



Annual Budget For the Calendar Year 2018



Pagosa Fire Protection District
191 N. Pagosa Blvd.
Pagosa Springs, CO 81147
(970) 731-4191
www.pagosafire.org



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2018 ADOPTED BUDGET

Board of Directors

Chairman - John Thompson
Vice Chairman - Jason Webb
Secretary/Treasurer - Edward Ainsworth
Director – David Blake
Director – Don Peterson

Pension Board of Trustees

Trustee Steve Voorhis
Trustee William Crouse

Pagosa Fire Protection District Staff

Fire Chief – Randy Larson
Deputy Chief – Karn Macht
Captain William Clark
Captain David Montoya
Captain Kelly Robertson
Firefighter Devin Fulton
Firefighter Josh Montoya
Part Time Firefighter Cindy Liberton
Part Time Firefighter Thaddeus McKain

Administrative Staff

Executive Administrative Assistant – Shirley Brinkmann
Receptionist/Secretary – Jasmin Wampler



21707447
1 of 2

11/30/2017 10:14 AM
R\$18.00 D\$0.00

June Madrid
Archuleta County



9

Pagosa Fire Protection District

SPECIAL DISTRICT PUBLIC DISCLOSURE DOCUMENT §32-1-104.8, C.R.S.

Name of District: Pagosa Fire Protection District

The District has the following powers and is authorized to provide the following services: Fire Protection, including all services, equipment and other improvements authorized under the Special District Act.

The District's **Service Plan**, which can be amended from time to time, includes a description of the District's powers and authority. A copy of the Service Plan is available from the Division of Local Government in the State Department of Local Affairs.

The District is authorized by Title 32 of the Colorado Revised Statutes to use a number of methods to raise revenues for capital needs and general operations costs. These methods, subject to the limitations imposed by Section 20 of Article X of the Colorado Constitution, include issuing debt, levying taxes, and imposing fees and charges. Information concerning directors, management, meetings, elections, and current taxes are provided annually in the Notice to Electors described in Section 32-1-809(1), Colorado Revised Statutes, which can be found at the District office, on the District's website, on file at the Division of Local Government in the State Department of Local Affairs, or on file at the office of the Clerk and Recorder of each county in which the Special District is located.

Attached as Exhibit A is a map of the District's boundaries.

970-731-4191 Office
Fax

R/n:

191 N. Pagosa Blvd., Pagosa Springs, CO 81147

970-731-4194



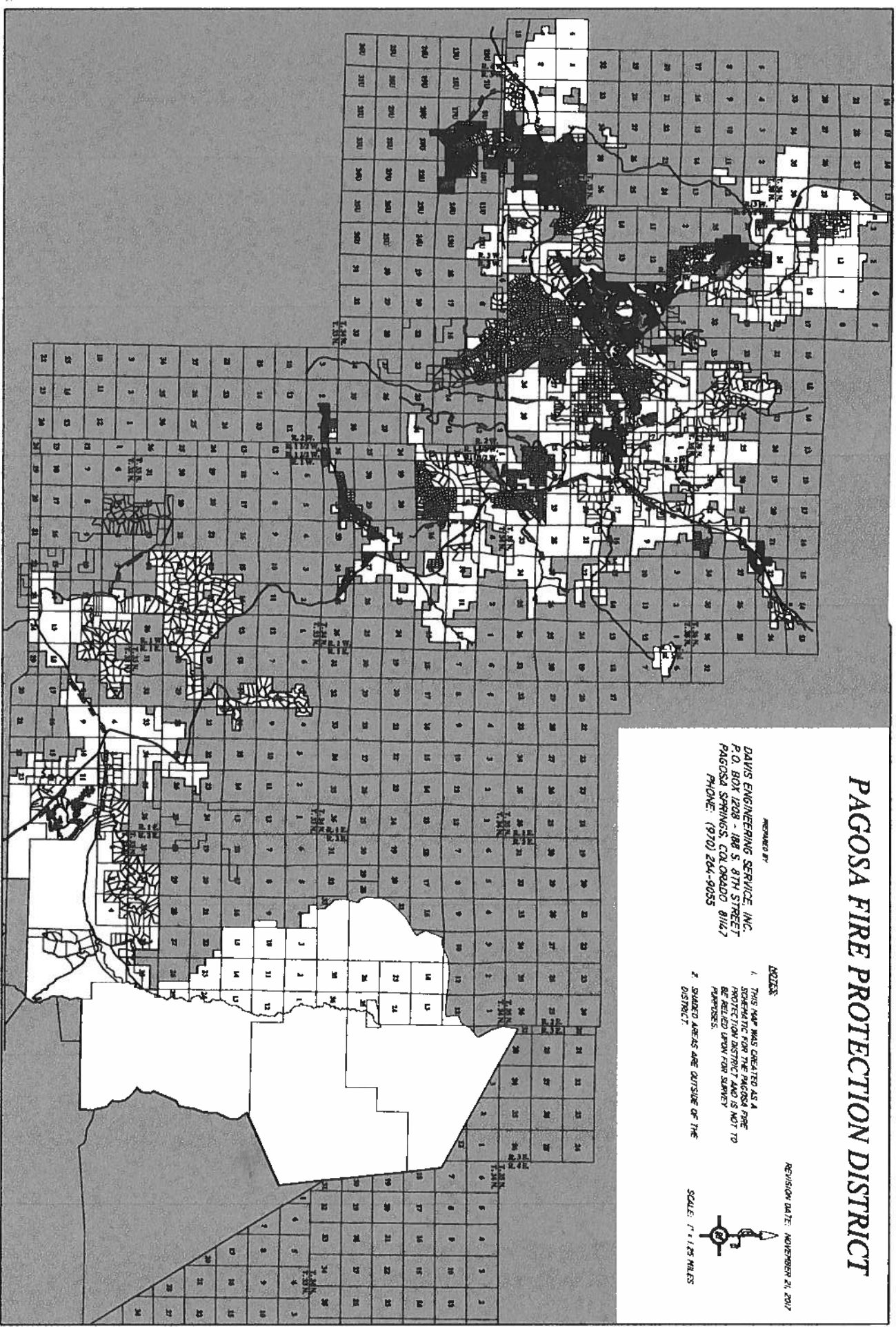
PAGOSA FIRE PROTECTION DISTRICT

DESIGNED BY:
 DAVIS ENGINEERING SERVICE, INC.
 P.O. BOX 1208 - 188 S. 8TH STREET
 PAGOSA SPRINGS, CO. 80440 81427
 PHONE: (970) 264-9055

