

PINEWOOD FIRE DISTRICT  
BOARD MEETING  
May 19, 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 |
|-----------------------|----------------------------|

**Public Present:**

Sue Drinen  
Craig Whitaker  
Ronald Boyle

**3. APPROVAL OF MINUTES OF BOARD MEETING: April 21, 2026**

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 LaBranche moved, and Member Rose seconded. Motion was passed unanimously.

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

**4. CORRESPONDENCE**

Chief Tope passed around a thank you card that had an anonymous donation of \$500.

**5. FINANCIAL REPORTS: Review and discussion of April expenditure as presented**

Chief Tope said that we are 83.33% through the fiscal year and the expense categories are as follows: Total Revenue is at 41.32% with carry-over including the bond and 91.6% with carry-over without the bond, 1000 HR salaries and Overtime is at 82.19% and HR Benefits at 79.6%, 2000 Physical Resources is at 61.76%, 3000 Operational Expenses is at 86.05% and Capital Expenditures is at 57.22% leaving the total expenditures for the fiscal year at 666.37%.

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

Office Manager Pugh advised that we received \$4,523 in ambulance revenue, making our fiscal year \$95,442 and outstanding we have \$206,505. She had nothing to report on for Vehicle Stabilization, Ambulance in Collections, Out of District Collections, Wildland Report or State Land.

Chief Tope reviewed the run log for April 2026.

### **7. MOU with Pinewood Sanitary District**

Chief Tope reviewed the updated MOU that the Pinewood Fire District has with the Pinewood Sanitary District. This is to include that we are not charging either one for services, in addition to providing training and CPR to the sanitary district. Chairman Drinen advised he would have Delany, with the Pinewood Fire District, to type of the corrections, which also included the dates of validation, and contacts. Delany will then send the document to the legal office for sanitation. Chief Tope was given the choice to send the document to our legal adviser if he chooses to.

Chairman Drinen asked for a motion to approve the MOU with the Pinewood Sanitary District 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.

### **8. 2026/2027 Draft Budget discussion**

Chief Tope reviewed the upcoming draft budget which included the changes in percentiles for each category. There were not many changes to the income, besides the donations as they were lowered for this upcoming budget. Human Resources went down by \$200k due to Bear Jaw. Physical Resources and Operational expenses went up about 10-15% due to inflation. The Capitol income has a significant change as we are spending the bond money on the new station. Chief Tope was not looking for any action from the board as he will have a finalized draft at the next board meeting.

### **9. Intergovernmental Agreement for Dispatch Services: City of Flagstaff and Pinewood Fire District**

Chief Tope explained the intergovernmental agreement to the board. He advised that dispatch has had many changes in the past few years, and this agreement is to clean it up to make it more accurate. He advised that the previous agreement was charging all of the districts a different amount, and this new agreement would make it even across the board. Additionally, calls for service would be audited monthly and duplicate or cancelled calls would not be charged. The agreement would be sent to city for approval as well.

Chairman Drinen asked for a motion to approve the Intergovernmental Agreement for dispatch with the city as presented. Member Rose moved, and Member LaBranche seconded. Motion was passed unanimously.

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

### **10. Redemption Counseling Center Agreement Renewal**

Chief Tope advised that this is the agreement that Highlands, Summit and Pinewood Fire District's have gone in together for redemption services. This provides our employees with urgent appointments where they would not have to wait to be seen. Annual intakes are once a year for each employee. Pinewood Fire District is fiscally responsible for making the payments to the Redemption Counseling quarterly. They also invoice each district directly for payment on their behalf. Chief Tope advised that the redemption center has a five percent escalation every year. Families are also included in these appointments.

Chairman Drinen asked for a motion to approve the Redemption Counseling Center Agreement Renewal 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.

## **11. STATION UPDATE**

- We have water, sewer, gas and electricity!
- Cleaning crews are actively working.
- Punch list will be given to Willmeng this week.
- Keys will be handed over on Friday, May 29.
- Moving will begin the weekend when we get the keys.
- The goal is to be fully in service at the new station by Friday, June 5.
- Fairway house will need to be cleaned up before giving it back.
- Crews are working on building chairs, tables, etc for the new station.
- State Fire Marshall permit is still outstanding.
- Road in front of the new station will be open by this Thursday.

## **12. CHIEF'S REPORT**

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

- Fatality motorcycle accident at milepost 317 117
- Tow truck went off the Woods Canyon bridge, driver survived. Highlands Fire assisted.
- Old blasting cap was located in the park

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

- AFCA/AFDA conference July 13 -16 in Phoenix (in person statutory classes)
- Dues for AFDA started and we just made our payment for \$3000
- Chief Miller, Chief Callendar, and Chief Tope are trying to set up a meeting with the board of supervisors for their support in additional fire district funding. In addition to a feasibility study, and possibly a merger study.

### **C. Operational report**

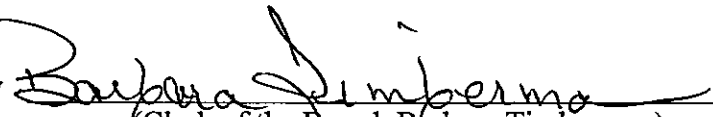
- Lots of station prep happening!
- Austin is still in the academy. We have been sending a crew member to the academy when the schedule allows for it.
- Community watch is this Thursday at the Country Club, at 1830. Chief will be speaking about Bear Jaw and taking questions from the community.
- Open house for the new fire station will be June 19 at 1300.
- Community Safety is June 27.

## **13. Call to the Public**

No comments from the public.

The meeting was adjourned at 3:30 P.M.

Next Meeting: June 16, 2026, at 3 P.M.

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