

**PINEWOOD FIRE DISTRICT
BOARD MEETING
June 21, 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 via zoom
Absent: Member, Tom Gulliver

A quorum was established.

Staff Present:

Fire Chief, Josh Tope Office Manager Sara Byerrum Caleb Garcia
Branden Mohler Dominic Garcia Chris Baird
Dustin Maggard Josh Doak

Public Present:

Steve Bowyer Bob Timberman Sue Drinen

3. Administrative Remarks:

Chairman Drinen advised there was no Administrative Remarks

4. APPROVAL OF MINUTES OF MEETING: May 17th

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 said that we are 91.67% through the fiscal year and the expense categories are as follows: 1000 HR salaries and Overtime is at 82.92% and HR Benefits at 93.74%, 2000 Physical Resources is at 42.17%, 3000 Operational Expenses is at 82.88% and Capital Expenditures is at 61.04% leaving the total expenditures for the fiscal year at 69.32%.

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 May along with \$1,200 for ambulance collections and \$500 for out of district collections. We also collected \$13,500 for wildland billing with more to come 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 for response exceptions the firefighters have been busy going into summer. The firefighter's responded to a semi rollover, snake call and an ATV rollover where a helicopter had to be landed near the country club.

B. Update on legislative issues

Chief Tope advised the board that the Arizona Fire District Safety Act is still waiting to be heard. They did hold a PFFA lunch in for legislators to come and talk up the act. Chief Tope stated we have collected approximately 60,000 signatures at this time which is still far off from the 300,000 mark.

He continued with the station bond we have created and posted on our website an informational sheet. It will also be posted in the newspaper as well. Chief Tope advised he recruited Gail Van Deurzen and Cheri Schultz as the community steering committee. He expects more individuals to join with them being in charge. They will be present at the Community Safety Day Event Saturday to help educate about the bond.

Chief Tope stated he has a Securis Board meeting tomorrow and will update the board on the appropriation for the new cancer legislation.

C. Operational report

Chief Tope stated we received our rate increase for our ambulance rates. It was increased to 11.65% which helps with medical supplies since we will no longer be restocking soft supplies from the hospital. He had a meeting with the GFR training group and sat in on some regional training officer interviews. Earl Callendar from Flagstaff Fire was selected for the position.

Chief Tope informed the board about construction along the highway. He also stated he received the final drawings of the station design and will be having them printed for Community Safety Day.

9. REDEMPTION COUNSELING IGA CONTRACT REVIEW

Chief Tope went over the Intergovernmental Contract Agreement with the board members. He stated its between Highlands, Summit, and Pinewood. It's for the employee assistance program for mental health and has been added to the budget.

Chairman Drinen asked for a motion to allow Chief Tope to sign on behalf of the district. Clerk Timberman moved and Member Rose seconded. Motion was passed unanimously.

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

10. DISCUSSION & VOTE: Crown Castle 4th Amendment

Chief Tope went over the Crown Castle 4th Amendment with the board. He advised this Amendment is because Verizon needed to extend their fence line for the electrical box. The agreement is for the extension of the land and the lease agreement.

Chairman Drinen then asked for a motion to approve Chief Tope to sign as landlord. Member Rose moved and Member Timberman seconded. Motion was passed unanimously.

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

11. MOU DISCUSSION

Chief Tope stated Caleb Garcia the union representative sent him a letter about updating the MOU and making increases outside of pay due to inflation. In the letter it was asked to raise sick time accrual, medic pay, and uniform allowance. Along with allowing individuals to receive the medic pay when they have started medic school. Chief Tope advised the board he already added it into the budget. Chief Tope then went through the MOU updates with the board.

Caleb Garcia thanked the board for taking the time to read his letter and hear them out.

Clerk Timberman asked for a motion to approve the MOU. Chairman Drinen moved and Member Rose seconded. Motion was passed unanimously.

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

12. REVIEW & APPROVAL FOR BUDGET DRAFT POSTING:

Chief Tope went over the updated DRAFT budget with the board. Chairman Drinen then asked for a motion to approve the posting of the DRAFT budget. Member Rose moved and Member Barnes seconded. Motion was passed unanimously.

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

13. DISCUSSION AND VOTE: Acquiring the Skateboard Park Property from the Pinewood Country Club

Chairman Drinen discussed offer ideas for acquiring the skate park property from the Country Club. He proposed to the board and Chief Tope to allow him to start negotiations with the Country Club Board on purchasing the land.


Chairman Drinen then asked for a motion to allow him to discuss with the Country Club Board about purchasing the skate park. Member Rose moved and Member Barnes seconded. Motion was passed unanimously.

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

14. CALL TO THE PUBLIC:

Bob Timberman asked Chief Tope to clarify fire restrictions. Chief Tope stated that the City and County are in Stage 3 but the Coconino National Forest is still in Stage 2.

The meeting was adjourned at 3:56 P.M.
Next Meeting: July 19, 2022, at 3 P.M.

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

Handwritten signature or text, possibly "James M. Smith" or similar, written in cursive.