

**PINEWOOD FIRE DISTRICT
BOARD MEETING
July 21, 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, Norma Whitaker (absent)

Member, Robert Rose
Member, Barb LaBranche

A quorum was established.

Staff Present:

Fire Chief, Josh Tope Office Manager, Tammy Pugh
Engineer, Devon Liggett Firefighter, Jason Maynard
Captain, Caleb Garcia Firefighter, Austin Braunberger
Firefighter, Tyler McCoy

Public Present:

Sue Drinen Jeremy Weitzel

3. APPROVAL OF MINUTES OF BOARD MEETING: June 16, 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.

4. CORRESPONDENCE

Chief Tope passed around a thank you card from a community member in Foxboro which included a donation.

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

Chief Tope said that we are 100% through the fiscal year and the expense categories are as follows: Total Revenue is at 46.73% with carry-over including the bond and 98.6% with carry-over without the bond, 1000 HR salaries and Overtime is at 95.18% and HR Benefits at 92.21%, 2000 Physical Resources is at 71.25%, 3000 Operational Expenses is at 103.37% and Capital Expenditures is at 73.82% leaving the total expenditures for the fiscal year at 81.68%.

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

Office Manager Pugh advised that we received \$4,784 in ambulance revenue, making our fiscal year \$107,416 and outstanding we have \$239,104. 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 June 2026.

7. DISCUSSION AND VOTE: Resolution 2026-04 Annexation of 318 E Clay Park Way property

Chief Tope gave an overview of the resolution for the annexation of 318 E Clay Park, which is located to the east of Foxboro Estates.

Chairman Drinen asked for a motion to approve Resolution 2026-04 as presented. Clerk Timberman moved and Member Rose seconded. Motion was passed unanimously.

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

8. DISCUSSION AND VOTE: Resolution 2026-05 Annexation of 17566 S Osprey Circle property

Chief Tope gave an overview of the resolution for the annexation of 17566 S Osprey Circle, which is located to the east of Foxboro Estates.

Chairman Drinen asked for a motion to approve Resolution 2026-05 as presented. Member LaBranche moved and Member Rose seconded. Motion was passed unanimously.

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

9. DISCUSSION AND APPROVAL: Letter of Engagement with County Attorney's Office

Chief Tope advised the board that this letter is made yearly to continue our partnership with the Coconino County Attorney's Office. Terms are the same as in previous years. Services are provided free of charge to the district.

Chairman Drinen asked for a motion approve the renewal of the Letter of Engagement with the County Attorney's Office as presented. Member Rose moved, and Member LaBranche seconded. Motion was passed unanimously.

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

10. DISCUSSION AND VOTE: Approval of FY 2026-2027 Adopted Budget

Chief Tope reviewed the upcoming budget for fiscal year 2026-2027. He went into detail into each class and discussed changes in both the revenue and expenditure. The budget will be posted on the official fire district budget form at the Sanitary Department, Post Office, Fire Station and the Pinewood Fire website, for thirty days for public review. It will also be sent to the Treasurer's Office, where they will review it for approval, and then sent to the state for posting.

Chairman Drinen asked for a motion to approve the proposed budget for public review as presented. Member Rose moved, and Member LaBranche seconded. Motion was passed unanimously.

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

11. STATION UPDATE

- Mill work still be completed
- HVAC work still be completed
- Propane tank is getting a barrier around it

12. CHIEF'S REPORT

A. Response exception reports

- Pocket Fire: Had a risk of pushing to the east, which would have caused a huge threat to the Kachina/Mountaineer and Munds Park communities. The GFR put together a task force of engines for structure protection. Thank you to Firefighter Maynard, Firefighter Braunberger, Firefighter Barid, and Firefighter Maggard for their assistance in helping with the Task Force!
- Crews responded to a quad accident off Schnebly – patients were flown out
- Crews also responded to a very serious motor vehicle accident where extrication was needed.

B. Update on legislative issues

- Chief Tope and Tammy attended the AFDA/AFCA conference in Phoenix this past week. On top of the statutory classes, the conference offered a ton of speakers that spoke about personal experiences, such as the recent UPS plane crash and the fires in Maui.
- Fire district funding was a big topic and what's to come in the next year.

C. Operational report

- We have been very busy with the move in and hosting a few events: Community Safety Day and the Open House.
- We applied for the Willingham Grant and were granted it! The money will be put towards the new gym equipment.

13. Call to the Public

No comments from the public.

The meeting was adjourned at 3:24 P.M.

Next Meeting: August 18, 2026, at 3 P.M.

Respectfully submitted by


(Clerk of the Board, Barbara Timberman)