

PINEWOOD FIRE DISTRICT  
BOARD MEETING  
June 20, 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	Caleb Garcia
Jason Maynard	Kayden Dunlap	Dom Garcia
Kris Jordan	Mac White	

**Public Present:**

Sue Drinen

**3. Administrative Remarks**

Chairman Drinen met with Gary Pearce this past Friday. Gary advised he has not got around to doing the quick claim deed, but still has plans to do it. Also, they talked about plans for pouring a slab next to the tennis courts to give the community a basketball court.

**4. APPROVAL OF MINUTES OF BOARD MEETING: May 16, 2023**

Chairman Drinen asked the board members if they have any corrections to the board meeting minutes. Chairman Drinen presented a spelling correction on the Chief's Report, section C. Office Manager Pugh made note of the correction. Chairman Drinen asked for a motion to approve the minutes with the correction. 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 was no correspondence.

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

Chief Tope said that we are 91.67% through the fiscal year and the expense categories are as follows: Total Revenue is at 94.8%, 1000 HR salaries and Overtime is at 82.69% and HR Benefits at 90.4%, 2000 Physical Resources is at 36.4%, 3000 Operational Expenses is at 76.72% and Capital Expenditures is at 18.53% leaving the total expenditures for the fiscal year at 67.06%.

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

Office Manager Pugh advised that Fire Recovery received \$3,710 in ambulance revenue and has an outstanding balance of \$41,608. She also advised we received \$429 in vehicle stabilization revenue for the month.

Chief Tope reviewed the run log for May 2023.

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

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

- Chief Tope advised that we have become busier now with more people coming up to the park and opening their houses for the summer. We have responded to a lot of medicals, including motor vehicles accidents due to the influx of people in town.

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

- Chief Tope sent the AFDA report out yesterday. He advised that AFDA is trying to expand the marijuana tax money to tribal fire departments. However, it would need to be voted on with a 75% or higher yes vote for it to be passed.

- The AFDA conference will be held in Glendale, July 11-14. Chief Tope and Office Manager Tammy Pugh will be attending.

### **C. Operational report**

- Community Safety Day is this Saturday, June 24 from 1000-1300 at the church. Guardian Air will not be landing due to space at the church and recent dirt work. They plan to land before the Fourth of July parade to make up for missing Safety Day.

- Chief Tope advised he has received the draft contract for the station rebuild and it has been sent to Nick Cornelius for review. The goal is to have a finished contract for the board to vote on at the next meeting.

- We recently had firefighter testing as Ben Stream left for another agency in Phoenix. Four candidates went to interviews and three of them continued to a Chief's interview. Discussions with labor about reopening the position to advertise for a paramedic.

- Car 41 is about 80% complete with the new installations of the rear and front bumpers, winch and lighting that were donated.

- Chief Tope conducted a de-brief with FCI construction last week. They asked for feedback after their interview for the station rebuild. Those who presented the presentation at the interview were not in the de-briefing, it was the director of FCI and his assistant.

- Chief Tope has been contacted by a company who wants to take over the lease contract we have with Crown Castle for the cell tower. This company wants to give us a lump sum of money and take over the contract. Chief Tope is waiting for a quote from them. This money could be used towards the station rebuild.

- Our collection agency is closing August 31. We are going to be looking for a new agency. Chief Tope advised he will be asking around to other districts, as well as at the AFDA conference.

- Chairman Drinen had a follow up question regarding the name change to a document. Chief Tope stated he was going to reach out to the attorney to check the status. Chairman Drinen also asked for any updates on the country cottage. Chief Tope stated he still needed to reach out to the property owner. He was going to also reach out to realtors in reference to rehoming the firefighters during the station rebuild.

**9. DISCUSSION: Review and Approval 23/24 draft budget for posting**

Chief Tope presented a draft budget which included proposed wage scales and FY23-24 itemized lines. He presented a brief overview of the budget, as nothing had changed since the last board meeting when he went line by line. Chief Tope advised that this is the draft budget for posting at three locations (fire station, sanitation, and post office). Plus, it will be posted on the Pinewood Fire District website. Per statute, it must be posted for at least twenty days prior to it being adopted.

Chairman Drinen asked the board members for a motion to approve the FY23-24 draft budget as presented. Clerk Timberman moved and Member LaBranche seconded. Motion was passed unanimously.

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

**10. Call to the Public**

Caleb Garcia, 1505 Union President, wanted to express his gratitude to the board members. He also wanted to thank Board Member Barb LaBranche for joining the Labor and Management committee and her input during negotiations. He was grateful for all the communication between all parties during negotiations and thinks we ended up with a great result.

The meeting was adjourned at 3:28 P.M.

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

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)