correspondence.

6. Financial Reports:

Chief Tope said that we are at 83.33% through the fiscal year and the expense categories are as follows: 1000 HR Salaries and Overtime is at 74.43% and HR Benefits at 62.06%, 2000 Physical Resources is at 36.88%, 3000 Operational Expenses is at 63.55% and Capital Expenditures is at 14.85% leaving the total expenditures for the fiscal year at 60.0%.

7. Office Managers Report:

Office Manager Mohler said that we collected over \$13,075 which is in the normal range of what we normally collect during this time of year. She stated that we are consistently seeing collections for vehicle stabilization and scene safety from Fire Recovery USA, and we are still under the outstanding balance for AERO medical billing. Chief Tope reviewed the run log with the board.

8. Chiefs Report:

A. Response Exception Reports:

Chief Tope stated that the district has been on a few different semi-truck fires and luckily those have all been mitigated before they became wildfires. He said that there have been three wildfires in the area of Kelly Canyon, 89 and Doney Park area just recently.

B. Update on Legislative Issues:

Chief Tope confirmed with the board that they have been receiving the AFDA emails he has been forwarding to them and confirmed the AFDA/AFCA conference will be held in Glendale this July 6th – 9th and he plans to attend with the new Office Manager Sara Byerrum. He invited the board to attend if they would like.

C. Operational Report:

Chief Tope reported that Coconino County and Munds Park are in Stage 1 Fire Restrictions and they might be upgraded to Stage 2 Restrictions around Memorial Weekend, but he would keep everyone posted on that as soon as he had more information. He told the board that he does attend weekly Monday meetings via zoom with the other Fire Districts and the forest service where this information is discussed.

Next, Chief Tope said we have the COVID vaccination event tomorrow in the Country Club parking lot, a blood drive scheduled for Saturday, May 29th from 9-2:30 and tentatively set Kids Safety Day in the Church parking lot on June 26th with more details to come.

Chief regretted to inform the board that due to some conflicting scheduled and lower staffing, the fire department event scheduled for Saturday, May 22nd in the woods will have to be postponed till probably the fall season.

Lastly, Chief Tope said that Bear Jaw responded to the Crown King fire and were currently back. He stated that during this assignment around 14 members of the Bear Jaw crew ended up contracting norovirus and were pretty sick while out on this assignment. He said they are back and working on getting healthy again.

9. Executive Session: Discussion/update on personnel:

Chairman Drinen asked for a motion to enter into an executive session to hear from Chief Tope on updates about personnel. Clerk Timberman moved and Member Treharne seconded. The motion passed unanimously.

Aye Votes: Chairman Drinen, Clerk Timberman, Member Treharne, Member Barnes, Member Rose
The Board and Chief Tope entered into an executive session at 3:08 pm.

This executive session ended at 3:34 pm and the fire department personnel and public were invited back into the meeting room.

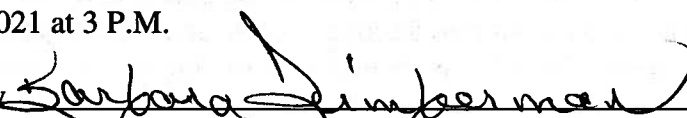
10. CALL TO THE PUBLIC:

Bob Timberman asked Chief Tope if he would like him to take the side by side out Sunday of Memorial weekend and check to make sure there are no unoccupied/illegal campfires. Chief Tope said that was a great idea. Chairman Drinen asked both Judy Brujack and McKinley Arnold if they had any comments or questions and both declined and expressed they just wanted to see what was going on around the fire station.

The meeting was adjourned at 3:35 P.M.

Next Meeting: June 15, 2021 at 3 P.M.

Respectfully submitted by


(Clerk of the Board, Barbara Timberman)