

PINWOOD FIRE DISTRICT  
SPECIAL BOARD MEETING  
April 28, 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
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**Public Present:**

None

**3. Administrative Remarks**

Chief Tope passed around a thank you card from a local resident.

The sledgehammer ceremony will be held at the station on Friday, May 2 at 11:00am. Chief Tope stated Willmeng has roughly 10 spots arranged for those swinging the sledgehammer. Chief Tope recommended that each board be apart of this and send him a list of others they believed should be involved.

Chairman Drinen advised future board meetings will be held at the Pinewood Sanitary building during the station rebuild. Meeting times and dates will stay the same, on the third Tuesday of each month at 3:00pm.

**4. DISCUSSION and VOTE: Willmeng Final GMP contract**

Chief Tope stated we received the first contact from Willmeng that was not in the correct format. The contract was sent back to Willmeng and they updated the version to show the correct format for the design/build contract. The updated version still had a few errors that our attorney found. The attorney sent corrections back to Chief Tope, which he relayed to Willmeng. Certain verbiage is required by state statutes to be included in small districts contracts, which is what Willmeng needs to update. Chief Tope reviewed the entire contract with the board showing where all corrections were made and what still needed to be corrected.

Chairman Drinen asked for a motion to delegate authority to Chief Tope to work with Willmeng to complete the required changes and complete the contract as the designated signer.

Member Whitaker moved, and Member LaBranche seconded. Motion was passed unanimously

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

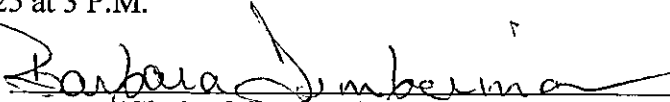
**5. CALL TO THE PUBLIC:**

There were no comments from the public.

The meeting was adjourned at 3:20 P.M.

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

Respectfully submitted by

A handwritten signature in cursive script, appearing to read "Barbara Timberman", written over a horizontal line.

(Clerk of the Board, Barbara Timberman)