

PINEWOOD FIRE DISTRICT
BOARD MEETING
February 20, 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 (zoom)	Office Manager, Tammy Pugh	
Dom Garcia	Kris Jordan	Jason Maynard
Mac White		

Public Present:

Sue Drinen	Bob Timberman	Steve Bowyer
Larry Young	Lynne Young	

3. Administrative Remarks

Chairman Drinen advised he had no administrative remarks.

4. APPROVAL OF MINUTES OF BOARD MEETING: January 16, 2024

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, Member LaBranche.

5. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING: January 30, 2024

Chairman Drinen asked the board members if they have any corrections to the special board meeting minutes. There were no corrections presented. Chairman Drinen asked for a motion to approve the minutes as presented. Member LaBranche moved and Clerk Timberman seconded. Motion was passed unanimously.

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

6. CORRESPONDENCE

Office Manager Pugh advised she had no correspondence.

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

Chief Tope said that we are 58.33% through the fiscal year and the expense categories are as follows: Total Revenue is at 26.61% with carry-over, 1000 HR salaries and Overtime is at 56.79% and HR Benefits at 61.66%, 2000 Physical Resources is at 46.08%, 3000 Operational Expenses is at 47.91% and Capital Expenditures is at 1.48% leaving the total expenditures for the fiscal year at 21.94%.

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

Office Manager Pugh advised that Fire Recovery received \$8,591 in ambulance revenue, with a fiscal year to date of \$74,881. She continued with the collection's revenue being at \$32.50 with a fiscal year of \$849.83 and an outstanding amount of \$76,429.

Chief Tope reviewed the run log for January 2024.

9. STATION UPDATE

Chief Tope presented a power point discussing the possible options for financing for the station rebuild. He included the option of the mill rate being raised and stated that he would have a better idea of what our budget would look like in March.

Chairman Drinen is not in favor of selling the cell tower currently.

Member LaBranche would like to review the cell tower contract and keep the option on the back burner.

The board told Chief Tope to continue looking for financial options.

10. CHIEF'S REPORT

A. Response exception reports

Chief Tope stated we have been very busy due to the recent storms. The firefighters have responded to multiple accidents, slides offs and one trauma motor vehicle accident.

B. Update on legislative issues

Chief Tope stated he sent the AFDA report to the board members today.

C. Operational report

Chief Tope we just completed the captain's promotional testing. All four candidates did an outstanding job. Congratulations to Caleb Garcia on becoming our newest captain. Also, a big thank you to Highlands Fire, Flagstaff Fire and the Verde Valley Fire Departments with their assistance in the testing process. Shifts will be changed in the beginning of March.

Chief Tope stated he has submitted the DFFM grant, and we should know by mid to end of March if we have been awarded.

11. DISCUSSION AND VOTE: Covid Leave Payback

The board was presented with a spreadsheet that provided a financial breakdown of each employee who lost sick time during the Covid pandemic. The board discussed if all employees on the list should be reimbursed, which included two employees that no longer worked for the department or if only those that were currently still employed be reimbursed. The board unanimously decided that everyone should be reimbursed because they were directly affected by the pandemic.

Chairman Drinen asked for a motion to approve reimbursing everyone listed on the spreadsheet the amount of money they lost during their leave for covid. Member Barnes moved and Member Rose seconded. Motion was passed unanimously.

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

12. Call to the Public

Larry asked if there had been any changes to the floodplain of the new station. Chairman Drinen stated the county is going to hold meetings for the appeal process.

Bob Timberman wanted to remind everyone the Sanitation Department will be having a Special Board Meeting on February 29, 2024, to discuss their rate.

The meeting was adjourned at 3:31 P.M.
Next Meeting: March 19, 2024, at 3 P.M.

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)