

**PINEWOOD FIRE DISTRICT
BOARD MEETING
December 21, 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

Members Present Via Zoom: Member, Robert Rose & Member, Lois Barnes

A quorum was established.

Staff Present:

Fire Chief, Josh Tope	Office Manager, Sara Byerrum	Dominic Garcia
McKenzie White	Caleb Garcia	Branden Mohler

Public Present:

Sue Drinen Steve Bowyer

3. Administrative Remarks:

Chairman Drinen stated that for item number 12 the board and Chief Tope will not be going into executive session. The matter regarding staffing is a public matter due to the information being presented.

4. Approval of Minutes: November 16, 2021:

Minutes approved as presented.

5. Correspondence:

Office Manager Byerrum advised there was no Correspondence

6. Financial Reports:

Chief Tope said that we are 41.67% through the fiscal year and the expense categories are as follows: 1000 HR Salaries and Overtime is at 36.52% and HR Benefits at 42.27%, 2000 Physical Resources is at 6.71%, 3000 Operational Expenses is at 35.71% and Capital Expenditures is at 4.15% leaving the total expenditures for the fiscal year at 29.66%.

7. Office Managers Report:

Office Manager Byerrum said that in the month of November, we received just over \$13,000 in ambulance revenue. She then stated we have received \$21,000 in resident subsidy fiscal year to date. For the month of November, she continued with we received \$124 in ambulance collections and \$557 in Fire Recovery. 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 did not have a lot of call volume for the month of November. He continued with there were a few motor vehicle accidents otherwise no major incidents occurred.

B. Update on Legislative Issues:

Chief Tope stated regarding Fire District Sales Tax, PFFA is pushing on a ballot for next year. He continued to advise the board that the board of directors for Securis got the funding for cancer however, it will cost about 4 million dollars a year which is a 100% increase. Chief stated the board discussed if they wanted to pursue procreation and after many meetings decided to hire a lobbyist to avoid messing with the fire tax. Lastly, Chief stated he will keep the fire board posted with any updates on the funds for cancer.

C. Operational Report:

Chief Tope stated he met with Fendley Benefits and initially BlueCross BlueShield wanted to raise our rates but was able to keep that rate at zero. Brad Fendley is looking into Employee Assistance Programs (EAP) for mental health. Chief advised the board he is also looking and has a meeting with a local company next month.

Next, Chief updated the Board on the swift water rescue grant. He stated the district has received pieces such as the Drone and some roping. He has 3 drone pilots who will be taking a training to become certified, one from each shift.

Thirdly, Chief updated the board on the bond for the new fire station. He stated he met with Stifel and Brian from the company will be attending February's board meeting to discuss the bond with the board members.

Fourthly, Chief stated that the RV park is under a new homeowner or in the process of going under new ownership. He advised this should not have any affect with the fire hydrants in phase four.

Lastly, Chief advised the board members that we have been informed that Jon Arnold is applying for an accidental disability retirement application. Once the application is physically submitted, a PSPRS local board meeting will be held once a completed application is received by the board secretary.

9. DISCUSSION & APPROVAL: Renewal of Credit Line:

Chief advised the board that Chase Bank and the County requested approval for a credit line renewal for the carry over.

Chairman Drinen asked for a motion to approve the renewal. Member Treharne moved and Member Timberman seconded. The motion was passed unanimously.

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

10. DISCUSSION & VOTE: Resolution 2021-24 Harris Property Annexation:

Chief stated another property in Foxboro estates submitted an annexation application. It is a single parcel, parcel number 401-81-031 for Mr. Harris's property. Chief read the resolution as presented to the board members.

Chairman Drinen asked for a motion to approve Resolution 2021-24. Member Timberman moved and Member Barnes seconded. The motion was passed unanimously.

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

11. DISCUSSION & VOTE: Architect Selection For Station Pre-Design:

Chief Tope stated that he has been talking to many different architects for many years. Across the board everyone is extremely busy currently. Perlman is the company he was able to receive a bid from with estimates of fees. Chief advised the board that the pre-design is not selecting an architect forever, rather

just to get drawings to publish for the public. He continued with that the cost for all architect fees is about 10% of the budget. He went over the bid with the board from Perlman.

Next, Chief asked the board for approval to move forward with this company. He also stated we currently have the funds to move forward.

Member Treharne asked about a public area in the bid. Chief stated the architect labeled it as a day room on the bid.

Chairman Drinen asked Chief what his thought was on waiting until next month to decide on an architect. Drinen continued with he would like to see another bid from at least one more company to compare as well as changes to what the Chief wants for a Fire Station on the initial bid from Perlman. Chief answered with the decision can wait until next board meeting in January. Perlman needs an answer by the beginning of February.

Lastly, Chief advised the board he wants to have something to show the public by late March.


12. Call to the Public:

Steve Bowyer addressed the firefighters and invited them to join at the Church for the Christmas Eve Service. He also advised that the auxiliary board renewed their membership with Hulu for Christmas.

The meeting was adjourned at 3:24P.M.

Next Meeting: January 18, 2021 at 3 P.M.

Respectfully submitted by


(Clerk of the Board, Barbara Timberman)