- NOTES:
1. THIS MAP WAS CREATED AS A SUPPLEMENT FOR THE PAGOSA FIRE PROTECTION DISTRICT AND IS NOT TO BE RELIED UPON FOR SURVEY PURPOSES.
 2. SHADDED AREAS ARE OUTSIDE OF THE DISTRICT.



REVISION DATE: NOVEMBER 21, 2017





Pagosa Fire Protection District 2018 Budget Message

The Pagosa Fire Protection District (PFPD) has completed the first full year with the new Administration and the subsequent changes to policies and financial realignment. 2017 was a successful year for the Department with expenditures coming in below projections and revenues higher than expected in some areas. However, there is concern that future taxes and other revenues will not continue to maintain the growth and expanded services required for more than a couple of years. Therefore, the PFPD will be seeking an increase in their mill levy to begin in 2019.

For the 2018 budget cycle the PFPD will receive taxes at rate of 4.067 mill for a total expected revenue of \$1,052,377. Of that, 0.5 mill (\$128,944) is required by State statute to be placed in the Volunteer pension fund leaving \$923,433 for operations of the PFPD. The District will also continue to seek grant funding where appropriate. The District also received a minimal amount of funding through Specific Ownership, reimbursement for services, and private donations.

For budget year 2018 the PFPD expects to have to use beginning balance funds to assist in securing a balanced budget. The projected expenditures exceed the expected revenues. With prudent expense reducing measures and unexpected revenues for 2017 the PFPD will be able to absorb these overages.

Cost cutting and decrease in payroll by attrition and combining job expectations in several areas has left the District with additional funds that can be carried over to the 2018 budget. PFPD has decreased its Officer Level positions from 8 to 5 and replaced 2 of those positions with lower salaried entry level positions thus saving on payroll and benefit costs while maintaining a constant level of professional service.

The goal for 2018 is to pass a mill levy increase to provide for 24 hour/365 day fulltime Firefighter coverage at Station 1 and to begin a replacement program for old and outdated apparatus and equipment. Our goal is to also develop reserves for capital improvements and for contingencies.



Pagosa Fire Protection District 2018 Budget Process

The annual budget process is designed to meet the requirements of Pagosa Fire Protection District, the Citizens of the District and various Colorado State Statutes. The District fiscal year is the same as the calendar year and the annual budget developed per the timeline and established procedure is implemented January 1st of the following year.

JUNE

- The Fire Chief and Executive Administrative Assistant evaluate issues and problems associated with the last budget process and made modifications within the process, if necessary.
- The Fire Chief makes strategic issues and concerns to be addressed in the next year's operating budget.
- The Executive Administrative Assistant updates the Budget Calendar and detailed procedures, forms and specific guidelines.

JULY

- Distribution of all procedures, forms, guidelines, and updated calendar are issued to the Captains in charge of program budgets.
- The Fire Chief and Deputy Chief meet with Captains that maintain a program budget and issues them a year-to-date report.

AUGUST

- Departmental budget worksheets due August 15th.
- The Fire Chief and Deputy Chief review and evaluates each program budget.
- The Deputy Chief meets with each Captain to review and discuss issues and make adjustments to their program budget.
- The Executive Administrative Assistant consolidates the departmental budgets.
- Assessor submits the preliminary assessed valuation figures for the upcoming budget year.

SEPTEMBER

- Revenue projects are updated.
- The Fire Chief reviews and evaluates the preliminary Proposed Budget.
- The preliminary Proposed Budget is consolidated, summarized.



Pagosa Fire Protection District 2018 Budget Process

OCTOBER

- The Fire Chief presents the preliminary Proposed Budget to the Board of Directors in a public meeting.
- A public notice informing the Citizens of the November Public Budget hearing is published in local newspapers.
Changes are made to the Budget.

NOVEMBER

- Public Hearing on the Budget.

Note: Citizens may inspect the Proposed Budget and make comments and or objections at any time after the Proposed Budget has been issued, up until the moment the Budget is adopted.

DECEMBER

- Final assessed valuation figures for the ensuing budget year are received from the Assessor, no later than December 10th.
- The Budget is presented to the Board of Directors and Citizens.
- The Board of Directors shall consider a Resolution to Adopt the Budget.
- The Board of Directors shall consider Certification of Tax Levies.
- Certification of the District's mill levy is submitted to the Board of County Commissioners.

JANUARY

- On January 1, the Budget approved and adopted in December becomes effective.
- A certified copy of the budget is submitted to the Division of Local Government by January 31st.

One of the main aspects of budget preparation is to set priorities, whether it be new programs, expansion of existing services, continuation of existing programs, or reduction of existing programs. The budget is basically a prediction of services to be provided by the District. It is based on measurable objectives and guidelines. The purpose of the budget is to outline the cost to achieve these objectives.



Pagosa Fire Protection District 2018 Budget Calendar

Bolded items are set by State Statute

JULY

Distribution of budget worksheets, to include a midyear report, to program Captains.

