

PINEWOOD FIRE DISTRICT
BOARD MEETING
January 20, 2026

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
Captain, Josh Doak	Engineer, Derek Day
Firefighter, Matt Burns	Firefighter, Brooke McCray
Firefighter, Austin Braunberger	

Public Present:

Sue Drinen	Brian Lundberg - Stifel
Lynne Young	Jim Giel – Gust Rosenfeld (on phone)
Larry Young	

3. APPROVAL OF MINUTES OF BOARD MEETING: December 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 LaBranche seconded. Motion was passed unanimously.

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

4. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING: December 30, 2025

Chairman Drinen asked the board members if they have any corrections to the special board meeting minutes. There were no corrections presented. Chairman Drinen asked for a motion to approve the minutes as presented. Member LaBranche moved, and Member Whitaker seconded. Motion was passed unanimously.

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

5. CORRESPONDENCE

Office Manager Pugh advised there were no correspondences.

6. FINANCIAL REPORTS: Review and discussion of December expenditure as presented

Chief Tope said that we are 50% through the fiscal year and the expense categories are as follows: Total Revenue is at 41.8% with carry-over including the bond and 72.1% with carry-over without the bond, 1000 HR salaries and Overtime is at 53.82% and HR Benefits at 59.47%, 2000 Physical Resources is at 42.35%, 3000 Operational Expenses is at 51.48% and Capital Expenditures is at 54.94% leaving the total expenditures for the fiscal year at 55.01%.

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

Office Manager Pugh advised that we received \$8,157 in ambulance revenue, making our fiscal year \$72,148 and outstanding we have \$230,589. She continued with vehicle stabilization, receiving \$915 making our fiscal year \$6,637, with an outstanding amount of \$6,960. She advised we received \$30,909 in wildland, making our fiscal year \$158,242. She had nothing to report on for Out of District Collections, Ambulance in Collections or State Land.

Chief Tope reviewed the run log for December 2025.

8. DISCUSSION AND APPROVAL: AZ Water Easement Amendment

Chief Tope stated that the Arizona Water Company would not add the verbiage to their agreement, that was previously requested at our last board meeting. After speaking with our attorney, he stated that how the document was written originally would be acceptable. Chief Tope stated this was the last piece to the water easement project.

Chairman Drinen asked for a motion to approve the AZ water easement amendment audit as presented. Member Whitaker moved, and Member LaBranche seconded. Motion was passed unanimously.

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

9. RESOLUTION 2026-01: TO CONSIDER AND, IF DEEMED ADVISABLE, TO ADOPT A RESOLUTION AUTHORIZING THE ISSUANCE AND SALES OF GENERAL OBLIGATION BONDS OF THE DISTRICT.

Brian Lundberg, from Stifel, presented resolution 2026-01 to the board members explaining that if approved, Stifel would begin selling the bonds from the recent GO Bond that was passed by the voters in November 2025. It will also delegate authority to Chief Tope to send out the term sheet, get proposals in, choose a proposal and negotiate with proposals. Once proposals are sent to Stifel, they will narrow them down and send them to Chief Tope with a summary and recommendation. Once the decision is made on who the districts will accept for the proposal, it will take roughly three weeks for the closing documents to be completed.

Chairman Drinen asked for a motion to approve Resolution 2026-01 as presented. Member Whitaker moved, and Member Rose seconded. Motion was passed unanimously.

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

10. STATION UPDATE

- Siding is being put up.
- Insulation is being put in.
- Timeframe for moving was pushed back from April to June due to the Arizona Water Company.

11. CHIEF'S REPORT

A. Response exception reports

- Crews have responded to a lot of medicals; MVA that resulted in a fatality, the patient was out of the vehicle when crews arrived.

B. Update on legislative issues

- Chief Tope and Tammy responded to the AFCA conference last week.
- AFCA will be restructuring their dues, and it will be based off the district's per capita

C. Operational report

- GFR hiring process has been completed. 13 were interviewed by the Chiefs. We offered a position to two of the medics, but they chose FFD. We have offered a position to Austin Braunberger, formally Bear Jaw, as a firefighter. He is currently taking EMT 1 & 2 and will be attending the academy at the end of March. He will be working a 40-hour work week until the academy starts.
- Meeting with Bear Jaw that included the chiefs, our two board members (LaBranche and Rose), Highland's two board members, Shelby Erickson and Robert Ortiz. Chief Tope stated there is an obvious disconnect in which the Pinewood Fire board members have more information than the Highlands board members. Chief Tope reminded everyone that the IGA has a provision that any party in it can opt out with a 30-day notice. Also stated is that we need to notify the community that there will not be a green waste pick up this year, as there will not be a 20-member Bear Jaw crew. Chief Tope asked Chief Miller if he wanted our board to make the decision on the future of Bear Jaw, and Chief Miller was very open to this idea. This topic will be added to our next board meeting for further discussion.

Board Member LaBranche agreed that we need to let our community know the future of Bear Jaw and inform them of the green waste clean up as soon as possible.

Board Member Rose added that we are not able to recruit members and/or supervisory positions. Chief Tope stated the reason for the difficulty to recruit is the current pay scale for the positions.

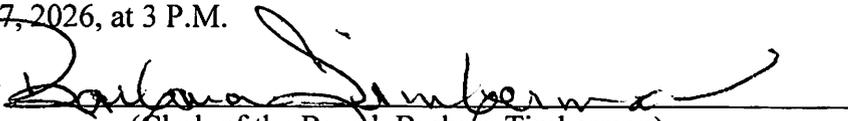
12. Call to the Public

There were no comments from the public.

The meeting was adjourned at 3:25 P.M.

Next Meeting: February 17, 2026, at 3 P.M.

Respectfully submitted by


(Clerk of the Board, Barbara Timberman)