

PINEWOOD FIRE DISTRICT
BOARD MEETING
July 23, 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 (absent)	

A quorum was established.

Staff Present:

Fire Chief, Josh Tope	Office Manager, Tammy Pugh	
Josh Doak	Matt Burns	Derek Day
Dustin Maggard	Josh Rygiel	

Public Present:

Sue Drinen	Steve Bowyer
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3. Administrative Remarks

Chief Tope advised he spoke with Barb LaBranche yesterday. She had a full reversal of her symptoms. We wish her all the best and a quick recovery.

Congratulations to Firefighter Matt Burns on his 20 years of service!

4. APPROVAL OF MINUTES OF BOARD MEETING: June 18, 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 Barnes moved, and Member Rose seconded. Motion was passed unanimously.

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

5. CORRESPONDENCE

Office Manager Pugh advised there was no correspondence.

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

Chief Tope said that we are 100% through the fiscal year and the expense categories are as follows: Total Revenue is at 37.38% with carry-over including the bond and 99.1% with carry-over without the bond, 1000 HR salaries and Overtime is at 96.76% and HR Benefits at 97.96%, 2000 Physical Resources is at 73.46%, 3000 Operational Expenses is at 86.48% and Capital Expenditures is at 2.22% leaving the total expenditures for the fiscal year at 36.42%.

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

Office Manager Pugh advised Fire Recovery billing has switched to a new software where we will be able to access our reports through a portal. Pinewood Fire has not received full access to the program yet, therefore Office Manager Pugh was not able to provide the outstanding invoices for comparison or resident subsidy for the month of June. Office Manager Pugh advised she would have both June and July's numbers at the next board meeting.

Office Manager Pugh advised that we received \$7,152 in ambulance revenue. She continued with the vehicle stabilization receiving \$1,435 bringing the fiscal year to \$2,084. Lastly, Office Manager had nothing to report for the Ambulance collections, Out of District collections, Wildland, or State Land.

Chief Tope reviewed the run log for June 2024.

8. DISCUSSION AND VOTE: Selecting a replacement for vacant board position

Chairman Drinen advised the board that Member Lois Barnes was not going to be seeking reelection for her position on the board. Since Chairman Drinen was the only one who submitted reelection, there will be no need for a ballot for the upcoming election. Chairman Drinen stated we had two options to decide from to fill Member Barnes vacancy when her terms end. Option one is to post the announcement, have the candidates write a letter to the board, then interview them. Option two is to spread the word and ask the prior candidates from when Member LaBranche was elected, if they were still interested in the position, then interview them. Clerk Timberman stated one of the prior candidates, Norma, was still interested and she would reach out to her.

Chairman Drinen asked for a motion to move forward with option two and to start spreading the word about the open position. Member Rose moved, and Clerk Timberman seconded. Motion was passed unanimously.

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

9. DISCUSSION AND VOTE: IGA – Redemption Contract

Chief Tope advised the board that Highlands Fire District was originally in charge of this contract, however, their Office Manager resigned, and we offered to take it over. The IGA is between Pinewood Fire District, Highlands Fire District and Summit Fire District. The contract is being passed around from each district for signatures and will be submitted to the county attorney for their signature as well.

Chairman Drinen asked the board members to approve the IGA for redemption contract 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.

10. DISCUSSION AND VOTE: Approval of fiscal year 2024-2025 budget

Chief Tope reviewed the upcoming budget for fiscal year 2024-2025. He stated we are currently investigating why our ambulance income was not as high as previous years. After speaking with the crews, a possible reason could be we have had less transports than prior years. Next, the out of district income was bumped up to reflect the payment we will be receiving from Highlands Fire District and Summit Fire District for the redemption counseling.

Chief Tope stated there were no changes to the 1000 and 2000 classes.

In the 3000 class, payments for the redemption counseling were added as an expense.

In the 4000 class, the building fund and apparatus expenses were updated.

Chairman Drinen asked for a motion to approve fiscal year 2024-2025 budget as presented. Clerk Timberman moved and Member Barnes seconded. Motion was passed unanimously.

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

11. STATION UPDATE

Chief Tope stated he has a meeting with the sanitation district regarding the sewer line that is under the station. He has sent an email to our attorneys to ask who is responsible for the movement of the sewer line when it comes to the station rebuild.

Chief Tope requested two board members to assist him with the sanitation district if this were to go any further. Member Barnes and Member Rose volunteered.

70% of the schematic design has been completed.

Member Rose asked if the timeline was still starting in spring. Chief Tope said yes.

Chairman Drinen ask if there was a plan on where the crews would stay during the rebuild. Chief Tope advised there are two options pending right now. First would be at the Woody's location and second would be the Fairway Lane location.

12. CHIEF'S REPORT

A. Response exception reports

- Two calls during the fourth of July parade which turned out to be nothing.
- Lots of lightning strike calls.
- A big thank you to Firefighter Brooke McCray for writing the grant for the video laryngoscopy blades and suction unit. We were granted \$22,000 that was put towards the equipment and we are currently getting everyone trained on how to use them.

B. Update on legislative issues

- Chief Tope sent the AFDA report.
- Chief Tope will be looking into other grants.

C. Operational report

- The ISO review is currently happening which includes hydrant testing, run reviews, apparatus and pump testing.
- August 14 will be the ISO site visit. Our current rating is a 4/4X.
- Auto-aid has been activated in the CAD system. Highlands Fire District will automatically be dispatched to any structure fire within Pinewood Fire's District, without a captain requesting them.
- Crews are working on pre-plans for Flow MSP.
- Hydrant testing will be happening this week with the water department.
- Engine 41's bid should be ready soon from Trucks Unlimited.

- The policy tracker program is up and running. Chief Tope will start adding and editing policies and send them out to the crews for review and signatures.
- Fire restrictions could be lifted this Thursday due the amount of rain we have received.

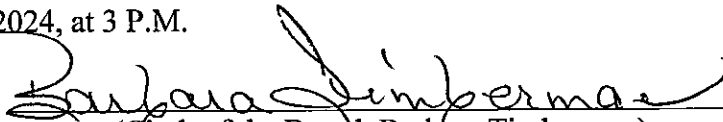
13. Call to the Public

Steve Bowyer asked when auxiliary has meetings at the new station, will the bays be heated or have air conditioning. Chief Tope stated that the bays would have heat and some version of a colling system. It would also be easily cleanable.

The meeting was adjourned at 3:31 P.M.

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

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)