PINEWOOD FIRE DISTRICT
BOARD MEETING
July 22, 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

3. Administrative Remarks
Chairman Drinen advised that he had no administrative remarks.

4. APPROVAL OF MINUTES OF BOARD MEETING: June 17, 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 Rose 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 June expenditures as presented
Chief Tope said that we are 100% through the fiscal year and the expense categories are as follows: Total Revenue is at 95.3% with carry-over including the bond and 43.74% with carry-over without the bond, 1000 HR salaries and Overtime is at 89.96% and HR Benefits at 93.55%, 2000 Physical Resources is at 77.76%, 3000 Operational Expenses is at 105.92% and Capital Expenditures is at 22.15% leaving the total expenditures for the fiscal year at 47.97%.

Chief Tope stated the reason we are overbudget in the 3000 class is due to the moving expenses for the rebuild of the station.

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

Office Manager Pugh advised that we received $23,706 in ambulance revenue, making our fiscal year $154,385, and outstanding we have $199,554. She continued with ambulance in collections receiving $342, making our fiscal year $3,280, with an outstanding amount of $113,749. She had nothing to report on for Out of District Collections, Wildland, State Land, or Vehicle Stabilization.

Chief Tope reviewed the run log for June 2025.

8. VOTE AND DISCUSSION: Approval of FY 2025-2026 Adopted Budget

Chief Tope reviewed the upcoming budget for fiscal year 2025-2026. He advised the Treasurer's Office requires us to complete their budget form and it to be posted after approval. The only changes that were made was the carryover amount was $170,000 more than what was previously stated at the last board meeting. A portion of the money was added to the 1000 class for vacation/overtime, and the remainder was put into the 4000 class for the station.

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

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

9. VOTE AND DISCUSSION: Letter of Engagement with County Attorney's Office

Chief Tope advised the board that this resolution is made yearly to continue our partnership with the Coconino County Attorney's Office. Terms are the same as in previous years; however, there is a new attorney assigned to the district, Ammon Barker.

Chairman Drinen asked for a motion approve Resolution 2025-03 as presented. Member LaBranche moved, and Member Rose seconded. Motion was passed unanimously.

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

10. VOTE AND DISCUSSION: Approval of MOU July 1, 2025 – June 30, 2027

Chief Tope reviewed the MOU with the changes that were made. First, the date range was updated to reflect July 1, 2025, through June 30, 2027. Section 3-1, the wages were updated to reflect a 5% increase. Section 3-3, shows an updated version of the Bear Jaw wages. Section 4-1, updated the agreement that the union and the district agree to maintain the current policy of providing 100% paid health insurance coverage. Section 4-4 iv, is an updated explanation of employees calling out on a holiday. Section 4-9, provides information regarding maternity and paternity leave. Section 4-10, is an update to the Tier 1 employees who enter the DROP plan.

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

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

11. STATION UPDATE

- Chief Tope stated that all the issues we had with permits and dirt, Willmeng had to extend the project by 5 weeks. There is an amendment to our contract to reflect this extension.
- Elevator shaft had been dug out and they are starting to lay out rebar.
- Crews are working on stormwater retention.
- There is a long lead time for the special pipe we need for the sewer line.

12. CHIEF'S REPORT

A. **Response exception reports**
   - Crews responded to a motor vehicle accident where one of the vehicles hit the powerline at 475 E Pinewood Blvd, taking out the power for the entire park.
   - Semi-truck caused multiple fires along I17 due to their brakes being on fire.

B. **Update on legislative issues**
   - AFDA report was sent out
   - Chief Tope went to the AFDA/AFCA conference last week

C. **Operational report**
   - GFR academy just started and our firefighter, Tyler McCoy, is in attendance for the next 11 weeks.
   - PPOA and community watch meetings were held last week

13. Call to the Public

Captain Dom Garcia wanted to thank the Board and Chief Tope for all their hard work with the recent MOU updates.

PPOA purchased a ramada, table and chairs for the temporary house. A big thank you to the PPOA!

The meeting was adjourned at 3:26 P.M.
Next Meeting: August19, 2025 at 3 P.M.

Respectfully submitted by: Barbara Timberman
(Clerk of the Board, Barbara Timberman)