

PINEWOOD FIRE DISTRICT
BOARD MEETING
January 18, 2022

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, Robert Rose	Member, Lois Barnes	

A quorum was established.

Staff Present:

Fire Chief, Josh Tope	Office Manager, Sara Byerrum	Devon Liggett
Richard Avery	Caleb Garcia	Branden Mohler
Chris Baird		

Public Present:

Sue Drinen	Steve Bowyer	Bob Timberman	Nancy Huzar
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3. Administrative Remarks:

Chairman Drinen advised there was no Administrative Remarks

4. Approval of Minutes: December 21, 2021:

Member Patricia Treharne advised of a correction to the minutes. Chairman Drinen advised minutes approved with correction made.

5. Correspondence:

Office Manager Byerrum advised there was no Correspondence

6. Financial Reports:

Chief Tope said that we are 50% through the fiscal year and the expense categories are as follows: 1000 HR Salaries and Overtime is at 43.32% and HR Benefits at 50.09%, 2000 Physical Resources is at 14.91%, 3000 Operational Expenses is at 44.9% and Capital Expenditures is at 9.61% leaving the total expenditures for the fiscal year at 35.03%.

Chief also mentioned to the board that we received a second check for the recreational marijuana. It came out to \$20,356. This year we have totaled about \$45,000 for recreational revenue.

7. Office Managers Report:

Office Manager Byerrum stated we received over \$8,000 in Ambulance revenue for the month of December and have over \$26,000 in resident subsidy FYTD. To clarify resident subsidy, it is the total amount of resident medical bills that were either not fully covered or not covered at all by a resident's health insurance and we then write it off when AERO tells us they are complete with trying to get any further payments. Last meeting, she had stated we "received" when she should have stated "we have."

She advised under Out of District Collections you will notice the outstanding claims in collections amount changed significantly from the last report. This is since she reached out to Northern Arizona Collections (NAC) and asked for a current report of all open Collection Accounts. Office Manager Byerrum then updated the spreadsheets which updated this amount and lowered it to \$2900. Byerrum advised the board she will continue to ask for a yearly report from NAC to make sure our records stay up to date. She ended with, we had no collections for Fire Recovery in December, and we still have outstanding invoices for AERO medical billing. Chief reviewed the monthly run log.

8. DISCUSSION AND VOTE: Architect Selection For Station Pre-Design

Chief provided the board with the bid from Perlman Architects of Arizona. He also provided an email chain to Arrington Watkins Architects showing he reached out to receive a scope of service and fee proposal. Chief advised the board Matt Gorman no longer responded to his emails. He reached out multiple times with no response.

Chief continued with if we wait any longer to approve an Architect, he is concerned we will be rushing them. Perlman Architects is still the only company he was able to get a quote and bid from.

Chairman Dick wanted to confirm that the architect was aware that on the map of the property that the basketball courts ARE acquired. It stated MAY BE acquired on the paperwork. Chief stated the architect is aware that property is acquired. Chairman Dick continued with a second question, wanting to know what type of construction the architect was considering. Chief advised they wanted to do a steel span construction. Chief continued with he is trying to set up a station tour in Avondale that Perlman Architects just completed.

Chief advised the board that the little details in the draft are still up for negotiation and changes can be made.

Member Rose asked how many square feet is the current building? Chief stated best calculation is 6500 square feet.

Chairman Dick asked for a motion to approve, Member Treharne moved. Member Rose and Barnes seconded. The motion passed unanimously

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

9. Chiefs Report:

A. Response Exception Reports:

Chief Tope stated that the district had many medical calls with several MVAs and invalid assists. He also mentioned there have been multiple reports of fires along the highway. When the firefighter's show up there is nothing found. Chief stated they believe it could possibly be sledders building fires to stay warm and put them out before their arrival.

B. Update on Legislative Issues:

Chief Tope advised per AFDA reports the AZ Fire District Safety Act and the Securis appropriation are on the leg agenda. He will be in Tucson for AFDA the rest of the week and should have further information after his return.

C. Operational Report:

Chief Tope stated COVID cases are up over the last month. There have only been three personnel who have NOT gotten COVID at this point.

Next, Chief advised the board of potential grants. GOHS grant has a limit of \$50k which we are looking to utilize for a gurney lift. He stated we can now apply for Firehouse Subs grants which are about \$50k as well. We are looking to utilize this for electric tools for extrication.

Chief advised the board that the HMPG grant through the county has not been awarded yet. We were notified that they must conduct numerous studies prior to work beginning. This can take around three years before work will begin.

Thirdly, Chief advised he has been looking into a mental health EAP with Firefighter Garcia. They recently met with a nonprofit out of Flagstaff that want to build an EAP for the GFR (flagstaff districts). Chief stated for it to work other districts must be a part of it. He is currently speaking with other Chief's to see who would be interested in joining.

Fourth, Chief mentioned above about taking a station tour down in Avondale. He is looking at the date of February 16th and asked the board if they were available that day to join.

Lastly, Chief advised the board that Bryan from Stifel will be on the agenda for next meeting in February.

Chief also mentioned that Rebecca Cordasco our Accountant has left Nordstrom's and gone out on her own. He advised the board we will be sticking with her and should see a letter of engagement by next meeting. Member Treharne expressed a concern about a single point of failure. She stated she would like to see a back up plan in case something happens. Chief advised we will get with Rebecca and have a back up plan for next meeting.

Chief added, regarding the accidental disability retirement process. We did our first meeting incorrectly and are having another meeting this Friday the 21st at 10:00 a.m to select an IME.


12. Call to the Public:

Steve Bowyer asked Chief about the emergency shelter and if we still needed it? Do we still do it? Chief advised since they are a Red Cross Shelter, that if it was needed Red Cross has the cash in Flagstaff along with other items. Chief stated he will get with Brooke at Red Cross to verify. Bob Timberman brought up last time an incident occurred Red Cross could not get down to Munds Park. Steve advised he was just curious as to where they are at with the shelter process now. Chief stated he will get with Brooke and Steve to provide an updated plan in case of an event.

The meeting was adjourned at 3:28P.M.

Next Meeting: February 15, 2022 at 3 P.M.

Respectfully submitted by


(Clerk of the Board, Barbara Timberman)

