

PINEWOOD FIRE DISTRICT
BOARD MEETING
July 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	Branden Mohler
Jason Maynard	Bennie Pospishel	Joey McDonald

Public Present:

Sue Drinen

3. Administrative Remarks

Chairman Drinen advised he had no administrative remarks for today's meeting.

4. APPROVAL OF MINUTES OF BOARD MEETING: June 20, 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 Barnes moved and Member Rose seconded. Motion was passed unanimously.

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

5. CORRESPONDENCE

Chief Tope presented a Letter of Commendation for Shelby Erickson and the Bear Jaw crew, from the Mogollon Rim Ranger Fire District.

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

Chief Tope said that we are 100% through the fiscal year and the expense categories are as follows: Total Revenue is at 96.8%, 1000 HR salaries and Overtime is at 90.72% and HR Benefits at 97.05%, 2000 Physical Resources is at 49.04%, 3000 Operational Expenses is at 81.01% and Capital Expenditures is at 18.78% leaving the total expenditures for the fiscal year at 72.61%.

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

Office Manager Pugh advised that Fire Recovery received \$7,972 in ambulance revenue and has an outstanding balance of \$69,827. She also advised that July has been a busy month for the Bear Jaw Wildland crew, and we should be receiving reimbursement for wildland services soon.

Chief Tope reviewed the run log for June 2023.

8. CHIEF'S REPORT

A. Response exception reports

- Crews are responding to a lot of falls injuries within the park. They just recently responded to a 25ft fall at a construction site.

B. Update on legislative issues

- AFDA report was sent out last week.

C. Operational report

- Draft contract for the station rebuild was sent to our attorney, Nick Cornelius, a few weeks ago. Chief expects it back soon and will most likely request a special board meeting for approval.
- Willmeng has been making calls to local realtors in reference to re-homing the crews during the station rebuild. Chief Tope has spoken to Cindi Eagleton reference re-homing ideas and there is a possibility that she may have some property available for us to use. Chief has passed this information on to Willmeng.
- Chief Tope reviewed the recent firefighter testing we just had. He explained we had 3 great candidates, however, none of them were paramedics. The position has been readvertised with the intent of hiring a paramedic. Chief Tope has received one new application. Deadline for applications is August 2.
- Chief Tope advised he has sent all the contracts to the company that is looking to take over the lease for the cell tower located on our property. If they take over the contract, there is a possibility we could acquire a lot of money from them that could be utilized for the station rebuild. Chief Tope is waiting for a response from them.
- Chief Tope advised we have received all our engine specifications to replace one of our engines. Firefighter Dustin Maggard wrote up all the specifications with pricing from \$1.1 million to \$880,000. A new fire engine would be a 33 month build period. Chief Tope also stated he has looked into refurbished engines, instead of buying a brand new one, but has found it difficult to locate one that would fit the needs of this department. Also, there is still talk about possibly refreshing one of our current fire engines. A proposal will most likely be on a fall agenda.
- Chairman Drinen asked Chief Tope if there had been any updates with our name change. Chief Tope stated he had emailed the lady last week and was waiting for a response. Chief Tope also informed the board that he spoke with Gary from the Pinewood Country Club and there had been no change with the property yet.

9. VOTE AND DISCUSSION: Resolution #2023-05 Annexation of Clay Park Way property

Chief Tope gave an overview of the resolution for the annexation of the Clay Park Way property located in Foxboro Estates.

Chairman Drinen asked for a motion to approve Resolution 2023-05 as presented. Member Rose moved and Member Barnes seconded. Motion was passed unanimously.

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

10. VOTE AND DISCUSSION: Resolution #2023-06 FY23/24 GO Bond Repayment Budget Adoption

Chief Tope gave an overview of the GO Bond repayment and explained that we must ensure we have enough funds to cover outstanding bond debt. He advised that we probably would have to do this each year we repay our bond back.

Chairman Drinen asked for a motion to approve Resolution 2023-06 as presented. Clerk Timberman moved and Member Barnes seconded. Motion was passed unanimously.

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

11. VOTE AND DISCUSSION: Approval of MOU for July 1, 2023 – June 30, 2025

Chief Tope reviewed all the changes that had been updated to the MOU which included the dates to reflect the new agreement, the agreed upon new pay scale for the firefighters, the removal of the longevity pay, and the update to the Bear Jaw wage scale.

Chairman Drinen asked for a motion to approve the MOU as presented. Member Rose moved and Member Barnes seconded. Motion was passed unanimously.

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

12. VOTE AND DISCUSSION: Letter of Engagement with Coconino County Attorney's Office

Chief Tope reviewed the letter of engagement with the board advising this occurred each year. He stated he would still like to use Nick Cornelius as the attorney for the station rebuild, but to also have the Coconino County Attorney's Office as a second set of eyes if needed.

Chairman Drinen asked for a motion to approve the Letter of Engagement with the Coconino County Attorney's Office as presented. Member Rose moved and Clerk Timberman seconded. Motion was passed unanimously.

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

13. VOTE AND DISCUSSION: Approval of FY 2023-2024 Adopted Budget

Chief Tope reviewed the budget and explained that the numbers had not changed, just the format as they were inputted into the spreadsheet that is to be turned into the Department of Revenue after approval and posting. Chief Tope explained the only change in the budget was the carry-over amount, which was \$100,000 more, which was placed in the 4000 class under apparatus replacement.

Chairman Drinen asked for a motion to approve the Adopted Budget for Fiscal Year 2023-2024 annual budget as presented. Clerk Timberman moved and Member Rose seconded. Motion was passed unanimously.

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

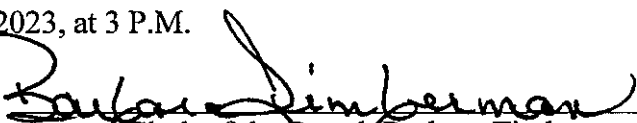
14. Call to the Public

There were no questions or comments from the public.

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

Next Meeting: August 15, 2023, at 3 P.M.

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)