

PINEWOOD FIRE DISTRICT  
BOARD MEETING  
January 16, 2024

**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	
Dom Garcia	Kris Jordan	Jason Maynard
Mac White		

**Public Present:**

Sue Drinen	Bob Timberman	Steve Bowyer
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**3. Administrative Remarks**

Chairman Drinen advised the board meeting agenda had the incorrect date for the February meeting and should read as February 20, 2024, rather than the 13<sup>th</sup>.

**4. APPROVAL OF MINUTES OF BOARD MEETING: December 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 LaBranche seconded. Motion was passed unanimously.

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

**5. CORRESPONDENCE**

Chief Tope presented the board with a card from a local citizen thanking C shift for their response to a call for service. He also gave them a Grand Marshall nomination in which Chairman Drinen stated he had forwarded it to the PPOA.

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

Chief Tope said that we are 50% through the fiscal year and the expense categories are as follows: Total Revenue is at 37.8% with carry-over, 1000 HR salaries and Overtime is at 50.65% and HR Benefits at 53.43%, 2000 Physical Resources is at 42.93%, 3000 Operational Expenses is at 41.63% and Capital Expenditures is at 1.3% leaving the total expenditures for the fiscal year at 19.34%.

Chief Tope stated we are going to update the Profit and Loss spreadsheet to show the GO Bond accruals. This will give a better representation of our total revenue.

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

Office Manager Pugh advised that Fire Recovery received \$5,201 in ambulance revenue, with a fiscal year to date of \$66,289. She continued with the Bear Jaw revenue being at \$1,041.34 with a fiscal year of \$225,483 for the month of December. She continued to advise that we received \$817 in collections revenue, also making that our fiscal year to date amount.

Chief Tope reviewed the run log for December 2023.

## **8. STATION UPDATE**

Chief Tope presented the board with a power point presentation that gave an overview of the station re-build with options on financing. Member Rose asked if all the numbers that were presented in the power point included the design. Chief Tope confirmed that the prices are for a design/build concept.

Willmeng will be coming to a special board meeting on Tuesday, January 23 at 2:00 pm to discuss options on the station re-build. Chief Tope has requested they price a steel building as well.

## **9. CHIEF'S REPORT**

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

Chief Tope stated he attended the AFDA conference this past week and it was a small turn out.

We have responded to many snow related incidents such as, fall injuries, slide offs, and accidents.

Crews responded to a local resident's vehicle fire, which they were able to extinguish.

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

While Chief Tope was at the AFDA conference, he was informed that the government was not going to be super aggressive with FDAT.

Chief Tope spoke about potential grants which included the DFFM grant. If awarded this grant could potentially be applied to new construction or apparatus. There is a \$400k cap for each entity.

### **C. Operational report**

Firefighter/Paramedic Josh Rygiel will be starting January 25, 2024, on A shift.

Captain's testing will be on February 5 and 6, 2024.

Chief Tope advised the HMG grant, for \$380k, was approved. This grant is for the thinning of trees and brush on private property. Bear Jaw will be in the park in the next few weeks to begin the phases of this project.

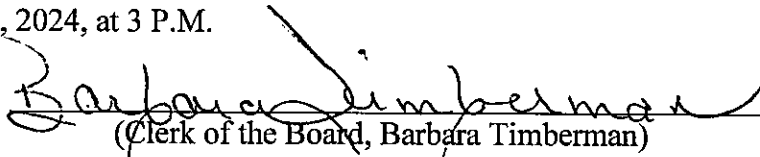
## **10. Call to the Public**

Bob Timerman wanted to relay that Shaffer does steel fabrication and would be a great point of contact during the station rebuild. Bob is going to pass Shaffer's information on to Chief Tope.

The meeting was adjourned at 3:44 P.M.

Next Meeting: February 20, 2024, at 3 P.M.

Respectfully submitted by

  
(Clerk of the Board, Barbara Timberman)