

PINWOOD FIRE DISTRICT
BOARD MEETING
October 15, 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	
Matt Burns	Dustin Maggard	Derek Day
Josh Rygiel	Josh Doak	

Public Present:

Sue Drinen	Steve Bowyer
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3. Administrative Remarks

Chairmen Drinen advised he did not have any administrative remarks.

4. APPROVAL OF MINUTES OF BOARD MEETING: September 17, 2024

Chairman Drinen asked the board members if they have any corrections to the board meeting minutes. Member Rose advised there was a spelling error, section 3. Witaker should be Whitaker. Chairman Drinen asked for a motion to approve the minutes with this correction. 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

Office Manager Pugh advised there was no correspondence.

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

Chief Tope said that we are 25% through the fiscal year and the expense categories are as follows: Total Revenue is at 30.4% with carry-over including the bond and 16.2% with carry-over without the bond, 1000 HR salaries and Overtime is at 26.85% and HR Benefits at 25.38%, 2000 Physical Resources is at 10.82%, 3000 Operational Expenses is at 35.15% and Capital Expenditures is at 4.94% leaving the total expenditures for the fiscal year at 12.97%.

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

Office Manager Pugh advised that we received \$15,298 in ambulance revenue, making our fiscal year to date \$41,504, and outstanding we have \$91,121. She continued with ambulance collections receiving \$160, making our fiscal year \$206, with an outstanding amount of \$99,598. We received \$30,585 in Wildland revenue, making our fiscal year to date \$110,000. We received \$14,119 in State Land, with an outstanding amount of \$12,524. She had nothing to report for Vehicle Stabilization.

Chief Tope reviewed the run log for September 2024.

8. STATION UPDATE

Chief Tope advised that all the crews have seen and walked through the duplex behind the old Woody's gas station. We have been offered this property for \$5k a month, plus utilities. All the crews agree this property would work well during the station rebuild. Chief Tope has passed the information onto Willmeng so they can add it to the contract.

Chief Tope stated the house on Fairway was a hit or miss property, and was not going to provide the space we would need.

During the survey, the sewer was located 9 feet under the station. We would be required to add 36 inches of footings around the foundation. Chief Tope has requested the easement paperwork from the Sanitation District.

Timeline is moving along.

9. CHIEF'S REPORT

A. Response exception reports

- 15-20 foot wildland assignments off Deer Run. Possibly arson started by a juvenile.
- 2 weeks ago, Highlands Fire District responded to a structure fire where three houses were fully involved. They requested mutual aid from Pinewood Fire. At the time, we were borrowing HFD's fire engine, as both of our fire engines were in the shop. We sent a crew and their fire engine to their station to cover calls, while HFD worked on the structure assignment.
- Endurance race was a few weeks ago. We staffed an ambulance to stand by during the event and will be paid for our services.

B. Update on legislative issues

- Early ballots are out. VOTE!

C. Operational report

- Engine 41 is moving along. Chief Tope is waiting for the updated pricing.
- The rescue was sent in for preventative maintenance.
- We received a "past due" bill from the Sanitation District. Chief Tope spoke with our attorney for legal advice. He also emailed the Sanitation District about setting up a meeting with them and advised them of our fee schedule. Chairman Drinen recommended to include Kass, Barb Sherman and/or another Sanitation Board Member in the meeting once it is set up.

10. DISCUSSION AND APPROVAL: Office Manager Contract

Chief Tope presented the board with an updated Office Manager's contract as her previous one ended on September 19, 2024. This contract will serve for her upcoming term, September 19, 2024, to September 19, 2026. Chief Tope highlighted the changes in red, which included the dates and salary amount. Due

to this contract being dated after the previous contract ended, Chief Tope asked the board if they were okay with the retroactive pay for the pay periods that were not included in the salary increase.

Chairman Drinen asked for a motion to approve the Office Manager's Contract as presented, with the retroactive pay. Clerk Timberman moved, and Member Barnes seconded. Motion was passed unanimously.

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

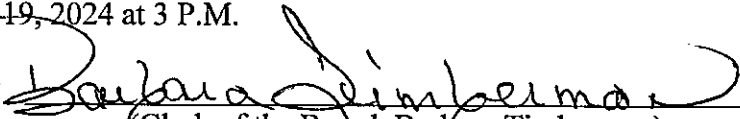
11. Call to the Public

There were no comments or questions from the public.

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

Next Meeting: November-19, 2024 at 3 P.M.

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)