

PINEWOOD FIRE DISTRICT
BOARD MEETING
November 18, 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
Member, Norma Whitaker

Clerk, Barbara Timberman
Member, Barb LaBranche

Member, Robert Rose

A quorum was established.

Staff Present:

Fire Chief, Josh Tope
Captain, Dom Garcia

Office Manager, Tammy Pugh
Firefighter, Jason Maynard

Public Present:

Sue Drinen

3. Administrative Remarks

Chairman Drinen advised he had no administrative remarks.

4. APPROVAL OF MINUTES OF BOARD MEETING: October 21, 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 Whitaker moved, and Member LaBranche seconded. Motion was passed unanimously.

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

5. CORRESPONDENCE

Office Manager Pugh advised there were no correspondences.

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

Chief Tope said that we are 33.33% through the fiscal year and the expense categories are as follows: Total Revenue is at 15% with carry-over including the bond and 47.6% with carry-over without the bond, 1000 HR salaries and Overtime is at 44.56% and HR Benefits at 39.58%, 2000 Physical Resources is at 22.99%, 3000 Operational Expenses is at 36.77% and Capital Expenditures is at 29.27% leaving the total expenditures for the fiscal year at 33.93%.

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

Office Manager Pugh advised that we received \$15,921 in ambulance revenue, making our fiscal year \$54,974 and outstanding we have \$222,045. She continued with vehicle stabilization receiving \$2,436, making our fiscal year \$4,461, with an outstanding amount of \$3,965. She advised we received \$46,644 in wildland, making our fiscal year \$95,860. Lastly, she advised we received \$9,122 in state land, making our fiscal year \$55,411. She had nothing to report on for Out of District Collections or Ambulance in Collections.

Chief Tope reviewed the run log for October 2025.

8. Resolution 2025-04: Form of Escrow

Chief Tope advised the resolution that was being presented had the verbiage from the escrow company on our form. This resolution is to enter into a lease/purchase agreement and to open up an escrow account for the purpose of building our fire station in the amount of \$3 million dollars. This would be a building account, pulling money out of it as we proceed with payments. Once the project is completed, we will have three years to pay it back or refinance it. Chief Tope advised the board that the entire form of escrow had been reviewed by our county attorney, and she gave approval to move forward. Chief Tope stated he would need a vote to approve the resolution and form of escrow agreement.

Chairman Drinen asked for a motion to approve resolution 2025-04 as presented. Member Rose moved, and Clerk Timberman seconded. Motion was passed unanimously.

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

9. STATION UPDATE

- Bond was passed at a 74.04% rate for \$1.52 million dollars.
- Mansons have finished and framers are now on site.
- There could be a delay with the trusts on the bay doors.
- The building should be dried in by December 3.
- Sewer line is still being worked on due to the manhole.

10. CHIEF'S REPORT

A. Response exception reports

- Motor Vehicle Accident – Rollover. Crews responded to a severe car accident where the female driver was badly injured. She was transported with multiple injuries and ended up losing her leg. Crews did a phenomenal job!

B. Update on legislative issues

- AFDA conference will be in Laughlin, Nevada – January 14-16.

C. Operational report

- GFR academy will be held February 2026. There are currently 14 applications.
- Chief interviews will be held on January 5.
- Bear Jaw is currently losing five of their six full-time employees. Various reasons for their departures. Chief Tope asked the board for one member to join in the conversations of the future for Bear Jaw. Member LaBranche volunteered herself.
- Christmas party is on December 13 at Fox Boro estates starting at 1800.

11. Call to the Public

There were no comments from the public.

The meeting was adjourned at 3:16 P.M.

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

Respectfully submitted by


(Clerk of the Board) Barbara Timberman