

PINEWOOD FIRE DISTRICT
BOARD MEETING
March 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	Kris Jordan
Branden Mohler	Mac White	Caleb Garcia
Jason Maynard		

Public Present:

Bob Timberman	Sue Drinen	Steve Bowyer
Chelsea Maynard		

3. Administrative Remarks

Chairman Drinen advised there were no administrative remarks.

4. APPROVAL OF MINUTES OF BOARD MEETING: February 21, 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 LaBranche seconded. Motion was passed unanimously.

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

5. CORRESPONDENCE

Chief Tope passed around a letter and picture from a patient who wanted to thank the firefighters for a job well done due to her foot getting stuck in a cattle guard.

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

Chief Tope said that we are 66.67% through the fiscal year and the expense categories are as follows: Total Revenue is at 76.2%, 1000 HR salaries and Overtime is at 59.2% and HR Benefits at 60.17%, 2000 Physical Resources is at 26.28%, 3000 Operational Expenses is at 48.83% and Capital Expenditures is at 16.73% leaving the total expenditures for the fiscal year at 47.35%.

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

Office Manager Pugh advised that Fire Recovery received \$7,277 in ambulance revenue and has an outstanding balance of \$49,814. She continued to advise that we did not collect any other income from any other sources for the month of February.

Chief Tope reviewed the run log for February 2023.

8. CHIEF'S REPORT

A. Response exception reports

Chief Tope advised the firefighters have been very busy. They have responded to lots of calls for services including vehicle fires, gas smells, and slide offs.

B. Update on legislative issues

Chief Tope advised the board to refer to their AFDA report. However, he mentioned there is proposed legislation limiting which banks Arizona counties can contract with, based on Anti-ESG bills. SB-1138 would limit who counties can bank with based on environmental, social, or governance policies held by the bank. This would severely limit who the county can bank with.

C. Operational report

Chief Tope advised that we had our first labor management meeting last week. The tentative date for the next meeting will be April 13 or 14. Chief Tope is currently working on numbers and new percentages for the upcoming fiscal year.

The ESO software will be switched over on April 1.

9. DISCUSS AND VOTE: RFQ

Chief Tope advised the board they received the RFQ at the previous meeting. He gave a brief overview of what the upcoming process would be for finalizing the RFQ. At this time, he requested the board to discuss and vote on how to advertise the RFQ. Chief Tope stated he had five contractors that he would be interested in inviting. It was discussed by the board to either send the RFQ to everyone, which could include an advertisement in papers and/or social media or inviting the five contractors Chief Tope had recommended. The board liked the idea of keeping things simple and recommended Chief Tope invite the five contractors he had recommended.

Chairman Drinen asked the board members for a motion to approve that Chief Tope send the RFQ to the five contractors that he recommended. Clerk Timberman moved and Member Barnes seconded. Motion was passed unanimously.

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

Chief Tope gave the following dates for the RFQ:

April 3, 2023 – Opening Bid Process

April 19, 2023 – Deadline for all questions to be asked by applicants.

May 3, 2023, at 1400 – Closing Deadline with pre-reviews to follow with committee.

Chairman Drinen asked the board members for a motion to approve the timeline that Chief Tope presented for the RFQ. Member Rose moved and Clerk Timberman seconded. Motion was passed unanimously.

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

10. DISCUSS AND VOTE: Engagement Letter

Chief Tope advised the board that the Fire Station is still currently owned by the Pinewood Volunteer Fire Association, which no longer exists. We need to get the building re-deeded before it can be torn down. Chief Tope asked the board to discuss and vote on the engagement letter to be sent to Gust Rosenfeld to have them work on the re-deeding of the property.

Chairman Drinen asked the board members for a motion to approve the engagement letter with Gust Rosenfeld as presented. Member Barnes moved and Member Rose seconded. Motion was passed unanimously.

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

11. Jason Maynard badge pinning

A big congratulations to Jason Maynard as the newest member of the Pinewood Fire Department.

12. Call to the Public

Steve Bowyer advised the emergency shelter was a success and APS was very supportive during the last storm.

Bob Timberman asked if there were more sandbags coming. Chief Tope explained that the Fire District has hauled multiple loads of pallets to the church, however; they can only bring four pallets at a time. Chief Tope advised he has a call into the county asking them to deliver more sandbags.

The meeting was adjourned at 3:24 P.M.

Next Meeting: April 18, 2023, at 3 P.M.

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)