

**PINEWOOD FIRE DISTRICT  
BOARD MEETING  
February 18, 2025**

**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, Norma Whitaker	Member, Barb LaBranche	

A quorum was established.

**Staff Present:**

Fire Chief, Josh Tope	Office Manager, Tammy Pugh	
Josh Rygiel	Matt Burns	Dustin Maggard
Derek Day		

**Public Present:**

Sue Drinen	Steve Bowyer
------------	--------------

**3. Administrative Remarks**

Chairman Drinen advised he had no administrative remarks.

**4. APPROVAL OF MINUTES OF BOARD MEETING: January 22, 2025**

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 Whitaker seconded. Motion was passed unanimously.

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

**5. CORRESPONDENCE**

Office Manager Pugh advised there was no correspondence.

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

Chief Tope said that we are 58.33% through the fiscal year and the expense categories are as follows: Total Revenue is at 73.4% with carry-over including the bond and 41.5% with carry-over without the bond, 1000 HR salaries and Overtime is at 52.25% and HR Benefits at 56.8%, 2000 Physical Resources is at 47.78%, 3000 Operational Expenses is at 64.29% and Capital Expenditures is at 10.54% leaving the total expenditures for the fiscal year at 26.82%.

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

Office Manager Pugh advised that we received \$4,757 in ambulance revenue, making our fiscal year to date \$87,981, and outstanding we have \$154,042.92. She continued with ambulance in collections receiving \$241, making our fiscal year \$528, with an outstanding amount of \$113,749. Lastly, she advised that vehicle stabilization received \$1,059, making our fiscal year \$5,767, and an outstanding balance of \$13,906. She had nothing to report on for Out of District Collections, Wildland Revenue or State Land.

Chief Tope reviewed the run log for January 2025.

## **8. STATION UPDATE**

- Chief Tope advised the contract to be completed on March 11 and will be finalized at our next board meeting on March 14.
- April 14 is the tentative date to break ground.
- The duplex rent has been pushed back to April 1 due to groundbreaking date being changed.
- Chief Tope has been looking at a few different structures to house the fire apparatus; however, the county will not approve of anything that is made of fabric. Also, there is possibly a chance that the structure will need to be placed on a concrete slab. The structure covering would cost approximately \$27k and could house two fire trucks with two ambulances, one behind each engine. We should be able to sell this structure afterwards as Chief Tope has two prospective buyers.

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

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

- Crews have been responding to a lot of medicals on the highway.
- Also, there have been quite a few smells of propane calls for service.

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

- AFDA was emailed to everyone, it includes the appropriation bills.

### **C. Operational report**

- E41 is back in the shop. Chief Tope sent a list of 22 items that need to be fixed; however, they are under warranty.
- Firefighter/Medic Josh Rygiel has accepted a position with KFMA, his last day will be March 2. We wish him all the best!
- We will be going through the GFR testing process to fill Josh Rygiel's spot. The person who is hired will be sent on an 11-week academy that starts on July 15.
- Promotional testing for Engineer will be held on April 4. Engineer Kris Jordan will be looking at retirement October 2025.

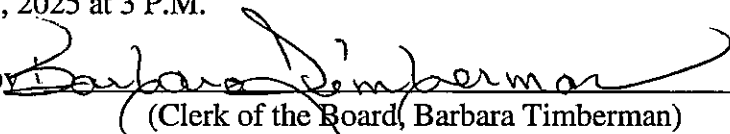
## **10. Call to the Public**

Steve Bowyer advised everyone that the fire auxiliary will be kept at the church.

The meeting was adjourned at 3:17 P.M.

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

Respectfully submitted by

  
(Clerk of the Board, Barbara Timberman)