

PINEWOOD FIRE DISTRICT  
BOARD MEETING  
August 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	Office Manager, Tammy Pugh
Dom Garcia	Jason Maynard

**Public Present:**

Sue Drinen	Larry Young	Norma Whitaker
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**3. Administrative Remarks**

Chairmen Drinen advised he did not have any administrative remarks.

**4. APPROVAL OF MINUTES OF BOARD MEETING: June 23,2024**

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 Barnes, Member Rose, Member LaBranche.

**5. CORRESPONDENCE**

Chief Tope passed around a thank you card from Member LaBranche.

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

Chief Tope said that we are 8.33% through the fiscal year and the expense categories are as follows: Total Revenue is at 13.3% with carry-over including the bond and 24.9% with carry-over without the bond, 1000 HR salaries and Overtime is at 7.51% and HR Benefits at 9.43%, 2000 Physical Resources is at 0.69%, 3000 Operational Expenses is at 17.69% and Capital Expenditures is at 0.41% leaving the total expenditures for the fiscal year at 3.59%.

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

Office Manager Pugh advised Fire Recovery still has not provided the June 2024 reports since their software switch. She currently has a work order in with them to have the reports re-run.

Office Manager Pugh advised that we received \$4,351 in ambulance revenue, which also makes that our fiscal year to date, and outstanding we have \$117,041. Resident subsidy for July is at \$1,120, also making that our fiscal year to date. She continued with ambulance collections receiving \$29.81, with an outstanding amount of \$94,747. We received \$12,849 in state land revenue. She had nothing to report for Wildland (Bear Jaw), Out of District collections, or Vehicle Stabilization.

Chief Tope reviewed the run log for July 2024.

#### **8. RESOLUTION 2024-02: Coconino County Attorney's Office – Fiscal Year Engagement Letter**

Chief Tope advised the board that this resolution is made yearly to continue our partnership with the Coconino County Attorney's Office. Terms are the same as previous years, however board members email addresses and a resolution are required.

Chairman Drinen asked for a motion approve Resolution 2024-02 as presented. Clerk Timberman moved, and Member LaBranche seconded. Motion was passed unanimously.

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

#### **9. STATION UPDATE**

Chief Tope gave each member an Executive Summary that Willmeng put together based off the schematic design. He advised the soft costs that are listed are expected to go down in price, but Willmeng wanted to capture the full price. We are also starting to see the bids coming through, which are also captured in the Executive Summary.

Chief Tope had a meeting with Adam Hicks, the Chief Building Official for Community Development. They discussed who was responsible for the movement of the sewer line that is currently under our station. Per Adam, it would typically fall on the utilities, but he could not confirm. Chief Tope stated that we have heard, from an Engineer, that we can build on top of the sewer line if the Sanitary District agrees to that. Adam stated he would look into it. They also spoke about the need for two stairwells. Adam stated two stairwells were required due to the distance from the furthest dorm. According to the county we do not need an elevator. This is because those that are staying in the dorms are required to pass a physical and be physically fit. After this meeting, Adam was able to locate the code that stated we could build on top of the sewer line as long as it does not harm our building, and the building does not harm the sewer line. All this information has been passed along to Willmeng.

The budget is still very tight, even with the changes. Chief Tope asked the board for directions on how to proceed. Do we start looking to make changes to the design and cutting things, such as dorms? Or do we keep pushing forward in hopes that the price potentially comes down more with the changes and soft costs? Chief Tope stated we could also look into changing the amount we ask for in the lease/purchase.

The board agreed to keep pushing forward and not make any changes to the design at this time.

## **10. CHIEF'S REPORT**

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

- A husband drove his wife to the station, who was ultimately transported to the hospital because she was cold to the touch and unconscious. On the trip to the hospital, the female coded and later passed away.
- Crews responded to a motor vehicle accident where two patients were transported, one by ground, one by air.
- Many of the calls have been in the park recently.

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

- Still waiting on HR7525 for a district grant

### **C. Operational report**

- We are currently in our audit this week. The auditors typically come to the station for a few days and go through our files on site. This year, it was decided by the auditors to work remotely with Office Manager Pugh, as they have said she is very well organized.
- Engine 41 was sent to Henderson, NV this morning to start the refurbishment.
- Chief Tope has been working on the ISO review. Unofficially we are moving to a 3/3X rating, which is awesome for our district.
- Office Manager Pugh completed the Certificate of Necessity (CON) Renewal. Chief Tope is working the Department of Health Services to amend the verbiage that is currently listed on the CON from 2006.


## **11. Call to the Public**

Larry asked Chief Tope if Highlands Fire Department could hear our calls for service and respond. Chief Tope stated only if there is a structure fire, Dispatch will automatically send Pinewood Fire Department and Highlands Fire Department would respond as mutual aid. Highlands Fire Department works off a separate radio frequency.

The meeting was adjourned at 3:29 P.M.

Next Meeting: September 17, 2024, at 3 P.M.

Respectfully submitted by

  
(Clerk of the Board, Barbara Timberman)