

PINEWOOD FIRE DISTRICT
BOARD MEETING
October 17, 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	Mac White
Jason Maynard	Dominic Garcia	

Public Present:

Sue Drinen	Bob Timberman	Steve Bowyer
Brooke McCray	Beverly McClure	Eric McCray
Jennifer Frank (Zoom)		

3. Administrative Remarks

Chairman Drinen advised he would like to have a continuous line item #8 – Station Update, added to future agendas.

4. APPROVAL OF MINUTES OF BOARD MEETING: September 19, 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.

5. CORRESPONDENCE

Chief Tope presented a thank you card from a local citizen for the exemplary service she was provided and for playing pickleball with the guys.

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

Chief Tope said that we are 25% through the fiscal year and the expense categories are as follows: Total Revenue is at 16.4% with carry-over, 1000 HR salaries and Overtime is at 25.06% and HR Benefits at 24.46%, 2000 Physical Resources is at 9.85%, 3000 Operational Expenses is at 19.57% and Capital Expenditures is at 0.24% leaving the total expenditures for the fiscal year at 8.91%.

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

Office Manager Pugh advised that Fire Recovery received \$11,166 in ambulance revenue and has an outstanding balance of \$50,240. She continued with the Bear Jaw revenue being at \$16,539 for the month of September.

Chief Tope reviewed the run log for September 2023.

Chief Tope advised the board that we are still currently in the process of moving our collection accounts to a new agency. We were able to transfer 74 accounts over and we should have updated numbers by the next board meeting.

8. CHIEF'S REPORT

A. Response exception reports

Chief Tope advised that we have had some fake car fires, and our call volume has tapered off.

B. Update on legislative issues

Chief Tope stated he had sent the AFDA report out to all the board members.

C. Operational report

Chief Tope advised he had a meeting with the GFR, Flagstaff Dispatch, and Mesa Dispatch to talk about moving dispatch services to Mesa. The outcome of this meeting was it would be cost prohibited and we needed to fix what we currently have. Chief Tope continued to state that the Flagstaff Fire Department has a light duty firefighter in dispatch assisting with CAD issues.

Chief Tope advised that we reapplied for the Securis grant for cancer screenings and were awarded it. Firefighters that have at least 5 years' experience will be eligible regardless of their age.

Chief Tope advised we were awarded the Fire Officer Leadership Training (FOLP) for \$700,000.

Chief Tope will be attending the church next week for the county comprehensive plan. This will be a Munds Park specific meeting to re-write the comprehensive plan as the county is looking for input from locals.

Chief Tope gave an update on the station. He stated Willmeng is currently working on pricing for materials and different options for the building. Willmeng is hoping to have this information to us by the end of the week. Once we have this, Chief Tope will be able to make decisions about costs. The deed for the station has been completed and we are waiting for Gary at the Country Club to finalize the skate park. Lastly, we are finalizing re-homing and need to create a site plan. Once the site plan is completed, we can submit it to the property owner.

9. DISCUSSION AND VOTE: IGA for Assistance to Firefighters Grant - FOLP

Chief Tope gave an overview of the IGA stating it was between Flagstaff Fire Department, Highlands Fire District, Summit Fire District, Pinewood Fire District and Ponderosa Fire District to send officers, actors and future officers to the fire officer leadership program (FOLP) classes. Chief Tope advised that the IGA had been reviewed by the county attorney's office already.

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

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

10. DISCUSSION AND VOTE: IGA for FEMA Hazard Mitigation Grant Program

Chief Tope advised the board that the IGA for the FEMA Hazard Mitigation Grant Program has been with the county attorney's office for a few weeks. The County Attorney requested Chief Tope to be delegated as the signer once the documents for the contract were completed. Chairman Drinen agreed to this.

11. DISCUSSION: 2023 Audit

Jennifer Frank, with Hinton Burdick, presented the 2023 audit via zoom. She stated there was a "clean opinion" and highlighted a few financial points.

Chairman Drinen asked for a motion to approve the 2023 Audit as presented. Clerk Timberman moved and Member Rose seconded. Motion was passed unanimously.

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

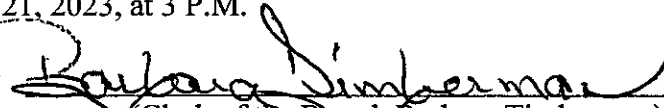
12. Call to the Public

Congratulations to the newest member of the Pinewood Fire District, Brooke McCray. Brooke comes to us from Guardian Medical Transport and is a certified paramedic. She received her badge from Chief Tope and was pinned by her husband at today's pinning ceremony. The Pinewood Fire District is excited to welcome her to the community.

The meeting was adjourned at 3:31 P.M.

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

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)