

PINEWOOD FIRE DISTRICT  
BOARD MEETING  
April 18, 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 (Absent)	

A quorum was established.

**Staff Present:**

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

**Public Present:**

Bob Timberman	Sue Drinen	Steve Bowyer
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**3. Administrative Remarks**

Chairman Drinen advised there were no administrative remarks.

**4. APPROVAL OF MINUTES OF BOARD MEETING: March 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 Barnes seconded. Motion was passed unanimously.

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

**5. CORRESPONDENCE**

Office Manager Pugh advised there were no correspondences.

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

Chief Tope said that we are 75% through the fiscal year and the expense categories are as follows: Total Revenue is at 79.1%, 1000 HR salaries and Overtime is at 65.63% and HR Benefits at 66.31%, 2000 Physical Resources is at 30.53%, 3000 Operational Expenses is at 56.04% and Capital Expenditures is at 17.16% leaving the total expenditures for the fiscal year at 52.19%.

Office Manager Pugh advised the board the total capitol expenditures were off by \$345. A check for \$345 was dated in February, however, when the accountant's copy was created for QuickBooks, we were not able to print the check. A new chèck was created in March and successfully printed, while the February check was deleted showing the difference in the financials of \$345. Per our accountant, the numbers will match on the April review.

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

Office Manager Pugh advised that Fire Recovery received \$11,916 in ambulance revenue and has an outstanding balance of \$43,527. She also advised that we are continuing to see some payments for ambulance revenue come in from our previous billing company, AERO. For the month of March, we received \$1,191. She continued to advise that we did not collect any other income from any other sources for the month of March.

Chief Tope reviewed the run log for March 2023.

## **8. CHIEF'S REPORT**

### **A. Response exception reports**

- Chief Tope advised the firefighters have been busy with motor vehicle accidents due to the potholes, and elk hits. Calls for service have been average for the season.

### **B. Update on legislative issues**

- Chief Tope stated he had sent the AFDA report to all the board members this morning.

### **C. Operational report**

- RFQ's have been sent out to the five contractors on April 3, with a deadline of May 3 to respond with their SOQ's. Currently, we have had one site visit from Callente Construction. Core Construction has a site visit scheduled for tomorrow. The bid committee (2 admin, 2 line staff, 2 community members) will be meeting tomorrow for a meet and greet and to discuss upcoming dates. SOQ's will be opened and evaluated on May 3 by the bid committee, scaling them down to two-three candidates for presentations/interviews. Presentations/interviews tentatively scheduled for the week of May 15.

- Legal advice may have to come from an outside source as the county is not responding to the Chief.

- Labor/Management have met twice. Draft budget is still in process as Chief and Tammy have a meeting with Sarah Benetar, Treasurer's Office, tomorrow to clarify how our bond should be budgeted. Draft budgets should be on the agenda for the next meeting for approval.

- BearJaw clean-up is happening, pickups start on April 24.

- An open application for a full-time firefighter is happening. Chief is working on building a list. Currently, we have six applications, and it closes on April 28.

- The AFDA/AFCA conference is July 11-14 in Glendale. If you're interested in attending, get with the Chief.

- Next week, Chief will be out of the office.

## **9. Call to the Public**

There were no comments from the public.

The meeting was adjourned at 3:09 P.M.

Next Meeting: May 16, 2023, at 3 P.M.

Respectfully submitted by

  
(Clerk of the Board, Barbara Timberman)