AUGUST

- **Assessor submits the preliminary assessed valuation figures by August 25th.**
- The review process begins

OCTOBER

- **Board Review of the Preliminary Budget by October 15th.**
- **Publish a notice informing the public of the November Public Budget Hearing.**

NOVEMBER

- Public Hearing on the Budget.

DECEMBER

- **Assessor makes changes in assessed valuation, no later than December 10th.**
- Adoption of Budget, Certification of Tax Levies.
- **Certification of the District's mill levy submitted to the Board of County Commissioners no later than December 15th.**

JANUARY

- **A certified copy of the budget submitted to the Division of Local Government by January 31st.**

The Colorado State Statutes require adoption of the budget as of December 15th. The budget calendar developed and presented above ensures compliance and legal requirements.

**PAGOSA FIRE PROTECTION DISTRICT
2017 BUDGET - GENERAL FUND REAPPROPRIATIONS**

| ACCOUNT DESCRIPTION | 2017 BUDGET | 2017 PROJECTED YEAR END | Reappropriations Explanation |
|---|----------------|-------------------------------|---|
| BEGINNING FUND BALANCE | 655803 | 655803 | |
| REVENUES | | | |
| Property Tax Revenue | | | |
| General Property Taxes | 890158 | 889701 | |
| Pension Fund Taxes | 124021 | 124021 | |
| Specific Ownership | 95000 | 107646 | |
| Wildland Firefighting Reimbursement | 75000 | 221929 | 60,000 Reimbursed to Payroll/Wildland Season |
| Impact Fees | 13000 | 15738 | |
| Intergovernmental - Airport | 1020 | 1020 | |
| Investment & Interest Income | 5020 | 3657 | |
| Permit Fees | 6500 | 6940 | |
| Special Fire Protection Services | 7500 | 21008 | |
| Capital Lease Issuance-SCBA | 0 | 0 | |
| Donations, Weight Room & Insurance Payments | 250 | 19937 | Insurance Claim |
| Grants-Walmart, Prevention Training, Health | 0 | 5277 | Grant Revenue |
| Wells Fargo Dividend Closeout | 0 | 16562 | |
| TOTAL REVENUES | 1217469 | 1433436 | |
| TOTAL RESOURCES | 1873272 | 2089239 | |
| Operating Expenditures | | | |
| Treasurer's Fees | 30342 | 30421 | |
| General Overhead | 63970 | 70610 | \$2000 From Insurance to General Overhead |
| Insurance | 107824 | 105639 | \$2000 to General Overhead |
| Election Expense | 5000 | 1500 | \$3500 from Election to Professional Services |
| Payroll & Benefits Expense | 723239 | 770348 | Wildland Reimbursements :\$60,000 |
| Professional Services | 25500 | 29418 | \$3500 from Election |
| Travel | 18000 | 10200 | |
| Fire Operations | 272245 | 230212 | Adjustment from expense cutbacks |
| Grants-Walmart, Prevention Training, Health | 0 | 1300 | Appropriate from Grant Revenue |
| Capital Outlay | 0 | 0 | |
| TOTAL OPERATING EXPENSE | 1246120 | 1249648 | |
| Unrestricted General Reserve | 100000 | 50000 | |
| Transfer to Pension Fund | 124021 | 124021 | |
| TOTAL EXPENSE | 1470141 | 1423669 | |
| TOTAL GENERAL FUND BALANCE | 403131 | 665570 | |
| Allocated Funds | | | |
| Impact Fund | 23809 | 38422 | |
| Wells Fargo Dividends | 17028 | 0 | |
| Reserves - Governmental Reserve (Tabor) | 37500 | 37500 | |
| Assigned Station #7 | 0 | 8500 | |
| Unrestricted General Reserve | 0 | 0 | |
| TOTAL Allocated Funds | 78337 | 84422 | |
| Allocated Funds - General Fund Balance | 324794 | 581148 | |

