

PINEWOOD FIRE DISTRICT
BOARD MEETING
January 17, 2023

1. Call to Order & Pledge of Allegiance:

Meeting was called to order at 3:00 p.m. with roll call.

2. Roll Call:

Members Present:

Chairman, Richard Drinen (phone) Clerk, Barbara Timberman Member, Robert Rose (phone)

A quorum was established.

Staff Present:

Fire Chief, Josh Tope

Office Manager, Tammy Pugh

Josh Doak

Matt Burns

Dustin Maggard

Chris Baird

Derek Day

Public Present:

Bob Timberman

3. Administrative Remarks:

Chairman Drinen advised there were no administrative remarks.

4. APPROVAL OF MINUTES OF BOARD MEETING: December 20, 2022

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

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

5. CORRESPONDENCE

Chief Tope advised the board there were no correspondences.

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

Chief Tope said that we are 50 % through the fiscal year and the expense categories are as follows: Property Taxes is at 66.16%, Gross Profit is at 49.68%, 1000 HR salaries and Overtime is at 46.67% and HR Benefits at 44.51%, 2000 Physical Resources is at 18.46%, 3000 Operational Expenses is at 40.81% and Capital Expenditures is at 5.86% leaving the total expenditures for the fiscal year at 34.87%.

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

Office Manager Pugh advised that Fire Recovery received \$14,579.00 in ambulance revenue and has an outstanding balance of \$42,902. She continued to advise that we did not collect any other income from and other sources for the month of December.

Office Manager Pugh advised the board that she spoke with the Treasurer's Office and is working on incorporating ACH payments for monthly payables.

Chief Tope reviewed the run log for November 2022.

8. CHIEF'S REPORT

A. Response exception reports

Chief Tope advised the firefighters have been really busy, especially during the recent storm. They have been running calls for motor vehicle accidents (MVAs), slip trip and falls due to the ice and downed power lines.

B. Update on legislative issues

Chief Tope advised there is not a lot to report as the session just started.

C. Operational report

Chief Tope advised we just had our firefighter recruit interviews last week. Three candidates were tested and will move onto a chief's interview later this week. A list will be established at this point.

Chief Tope also advised we are in the process of moving our reporting system from Emergency Reporting to ESO solutions.

Lastly, we are starting to look at the upcoming budget. Chief Tope advised we will be staying with Blue Cross Blue Shield of Arizona for health insurance.

D. AFDA meeting report

Chief Tope attended the AFDA meeting January 11, 2023, to January 13, 2023. He advised the board one of the main topics of the conference was how do fire districts get more revenue since Prop 310 did not pass. One solution would be to ask for an adjustment in our Fire District Assistance tax since it has not been changed since the 1980's.

9. DISCUSSION: Discuss special meeting to interview candidates for the vacant position on this board

Tabled to Special Board Meeting on Tuesday, January 24, 2023, at 3pm.

10. DISCUSSION: Staffing

Chief Tope advised we had three people test a few weeks ago. Chief's interviews will happen towards the end of this week or beginning of next. A list will be established at that time.

With these interviews, Chief Tope intends to make a job offer.

11. Call to the Public:

There were no questions or comments from the public.

The meeting was adjourned at 3:13 P.M.

Next Meeting: February 21, 2023, at 3 P.M.

Respectfully submitted by


(Clerk of the Board, Barbara Timberman)