

PINWOOD FIRE DISTRICT
BOARD MEETING
November 19, 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	
Josh Doak	Josh Rygiel	Derek Day
Matt Burns	Dustin Maggard	

Public Present:

Sue Drinen	Steve Bowyer	Larry Young
Norma Whitaker		

3. Administrative Remarks

Chairmen Drinen advised for our next board meeting to ensure we have an agenda line item for a new board member as Member Lois Barnes is resigning.

4. APPROVAL OF MINUTES OF BOARD MEETING: October 15, 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. Clerk Timberman 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 October expenditures as presented

Chief Tope said that we are 33.33% through the fiscal year and the expense categories are as follows: Total Revenue is at 48.6% with carry-over including the bond and 13.1% with carry-over without the bond, 1000 HR salaries and Overtime is at 33.54% and HR Benefits at 34.34%, 2000 Physical Resources is at 16.42%, 3000 Operational Expenses is at 39.27% and Capital Expenditures is at 5.17% leaving the total expenditures for the fiscal year at 15.74%.

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

Office Manager Pugh advised that we received \$15,909 in ambulance revenue, making our fiscal year to date \$57,413, and outstanding we have \$108,665. She continued with ambulance collections receiving \$16, making our fiscal year \$222, with an outstanding amount of \$104,089. We received \$32,270 in Wildland revenue, making our fiscal year to date \$142,278. She had nothing to report on for Vehicle Stabilization or Out of District Collections.

Chief Tope reviewed the run log for October 2024.

8. FISCAL YEAR 2023-2024 AUDIT PRESENTATION

Jennifer Frank, from Hinton Burdick, presented the audit for fiscal year 2023-2024 via zoom. Jennifer advised there were no findings, and we had good reporting all around. She reviewed the financials which included the budget accounts for revenues and expenditures explaining the original, final and actual amounts for the fiscal year.

Chairman Drinen asked for a motion to approve the fiscal year 2023-2024 audit as presented. Member Rose moved, and Member LaBranche seconded. Motion was passed unanimously.

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

9. DISCUSSION AND VOTE: Resolution #2024-03 MBC Properties No 5 LLC Lease Agreement

Chief Tope reviewed the lease agreement for the duplex located at 17704 Fairway Drive, Munds Park, AZ 86017. The term would start March 1, 2025; however, a security deposit of \$3,000 would be issued right away to hold the building. The monthly rent would be \$5,000, plus utilities and rental sales tax at .3%. Chief Tope asked the board to approve resolution 2024-03 to allow him to execute the agreement.

Chairman Drinen asked for a motion to approve Resolution 2024-03 MBC properties No 5 lease agreement as presented. Member Barnes moved, and Member Rose seconded. Motion was passed unanimously.

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

DISCUSSION AND VOTE: Station/Sewer

Chief Tope stated we are 70% complete with schematic design. Movement of the sewer line will be an additional \$30k due to engineering. A change order will be made due to the movement of the sewer line. Chief Tope is asking for a variance of easement movement. Permits are being sent in. The rehousing of the crews has been confirmed and settled. Once we begin moving things to the lease property, insurance coverage will be added.

There is currently no relief from the sanitary district, and they have not provided proof of an easement.

Chief Tope advised that we did not need a vote as no action will be taken at this time with the sewer line as things are with the lawyers.

11. CHIEF'S REPORT

A. Response exception reports

- Crews responded to a wildland assignment the Member Rose reported. The wildland was close to 3 to 4 structures, but crews were able to contain it quickly. Thank you, Robert!

- During the past storm, crews responded to a 4-vehicle collision. One person stepped out of the vehicle and was hit by a vehicle passing by.
- Crews have responded to a lot of in the park medicals.

B. Update on legislative issues

- Chief Tope sent the AFDA report out yesterday.
- AFDA conference will be held January 15-17, 2025 in Laughlin, NV.

C. Operational report

- Engineer Derek Day has completed the Firewise renewals for another year. Thank you!
- Medic/FF Joey McDonald completed the Emergency Response Grant to receive 3 hazmat plug in patch kits. Thank you!
- Chief Tope, Medic/FF Jason Maynard, Engineer Dustin Maggard, and our mechanic went to Las Vegas to check on the status of Engine 41's refurbishment. The truck has a tentative return date of December 2.
- The ISO review has been completed and our rating has improved from a 4/4X to a 3/3X.
- Our annual Christmas party will be held on December 14 at the Fire Station. The board approved alcohol to be allowed, for those who are not on duty. Chief Tope and the events committee will be checking to see if a permit or bartender are required.
- Santa Claus visits will be held at the Fire Station on December 7 from 1000-1200.

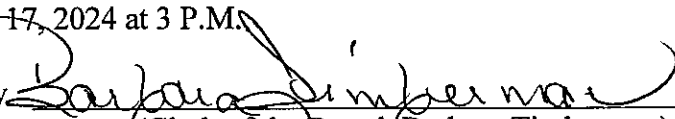
12. Call to the Public

There were no comments or questions from the public.

The meeting was adjourned at 3:41 P.M.

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

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)