

PINEWOOD FIRE DISTRICT
BOARD MEETING
May 21, 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	
Jason Maynard	Kris Jordan	Dominic Garcia
Mac White		

Public Present:

Sue Drinen	Steve Bowyer
------------	--------------

3. Administrative Remarks

Chairman Drinen advised he had no administrative remarks.

Chief Tope requested to change the July board meeting from July 16, 2024, to July 23, 2024, as both he and Office Manager Pugh would be out of the office. The board members agreed.

4. APPROVAL OF MINUTES OF BOARD MEETING: April 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. Clerk Timberman moved, and Member Rose seconded. Motion was passed unanimously.

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

5. CORRESPONDENCE

Office Manager Pugh advised she had no correspondence.

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

Chief Tope said that we are 83.33% through the fiscal year and the expense categories are as follows: Total Revenue is at 35.24% with carry-over including the bond and 94.8% with carry-over without the bond, 1000 HR salaries and Overtime is at 81.0% and HR Benefits at 84.85%, 2000 Physical Resources is at 68.83%, 3000 Operational Expenses is at 72.47% and Capital Expenditures is at 1.99% leaving the total expenditures for the fiscal year at 31.0%.

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

Office Manager Pugh advised that Fire Recovery received \$2,911 in ambulance revenue, with a fiscal year to date of \$87,038 and there is \$154,219 in outstanding claims. She continued with the collection's revenue being at \$343 with a fiscal year of \$1,522 and there is \$85,789 in outstanding claims. Lastly, Office Manager had nothing to report for the Out of District collections, Wildland, or State Land. She stated Vehicle Stabilization received \$648, making that the fiscal year as well.

Chief Tope reviewed the run log for April 2024.

8. DISCUSSION AND VOTE: 2024 BYLAWS

Chairmen Drinen advised the board that he noticed the only change in the updated BYLAWS is that the place of residency did not have to be in the community of Munds Park, as a full-time resident, which he was in agreeance with. Chief Tope stated he received an email from the county attorney's office which read, "I agree that the new BYLAWS have to state full-time in order to be in compliant. The proposed BYLAWS reference the correct statute, more specifically ARS 48-802-D-2. Read together the statutes ultimately in order to serve on the board a candidate needs to be properly registered to vote in the fire district and be a resident for at least one year prior to the election." With that said, to be on the board, the candidate must have their Munds Parks address as their primary residence.

Chairman Drinen asked the board members to approve the 2024 BYLAWS as presented. Chairman Drinen asked for a motion. Member LaBranche moved, and Member Barnes seconded. Motion was passed unanimously.

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

9. STATION UPDATE

Chief Tope stated geotechnical reports and schematic designs are still in process. Surveys have been completed. Chief Tope will be meeting with Pearman and Willmeng next week.

Chairman Drinen spoke about the flood plains and how the station rebuild could help mitigate the problem. Chief Tope stated the slab would have to be brought up by 13.5 inches.

10. DISCUSSION AND VOTE: Resolution 2024-01 Election Notice

Chief Tope stated this resolution was a requirement as we have two board member positions terms expiring at the end of the year. This resolution will go to the county advising them we will be on the upcoming election in November.

Chairman Drinen asked the board members to approve the 2024-01 Election Notice as presented. Chairman Drinen asked for a motion. Member Rose moved, and Clerk Timberman seconded. Motion was passed unanimously.

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

11. APPARATUS DISCUSSION

Chief Tope stated we have \$880K in our budget for apparatus replacement. The cost of a new engine would be between \$900K to \$1.2 million with a turnaround time of 18 to 44 months. After talking to the crews and our mechanics, a refurbishment of Engine 41 could be our best option at this time. Chief Tope and our mechanic visited Fire Trucks Unlimited in Henderson, Nevada to get a more accurate cost and timeline for a refurbishment. The gold package would cost approximately \$160K for the refurbishment. Chief Tope is going to move forward with getting the most accurate quote and timeline. There is also an option to rent an engine while ours is gone.

12. CHIEF'S REPORT

A. Response exception reports

Chief Tope stated we have responded to a lot of lift assists and fall injuries in the recent weeks. We also had a small brushfire off the 700 road. Forest Service arrived shortly after Pinewood Fire and the fire was put out promptly.

B. Update on legislative issues

Two bills were passed – Wildland Fire Compact and Mutual Aid reimbursement.

Arizona Fire District Association (AFDA) conference will be held in Glendale, AZ July 16 -19.

C. Operational report

Bear Jaw had a successful cleanup – picking up 19,177 bags in total, 786 cubic yards of slash, and picked up from 1,992 parcels between Mountaineer, Kachina Village and Munds Park.

Munds Park specific – 8,297 bags, 340 cubic yards of slash, and 862 parcels.

Munds Park made up 43.27% of all the cleanup totals.

Chief Tope is currently working on the upcoming budget and divisional changes.

Jason Maynard attended Fire Officer Leadership Program (FOLP).

Chief Tope has applied for another grant – Wilhelm Foundation

June 22 – Community Watch at the church from 10 to Noon

May 25 – Blood Drive from 9 to 2

- Clerk Timberman wanted to add that the PPOA paid approximately \$3500 to feed Bear Jaw during the pine needle clean up.

13. Call to the Public

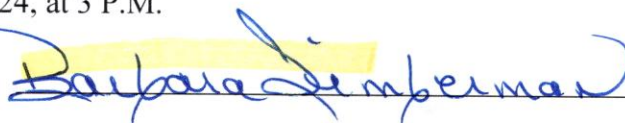
Steve Bowyer wanted to advise everyone that over the holiday weekend the auxiliary will be selling T-shirts.

September 14 has been finalized as the date for the golf tournament.

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

Next Meeting: June 18, 2024, at 3 P.M.

Respectfully submitted by

 Barbara Timberman