PINEWOOD FIRE DISTRICT
BOARD MEETING
February 15, 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 | Matt Burns
Dustin Maggard | Derek Day | Branden Mohler
Chris Baird

Public Present:
Sue Drinen | Steve Bowyer | Bob Timberman | Bryan Lundberg

3. Administrative Remarks:
Chairman Drinen advised there was no Administrative Remarks

4. Approval of Minutes: January 18, 2021:
Approved as presented.

5. Correspondence:
Office Manager Byerrum advised there was no Correspondence

6. Financial Reports:
Chief Tope said that we are 58.33% through the fiscal year and the expense categories are as follows: 1000 HR Salaries and Overtime is at 52.94% and HR Benefits at 58.31%, 2000 Physical Resources is at 18.86%, 3000 Operational Expenses is at 51.45% and Capital Expenditures is at 12.46% leaving the total expenditures for the fiscal year at 40.91%.

7. Office Managers Report:
Office Manager Byerrum stated we collected $6,500 in ambulance revenue for the month of January which is less than what was received last year. We are seeing more collections for vehicle stabilization and scene safety from Fire Recovery USA and we are still under the outstanding balance for AERO medical billing. Chief reviewed the monthly run log.

8. 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 a couple of car fires on the south end of the district.

B. Update on Legislative Issues:

Chief Tope stated he went down last month to speak on behalf of the bill for the Fire District Safety Act. He also advised the board the Arizona Safety Act was heard yesterday; however, the recording did not record the full meeting. At this time, he does not know where it stands but will continue to investigate to provide further. Chief continued with he also met with Sarah Benatar with the County Treasurers office last week regarding the bond process. He learned there are a lot of other individuals he needs to meet with and get involved with the process.

C. Operational Report:

Chief Tope advised the board he is waiting on GOHS grant quotes. In the packet there is a resolution that needs to be approved, once approved, and signed he will complete the grant and submit it. He also reminded the board that we are doing station tours down in Phoenix 2-16-2022.

Chief stated that Verizon wireless is going to be working on the tower this summer. They were delayed by COVID. He also advised the board that we received our assessment for the park, and it climbed 8.4%. However, the mill rate dropped, and we will only see a 1.1% increase in this year's budget.

Then, Chief asked the board if we would press the next board meeting back to March 22nd as the original date landed in the middle of the spring break. The next board meeting will take place on Tuesday, March 22nd.

9. GO BOND DISCUSSION: Stifel

Bryan Lundberg with Stifel spoke to the board members and the public about the bond process. He stated Stifel is an investment bank and if hired they would be able to sell the bonds. Bryan advised the board we will need a bond attorney and he can provide some options.

Chief asked Bryan if Stifel would act as the financial advisor? Bryan stated they will either be a financial advisor or the people who sell the bond. He advised they cannot be both. Most districts hire them as an underwriter however, they are happy to serve in either capacity. Currently they are proposing to be the districts underwriter.

Bryan continued and went over the financing options and showed the board a table of the approved elections from 2004-2021. He also went over frequently asked questions about GO Bonds process. He went over an estimated bonding analysis with the board and ended with the timing and major steps of the process.

Member Rose asked if we could spend money if they aren't selling the Bonds? Bryan advised there is a chance but a rare chance that the Bonds might not be sold. There is no guarantee on the sell of the Bonds. He advised there are better times to sell them and just overall using good judgment and being careful.

Bryan ended with once the bond is passed, the board can sit on the Bond and pick when to sell it if they choose. Usually in January and February, and in June are the best times to sell.

10. DISCUSSION AND VOTE: Engagement Letter for Rebecca Cordasco as Accountant

Chairman Drinen advised he wrote a letter to Tim Hansen who is a CPA at Nordstrom Associates asking if he would be able to be the districts backup in case something was to occur to Rebecca. Tim advised he would be available to us if the event Rebecca was unable to complete our financials. Chairman Drinen clarified that this motion does not tie the department to Nordstrom's rather it is just a backup. Chairman Drinen asked for a motion to approve the engagement letter for Rebecca Cordasco to continue as the Fire Districts Accountant. Member Rose moved and Member Barnes seconded. The motion was passed unanimously.

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

11.GOHS Grant Resolution:

Chief Tope advised the board GOHS is through the State and stands for Government Office of Highway Safety. He stated they wanted to see a resolution from the board with approval to apply. The board read the resolution. Chairman Drinen asked for a motion. Member Treharne moved and Clerk Timberman seconded. The motion was passed unanimously.
Aye Votes: Chairman Drinen, Member Barnes, Member Treharne, Member Rose, and Clerk Timberman

12. Call to the Public:
Bob Timberman asked about a bill he heard about down in Phoenix. Chief Tope as if it was regarding response times and not transporting to the hospital. He continued with Phoenix Fire Department is the cause of the legislation and the bill says that first responders can't talk people out of going to the hospital. Chief continued it would not cause any issues with us and our operations.
Steve Bowyer asked Chief Tope to keep the auxiliary board informed about the Bond Process as there is many people who want to get involved and get out in the community to promote it.
Member Treharne asked Chief Tope if it was too soon to see who would be interested to be on the committee. Chief stated he has been working on that for about a year now and has more then enough people that would be very interested in joining.

The meeting was adjourned at 3:50P.M.
Next Meeting: March 22, 2022 at 3 P.M.

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