**PAGOSA FIRE PROTECTION DISTRICT
2018 BUDGET - GENERAL FUND**

| ACCOUNT DESCRIPTION | 2016 ACTUAL | 2017 BUDGET | 2017 PROJECTED YEAR END | 2018 BUDGET |
|---|----------------|----------------|-------------------------------|----------------|
| BEGINNING FUND BALANCE | 791586 | 655803 | 655803 | 665622 |
| REVENUES | | | | |
| Property Tax Revenue | | | | |
| General Property Taxes | 874523 | 890158 | 889701 | 923433 |
| Pension Fund Taxes | 122503 | 124021 | 124073 | 128944 |
| Specific Ownership | 99867 | 95000 | 107646 | 80000 |
| Wildland Firefighting Reimbursement | 153894 | 75000 | 161929 | 80000 |
| Impact Fees | 20348 | 13000 | 15738 | 13500 |
| Intergovernmental - Airport | 1020 | 1020 | 1020 | 1020 |
| Investment & Interest Income | 754 | 5020 | 3657 | 2545 |
| Permit Fees | 7170 | 6500 | 6940 | 6500 |
| Special Fire Protection Services | 10898 | 7500 | 21008 | 10000 |
| Capital Lease Issuance-SCBA | 245096 | 0 | 0 | 0 |
| Donations, Weight Room & Insurance Payments | 11896 | 250 | 19937 | 0 |
| Grants-Walmart, Prevention Training, Health | 0 | 0 | 5277 | 0 |
| Wells Fargo Dividend Closeout | 0 | 0 | 16562 | 0 |
| TOTAL REVENUES | 1547969 | 1217469 | 1373488 | 1245942 |
| TOTAL RESOURCES | 2339555 | 1873272 | 2029291 | 1911564 |
| Operating Expenditures | | | | |
| Treasurer's Fees | 29926 | 30342 | 30421 | 32000 |
| General Overhead | 58690 | 63970 | 68610 | 66518 |
| Insurance | 100242 | 107824 | 107639 | 90351 |
| Election Expense | 5120 | 5000 | 5000 | 30000 |
| Payroll & Benefits Expense | 805194 | 723239 | 710348 | 739208 |
| Professional Services | 17847 | 25500 | 25918 | 35500 |
| Travel | 19165 | 18000 | 10200 | 14500 |
| Fire Operations | 176907 | 272245 | 230212 | 290215 |
| Grants-Walmart, Prevention Training, Health | 0 | 0 | 1300 | 4175 |
| Capital Outlay | 348159 | 0 | 0 | 76000 |
| TOTAL OPERATING EXPENSE | 1561250 | 1246120 | 1189648 | 1378467 |
| Unrestricted General Reserve | 0 | 100000 | 50000 | 50000 |
| Transfer to Pension Fund | 122503 | 124021 | 124021 | 129045 |
| TOTAL EXPENSE | 1683753 | 1470141 | 1363669 | 1557512 |
| TOTAL GENERAL FUND BALANCE | 655803 | 403131 | 665622 | 354052 |
| Allocated Funds | | | | |
| Impact Fund | 245096 | 23809 | 38422 | 51922 |
| Wells Fargo Dividends | 16394 | 17028 | 0 | 0 |
| Reserves - Governmental Reserve (Tabor) | 46848 | 37500 | 37500 | 46848 |
| Assigned Station #7 | 8500 | 0 | 8500 | 8500 |
| Unrestricted General Reserve | 0 | 0 | 0 | 50000 |
| TOTAL Allocated Funds | 316838 | 78337 | 84422 | 157279 |
| Allocated Funds - General Fund Balance | 338965 | 324794 | 591200 | 196782 |
| | | -9- | | |

**PAGOSA FIRE PROTECTION DISTRICT
BUDGET - VOLUNTEER PENSION BUDGET**

2018 Budget

| | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|--|-----------------------|----------------|-------------------------------|----------------|
| REVENUES | | | | |
| | 3410145 | 3433454 | 3433454 | 3485209 |
| State Contribution | 30596 | 30596 | 30596 | 30596 |
| Transfer from General Fund | 122503 | 124021 | 124021 | 128944 |
| TOTAL ADDITIONS | 153099 | 154617 | 154617 | 159540 |
| TOTAL INVESTMENT INCOME | 203521 | 200000 | 235300 | 235300 |
| TOTAL ADDITIONS | 356620 | 354617 | 389917 | 394840 |
| EXPENDITURES | | | | |
| Pension Payments | 296510 | 300495 | 300495 | 308295 |
| Expenses: Legal, Actuarial, Administrative, Audit | 31034 | 34500 | 31900 | 34500 |
| Insurance Premiums AD&D | 5767 | 5767 | 5767 | 2815 |
| TOTAL DISBURSEMENTS | 333311 | 340762 | 338162 | 345610 |
| Ending Fund Balance | 23309 | 13855 | 51755 | 49230 |
| Net Position Restricted For Pension-End Of Year | 3433454 | 3447309 | 3485209 | 3534439 |



Pagosa Fire Protection District DEPARTMENT DETAIL

Communications

Department Overview

The Pagosa Fire Protection District utilizes several communication systems and equipment, including Very High Frequency (VHF) radios and 800MHz radio system. The 800MHz radio system is a blend of traditional two-way radio technology and computer-controlled transmitters. These radios are used for Public Safety and Homeland Security. The VHF radio refers to the radio frequency range. The Active 911 digital messaging system delivers alarms, maps, and other critical information instantly to first responders. Concise and clear radio communication can help an emergency incident go smoother and contribute to a successful outcome. The communications department ensures adequate radio procedures are in place and monitors basic radio procedures and practices.

Key Facts – 2018

The Pagosa Fire Protection District is currently using two radio systems. VHF and the State Digital Trunked Radio (DTR) System (800MHz). The DTR system is maintained by the State of Colorado with no current cost to the department. The VHF repeaters are owned and maintained by the department. Pagosa Fire has been issuing mostly VHF equipment to volunteers.

- 72 800MHz portable radios
 - ✓ 45 are 2007 models (10 years old)
- 31 VHF portable radios
 - ✓ 9 have been taken out of service. These were broken and nonrepairable
- 10 out of the remaining 22 radios are 2007 or older models. They are nonrepairable
- 53 Active 911 accounts

2017 Accomplishments

- Completed Devil Mountain Repeater maintenance
- Expansion of the wildfire communication was accomplished through a redesigned code plug
- Continued Transitioning to 800MHz for primary communication, including volunteer radios
- Expanded the use of Active 911
- Started to work on replacing outdated equipment
- Implemented the use of Salamander Live

2018 Goals

Pagosa Fire will continue to transition to the use of 800 MHz for primary radio communication, however, VHF will still be maintained for use in wildland and interagency communications with federal resources. The Communication division will be working with Information Technology (IT) to improve and maintain scene safety through the use of Command software. The software will be used in the Battalion vehicle. Active 911 will be adding features to provide firefighters additional information.

