

**PINEWOOD FIRE DISTRICT
BOARD MEETING
October 26, 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	Clerk, Barbara Timberman	Member, Patricia Treharne
Member, Lois Barnes	Member, Robert Rose	

A quorum was established.

Staff Present:

Fire Chief, Josh Tope	Office Manager, Sara Byerrum	Branden Mohler
Devon Liggett	Joe McDonald	Baylie Supyk
Richard Avery	Garett Hall	

Public Present:

Bob Timberman	Sue Drinen	Steve Bowyer
Steven Palmer		

3. Administrative Remarks:

There were no administrative remarks.

4. Approval of Minutes: September 21, 2021:

Minutes approved as presented.

5. Correspondence:

Office Manager Byerrum advised there was no Correspondence

6. Financial Reports:

Chief Tope said that we are 25% through the fiscal year and the expense categories are as follows: 1000 HR Salaries and Overtime is at 24.87% and HR Benefits at 17.39%, 2000 Physical Resources is at 2.01%, 3000 Operational Expenses is at 18.23% and Capital Expenditures is at 4.89% leaving the total expenditures for the fiscal year at 16.6%.

7. Office Managers Report:

Office Manager Byerrum said that we collected over \$23,000 in ambulance revenue and have \$4,200 in resident subsidy fiscal year to date. She then advised we collected over \$98,000 in wildland revenue in September for the summer fires and just over \$12,000 for the state. Lastly, she ended with we still have outstanding invoices 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 responded to multiple stroke and heart attack medicals. As well as motor vehicle accidents on the highway and vehicle fires. The crew had one fatality motor vehicle accident this month.

B. Update on Legislative Issues:

Chief Tope stated there was no legislative updates.

C. Operational Report:

Chief Tope advised the Board that the awards banquet will be held December 11th at Agee's. Details are still being worked out. Next, Chief Tope advised that he has a meeting with an architect to create final plans for the fire station remodel. Lastly, Chief Tope stated he spoke with the Skatepark Landowner in regards to purchasing the land.

9. DISCUSSION: August Property Tax Income Adjustment:

Chief Tope stated he received further information on the decrease of Tax Income that was seen in August financial reports. He contacted the Treasurers office who advised the Pinewood Country Club filed a notice of claim for a tax assessment over the years of 2017-2020. They had received a refund for over payment.

10. DISCUSSION: 2021 Audit:

Steven Palmer from HintonBurdick PLLC presented to the board the audit packet and a presentation that he put together to give the board an idea of how the fire district has been performing. Steven stated within the audit the department was materially correct with no weaknesses or significant deficiencies. Steven had the board turn to his report which stated the district was in compliance and we did not overspend more than we had available in revenue. He stated the net position of the district decreased but was still seeing that large number due to the retirement unfunded liability. Steven pointed out that of the district's 5.1-million-dollar outstanding debit, 4.8 million was due to the pension unfunded liability. Steven told the board that they could contact him or Jennifer Frank at any time with any audit questions.

11. DISCUSSION AND VOTE: Resolution 2021-23 Foxboro Parcels 1-4:

Chief Tope explained that Foxboro Ranch was given a generic letter to hand out to new residents to be annexed into the district's boundaries. Keith Westendorf sent a signed letter that included four different parcels to be annexed. Chief Tope read the resolution to the board.

Chairman Drinen asked for a motion to approve Resolution 2021-23

Member Treharne moved and Member Rose seconded. The vote passed unanimously.

Aye votes: Chairman Drinen, Clerk Timberman, Member Treharne, Member Barnes, Member Rose

12. Motion To Clarify Previous Personnel Decision

Chairman Drinen proposed to grant Chief Tope permission to hire an individual without the board's permission when short staffing is critical and to eliminate overtime. Member Barnes agreed the board should not micro-manage Chief Tope's hiring.

Chairman Drinen motioned for approval of Chief Tope to hire additional personnel without permission from the board.

Member Barnes moved and seconded by Clerk Timberman.

Chairman Drinen advised the motion was approved as presented.

13. Call To The Public:

Joe McDonald stood and addressed the board about his resignation. He stated he appreciated all the board has done for the department as well as Pastor Steve and the Auxiliary Board. He thanked everyone for the opportunity to work for the department.

The meeting was adjourned at 3:33 P.M.
Next Meeting: November 16, 2021 at 3 P.M.

Respectfully submitted by Barbara Timberman
(Clerk of the Board, Barbara Timberman)

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