

PINEWOOD FIRE DISTRICT
BOARD MEETING
February 21, 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	Clerk, Barbara Timberman	Member, Robert Rose
Member, Lois Barnes	Member, Barb LaBranche	

A quorum was established.

Staff Present:

Fire Chief, Josh Tope	Office Manager, Tammy Pugh	
Josh Doak	Matt Burns	Jason Maynard
Derek Day	Dustin Maggard	

Public Present:

Bob Timberman	Sue Drinen
Keyvan Ghahreman (Willmeng)	Keith Sabia (Willmeng)

3. OATH OF OFFICE: Barb LaBranche

4. Administrative Remarks

Chairman Drinen advised there were no administrative remarks.

5. APPROVAL OF MINUTES OF BOARD MEETING: January 17, 2023

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 Member Barnes seconded. Motion was passed unanimously.

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

6. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING: January 25, 2023

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. Clerk Timberman moved and Member Barnes seconded. Motion was passed unanimously.

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

7. CORRESPONDENCE

Office Manager Tammy Pugh advised the board there were no correspondences.

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

Chief Tope said that we are 58.33 % through the fiscal year and the expense categories are as follows: Total Revenue is at 74.5%, 1000 HR salaries and Overtime is at 52.68% and HR Benefits at 53.76%, 2000 Physical Resources is at 20.77%, 3000 Operational Expenses is at 44.33% and Capital Expenditures is at 9.73% leaving the total expenditures for the fiscal year at 40.88%.

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

Office Manager Pugh advised that Fire Recovery received approximately \$3,600 in ambulance revenue and has an outstanding balance of approximately \$53,000. She also advised that we received \$1,482 for ambulance services that was billed out from our old billing services, AERO. She continued to advise that we did not collect any other income from and other sources for the month of January.

Chief Tope reviewed the run log for January 2023.

10. CHIEF'S REPORT

A. Response exception reports

Chief Tope advised the firefighters have been very busy this last month with 61 calls for service. Lots of slips, trips and falls due to the 69.5 inches of snow received in Munds Park.

B. Update on legislative issues

Chief Tope advised all board members should have received the AFDA report via email.

C. Operational report

Chief Tope advised that Jason Maynard has officially started with the Pinewood Fire Department and will be taking over the training division. Joey McDonald was previously assigned the training division, but while in medic school, he will be tasked with technology to lighten his load.

Chief Tope advised that we are changing our reporting program to ESO and should be going live first part of March.

Regarding grants, Chief Tope advised those that qualify will be contacted by Securis soon, to set up their time to perform their cancer screening.

Chief Tope also included that Branden Mohler is going through the Blue Card program to become an instructor for the region.

11. DISCUSSION: Bid processes and options presented by Keith & Keyvan from Willmeng

Keith and Keyvan, with Willmeng Construction, travelled from Phoenix to present different bid processes and possible timelines for a station rebuild.

12. Review: Request for Qualifications for Station 41 rebuild.

Chief Tope advised that in the board packets there is a watermarked draft of the Request for Qualifications (RFQ) for the station rebuild, as a design/build concept. He advised that the station/design committee, Joe Holcombe and Joe Hedgecock, have also received this document. Chief Tope is looking for feedback and input from all parties. He clarified that the writing in red are tentative dates that could be changed, and the writing in blue is for the station/design committee to update. Both Joe's have been asked to be on the bid committee as they come with a lot of knowledge and experience.

Member Rose wanted to ensure there would be a section in the RFQ dedicated to demolition of the old station.

Member LaBranche recommended that a scoring criterion should be written out so there is no bias.

Member Rose added he believed it was a good idea to follow what was stated in the bid opening that the bid be accompanied by a 10% bid bond or certified check. This would allow us to recover some of the cost if the company fell through.

13. DISCUSSION and SELECTION: Board representative for Bid Committee

Chief Tope asked the board if they wanted to nominate a board member to be on the bid committee. They would be helping with the scoring and interviewing of the bids we received. Chairman Drinen believed this would be a good idea and asked the board if anyone wanted to volunteer. Member Rose volunteered.

14. DISCUSSION and SELECTION: Board representative for MOU negotiations

Chief Tope asked the board if they wanted to nominate a member to be on the MOU negotiations committee. He advised budget season was approaching and negotiations would start soon.

Chairman Drinen asked for a volunteer and member LaBranche accepted.

15. Call to the Public:

There were no questions or comments from the public.

The meeting was adjourned at 4:06 P.M.
Next Meeting: March 21, 2023, at 3 P.M.

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)