

PINEWOOD FIRE DISTRICT
BOARD MEETING
October 21, 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 (absent) Member, Barb LaBranche (absent)

A quorum was established.

Staff Present:

Fire Chief, Josh Tope Office Manager, Tammy Pugh
Captain, Josh Doak Firefighter, Jason Maynard
Engineer, Derek Day Firefighter, Dustin Maggard

Public Present:

Sue Drinen

3. Administrative Remarks

Chairman Drinen advised Member Barb LaBranche, had made it known that she was going to be gone for this board meeting, as she was out of the state.

4. APPROVAL OF MINUTES OF BOARD MEETING: September 16, 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.

5. CORRESPONDENCE

Chief Tope passed around a thank you card from a local resident thanking the crew that responded to her home, to help her up the stairs after surgery.

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

Chief Tope said that we are 25% through the fiscal year and the expense categories are as follows: Total Revenue is at 27.5% with carry-over including the bond and 3.06% with carry-over without the bond, 1000 HR salaries and Overtime is at 36.79% and HR Benefits at 29.8%, 2000 Physical Resources is at 18.65%, 3000 Operational Expenses is at 25.96% and Capital Expenditures is at 20.87% leaving the total expenditures for the fiscal year at 25.43%.

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

Office Manager Pugh advised that we received \$12,709 in ambulance revenue, making our fiscal year \$39,053, and outstanding we have \$202,218. She continued with vehicle stabilization receiving \$623, making our fiscal year \$2,025, with an outstanding amount of \$5,225. She advised we received \$49,215 in wildland, making our fiscal year \$95,860. Lastly, she advised we received \$32 in ambulance collections, making our fiscal year \$64. She had nothing to report on for Out of District Collections or State Land.

Chief Tope reviewed the run log for September 2025.

8. DISCUSSION AND VOTE: Lease/Purchase Signing Authority

Chief Tope advised that Pioneer Title Company needs three members of the district to be listed as designated signers for the lease purchase. He requested them to be prioritized as one, two, and three. Chairman Drinen suggested Chief Tope be the first, Clerk Barbara Timberman second and himself to be the third authorized signer.

Chairman Drinen asked for a motion to have the Chief first, the Clerk second and the Chairman third as authorized signers for the lease purchase. Clerk Timberman moved, and Member Rose seconded. Motion was passed unanimously.

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

9. DISCUSSION AND VOTE: Joint Hiring IGA

Chief Tope advised the board that this IGA is for the Pinewood Fire District to be added to the GFR hiring process. He also stated that our recent recruit was put through the GFR hiring process, which sent him through the academy prior to his arrival to the department, which was well worth it. The IGA has already been through the county attorney's office and they approved it.

Chairman Drinen asked for a motion to approve the Joint Hiring IGA as presented. Member Rose moved, and Clerk Timberman seconded. Motion was passed unanimously.

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

10. STATION UPDATE

- Sewer line are still being installed; manholes have been installed.
- Lots of masonry work being done.
- Electrical and plumbing continue to be worked on during the masonry.
- Framing should start in the next two weeks.
- Potentially dried in by December.
- If anyone is interested in a site walk, get with Chief Tope and he can make the arrangements.

11. CHIEF'S REPORT

A. Response exception reports

- Motor Vehicle Accident – Semi vs vehicle. Driver had to be extricated but is in stable condition.

- Crews responded to an abandoned RV that was fully involved at Newman Park. This was a dual response with Highland Fire District.

B. Update on legislative issues

- AFDA report was sent out this morning.
- IFF and American Economic Liberty's Project went to the DOJ and Federal Trade Commission to look into the consolidation into the fire apparatus manufacturing due to the delivery time and costs.
- Chiefs from the area are working with the county regarding the wildland insurance.

C. Operational report

- Congratulations to Captain Josh Doak as he is the First Responder of the Year!
- Flagstaff Fire Department had a fallen firefighter and a Deputy Chief that passed away within the last few months. Pinewood Fire attended services to show our support.
- Engineer Kris Jordan completed his last shift and will be retiring at the end of the year.
- Firefighter Joey McDonald is official with Phoenix Fire now. Chief Tope opened the position and received one application who is a medic. The position was reopened for another six weeks to see if we can get any other interest and/or someone who has completed their Fire 1 and 2.
- Christmas Party is December 13.

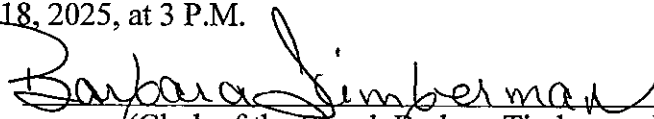
12. Call to the Public

There were no comments from the public.

The meeting was adjourned at 3:18 P.M.

Next Meeting: November 18, 2025, at 3 P.M.

Respectfully submitted by


(Clerk of the Board, Barbara Timberman)