

PINEWOOD FIRE DISTRICT
BOARD MEETING
May 16, 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	Matt Burns
Josh Doak	Derek Day	Chris Baird
Dustin Maggard		

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: April 18, 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.

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 83.33% through the fiscal year and the expense categories are as follows: Total Revenue is at 92.3%, 1000 HR salaries and Overtime is at 72.3% and HR Benefits at 76.85%, 2000 Physical Resources is at 33.85%, 3000 Operational Expenses is at 63.36% and Capital Expenditures is at 17.38% leaving the total expenditures for the fiscal year at 58.16%.

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

Office Manager Pugh advised that Fire Recovery received \$9,174 in ambulance revenue and has an outstanding balance of \$34,288. She advised that Wildland season was just starting up, so we should be seeing revenue in this area in the upcoming months.

Chief Tope reviewed the run log for April 2023.

8. CHIEF'S REPORT

A. Response exception reports

- Chief Tope advised the board that we have had a lot of medicals calls (chest pain, difficulty breathing, fall injuries), and motor vehicle accidents (MVAs). Quite a few of these MVAs have been determined as gone on arrival (GOA) or unable to locate (UTL) on the highway. The units will get super specific details about the accident, but when they arrive, they find nothing. Chief Tope advised this has happened in the past and he has spoken to law enforcement about the current incidents. This could be possibly due to people running illegal stuff along the highway and diverting law enforcement and first responders to another location so they can get by. Chief Tope advised we may see more highway patrol presence due to this.

B. Update on legislative issues

- Chief Tope advised he sent out the AFDA report this past Monday. Governor has signed SB2028 for the PSPRS retirement system to reduce the tier 2 rates.

- Chief Tope advised the board that county wide fire departments, including Pinewood Fire, Highlands Fire, and Summit Fire are looking into a county sales tax in place of Prop 310. He continued to explain that this was not super likely to happen as the county was already capped at tax rates. We are currently looking for other funding ideas.

C. Operational report

- SOQ's have been turned in from FCI Construction, Caliente Construction and Willmeng Construction. The bid committee met, scored each SOQ and narrowed it down to FCI Construction and Willmeng Construction. These two will move forward to the interview/presentation phase which will be held on May 26 at the Sanitation building. Chief Tope is finalizing the questions that will be asked of the presenters to present. The official letter and questions will be sent to them tomorrow.

- Chief Tope advised he had met with Oscar Holloway about a potential living space for the firefighters to use while the station was being re-built. The building would have five bays, living quarters with two bedrooms (accommodating 4), kitchen, and office space. The initial cost was \$15,000 a month to rent, which would use 4% of the budget. Chief Tope is not interested in spending that amount of money on rehoming. Chief Tope is going to see what the contractors present for rehoming during the building process. There are also still opportunities for long-term rentals in the park.

- Chief Tope advised that we just finished our quarterly training which included the GFR mapping. The guys are ready for wildland season.

- We received a donation from Southwest Emergency Products which included front bumper, rear bumper, side steps, winches, and lighting for Car41.

- Bear Jaw clean up just finished. Chief Tope advised they had a lot of green waste clean up (non-bagged items). They estimated they quadrupled the amount of green waste from the past years. Chief Tope and Chief Miller (HFD) are talking with Bear Jaw to request help from the county. If they can't get help from the county, next year could be just bag pickups.

9. DISCUSSION: Draft budget review

Chief Tope presented a draft budget which included proposed wage scales and FY23-24 itemized lines. He advised the current pay scale has been around for at least 12 to 15 years. The proposed wage scale would still be in steps, with 2 additional steps for a firefighter. Each step would signify 1 year. Chief

Tope stated that today's presentation was a draft, and no votes were needed, however; the next board meeting a vote would need to be made prior to posting the draft budget for the required 30 days.

Member LaBranche stated that bringing up the base pay would help with retention.

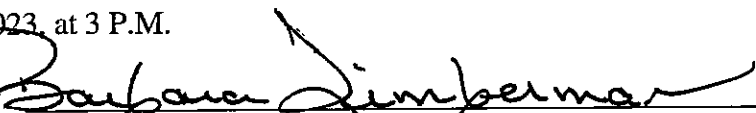
10. Call to the Public

Bob Timberman asked Chief Tope what the process was for workmen's comp after he found out about his retired firefighter neighbor passing away. Chief Tope gave a brief overview on how and why certain companies work the way they do.

The meeting was adjourned at 3:49 P.M.

Next Meeting: June 20, 2023, at 3 P.M.

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)