

PINEWOOD FIRE DISTRICT
BOARD MEETING
September 19, 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	Josh Doak
Matt Burns	Derek Day	

Public Present:

Sue Drinen	Bob Timberman	Steve Bowyer
Larry Young		

3. Administrative Remarks

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

4. APPROVAL OF MINUTES OF BOARD MEETING: August 15, 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 LaBranche moved and Member Rose seconded. Motion was passed unanimously.

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

5. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING: September 1, 2023

Chairman Drinen asked the board members if they have any corrections to the board meeting minutes. Chairman Drinen presented a correction on section 5 of the 2023 Fire Chief's contract stating the word "drop" is an acronym and should be capitalized to "DROP". Office Manager Pugh made note of the correction. Chairman Drinen asked for a motion to approve the minutes with the correction. Clerk Timberman moved and Member Barnes seconded. Motion was passed unanimously.

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

6. CORRESPONDENCE

Chief Tope stated C-shift had joined the Lady Putters at a luncheon on September 14 where they were presented with a thank you card and a \$250.00 donation.

Chief Tope presented a thank you card from a local citizen for the exemplary service she was provided.

7. FINANCIAL REPORTS: Review and discussion of August expenditures as presented

Chief Tope said that we are 16.67% through the fiscal year and the expense categories are as follows: Total Revenue is at 14.3% with carry-over, 1000 HR salaries and Overtime is at 16.44% and HR Benefits at 18.23%, 2000 Physical Resources is at 8.83%, 3000 Operational Expenses is at 10.36% and Capital Expenditures is at 0.13% leaving the total expenditures for the fiscal year at 6.04%.

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

Office Manager Pugh advised that Fire Recovery received \$19,393 in ambulance revenue and has an outstanding balance of \$74,299. She continued with the Bear Jaw revenue being at \$76,861 for the month of August.

Chief Tope reviewed the run log for August 2023.

Chief Tope advised the board that we have recently moved collection companies as our previous one closed their doors at the end of August. We have moved to RFGI collections and are in the process of moving all records to them. Member LaBranche asked if the board could be provided with a breakdown of the collection accounts for the past five years for the next board meeting.

9. CHIEF'S REPORT

A. Response exception reports

- Chief Tope stated we are running the same time of calls for service as normal which includes fall injuries, motor vehicle accidents, and medicals.
- Highlands Fire District covered for us while the crews were at Snowbowl for the Celebration of Life for Hunter Maggard.

B. Update on legislative issues

- AFDA report was sent out yesterday.
- Chief Tope stated that on our agenda, for the next board meeting, there will be an item for an IGA between Pinewood Fire District, Highlands Fire District, and the County regarding the \$400,000 federal grant for fuels reduction.
- Chief Tope stated we have also received another federal grant through the GFR for nearly \$700,000 for the Fire Officer leadership program, which pays for classes, overtime, and benefits. There will also be an IGA on the next agenda to discuss and vote for this grant.

C. Operational report

- We are fully up and running with the ESO program.
- Chief Tope informed the board that he has offered the paramedic position to Brooke McCray. Her start date is October 1, 2023, and she will be assigned to C-shift. Chris Baird will be moving to A-shift.
- Medic classes are still going on with Joey finishing in a month or so. Caleb just started classes and still has 11 months left.
- Chief Tope thanked Steve for hosting the golf tournament.
- Chief Tope reviewed the revised plans for the station rebuild and provided the board with print outs showing what the building concept looks like. Willmeng is currently working on the programming which will price out each portion of the station. This could take 2-3 weeks to receive.

10. DISCUSSION AND VOTE: Resolution 2023-10 Correction of Fire Station deed

Chief Tope gave an overview of the resolution and quitclaim deed that states that when the Pinewood Volunteer Association dissolved, it is assumed that all material possessions that they possessed would automatically be transferred to the Pinewood Fire District.

Chairman Drinen asked for a motion to approve Resolution 2023-10 as presented. Clerk Timberman moved and Member LaBranche seconded. Motion was passed unanimously.

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

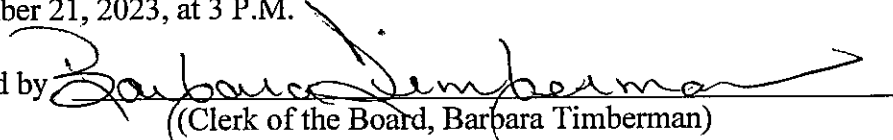
11. Call to the Public

Steve Bowyer stated the golf tournament was a great day and Branden represented PFD well.

The meeting was adjourned at 3:18 P.M.

Next Meeting: November 21, 2023, at 3 P.M.

Respectfully submitted by


(Clerk of the Board, Barbara Timberman)