

PINEWOOD FIRE DISTRICT
BOARD MEETING
June 18, 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 (absent)	Member, Robert Rose
Member, Lois Barnes	Member, Barb LaBranche	

A quorum was established.

Staff Present:

Fire Chief, Josh Tope	Office Manager, Tammy Pugh	
Matt Burns	Brooke McCray	Caleb Garcia
Dom Garcia	Joey McDonald	

Public Present:

Sue Drinen	Steve Bowyer
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3. Administrative Remarks

Chairman Drinen advised he had no administrative remarks.

4. APPROVAL OF MINUTES OF BOARD MEETING: May 21, 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, Member Barnes, Member Rose, Member LaBranche.

5. CORRESPONDENCE

Chief Tope received an email from a resident for appreciation of the Bear Jaw crew as they assisted her with old pine needle piles that needed to be burned. She was very pleased with the outcome.

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

Chief Tope said that we are 91.7% through the fiscal year and the expense categories are as follows: Total Revenue is at 36.39% with carry-over including the bond and 97.1% with carry-over without the bond, 1000 HR salaries and Overtime is at 88.18% and HR Benefits at 90.89%, 2000 Physical Resources is at 73.19%, 3000 Operational Expenses is at 79.67% and Capital Expenditures is at 2.04% leaving the total expenditures for the fiscal year at 33.49%.

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

Office Manager Pugh advised that Fire Recovery received \$4,644 in ambulance revenue, with a fiscal year to date of \$91,682 and there is \$149,772 in outstanding claims. She continued with the collection's

revenue being at \$93 with a fiscal year of \$1,615 and there is \$90,237 in outstanding claims. Lastly, Office Manager had nothing to report for the Out of District collections, Wildland, State Land or Vehicle Stabilization.

Chief Tope reviewed the run log for May 2024.

8. DISCUSSION AND VOTE: Redemption Counseling Agreement

Chief Tope reviewed the redemption counseling service agreement advising the price increased by 3 percent, but no terms had been changed.

Chairman Drinen asked the board members to approve the redemption counseling agreement as presented. Chairman Drinen asked for a motion. Member LaBranche moved, and Member Rose seconded. Motion was passed unanimously.

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

9. DISCUSSION AND VOTE: Draft Budget Fiscal Year 2024-2025

Chief Tope reviewed the draft budget class by class for the upcoming fiscal year 2024-2025. He stated there were no changes to the 1000. The 2000 and 3000 classes had a few changes due to price increases: fuel, EMS supplies and software items. The 4000 class Chief Tope reviewed the apparatus fund and advised he didn't add as much to fiscal year 24-25 carry over to it, as he put a big portion of it towards the building fund instead. Chief Tope stated this draft budget would be posted for 30 days if approved by the board.

Chairman Drinen asked the board members to approve the draft budget for fiscal year 2024-2025 as presented. Chairman Drinen asked for a motion. Member Barnes moved, and Member Rose seconded. Motion was passed unanimously.

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

10. DISCUSSION AND VOTE: Resolution #2024-02 Annexation of 18011 S Dixie Lane

Chief Tope gave an overview of the resolution for the annexation of 18011 S Dixie Lane in Foxboro Estates.

Chairman Drinen asked for a motion to approve Resolution 2024-02 as presented. Member Rose moved and Member Barnes seconded. Motion was passed unanimously.

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

11. STATION UPDATE

Chief Tope stated he has had three recent meetings with Willmeng and Pearlman. The architect has provided a schematic design and pricing. We have found out that there is a sewer line directly under the station that would need to be moved as we cannot build on top of it. Also, the current design shows the community room still being phased in later and is too small in the current design. Chief Tope reviewed each of the schematic designs slide by slide.

12. CHIEF'S REPORT

A. Response exception reports

- Very busy as the population has risen over the past few weeks. Crews have responded to quite a few fall injuries and motor vehicle accidents.
- Stage 2 fire restrictions will go into effect Friday, June 21 at 0800.

B. Update on legislative issues

- Chief Tope advised he sent the AFDA report to everyone
- AFDA conference is July 16-19.
- Chief Tope advised that we were awarded a small grant from the Northern Arizona EMS (NAEMS) in the amount of \$1800. The grant will be used for Caleb Garcia's medic class.

C. Operational report

- Divisional changes have been cleaned up and reorganized. Changes will go into effect on July 1.
- Chief Tope advised we are waiting for a final quote from Fire Trucks Unlimited regarding engine 41. Engine 41 would be gone for roughly four months during its refurbishment. We have the option of renting an engine from Fire Trucks Unlimited, or possibly getting a loaner from Highlands Fire District.
- Community Safety Day is Saturday, June 22 from 1000-Noon at the church.
- Jason Maynard was sent on a single resource wildland assignment in New Mexico.

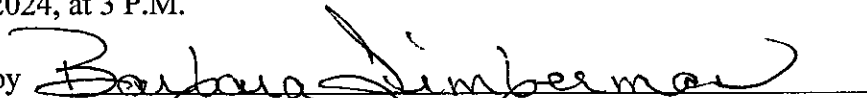
13. Call to the Public

As a reminder, our next board meeting will be held one week later July 23, 2024, rather than July 16 as the Chief will be attending the AFDA conference.

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

Next Meeting: July 23, 2024, at 3 P.M.

Respectfully submitted by


(Clerk of the Board) Barbara Timberman