

PINEWOOD FIRE DISTRICT  
BOARD MEETING  
August 15, 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 (Absent)      Member, Barb LaBranche

A quorum was established.

**Staff Present:**

Fire Chief, Josh Tope      Office Manager, Tammy Pugh      Josh Doak  
Matt Burns      Chris Baird      Derek Day

**Public Present:**

Sue Drinen      Bob Timberman      Steve Bowyer  
Roy Levenda

**3. Administrative Remarks**

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

**4. APPROVAL OF MINUTES OF BOARD MEETING: July 18, 2023**

Chairman Drinen asked the board members if they have any corrections to the board meeting minutes. Member Rose presented a correction on the correspondence as the original document stated "accommodation" which should have been "commendation". 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 LaBranche seconded. Motion was passed unanimously.

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

**5. CORRESPONDENCE**

Chief Tope presented a letter from an off-duty Surprise Police Officer who was thankful for the help he received when his 3-month-old daughter, and keys, were locked inside of his truck.

Chief Tope also shared a letter from a citizen who was thankful for the services she was provided when she experienced a fall injury. She included a \$1000 donation towards the Pinewood Fire District's building fund.

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

Chief Tope said that we are 8.33% through the fiscal year and the expense categories are as follows: Total Revenue is at 0.61% as carry-over was not inputted yet, 1000 HR salaries and Overtime is at 7.79% and HR Benefits at 10.99%, 2000 Physical Resources is at 1.91%, 3000 Operational Expenses is

at 6.87% and Capital Expenditures is at 0.03% leaving the total expenditures for the fiscal year at 3.17%.

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

Office Manager Pugh advised that Fire Recovery received \$5,310 in ambulance revenue and has an outstanding balance of \$83,793. She continued with the Bear Jaw revenue being at \$36,426 for the month of July.

Chief Tope reviewed the run log for July 2023.

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

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

- Chief Tope advised the crews have been staying busy with medicals, MVAs, fall injuries, chest pain patients and a wrong way driver who hit a semi-truck and continued driving.
- Crews have responded to a few rattlesnake calls, and quite a few illegal campfires. Stage 1 fire restrictions have been lifted as of this morning.
- A few of the past lightning strikes, near Munds Park, have been turned into prescribed burns.

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

- AFDA report was sent out yesterday.

#### **C. Operational report**

- Chief Tope presented a Terms of Agreement document from Landmark Dividend. Chief Tope explained what type of income we could receive if we were to switch to their services and sell them our cell tower that is on the property. Currently, he is not giving the company a yes or no until we are fully under contract with Willmeng and know if we need more money for the building budget.
- We purchased and installed our new Xerox machine.
- Chief Tope has been working on arranging for contractors/excavators to come out to the property and discuss demolition. Willmeng had mentioned that we could save money if we used our own excavator company.
- Willmeng sent their contract to Chief Tope on June 9, 2023 and it was sent to our attorney's office the same day. Chief Tope advised the attorney's office has still not sent it back with their corrections. Chief Tope is considering looking elsewhere for legal services.
- Chief Tope spoke with Gust Rosenfeld about the title name change. Gust Rosenfeld had to reach out to retired attorneys seeking their help on how to move forward with the title.
- Reporting software has completely switched from Emergency Reporting to ESO. All time keeping, reports, scheduling are now under one umbrella.
- Paramedic posting has been closed. We received four qualified paramedic applications and are holding the written exam and interview on August 24.

### **9. DISCUSSION AND VOTE: Resolution #2023-08 – PSPRS Funding and Actuarial**

Chief Tope gave an overview of the resolution to adopt the Public Safety Personnel Retirement System pension funding policy and accept the district's share of assets and liabilities under the Public Safety Personnel Retirement System actuarial valuation report.

Chairman Drinen asked for a motion to approve Resolution 2023-08 as presented. Clerk Timberman moved and Member LaBranche seconded. Motion was passed unanimously.

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

**10. EXECUTIVE SESSION: Chief Review**

The Executive Session was called to order at 3:20 p.m. by Chairman Drinen under the provisions of A.R.S. §38-431.03. (A) (1). Present were Chairman Dick Drinen, Clerk Barbara Timberman, board members Robert Rose and Barb LaBranche. Chief Josh Tope was also in attendance. Chairman Drinen called the board back into regular session at 3:34 p.m.

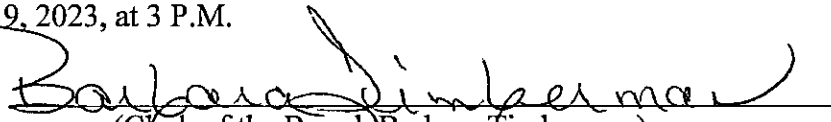
**11. Call to the Public**

Steve Bowyer wanted to remind everyone that the Auxiliary Golf Tournament is about a month out.

The meeting was adjourned at 3:35 P.M.

Next Meeting: September 19, 2023, at 3 P.M.

Respectfully submitted by

  
(Clerk of the Board, Barbara Timberman)