

PINEWOOD FIRE DISTRICT  
BOARD MEETING  
September 17, 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	
Caleb Garcia	Josh Rygiel	Bennie Pospishel
Joe McDonald	Devon Liggett	

**Public Present:**

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

Chairmen Drinen advised he received an email from Norma Whitaker that stated she was planning on attending today's meeting but is sick. Wishing her a speedy recovery.

**4. APPROVAL OF MINUTES OF BOARD MEETING: August 20, 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 LaBranche moved, and Member Rose seconded. Motion was passed unanimously.

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

**5. CORRESPONDENCE**

Chief Tope passed around two thank you cards. One was from the Temple Chai thanking us for the support during the "Shabbat in the Pines" and the second was from a local resident thanking us for the medical response.

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

Chief Tope said that we are 16.67% through the fiscal year and the expense categories are as follows: Total Revenue is at 27.3% with carry-over including the bond and 14.6% with carry-over without the bond, 1000 HR salaries and Overtime is at 19.34% and HR Benefits at 17.21%, 2000 Physical Resources is at 2.6%, 3000 Operational Expenses is at 24.97% and Capital Expenditures is at 3.24% leaving the total expenditures for the fiscal year at 8.95%.

Chief Tope stated the 3001 class had a few items that were entered with the wrong class code (grants) and would be corrected in next month's review.

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

Office Manager Pugh advised she met with the new billing company, EMS|MC, and reviewed our account. EMS|MC advised they had taken on over 800 new accounts June 1, 2024, which included ours. They were still working on the transfers of our accounts from the previous billing company and stated it would be a slow process due to the number of new accounts they acquired in one month. Office Manager Pugh provided the Board Members with the end of month reports from EMS|MC and asked if she should incorporate them into the board packets. She was advised not to and to continue with her original Office Manager report.

Office Manager Pugh advised that we received \$21,854 in ambulance revenue, making our fiscal year to date \$26,205, and outstanding we have \$105,197. Resident subsidy for August is \$10,054, making our fiscal year to date \$11,650. She continued with ambulance collections receiving \$16, making our fiscal year \$45.81, with an outstanding amount of \$99,598. We received \$79,422 in Wildland revenue, making that the fiscal year amount. We received \$807 in Vehicle Stabilization revenue, making that fiscal year amount. She had nothing to report for State Land.

Chief Tope reviewed the run log for August 2024.

## **8. STATION UPDATE**

Chief Tope had a few updates regarding the station rebuild. He advised that Willmeng and team are holding bi-weekly meetings on Thursdays. The engineer visited the station to investigate the sewer question on if we could build on top of it. We are still working on which stairway can be eliminated from the plan, and it has been asked if we can use some type of a utility elevator if we are required to include it. The price is still maintained at \$7.2 million, we are working on re-homing ideas, and we seem to be a little ahead on the timeline.

## **9. CHIEF'S REPORT**

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

- Lots of medical calls
- Near kitchen fire

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

- AFDA report was sent to all Board Members

### **C. Operational report**

- Engine 41 has been tested and does not need its engine rebuilt. However, there could be a few other things that will be completed while it is at Fire Trucks Unlimited that were not on the previous quote. Chief Tope is having weekly meetings with them.
- Engine 42 is shifting hard. It will be taken to the shop on Monday. Chief Miller, with Highlands Fire District, will let us borrow one of their engines while engine 42 is being looked at. If engine 42 will be out of service for an extended period, Chief Tope will be reaching out to Fire Trucks Unlimited to see about a rental.
- The annual golf tournament was this past weekend, our team did okay.
- A big congratulations to Captain Caleb Garcia as he has passed everything to become our newest paramedic!
- Firefighter Jason Maynard is currently in Idaho working on a wildland assignment.
- BearJaw just left for California for what should be the last assignment for this season. Max Fischenich has officially transferred to Sedona Fire. His replacement should start with us in January as he has a lot of hours that he needs to use prior to the move.

- Next month should be the audit overview report with Hinton/Burdick.


**10. Call to the Public**

There were no comments or questions from the public.

The meeting was adjourned at 3:18 P.M.

Next Meeting: October 15, 2024, at 3 P.M.

Respectfully submitted by

  
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(Clerk of the Board, Barbara Timberman)