

PINEWOOD FIRE DISTRICT
BOARD MEETING
July 19, 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, Tom Gulliver
Member, Lois Barnes	Member, Robert Rose via zoom	

A quorum was established.

Staff Present:

Fire Chief, Josh Tope	Office Manager Sara Byerrum	Caleb Garcia via zoom
Kris Jordan	Dominic Garcia	Chris Baird
Mckenzie White		

Public Present:

Steve Bowyer	Bob Timberman	Sue Drinen	Bree Hall
Larry Young	Mark Angle	Casey Gonzales via zoom	

3. Administrative Remarks:

Chairman Drinen advised that Pinewood Sanitary District board attorney notified them of changes to open meeting laws. One of the major changes is that we can no longer follow Robert's rules about approving minutes in the meeting and we must have a motion and vote for approval of minutes.

4. APPROVAL OF MINUTES OF MEETING: June 21st

Chairman Drinen asked the board members if they have any corrections to last month's meeting minutes. He continued with asking for a motion to approve the minutes as presented. Clerk Timberman moved and Member Barnes seconded. Motion was passed unanimously.

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

5. CORRESPONDENCE

Office Manager Byerrum advised a community member by the name of Andy Thompson passed about a month ago and it was published in the local newspaper to donate to the Pinewood Fire Department to remember Andy Thompson. She advised the board members we have received many donations in the last month due to this and it's been greatly appreciated. She also stated B Shift received a thank you card and donation for assisting the Littlefield family on June 25th.

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

Chief Tope said that we are 100% through the fiscal year and the expense categories are as follows: 1000 HR salaries and Overtime is at 96.43% and HR Benefits at 94.23%, 2000 Physical Resources is at 43.15%, 3000 Operational Expenses is at 89.99% and Capital Expenditures is at 17.68% leaving the total expenditures for the fiscal year at 75.96%.

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

Office Manager Byerrum stated that we collected \$9,300 in ambulance revenue for the month of June along with \$36,000 in wildland billing. She advised the board members that we have officially switched over to FireRecovery for ambulance billing and are still utilizing AERO Medical Billing for the open accounts. She asked the board how they would like the office managers report to be adjusted to reflect the two agencies. Chairman Drinen advised two separate reports would be best. Office Manager Byerrum advised she will reflect that in the next board meeting.

8. CHIEF'S REPORT:

A. Response exception reports

Chief Tope stated for response exceptions the firefighters responded to a fall fatality, regular medicals such as heart attacks and difficulty breathing. They have also responded to a couple of car vs. deer/elk. Chief Tope updated the board on the Committee Fire which is at 300 acres and 0% containment as of this morning. He stated the fire has calmed down and forest service has been able to put a lot of resources on it.

B. Update on legislative issues

Chief Tope advised the board that he attended the AFDA/AFCA conference last week. He found out the Arizona Fire District Safety Act is officially on the ballot and called Prop 310. When you see Prop 310 on the ballot please vote yes.

He continued with he attended the PPOA public meeting this past weekend and discussed the bond. Majority of individuals seemed very supportive.

Chief Tope stated we received the appropriation with Securis which ended up being \$20 million. The money will go to industrial commission of Arizona to be dispersed between the fire districts. He believes it will cover premiums for workers compensation.

Chairman Drinen mentioned to the Chief we might want to educate the residents of Munds Park about the voting rules. They must be a full-time resident which is defined as living here for 6 months and one day along with being a registered voter here in Coconino County. He wanted to make sure it gets passed along to the people who want to vote for the bond and assist the Fire Department.

C. Operational report

Chief Tope advised the board we had a staff meeting this morning and we are looking into some divisional changes but only between four to five individuals. He also mentioned we will be begin strategic planning and hoping to have something in January.

He continued with the department has been awarded the Firehouse Subs Grant for extraction equipment. He also mentioned the Firefighter Health Alliance classes will begin in September. Chief Tope advised the board members GFR training is kicking back off and this quarters training is active shooter training which is being done regionally.

9. DISCUSSION: Garrett Hall's Workers Compensation Denial

Chief Tope advised the board in their packets they will see three documents. One for a notice of hearing in September, a letter to Garrett from Chief Tope and a letter from Garrett himself asking for extension on FMLA. Chief asked the board to review these items and come to a decision on whether to extend that FMLA. He mentioned Garrett's wife attended the meeting today and if they had questions for him or her. The board and Chief Tope discussed extending his FMLA 45-60 days.

Chairman Drinen asked for a motion to extend Garrett Hall's FMLA to 60 days.

Member Gulliver moved and Member Barnes seconded. Motion was passed unanimously.

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

10. DISCUSSION AND VOTE: Resolution 2022-01 County Attorney Representation

Chief Tope stated this is the renewal of the contract with the County Attorney for them to represent us. It is the same agreement we received every year.

Chairman Drinen mentioned there is a typo within the letter regarding the dates listed.

Chairman Drinen then asked for a motion to accept the contract with the County Attorney for representation. Clerk Timberman moved and Member Barnes seconded. Motion was passed unanimously.

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

11. DISCUSSION AND VOTE: Approval of 2022-2023 Adopted Budget

Chief Tope discussed the final budget with the official carryover amount added. He also discussed the new budget form with the board members

Chairman Drinen asked for a motion to approve the budget as presented. Member Barnes moved and Member Gulliver seconded. Motion was passed unanimously.

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

12. DISCUSSION AND VOTE: Firehouse Subs Public Safety Grant Acceptance

Chief Tope advised the board as mentioned earlier we received the grant for the extraction equipment. We were awarded \$28,545.41 for a cutter, spreader and two chargers. He asked the board to ask for a motion to approve the acceptance of the grant.

Chairman Drinen then asked for a motion to accept the Firehouse Subs grant. Member Gulliver moved and Member Barnes seconded. Motion was passed unanimously.

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

13. DISCUSSION AND VOTE: ICA Sick Leave Adjustment

Chief Tope advised the board that Caleb Garcia brought to his attention that since 2017 the laws changed in Arizona putting sick time minimum at one hour for every 30 hours worked. The department has not been meeting that for the last five years. Caleb Garcia did a rough estimate of exactly how many hours employees are owed who have worked at the department for at least five years. Chief Tope asked the board how they would like to proceed.

Caleb Garcia advised his rough estimate of hours owed back to each employee is approximately 179 hours. He can get exact numbers and bring them to the next meeting if the board would prefer.

Chief Tope added that cost wise the money is there in the budget and would not affect it.

Chairman Drinen then asked for a motion to allow Chief Tope to give back sick accrual hours owed to the individuals pending official numbers. Clerk Timberman moved and Member Barnes seconded.

Motion was passed unanimously.

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

14. EXECUTIVE SESSION under A.R.S 38-431.03(A)7:

Chairman Drinen asked for a motion to enter executive session. Clerk Timberman moved and Member Barnes Seconded. Motion passed unanimously.

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

The board members and Chief Tope entered executive session at 3:50 PM.

The executive session ended at 4:00 PM and the fire department personnel and public were invited back into the meeting room

15. Call to the Public:

Steve Bowyer advised it would be a good idea for residents to keep records to prove that they have been a resident for six months and a day in order to vote for the bond. He mentioned Chief Tope might want to also let me know that for auditing purposes. Chief Tope stated he will have an article published how to make sure they can vote on the bond to inform residents on the proper voting rules.

The meeting was adjourned at 4:07 P.M.

Next Meeting: August 16, 2022, at 3 P.M.

Respectfully submitted by


(Clerk of the Board, Barbara Timberman)