

PINEWOOD FIRE DISTRICT  
BOARD MEETING  
**December 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 (absent)	

A quorum was established.

**Staff Present:**

Fire Chief, Josh Tope	Office Manager, Tammy Pugh
Captain, Dom Garcia	Firefighter, Jason Maynard

**Public Present:**

Sue Drinen

**3. Administrative Remarks**

Chairman Drinen advised he had no administrative remarks. However, he advised agenda item number 9, DISCUSSION AND APPROVAL: Fiscal Year 2024-2025 Audit, would be moved up to the next item as Jennifer Frank, from Hinton Burdick was online to present.

**4. APPROVAL OF MINUTES OF BOARD MEETING: November 18, 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 Whitaker.

**5. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING: November 20, 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, Member Whitaker.

**6. CORRESPONDENCE**

Office Manager Pugh advised there were no correspondences.

## **7. FINANCIAL REPORTS: Review and discussion of November expenditure as presented**

Chief Tope said that we are 41.67% through the fiscal year and the expense categories are as follows: Total Revenue is at 38% with carry-over including the bond and 65.5% with carry-over without the bond, 1000 HR salaries and Overtime is at 51.42% and HR Benefits at 51.05%, 2000 Physical Resources is at 27.3%, 3000 Operational Expenses is at 40.19% and Capital Expenditures is at 41.71% leaving the total expenditures for the fiscal year at 44.66%.

## **8. OFFICE MANAGER'S REPORT: Financial and run log comparison exception reports**

Office Manager Pugh advised that we received \$9,016 in ambulance revenue, making our fiscal year \$63,990 and outstanding we have \$231,930. She continued with vehicle stabilization, receiving \$1,260 making our fiscal year \$5,721, with an outstanding amount of \$3,631. She advised we received \$31,472 in wildland, making our fiscal year \$127,333. Lastly, she advised we received \$6,962 in state land, making our fiscal year \$62,374. She had nothing to report on for Out of District Collections or Ambulance in Collections.

Chief Tope reviewed the run log for November 2025.

## **9. DISCUSSION AND APPROVAL: Fiscal Year 2024-2025 Audit**

Jennifer Frank, from Hinton Burdick, presented the audit for fiscal year 2024-2025 via zoom. Jennifer advised there were no findings, apart from two employees who appeared to receive health insurance reimbursement more than the family cap of \$14,000. She reviewed the financials which included the budget accounts for revenues and expenditures explaining the original, final and actual amounts for the fiscal year.

Chief Tope advised the board that the reasoning for the overpayment in health insurance reimbursement is due to our MOU not outlining that we reimburse for prescription medications as well. Chief Tope stated he is meeting with our broker from Fendley benefits to streamline our reimbursement process and will be working on an amendment to the MOU.

Chairman Drinen asked for a motion to approve the fiscal year 2024-2025 audit as presented. Member Whitaker moved, and Member Rose seconded. Motion was passed unanimously.

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

## **10. DISCUSSION AND VOTE: Arizona Water Easement**

Chief Tope advised the board that the original agreement with the Arizona Water Company did not have the correct verbiage for their easement. The new verbiage was given to the board for review, however; the approved version had not been sent over by the attorney's office at the time of this meeting. Chief Tope requested the new verbiage that was provided to be approved so when the new document was received, Chairman Drinen and Clerk Timberman could sign without creating a special meeting for another approval.

Chairman Drinen asked for a motion to approve the new verbiage and future signatures for the Arizona Water Department's easement. Member Whitaker moved, and Member Rose seconded. Motion was passed unanimously.

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

## **11. DISCUSSION AND VOTE: Resolution 2025-06 Canvassing Certification of Election**

Chief Tope advised the board that the certification of election must be approved per state statute, then recorded. He reviewed the results with the board.

Chairman Drinen asked for a motion to approve resolution 2025-06 as presented. Clerk Timberman moved, and Member Rose seconded. Motion was passed unanimously.

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

## **12. STATION UPDATE**

- Roof will be dried in by tomorrow morning.
- HVAC, plumbing, and electrical being put in continuously.
- Bulk heads on drainage poured before rainstorm.

## **13. CHIEF'S REPORT**

### **A. Response exception reports**

- Crews responded to a rollover accident where extrication was needed.
- Heavy medical calls on the highway.

### **B. Update on legislative issues**

- Chief Tope stated Insurance cancelations are still a hot topic.

### **C. Operational report**

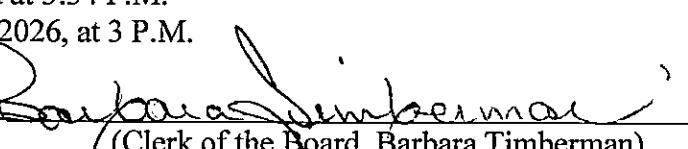
- GFR recruitment is having their assessment days this Saturday and Sunday for the new hires. January 5 will be the Chief's interviews. Hiring for 11 positions. Academy will start in February.
- Chief Tope and Member LaBranche met regarding the future of Bear Jaw. A Special Board Meeting could be arranged to include all the board members in the discussion, as Member LaBranche was absent from this meeting. Chief Tope also requested to have an alternate Board Member from our board for the Bear Jaw committee, and Member Rose volunteered.

## **14. Call to the Public**

There were no comments from the public.

The meeting was adjourned at 3:34 P.M.

Next Meeting: January 20, 2026, at 3 P.M.

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