

PINEWOOD FIRE DISTRICT
BOARD MEETING
March 24, 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	
Dom Garcia	Kris Jordan	Mac White
Chris Baird	Jason Maynard	

Public Present:

Sue Drinen	Tim Donoghue (Willmeng)
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3. Administrative Remarks

Chairman Drinen advised he had no administrative remarks.

4. APPROVAL OF MINUTES OF BOARD MEETING: February 18, 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 February expenditures as presented

Chief Tope said that we are 66.67% through the fiscal year and the expense categories are as follows: Total Revenue is at 75.4% with carry-over including the bond and 42.6% with carry-over without the bond, 1000 HR salaries and Overtime is at 58.41% and HR Benefits at 62.75%, 2000 Physical Resources is at 49.4%, 3000 Operational Expenses is at 67.27% and Capital Expenditures is at 12.77% leaving the total expenditures for the fiscal year at 30.03%.

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

Office Manager Pugh advised that we received \$16,670 in ambulance revenue, making our fiscal year to date \$104,652, and outstanding we have \$142,655. She continued with ambulance in collections receiving \$1,054, making our fiscal year \$1,582, with an outstanding amount of \$113,749. Lastly, she advised that state land revenue received \$17,666, making that our fiscal year number. She had nothing to report on for Out of District Collections, Wildland Revenue or Vehicle Stabilization.

Chief Tope reviewed the run log for February 2025.

8. DISCUSSION AND APPROVAL: Fire Station GMP

Tim Donoghue, with Willmeng Construction, presented the final numbers for the rebuilding of the station. He provided the board with a packet that showed the breakdown of each division. The cost of the building has significantly increased since 2022 bringing the new total to \$8.2 million dollars. Tim requested the board for approval of the GMP and a letter of intent.

Chairman Drinen asked for a motion to approve the GMP as presented. Clerk Timberman moved, and Member LaBranche seconded. Motion was passed unanimously.

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

9. STATION UPDATE

- Chief Tope advised the start date is April 14
- Conex boxes have been ordered from Public Surplus
- The board directed Chief Tope to explore the option of submitting for another bond in November's election. He will also be finalizing numbers for a lease/purchase that will assist with funding.

10. CHIEF'S REPORT

A. Response exception reports

- We have responded to multiple motor vehicle accidents

B. Update on legislative issues

- Chiefs and the board of supervisors met referencing Prop 310. Coconino County was one of the counties that voted for the prop during the election. They are looking into adding a sales tax for additional funding.

C. Operational report

- Firefighter/Medic Josh Rygiel has decided to stay
- Firefighter/Medic Brooke McCray is still on leave; however, she will be returning at the beginning of April
- Engineer testing will be next Friday on April 4
- Applications for the GFR close on April 1
- E41 is still having issues

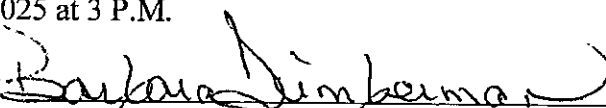
11. Call to the Public

Happy 22 years to Chief Tope!

The meeting was adjourned at 3:30 P.M.

Next Meeting: April 15, 2025 at 3 P.M.

Respectfully submitted by



(Clerk of the Board, Barbara Timberman)