

**PINEWOOD FIRE DISTRICT
BOARD MEETING
August 19, 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:

Larry Young	Susan Castellano
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3. Administrative Remarks

Chairman Drinen advised that he had no administrative remarks.

4. APPROVAL OF MINUTES OF BOARD MEETING: July 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 Rose moved, and Member LaBranche seconded. Motion was passed unanimously.

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

5. CORRESPONDENCE

Chief Tope passed around a thank you card from a resident that was transported.

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

Chief Tope said that we are 8.33% through the fiscal year and the expense categories are as follows: Total Revenue is at 23.3% with carry-over including the bond and 0.61% with carry-over without the bond, 1000 HR salaries and Overtime is at 8.59% and HR Benefits at 9.23%, 2000 Physical Resources is at 0.46%, 3000 Operational Expenses is at 10.07% and Capital Expenditures is at 3.42% leaving the total expenditures for the fiscal year at 5.45%.

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

Office Manager Pugh advised that we received \$12,924 in ambulance revenue, making our fiscal year \$12,924, and outstanding we have \$186,218. She continued with vehicle stabilization receiving \$667, making our fiscal year \$667, with an outstanding amount of \$4,817. She had nothing to report on for Out of District Collections, Wildland, State Land, or Ambulance in Collections.

Chief Tope reviewed the run log for July 2025.

8. DISCUSSION AND VOTE: Amended budget for FY25-26 (state form)

Chief Tope reviewed the amended final budget with the board. He stated that after the previous state budget form was approved and posted, there was an error found in the calculations for fiscal year 27 and 28. After speaking with the Auditor General, they stated they were aware of the formula issues in the spreadsheet, and we could make the necessary changes. The corrections have since been made.

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

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

9. STATION UPDATE

- Chief Tope stated Willmeng completed their weekly drone flight.
- Sewer lines, culverts and foundation are starting to be worked on. In the next two weeks, foundation should be completed and electrical and plumbing will begin.
- Arizona Water Company has a water line that crosses the front of the station's apron. There has been some talk that when we tap into their water line, we would be responsible for replacing it 6 feet on either side. However, the water line is not in our easement.

10. CHIEF'S REPORT

A. Response exception reports

- Crews responded to a variety of calls this past month, jeep fire, multiple fall injuries, and vehicle vs turkey

B. Update on legislative issues

- The Central AZ Fire Authority will be meeting with Representative Eli Crane for fire funding.

C. Operational report

- Crews and Chief are still working on the doors to the Conex box, including electrical.
- Tyler McCoy is working hard in the GFR academy, he is currently finishing week 5. We are sending one crew member, when staffing allows, to the academy to assist with training. This has been very beneficial for our department. The academy is planning a live burn.
- As a reminder we are still in stage 2 fire restrictions.
- Morman Lake Fire had a few fires started by vagrants. Be sure if you see something, say something, call 911 to report.

11. Call to the Public

There were no comments from the public.

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

Next Meeting: September 16, 2025, at 3 P.M.

Respectfully submitted by


(Clerk of the Board, Barbara Timberman)