**Pagosa Fire Protection District
2018 Communication Budget Summary**

| 6405: Archuleta County Dispatch Center | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|---|---------------------------|--------------------|--------------------------------|--------------------|
| Archuleta County Dispatch Center | 28680 | 30000 | 31504 | 27000 |

| 6430: District Mapping | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|-------------------------------|---------------------------|--------------------|--------------------------------|--------------------|
| District Mapping | 0 | 250 | 1997 | 250 |

| 6440: Communications Repair/Maintenance | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|--|---------------------------|--------------------|--------------------------------|--------------------|
| Communications Repair/Maintenance | 1606 | 5750 | 3500 | 5270 |
| Radio Repairs | | | | 2000 |
| Motorola 800 MHZ Batteries | | | | 2395 |
| Pager Batteries | | | | 250 |
| Repeater Maintenance | | | | 250 |
| XTS 2500 Chargers | | | | 375 |

| 8055: Communication Capital Expense | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|--|---------------------------|--------------------|--------------------------------|--------------------|
| Communications Repair/Maintenance | 12880 | 0 | 0 | 6000 |
| Bendix King Mobile & Bendix Portable (KNG) (1) | | | | 2750 |

Facilities/Maintenance

Description

The Facilities/Maintenance Department oversees the grounds and maintenance of 7 stations. It is the responsibility of the department to ensure that all district facilities are safe, clean and maintained. Oversees subcontractors needed to complete any work connected to the districts landscaping, snow removal, repairs and remodel projects.

Key Facts - 2018

Pagosa Fire Protection District (PFPD) is a combination department. PFPD consists of both career and volunteer firefighters: approximately 40 volunteers, 7 full-time firefighters, 2 part-time firefighters and 2 administrative staff. The staff works from 8-5 Monday through Friday. Station 1 is the only "staffed" station at this time. After 5:00 p.m., including weekends, one staff member is on duty as a battalion officer.

Station 3 is a Training facility. It is equipped with a live fire training tower and has been used by the Colorado Firefighter's Academy to host training workshops.

- The District in Archuleta County covers 314 square miles.
- Station 1: 191 N. Pagosa Blvd: Administrative Offices.
- Station 2: 95 Falcon Place, Hatcher Lakes
- Station 3 (Training Facility): 5508 US Highway 84, Loma Linda area.
- Station 4 (Fleet Maintenance): 1529 E. US Highway 160, Downtown Pagosa Springs.
- Station 5: 38 County Road 136, Aspen Springs.
- Station 6: County Road 400, Hidden Valley Subdivision.
- Station 7: County Road 382, Chromo.

2017 Accomplishments

- Purchase of flammable cabinet for Station 7
- Graveled parking area at Station 3
- Purchase of lawn mower for Station 1
- Cut landscaping service
- Repaired generator at Station 1
- Training room converted to LED lights at Station 1

2018 Goals

- Convert stations to LED lighting, goal is to save 30% on electricity with energy efficient lighting.
- Purchase Gear Lockers Station 1.
- Paint training room and staff offices at Station 1.
- Gravel Station 7.
- Replace furnace at Station 4 with a more energy efficient appliance.
- Improve Storage capacity.

**Pagosa Fire Protection District
2018 Facilities/Maintenance Budget Summary**

| Grounds/Maintenance | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|-------------------------------------|-----------------------------------|------------------------|--|--------------------|
| Grounds: 5150: Overall | 6423 | 9400 | 14188 | 2300 |
| Station 1: 5151: Lawn Care Supplies | | | | 300 |
| Station 2: 5152 | | | | 0 |
| Station 3: 5153 | | | | 0 |
| Station 4: 5154 | | | | 0 |
| Station 5: 5155 | | | | 0 |
| Station 6: 5156 | | | | 0 |
| Station 7: 5157: Gravel | | | | 2000 |

| Supplies | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|--|-----------------------------------|------------------------|--|--------------------|
| 5190: Overall | 5302 | 5900 | 4250 | 10700 |
| Station 1: 5191: Overall | | | | 4000 |
| LED Conversion | | | | 1000 |
| 7 Gear Lockers | | | | 1800 |
| Backflow Test | | | | 75 |
| Dewalt Combo Tool Kit (All Facilities) | | | | 529 |
| Station 2: 5192: Overall | | | | 675 |
| New Sign | | | | 293 |
| LED lights | | | | 299 |
| Backflow Test | | | | 75 |
| Station 3: 5193: Overall | | | | 950 |
| Padginite for Burn Tower | | | | 750 |
| 5 Gallons Paint | | | | 200 |
| Station 4: 5194: Overall | | | | 2475 |
| LED light conversion | | | | 899 |
| New Sign | | | | 293 |
| Backflow Test | | | | 75 |
| Station 5: 5195: Overall | | | | 600 |
| LED light conversion | | | | 299 |
| New Sign | | | | 293 |
| Station 6: 5196: Overall | | | | 0 |
| Station 7: 5197: Overall | | | | 2000 |
| Gravel | | | | 2000 |

| Capital: 8060 Building Improvements | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|--|-----------------------------------|------------------------|--|--------------------|
| 8060 Building Improvements: Overall | 0 | 0 | 0 | 5000 |
| Station 4: 40' x 8' Storage Container | | | | 5000 |

Fire Prevention/Public Education

Department Overview

The goal of the Fire Prevention Department is to identify hazards or potential hazards, taking mitigating steps and actions towards preventing these hazards from occurring. This can be accomplished by enforcing the International Fire Codes through an inspection program, the pre-incident planning of commercial property and performing the post fire investigation for cause and determination.

The Public Education Department performs specialized educational work in preparing and presenting fire prevention and fire safety education programs and promotes life safety for the Fire Department. The Public Education Department exercises initiative and independent judgment in all phases of work, exercises tact and courtesy in frequent contact with school students and administrators, county officials and the public. The Public Education Department works closely with local, regional and State fire safety organizations such as Fire and Life Safety Educators of Colorado and Colorado Community Risk Reduction. Work is performed under the general supervision of the District Fire Chief or designee.

Key Facts for Fire Prevention – 2018

This department's responsibilities include: 1) Routine inspections, 2) Response to complaints, 3) Response to eminent hazards, 4) Site plan review/plan review/new construction, 5) Change in occupancy, 6) Pre-Incident planning of commercial property.

