

PINWOOD FIRE DISTRICT
BOARD MEETING
January 22, 2025

1. Call to Order & Pledge of Allegiance:

Meeting was called to order at 3:00 p.m. with roll call.

2. Oath of Office: Swear in Norma Whitaker

Chairman Drinen swore in Norma Whitaker as the new board member for the district.

3. Roll Call:

Members Present:

Chairman, Richard Drinen	Clerk, Barbara Timberman	Member, Robert Rose
Member, Norma Whitaker	Member, Barb LaBranche	

A quorum was established.

Staff Present:

Fire Chief, Josh Tope	Office Manager, Tammy Pugh	
Dominic Garcia	Kris Jordan	Mac White
Jason Maynard		

Public Present:

Sue Drinen

4. Administrative Remarks

Chairman Drinen advised he had no administrative remarks.

5. APPROVAL OF MINUTES OF BOARD MEETING: December 17, 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 Clerk Timberman seconded. Motion was passed unanimously.

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

6. CORRESPONDENCE

Office Manager Pugh advised there was no correspondence.

7. FINANCIAL REPORTS: Review and discussion of December expenditures as presented

Chief Tope said that we are 50% through the fiscal year and the expense categories are as follows: Total Revenue is at 77% with carry-over including the bond and 41% with carry-over without the bond, 1000 HR salaries and Overtime is at 46.08% and HR Benefits at 49.43%, 2000 Physical Resources is at 41.22%, 3000 Operational Expenses is at 60.6% and Capital Expenditures is at 9.38% leaving the total expenditures for the fiscal year at 23.77%.

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

Office Manager Pugh advised that we received \$11,019 in ambulance revenue, making our fiscal year to date \$83,224, and outstanding we have \$153,926. She continued with ambulance in collections receiving \$64.24, making our fiscal year \$286, with an outstanding amount of \$111,559. She had nothing to report on for Vehicle Stabilization, Out of District Collections, Wildland Revenue or State Land.

Chief Tope reviewed the run log for December 2024.

9. DISCUSSION AND VOTE: Engagement letter for Gust Rosenfeld; final contract review

Chief Tope advised the board that we have an AIA contract with Willmeng and Pearlman for the station rebuild contract. By the end of February, we should be receiving the addendum for the entire building phase. The original AIA was reviewed by attorney Nick Cornelius, who did not provide adequate input and took an extended amount of time to review and relay information back to the chief. Chief Tope reached out to Gust Rosenfeld, and they agreed to review the AIA and have provided the contract. Gust Rosenfeld needs approval from the board to move forward.

Chairman Drinen asked for a motion to approve the engagement letter for Gust Rosenfeld as presented. Member Rose moved, and Member LaBranche seconded. Motion was passed unanimously.

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

10. STATION UPDATE

- Chief Tope advised we are currently prepping for the move. We are looking into Conex boxes for storage.
- The variance report passed unanimously, and permits are being submitted.
- The projected demolition date is March 24.
- Member Timberman asked about the Fourth of July parade route and if it would be changed due to the construction. Chief Tope stated the parade route would not be affected.
- The board will need to plan on where future board meetings will be held throughout the duration of the rebuild.

11. CHIEF'S REPORT

A. Response exception reports

- Crews have been responding to smoke alarms, falls and seizure patients
- Motor vehicle accident with a fatality
- Roll over accident which turned out to be a stolen vehicle. Officers arrived on scene with their tasers drawn and arrested the driver.

B. Update on legislative issues

- Chief Tope stated there is a shortage of medics in the state. Pinewood Fire is not experiencing a shortage.

C. Operational report

- E41 has returned but has a list of things that still need to be fixed. Chief Tope has emailed Fire Trucks Unlimited, and they are sending a mechanic to fix the issues.
- Brush42 is currently in the shop as the pump froze while it was parked outside overnight with freezing temperatures.
- The ranger was sold on Public Service for \$9400.
- The MOU for the firefighters is up for review this year. Chief Tope asked for a board representative, and Chairman Drinen volunteered.

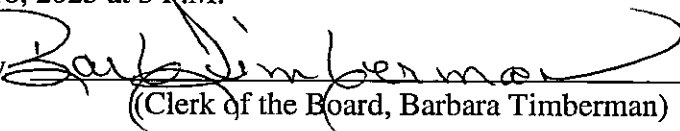
12. Call to the Public

There were no comments or questions from the public.

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

Next Meeting: February 18, 2025 at 3 P.M.

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)