

**PINEWOOD FIRE DISTRICT
BOARD MEETING
December 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	Derek Day	Brooke McCray
Dustin Maggard	Bennie Pospishel	

Public Present:

Sue Drinen	Bob Timberman
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3. Administrative Remarks

Chairman Drinen thanked the department for a wonderful Christmas party.

4. APPROVAL OF MINUTES OF BOARD MEETING: November 21, 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 LaBranche seconded. Motion was passed unanimously.

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

5. CORRESPONDENCE

Chief Tope advised there was no correspondence.

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

Chief Tope said that we are 41.67% through the fiscal year and the expense categories are as follows: Total Revenue is at 35.4% with carry-over, 1000 HR salaries and Overtime is at 43.65% and HR Benefits at 47.91%, 2000 Physical Resources is at 40.6%, 3000 Operational Expenses is at 35.26% and Capital Expenditures is at 0.83% leaving the total expenditures for the fiscal year at 16.73%.

Chief Tope stated for the months of January through March 2024, minimum staffing levels will be set at four rather than five. This should help address the expenses in our 1000 class. Captains will still have the authority to make the decision to call someone in if manning is needed due to weather conditions or a holiday.

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

Office Manager Pugh advised that Fire Recovery received \$11,513 in ambulance revenue, with a fiscal year to date of \$61,088 and has an outstanding balance of approximately \$40,706. She continued with the Bear Jaw revenue being at \$47,747 with a fiscal year of \$224,442 for the month of November. She continued to advise that we had not received any revenue from our collection accounts yet but advised that she had received payments in the first weeks of December, which will be reflected in the next Office Manager's report.

Chief Tope reviewed the run log for November 2023.

8. STATION UPDATE

Chief Tope stated that in the last meeting he had with Willmeng, the cost of the station rebuild would be 5.8 million. He requested Willmeng to redraw plans as a one-story building to see if there could be any cost savings.

Chief Tope reviewed each of the three drawings Willmeng sent over. None of the drawings had been priced as Willmeng wanted us to pick the one to move forward with, then pricing could be calculated.

Due to the price of the station rebuild being more than the bond amount, Chief Tope has reached out to Brian Lundberg for ideas on financing. He is still waiting for a response.

Chief Tope asked the board for their ideas on financing, applying for bonds and how long we should wait to move forward with the project.

Member Rose wanted to know if we decided to move forward with a two-story building, could we phase any of that in. Chief Tope stated all the essentials would be built as one story, there would be no need for an upstairs.

Per Willmeng, they believe breaking ground could still begin March 2024.

Chief Tope stated he is going to let Willmeng know to move forward with plan 1A. There is an unknown timeframe of when we will receive the cost breakdown for this floorplan.

Chief Tope advised the board that if they would like Brian Lundberg or a representative from Willmeng/Pearlman to come to a future meeting to speak about financing or the station rebuild, he could set up a special meeting.

9. CHIEF'S REPORT

A. Response exception reports

Congratulations to Engineer Derek Day for 15 years of service with the Pinewood Fire Department!

Chief Tope advised we have had a lot of calls on the interstate due to the recent weather.

Chief Tope and Captain Doak talked about a recent call where the crew was dispatched to a patient with chest pain. When they got on scene, they ended up having to shock the patient while he was still conscious, which is not a typical service. The patient was transported to FMC and made a recovery. Captain Doak explained that these are the types of call they train for, but rarely use.

B. Update on legislative issues

The AFDA report was not sent out this week as Pinewood emails are currently down.

Chief Tope stated the Department of Health Services (DHS) have finalized a senate bill requiring all CONs to have a GPS in their ambulance. DHS wants to track and document response times. All Pinewood ambulances are already equipped with GPS.

C. Operational report

We are switching our scheduling software to Aladtec starting January 1, 2024.

Firefighter/Medic Brooke McCray and Chief Tope are working on a grant.

Chief Tope stated that with the recent resignation of Captain Branden Mohler, captains testing will be happening the second week of February. Chief Tope also stated that he has reached out to a prior firefighter candidate to see if he is still interested in joining our team. He has set up an interview with him for this Friday.

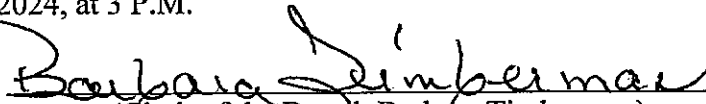
10. Call to the Public

Bob Timberman asked Chief Tope if it was possible to apply to get any of the culverts that have been dug out by the recent construction to use for the station rebuild. Chief Tope stated he was not sure if reusing material was a possibility, and it would have to be approved by the county.

The meeting was adjourned at 3:25 P.M.

Next Meeting: January 16, 2024, at 3 P.M.

Respectfully submitted by


(Clerk of the Board, Barbara Timberman)