The Department's plan review responsibilities are: 1) Land use permits (plot plans), 2) Commercial remodel, 3) New commercial construction.

These plan reviews are to ensure that the buildings are planned and constructed within the standards outlined in the International Fire Code so that they are not built or occupied with known hazards.

The Fire Prevention division performs post fire investigations and safe and systematic analysis of fire and explosion incidents. Fire investigation, or analysis, and the accurate listing of causes are fundamental to the protection of lives and property from the threat of hostile fire or explosions. It is through an efficient and accurate determination of the cause and responsibility that future fire incident can be avoided.

This Department has the responsibility of pre-incident planning, a document developed by gathering general and detailed data that is used by responding personnel to effectively manage emergencies for the protection of occupants and responding personnel.

At present, this Department has one Supervisor/Administrator, one part-time employee and two volunteer Inspectors.

Key Facts for Public Education – 2018

The Public Education Department plays a vital role in the community and participates in a variety of educational activities in the schools, churches and other community based organizations. The Public Education Department allows the PFPD to meet the statutorily obligated requirements as well as capitalizing on opportunities to educate members of our community in an effort to prevent fires in homes, wildlands and commercial settings.

**Pagosa Fire Protection District
2018 Fire Prevention/Public Education Budget Summary**

The Public Education Department has received several donated items through the years and we continue to utilize and maintain them. Those items that we hand out and give away must be replaced yearly for this Department to continue to be successful in educating our community.

2017 Accomplishments in Fire Prevention:

During 2017, this Department has:

1. Completed over 190 inspections
2. Began to implement the pre-planning of all commercial structures within our District
3. Filled this position with a new Administrator and a part time inspector

2017 Accomplishments in Public Education:

The Public Education Department participated in 12 community events this year, utilizing 72 Firefighters for a total of 250 man hours.

The department was involved in 14 Fire Drills, 7 School events, 10 station tours, 9 safety presentations and approximately 20 home safety inspections. Numerous firefighters participated in all these programs and an incredible amount of man hours went into making this department a huge success.

Trained over 50 local employees on the proper use of fire extinguishers in their businesses and anticipate training another 250 before the year end. We participated as judges in one of our neighboring town's science fairs and gave away several smoke alarms and carbon monoxide alarms to families in need.

Attended the Fire and Life Safety Educators Conference of the Rockies in Black Hawk, Colorado. Networks with fellow educators in the field and discussed what other fire departments are doing to keep their communities safe. Continues to train as a firefighter and will continue to maintain all certifications related to EMS and Fire.

Several school presentations and community events are planned for the remainder of the year.

It would be impossible to touch so many lives and deliver the life and fire safety messages without the support of our volunteers and our community.

Goals for Fire Prevention and Public Education for 2018:

Goal 1/Continue to improve service delivery to the community – The Fire Prevention Department, in tandem with the Public Education Department, will continue to reach out to the community with fire and life safety education information and presentations. We will show our support and continue to be involved in all community events like the Penguin Plunge, Winterfest, 9 Health fair, Relay for Life, St. Pats Parade and Festival, Special Olympics Torch Run, Pagosa Springs Annual Car Show, Regional Science Fair, Conference on Aging/Train the trainer, Mud Run, Archuleta County Fair, 4th of July Rotary Parade, MDA Fill the Boot, Trunk or Treat and other like events.

The PED will need to purchase more smoke and carbon monoxide alarms to give away to the less fortunate members in our community that live in higher risk areas as well as purchasing new educational materials to keep the public up to date on the latest developments in fire safety.

**Pagosa Fire Protection District
2018 Fire Prevention/Public Education Budget Summary**

Work together with all schools in the community to develop a fire drill schedule and a presentation schedule that works for all and, in turn, we will support their programs and provide fire engine escorts for sporting events.

Continue to apply for fire safety grants to support our program and will work with EMS in developing life and fire safety programs that will benefit our community.

All staff members in both Departments will continue their education in their respective field to ensure that we are offering the best and most advanced information to the people of our community.

Goal 2/Improve organizational effectiveness – These Departments will continue to track and monitor its effectiveness within the community by doing random survey's, class evaluations of instructors or presenters and keeping records and statistics of hazards that do occur in Archuleta County in an effort to determine whether or not the PFPD could implement new programs to capture all demographics of people within the community.

Goal 3/Continue to support effective community outreach and involvement – The FP and PE Department's will continue to interact with the community as we have been and will take any and all opportunities to implement new programs as they become available in an effort to enhance our relationships with the community as well as educating and encouraging safer behavior with regards to fire and other hazards associated with fire.

Goal 4/Provide and maintain quality equipment and facilities – Through the years, and because of financial hardships, the Public Education Department has continued to decrease to the point that maintaining the level of effectiveness in the community has been difficult to preserve. In order to effectively educate and teach, the Public Education Department must have the financial support to keep a minimum standard of inventory with teaching aids, equipment and other related supplies. Therefore, an increase has been proposed in this budget to bring this Department's inventory back up to the minimum standard necessary to continue the effectiveness of this program.

Goal 5/Be fiscally pro-active and responsible – Because these two Departments have been combined under the Direction of one Supervisor, it is anticipated that it will be easier to track and monitor. The requested budget has been well thought out and all requests are considered feasible, fiscally responsible and necessary. When opportunities become available to save monies or reduce costs, those opportunities will be taken advantage of.

Goal 6/Improve Leadership within the Department – Recently, staffing within these two Departments has changed and has been filled with members of the Fire Department that are experienced fire fighters but new to these particular positions. It is the goal of the Administration that these staff members implement a training program that will allow them to attend trainings, conferences and other avenues of learning to enhance their continued education specific to their job. The Supervisor should also attend leadership trainings both for PE and FP and should continue to enhance that Supervisors personal and Departmental goals and expectations.

