

PINEWOOD FIRE DISTRICT
BOARD MEETING
September 16, 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:

Sue Drinen	John Logan
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3. Administrative Remarks

Chairman Drinen advised that he had no administrative remarks.

4. APPROVAL OF MINUTES OF BOARD MEETING: August 19, 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. Clerk Timberman moved, and Member Whitaker 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 the lady putters, who also gave a donation to the district.

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

Chief Tope said that we are 16.67% through the fiscal year and the expense categories are as follows: Total Revenue is at 24.6% with carry-over including the bond and 1.34% with carry-over without the bond, 1000 HR salaries and Overtime is at 27.41% and HR Benefits at 22.23%, 2000 Physical Resources is at 6.78%, 3000 Operational Expenses is at 12.29% and Capital Expenditures is at 12.31% leaving the total expenditures for the fiscal year at 16.59%.

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

Office Manager Pugh advised that we received \$13,419 in ambulance revenue, making our fiscal year \$26,344, and outstanding we have \$168,855. She continued with vehicle stabilization receiving \$734, making our fiscal year \$1401, with an outstanding amount of \$7,194. She advised we received \$46,289 in state land, with an outstanding amount of \$9,122. Lastly, she advised we received \$32 in ambulance collections, making that our fiscal year. She had nothing to report on for Out of District Collections or Wildland.

Chief Tope reviewed the run log for August 2025.

8. STATION UPDATE

- Sewer line has been excavated.
- Footings and foundations are completed.
- Masons continue to lay brick.
- County Attorney is looking at the laws for the easement.
- Chief Tope advised we will need to move forward with a lease purchase, even if the bond passes. Chief Top will be reaching out to the agent for a line of credit. Approval will be on the next board meetings agenda.

9. CHIEF'S REPORT

A. Response exception reports

- 3 year old died – unknown cause; resources are already in place for the crew that responded
- Male with a brain bleed
- Lots of lift assists and fall injuries

B. Update on legislative issues

- AFDA report was sent out; be advised leadership has changed

C. Operational report

- Chief Tope advised the newspaper interviewed him because a citizen had questions about the upcoming bond.
- Chief Tope advised he presented the bond information at auxiliary.
- Agee's fundraiser raised over \$42K for the district. A big thank you to everyone who helped organize the fundraiser!
- Chief Tope advised that preliminary discussions have been talked about with the Bear Jaw crew. In the next few months, it sounds like there will be most of the upper management leaving to pursue different fire avenues.
- Tyler McCoy's graduation will be October 3 at 1600 – Coconino Community College. Chief Tope will send out the invitation.
- Joey McDonald has officially left and took a job with Phoenix Fire Department. We wish him all the best! Chief Tope has a Firefighter/Medic posting posted to all social media.

10. Call to the Public

There were no comments from the public.

The meeting was adjourned at 3:22 P.M.

Next Meeting: October 21, 2025, at 3 P.M.

Respectfully submitted by

