

PINEWOOD FIRE DISTRICT
BOARD MEETING
December 20, 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, Lois Barnes
Member, Robert Rose		

A quorum was established.

Staff Present:

Fire Chief, Josh Tope	Office Manager, Tammy Pugh	
Bennie Pospishel	Joey McDonald	Branden Mohler
Ben Stream	Matt Burns	

Public Present:

Sue Drinen	Steve Bowyer	Shelby Erickson
Bryan Lundberg (Stifel)	Jim Giel (Gust Rosenfeld)	Ken Cherevka (Stifel)

3. Administrative Remarks:

Chairman Drinen advised the board he and Chief Tope received a message from Gary Pearce, from the Pinewood Country Club, that they have hired KB Evaluation Company to appraise the lot. This should start January 10, 2023 and take 3 to 4 weeks to complete.

Chairman Drinen discussed the process and turn around time we have for filling the vacant member position. Chief Tope advised the board that we have started to advertise by posting the announcement at the Sanitation building and Post Office, as well as on social media including the Pinewood Fire website. The announcement will also be in the January 2023 Pinewood newspaper.

4. APPROVAL OF MINUTES OF MEETING: November 15, 2022

Chairman Drinen asked the board members if they have any corrections to last month's meeting minutes. There were no corrections presented. Chairman Drinen asked for a motion to approve the minutes as presented. Clerk Timberman moved and Member Rose seconded. Motion was passed unanimously.

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

5. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING: December 13, 2022

Chairman Drinen asked the board members if they have any corrections to the Special Board meeting minutes. There were no corrections presented. Chairman Drinen asked for a motion to approve the minutes as presented. Member Rose moved and Member Barnes seconded. Motion was passed unanimously.

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

6. CORRESPONDENCE

Office Manager, Tammy Pugh advised we received a small thank you letter from a community member.

7. FINANCIAL REPORTS: Review and discussion of October expenditures as presented

Chief Tope said that we are 41.67 % through the fiscal year and the expense categories are as follows: Property Taxes is above at 57.78%, Gross Profit is at 63.8% and Carry-Over is at 40.91%, 1000 HR salaries and Overtime is at 40.15% and HR Benefits at 38.33%, 2000 Physical Resources is at 17.7%, 3000 Operational Expenses is at 38.22% and Capital Expenditures is at 5.08% leaving the total expenditures for the fiscal year at 29.92%.

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

Office Manager Pugh advised that Fire Recovery received \$3,400.00 in ambulance revenue, with an outstanding balance of approximately \$46,000 and resident subsidy of just above \$2,000. We collected \$0 in ambulance collections for both in and out of district. She continued to advise that we received just over \$37,000 from Wildland-Bear Jaw, and there was nothing to report for state land or vehicle stabilization.

Office Manager Pugh advised although we are still not receiving statements from our past ambulance billing services AERO, we still have money coming in. For the month of November, we received a check for \$1,600.

Chief Tope reviewed the run log for November 2022.

9. CHIEF'S REPORT:

Chief Tope advised the board the cancer screening grant was approved for 2 million dollars for 20 different departments, currently focusing on those over the age of 40. We are already applying for next years grant which will hopefully be doubled to 4 million dollars which will hopefully change the age range and target firefighters under the age of 40.

Chief Tope advised the board we are still working on getting money from the American Rescue Plan Act through Securis for covid relief. All our paperwork is turned in and monies should be funded by the end of January 2023.

The extrication equipment is on the rig. Chargers had to be ordered but should be here tomorrow.

The gurney lift has not arrived but has a projected arrival date of the end of January 2023.

Chief Tope advised that we are going to be getting a new reporting software as the old one was bought out. There will be a 3-day training class and new the software will be in service March or April 2023.

A big congratulations to Bennie Pospishel for becoming our newest paramedic.

10. VOTE AND APPROVAL: Resolution 2022-03 for 2023 bond election canvass

Chief Tope gave an overview of the resolution for the bond election canvass and advised the board they had the certified results provided by the county, attached to their packet.

Chairman Drinen asked for a motion to approve Resolution 2022-03 as presented. Clerk Timberman moved and Member Rose seconded. Motion was passed unanimously.

Ayes Votes: Chairman Drinen, Clerk Timberman, Member Barnes, Member Rose.

11. STIFEL: TO CONSIDER AND, IF DEEMED ADVISABLE, TO ADOPT A RESOLUTION 2022-04 AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS OF THE DISTRICT AND ADOPTING CERTAIN POST-ISSUANCE CONTINUING DISCLOSURE PROCEDURES AND ISSUANCE AND POST-ISSUANCE TAX COMPLIANCE PROCEDURES.

Chief Tope advised the board they had received Resolution 2022-04 in their board packet; however, exhibit C was updated today as there were a few errors found in the previous one.

Member Rose asked if the rate would carry over for the entire 20 years or if it would re-set as the property values change. Bryan Lundberg, with Stifle, answer Member Rose and stated the rate gets set every year by the board of supervisors, they work with the Treasurer of the county, and they base the rate on the assessed value and how much is due that year.

Chairman Drinen asked for a motion to approve Resolution 2022-04 as presented. Member Rose moved and Member Barnes seconded. Motion was passed unanimously.

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

12. BEARJAW: Shelby Erickson presentation on Wildland Season


Shelby Erickson gave an overview of the 2022 wildland season. Shelby advised the board about the pine needle pickup project, with a 21% increase of participation and a total of 17,704 bags picked up. Shelby continued his presentation by explaining the fire season doesn't start until after training has been completed, however, 2 days into training this year, the Tunnel Fire started. The BearJaw crew responded by grabbing engines, and hosing down multiple homes, which in turn saved 8 of them. The crew was commended with a unit citation for their great work. Lastly, he concluded by stating a lot of pine needle piles were built and most of them have been burned in the last 2 weeks.

11. Call to the Public:

There were no questions or comments from the public.

The meeting was adjourned at 3:22 P.M.
Next Meeting: January 17, 2023 at 3 P.M.

Respectfully submitted by


(Clerk of the Board, Barbara Timberman)