Goal 7/Improve Communications – Both Departments will attempt to find ways to enhance communication within the organization as well as within the community. Social Media, radio, newspaper, intra-office memos, flyers and other methods will continually be used and enhanced as time goes on.

Goal 8/Department Master Plan – Both Departments needs will continually be considered before, during and after the strategic planning phase as well as the master plan development for the PFPD.

**Pagosa Fire Protection District
2018 Fire Prevention/Public Education Budget Summary**

| Public Education: 6630 | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|---|-----------------------------------|------------------------|--|--------------------|
| Public Education: Overall | 40 | 5000 | 6800 | 10000 |
| Smoke Alarms Program | | | | 450 |
| Carbon Monoxide Alarm Program | | | | 450 |
| Advertising for special Events | | | | 400 |
| Extinguisher Program | | | | 450 |
| Coloring/Activity Books/Crayons/Pencils | | | | 750 |
| Construction supplies/Paint/Misc. | | | | 200 |
| Insurance for Special Events | | | | 150 |
| Literature children and adults | | | | 240 |
| Fire Prevention Holiday Related | | | | 250 |
| Contest Awards | | | | 250 |
| Parade Supplies | | | | 300 |
| Special Event T-shirts | | | | 100 |
| Open House/Firefest | | | | 3000 |
| Firefighter Helmets for Kids | | | | 500 |
| Props for Kids Obstacle Courses | | | | 300 |
| Prizes and Candy for Events and Safety Games | | | | 300 |

| Fire Prevention: 6640 | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|--|-----------------------------------|------------------------|--|--------------------|
| Fire Prevention Supplies: Overall | 4668 | 250 | 200 | 1500 |
| Batteries for Residential Alarms | | | | 400 |
| 2015 International Code Book | | | | 120 |
| 2015 Fire Code Book | | | | 125 |
| 2015 Fire Inspector Guides x 5 | | | | 110 |

| Fire Investigation: 6650 | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|---|-----------------------------------|------------------------|--|--------------------|
| Fire Investigation: Overall | 5195 | 2000 | 400 | 1900 |
| Small Tools and Equipment (arson investigation, PPE, camera) | | | | 1900 |

Fleet/Maintenance

Department Overview

Pagosa Fire Protection District (PFPD) is dedicated to providing quality, safe, and reliable apparatus to our District and our members. PFPD maintains its own Fleet, utilizing two fleet mechanics and a service truck. The fleet mechanics are responsible for the preventative maintenance, mechanical repair of specialized fire vehicles, heavy fire apparatus and related mechanical equipment. The fleet maintenance department maintains comprehensive maintenance records on all district vehicles. All NFPA testing and inspections are completed annually. The fleet department evaluates all vendors for cost, timeliness and effectiveness.

Key Facts – 2018

- 1 Certified Mechanic
- 1 Apprentice/Firefighter
- 7 Type 1 engines, located at every station
- 5 Tenders, located at station 1,3,4,5 and 7
- 1 75 foot ladder truck, located at Station 1
- 1 Medium Rescue Truck, located at Station 1
- 1 Type 3 Brush Truck, located at Station 4
- 3 Type 6 Brush trucks, located at station 3,5, and 7
- 1 Command vehicle
- 2 Chief vehicles
- 2 Utility vehicles
- 1 Service Truck
- 1 Skid Steer plus attachments
- 4 Trailers
- 1 ATV
- 4 Gas powered Hydraulic units for extrication
- 9 Gas powered Vent Fans

2017 Accomplishments

- Completed all annual PMs and inspections on all of the Districts equipment.
- All needed repairs were completed.
- All annual NFPA testing was completed.
- Deputy Chief and Fleet Manager wrote a full spec for a new type 3 Engine and put it out to bid with 4 manufacturers.

2018 Goals

The goal for the fleet maintenance department is to complete all of the repairs and maintenance of District owned equipment. Complete the required NFPA testing and inspections for 2018. Build a replacement schedule for the District's equipment. Reassess the current maintenance schedule in ensure cost effectiveness for the District. Purchase a new command Vehicle. Seek grant funding opportunities to replace the current Type 1 Engine at Station 6 that is 33 years old.

**Pagosa Fire Protection District
2018 Fleet Budget Summary**

| Fleet/Maintenance: 6300 | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|--------------------------------------|-----------------------------------|------------------------|--|--------------------|
| Fleet/Maintenance: Overall | 88225 | 92000 | 64300 | 79250 |
| 6305: Bulk Oil | | | | 10000 |
| 6310: Gasoline | | | | 16000 |
| 6330: Tires | | | | 8000 |
| 6340 Misc. Equipment: Overall | | | | 10250 |

| Fleet/Maintenance: 6320 | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|-------------------------------------|-----------------------------------|------------------------|--|--------------------|
| Repair/Maintenance: Overall | | | | 35000 |
| 2 Replacement Portable Tanks | | | | 1221 |
| Pallet Forks | | | | 2000 |
| Tool Allowance | | | | 5000 |
| | | | | |

Note: Fleet/Maintenance Overall Total \$35000, Acct Number 6320 is part of the chart above total of \$79250.

| HazMat: 6069 | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|-----------------------------------|-----------------------------------|------------------------|--|--------------------|
| HazMat Overall | 0 | 0 | 0 | 6000 |
| MSA Repair Cost for PID | | | | 1500 |
| Megger Earth Ground Series | | | | 1650 |
| 1" Air Transfer Pump | | | | 1015 |
| Dome Clamps | | | | 245 |
| HazMat Plug and Patch Kit | | | | 871.95 |
| Poly Drum Spill Kit | | | | 499.95 |

Information Technology (IT)

Department Overview

Information technology focuses on improving the usability and efficiency of technological systems and processes. The IT tech procures, maintains and oversees the District's email, website, personal computers, server, internet, software programs and hardware equipment. The State Salamander Identification program (TAG) provides security verification to ensure that the person entering your scene is an active qualified responder.

