

PINEWOOD FIRE DISTRICT
BOARD MEETING
May 17, 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, Robert Rose
Member, Lois Barnes	Member, Tom Gulliver	

A quorum was established.

Staff Present:

Fire Chief, Josh Tope	Office Manager Sara Byerrum
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Public Present:

Steve Bowyer	Bob Timberman	Sue Drinen
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3. Administrative Remarks:

Chairman Drinen announced that the notice of elections for board members was coming up for the three members who are up for election this year. He stated between June 11th and July 13th those members must go pickup their packets and get signatures. The deadline to turn those in is July 13th. Chairman Drinen advised the board members they must receive at least five signatures on the petition.

4. APPROVAL OF MINUTES OF MEETING: April 19th & May 3rd

Minutes were approved as presented.

5. CORRESPONDENCE

Office Manager Byerrum advised there was no correspondence.

6. FINANCIAL REPORTS: Review and discussion of April expenditures as presented

Chief Tope advised the board about the low property taxes received. He stated normally we receive approximately \$400,000 in April and it shows we only got just under \$200,000. He reached out to the County Treasurers office, and they explained it was strictly timing and we did receive the other \$340,000.

Chief Tope said that we are 86% through the fiscal year and the expense categories are as follows: 1000 HR salaries and Overtime is at 70.24% and HR Benefits at 80.76%, 2000 Physical Resources is at 24.54 %, 3000 Operational Expenses is at 72.03% and Capital Expenditures is at 46.49% leaving the total expenditures for the fiscal year at 58.28%.

7. OFFICE MANAGER'S REPORT: Financial and run log comparison exception reports

Office Manager Byerrum stated that we collected over \$10,000 in ambulance revenue for the month of April, which is a little less than we received the previous year. She advised we have over \$37,000 in resident subsidy fiscal year to date in write offs and we still have outstanding invoices for AERO medical billing. Chief Tope reviewed the run log.

8. CHIEF'S REPORT:

A. Response exception reports

Chief Tope stated the firefighters responded to a couple of illegal burns over the weekend. He advised a deputy responded and told the homeowners they were ok to burn which caused confusion among the community. Chief Tope stated he spoke with CCSO and Commander Boeck who stated if the area looks like an approved recreation cite then they will let them have a fire. Chief Tope advised the board we will be in Stage II restrictions before Memorial Day.

B. Update on legislative issues

Chief Tope advised the board that the Arizona Fire District Tax is still not scheduled to be heard but is expecting to hear something more within the next two weeks.

C. Operational report

Chief Tope stated we had budget, bond and architect meetings this past month. He let the board know the station design committee and himself met with the architect and discussed the concerns of the drawings. At the time of the meeting the architects just received the survey of the station and will be redrawing a design which Chief Tope should be receiving by the end of May. Chief Tope advised the board he asked the architect to provide him with marketing material and needs it before June 14th. He continued and stated that he has also been getting information on contractors and pricing.

9. BUDGET REVIEW

Chief Tope reviewed a draft of the budget with board members.

10. DISCUSSION & VOTE: Notice of Elections for Board Members

Chairman Drinen then asked for a motion to give the county a notice of elections for board members in the November election. Member Barnes moved and Member Rose seconded. Motion was passed unanimously.

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

11. DISCUSSION: Staffing Update/Report

Chief Tope stated Firefighter Welsch was advised by his surgeon that he is not fit for duty and is permanently disabled. He is currently applying for accidental disability. Chief Tope continued with Firefighter Hall is currently on FMLA and is still out. He advised the board at this time they have 15 personnel and is not looking to hire at the moment.

12. CALL TO THE PUBLIC:

Steve Bowyer asked Chief Tope further about Stage I Fire Restrictions and what he should be displaying on the sign. Chief Tope advised he will assist with wording on the sign.

Bob Timberman asked Chief Tope if there was any talk about closing the forest. Chief stated at this time no.

The meeting was adjourned at 4:03 P.M.

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

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