

PINEWOOD FIRE DISTRICT  
BOARD MEETING  
December 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 (absent)      Member, Barb LaBranche

A quorum was established.

**Staff Present:**

Fire Chief, Josh Tope      Office Manager, Tammy Pugh  
Josh Doak      Kris Jordan      Mac White

**Public Present:**

Sue Drinen      Steve Bowyer

**3. Administrative Remarks**

Chairmen Drinen advised for item number 9; he will ask for a motion to go into Executive Session. Chief Tope offered his office to allow the board members to discuss behind closed doors.

**4. APPROVAL OF MINUTES OF BOARD MEETING: November 19, 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 LaBranche seconded. Motion was passed unanimously.

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

**5. CORRESPONDENCE**

Chief Tope passed around two thank you notes from community members thanking the firefighters for their responses.

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

Chief Tope said that we are 41.66% through the fiscal year and the expense categories are as follows: Total Revenue is at 69.7% with carry-over including the bond and 37.2% with carry-over without the bond, 1000 HR salaries and Overtime is at 37.81% and HR Benefits at 43.95%, 2000 Physical Resources is at 20.53%, 3000 Operational Expenses is at 39.91% and Capital Expenditures is at 6.65% leaving the total expenditures for the fiscal year at 18.74%.

Chief Tope mentioned that on the Pinewood Fire District general fund fiscal year 2024-2025 "purple" spreadsheet, a few of the fiscal year to date numbers did not match the accountant's report (highlighted).

This was due to the recent audit and changes that were made to QuickBooks. This was for documental purposes only and will be changed back to the original format January 2025.

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

Office Manager Pugh advised that we received \$14,790 in ambulance revenue, making our fiscal year to date \$72,2024, and outstanding we have \$148,914. She continued with vehicle stabilization receiving \$3,901, making our fiscal year \$4,708, with an outstanding amount of \$6,926. She had nothing to report on for Ambulance Collections, Out of District Collections, Wildland Revenue or State Land.

Chief Tope reviewed the run log for November 2024.

**8. DISCUSSION AND VOTE: Equipment Disposal – Polaris Ranger**

Chief Tope advised the board that anything over the amount of \$5000 must be approved by the board to sell or dispose of. Operations have decided the 2008 Polaris Ranger is past its useful life and we do not want to store it during the rebuild of the station. Chief Tope presented Resolution 2024-04 which would give him permission to move forward with the disposal of the Polaris Ranger.

Chairman Drinen asked for a motion to approve Resolution 2024-04 as presented. Clerk Timberman moved, and Member LaBranche seconded. Motion was passed unanimously.

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

**9. Election to fill vacant board position. The board may vote to go into Executive Session under the provisions of A.R.S. 38-431.03.A1. to discuss this matter.**

The Executive Session was called to order at 3:07 p.m. by Chairman Drinen under the provisions of A.R.S. §38-431.03. (A) (1). Present were Chairman Dick Drinen, Clerk Barbara Timberman, board members Robert Rose and Barb LaBranche. The board discussed the two applicants for the vacant board position. The executive session ended at 3:13 p.m.

The board meeting was called back into session at 3:13 p.m. Chairman Drinen asked Clerk Timberman, Member Rose and Member LaBranche to cast their vote for the two applicants by writing their choice on a piece of paper. Chairman Drinen and Clerk Timberman reviewed the votes and announced Norma Whitaker would be the next member.

**10. STATION UPDATE**

Chief Tope stated he is still having the bi-weekly meetings on Thursdays with Willmeng. Some recent changes have been made to the rooms to make them bigger. Revised drawings should be sent over soon.

Regarding the sewer line, the attorneys have located an easement, which means we will most likely be responsible for it.

Board of Adjustments seats have been filled and we can submit our variance report. The hearing will be January 20, 2025.

Chief Tope advised that Willmeng is seeing long lead times in which we will need to start ordering products now, rather than waiting. The board agreed and said to move forward with purchasing.

We are looking into getting Conex boxes for the rental property. We have the potential to get free Conex boxes from the National Guard.

## **11. CHIEF'S REPORT**

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

- C shift responded to a semi-truck that rolled over while hauling sodium hydroxide. The crews spent roughly three hours assisting highway patrol and trying to roll the truck back over. A portion of the highway was closed for a bit.
- Crews responded to a structure assignment where hot ashes were thrown into a trash can starting a fire.
- Crews responded to a lot of medicals.

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

- AFDA report was sent yesterday. The feds are trying to pass a labor bill in which social security would be taken away from private sectors.
- AFDA conference is January 15-17, 2025 in Laughlin, NV

### **C. Operational report**

- E41 was tested yesterday – was having hydrant water issue. Chief Tope will be doing a virtual meeting and walk through tomorrow. The engine is scheduled to be shipped back soon.
- Brooke McCray and Josh Rygiel will be swapping shifts at the end of April. Brooke will move from A to C shift, and Josh will be move from C to A shift.
- March 2025 we will be doing an engineer's test.
- We received an anonymous donation from the auxiliary for over \$33k

## **12. Call to the Public**

There were no comments or questions from the public.

The meeting was adjourned at 3:27 P.M.

Next Meeting: January 14, 2024 at 3 P.M.

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)