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PINWOOD FIRE DISTRICT  
BOARD MEETING  
April 17, 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	

**Public Present:**

Sue Drinen	James Geil (Gust Rosenfeld)
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**3. Administrative Remarks**

Chairman Drinen moved item #9 to the top of the agenda as James Geil, from Gust Rosenfeld, was in attendance.

**4. APPROVAL OF MINUTES OF BOARD MEETING: March 24, 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 Rose moved, and Clerk Timberman seconded. Motion was passed unanimously.

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

**5. CORRESPONDENCE**

Chief Tope presented the board with a thank you letter from a local citizen who included a \$100.00 donation.

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

Chief Tope said that we are 75% through the fiscal year and the expense categories are as follows: Total Revenue is at 78.2% with carry-over including the bond and 45.2% with carry-over without the bond, 1000 HR salaries and Overtime is at 69.38% and HR Benefits at 73.83%, 2000 Physical Resources is at 57.28%, 3000 Operational Expenses is at 84.64% and Capital Expenditures is at 13.6% leaving the total expenditures for the fiscal year at 35.09%.

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

Office Manager Pugh advised that we received \$10,734 in ambulance revenue, making our fiscal year to date \$115,386, and outstanding we have \$176,043. She continued with ambulance in collections receiving \$701, making our fiscal year \$2,283, with an outstanding amount of \$113,749. Lastly, she advised that vehicle stabilization revenue received \$5,173, making our fiscal year \$10,941. She had nothing to report on for Out of District Collections, Wildland Revenue or State Land.

Chief Tope reviewed the run log for March 2025.

## **8. DISCUSSION AND VOTE: Willmeng Final GMP contract**

Chief Tope sent the board a corrected format of the GMP contract today, with the AIA. This contract was also sent to our attorney and then back to Willmeng with any corrections. The turnaround time could be 2-3 days. Chief Tope stated we will most likely have a special board meeting sometime next week to approve the final GMP contract.

## **9. TO CONSIDER, DISCUSS, AMEND IF DESIRED, AND, IF DEEMED ADVISABLE, TO ADOPT A RESOLUTION ORDERING AND CALLING A SPECIAL BOND ELECTION TO BE HELD IN AND FOR THE DISTRICT AND AUTHORIZING THE FIRE CHIEF TO COMPLY WITH CERTAIN SECTIONS OF THE INTERNAL REVENUE CODE.**

Chief Tope reviewed the packet that was included in the board packet. The packet consisted of the agenda wording, certificate and resolution. GO Bond 2025, in the amount of \$1.25 million dollars, election would be held on November 4, 2025. Chief Tope reviewed the entire resolution, including each section, with the board members. James "Jim" Geil, with Gust Rosenfeld, was present at the meeting. He advised he would be our election council for this GO Bond and answered any follow up questions that the board had.

Chairman Drinen asked for a motion to adopt the Resolution as presented. Member Whitaker 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 is working on contract updates.
- The crews have been moving everything from the station to the temporary residence over the past few weeks.
- The steel structure should be delivered on Monday, April 21. The permit for the Conex boxes has been approved. The permit for the entire building is still pending. We could possibly be required to install anchors into the ground. Once both Conex boxes and the structure have been delivered, crews will begin building it.
- The doors for the front of the steel structure have been ordered and should be here the first week of May.
- We have sold multiple items on public surplus and have received over \$10K in income.
- The sledghammer ceremony will be held on May 2 at the Fire Station – 11:00am
- Apparatus' will be housed in the Fire Station until May 1 to keep them in a climate-controlled area.

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

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

- Crews have responded to a lot of difficulty breathing, gas leaks, and slide-offs due to the recent snowstorm.

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

- AFDA report was sent out. A lot of information about the wildland season.

### **C. Operational report**

- Engineer testing has been completed. Bennie Pospishel finished in first place and will be the next in line for Engineer promotion. Jason Maynard and Joe McDonald both passed and are now eligible to be acting engineers.  
- GFR testing is currently in progress. May 6, 7, 8 will be the Chief's interviews. There are currently 19 candidates still in the process.

- Engine 41 is still having some issues – the engine wiring harness was just recently replaced.

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

There were no comments from the public.

The meeting was adjourned at 3:32 P.M.

Next Meeting: May 20, 2025 at 3 P.M.

Respectfully submitted by

  
(Clerk of the Board, Barbara Timberman)