Key Facts – 2018

- 12 Desktop Monitors
- 4 Printers
- 2 Servers
- 8 Laptops
- 1 Command Vehicle Tablet
- 1 Fire Marshal Tablet
- 1 two-in-one computer for volunteer Fire Inspectors
- 5 tablets for the Board of Directors

2017 Accomplishments

- Expanded mobile data in the Battalion vehicle with better mapping and call data being relayed, using apple products.
- Added on Smart phone to the command vehicles
- Implemented the use of a tablet for mobile radio programming for the Communications Division
- Standard repairs on hardware
- The District's firewall was upgraded with added network security
- Monthly server maintenance was completed
- Transition to the Salamander Identification program (TAG) is in the process of being expanded
- A new, updated website is being maintained
- Social Media passwords were updated
- WiFi Security was enhanced
- A Cyber Policy was approved and enacted

2018 Goals

- Update aging administration Desktop Computer
- Add new layers of information to Active 911
- Improve data being delivered to battalion vehicle
- Improve personal on-scene accountability system
- Perform upgrades on telephone service

Pagosa Fire Protection District
2018 IT Budget Summary

| IT: 6700 | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|---|-----------------------------------|------------------------|--|--------------------|
| 6710-Software/Computer Services- Overall | 7135 | 8100 | 7000 | 15500 |
| RRAN Contract | | | | 3400 |
| Email Hosting | | | | 2058 |
| VIPRE | | | | 800 |
| Misc. Software | | | | 300 |
| Tech Support | | | | 1000 |
| Software Subscriptions | | | | 6200 |
| Internet | | | | 1700 |

| IT: 6700 | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|------------------------------|-----------------------------------|------------------------|--|--------------------|
| 6720-Hardware-Overall | 2173 | 7500 | 3500 | 4600 |
| Computers | | | | 2800 |
| Misc. Supplies | | | | 500 |
| Router St. 4 | | | | 125 |
| Smart T.V. St. 1 | | | | 350 |

Training Division

Department Overview

The Training Division provides reliable and up-to-date educational and practical information for fire personnel. The Training Division is responsible for assigning and coordinating training for all members of the Pagosa Fire Protection District (PFPD), from putting on a recruit training for new volunteers, to making sure our seasoned members get the proper continuing education and professional development classes needed. Training hours are tracked for certification renewals to maintain state certifications.

Key Facts - 2018

Attending out-of-district trainings is essential due to the constantly changing world, training out of district is essential. This allows Pagosa Fire Protection District (PFPD) to keep up with construction, tools, techniques used for combating vehicle extrication, structural firefighting, hazardous materials, and wildland firefighting.

When new recruits sign up to be a volunteer firefighter they are put through a 6 week recruit academy. This academy teaches them the basics of our operations and what is expected to perform as a volunteer firefighter. Recruits are put through a rigorous physical ability assessment. They learn about the different types of Personal Protective Equipment (PPE), how to operate on the fire ground using the Chain of Command and Incident Command System (ICS) and the tools and equipment they will be using. These are the building blocks for them to move on to a more advanced training and grow in a professional capacity.

PFPD does in-house training in addition to the out-of-district training. Trainings are held 3 times a month to help keep skills fresh and finely tuned. PFPD has state certified instructors that are capable of teaching Firefighter 1 and Hazmat Operations classes.

The Training Officer is part of the Four Corners Training Officers Association that includes officers from the four corners area. This Association offers training opportunities to PFPD geared towards training new officers.

2017 Accomplishments

- Completed a Firefighter 1 Academy, HazMat Operations, and S130/S-190
- Established a steady Training Schedule.

2018 Goals

- Continue building the Training Manual.
- Improve the Training Schedule.
- Get Lieutenants to classes at NFA or one of the local NFA weekends.
- Put EMR class together with EMS.
- Develop upcoming Officer Training Program.
- Implement training tracks for specialized training topics.

Training Division Budget Summary

| Training/Training Travel 5800 | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|--|-----------------------------------|------------------------|--|--------------------|
| Administration 5805 | 10314 | 8000 | 6000 | 7500 |
| Fire Training Travel 5810 | 8850 | 10000 | 5000 | 7000 |

| Training: 5900 | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|---|-----------------------------------|------------------------|--|--------------------|
| Training: 5900 Overall | 14347 | 29250 | 13300 | 45175 |
| 5910: Administration | 0 | 5000 | 3000 | 5000 |
| 5920: Fire Officer (Tactical leadership included) | 0 | 3500 | 600 | 3500 |
| 5930: Firefighter/Volunteer | 45 | 6500 | 5500 | 10000 |
| Academy Part of 5930 | | | | 3000 |
| CFFA Part of 5930 | | | | |
| 5940: Wildland | 0 | 6500 | 400 | 3500 |
| 5950: Prevention/Public Education | 0 | 3000 | 1500 | 8500 |
| 5950-1 Prevention Grant Part of 5950 | 0 | 0 | 0 | 4175 |
| 5955 – Public Information | 0 | 0 | 0 | 1500 |
| 5960: IT | 0 | 750 | 0 | 1500 |
| 5970: Fleet | 0 | 1500 | 0 | 3000 |
| 5980: Supplies | 37 | 2500 | 2000 | 2500 |
| 5990: Certification | 0 | 0 | 0 | 2000 |

Wildland

Department Overview

The Wildland Fire Division is a key department that provides Training and Wildland responses in and out of the District. The Wildland Division provides training and reimbursement back to the District by sending equipment listed on the CRRF to out of District wildland assignments. The District benefits by these assignments, training our firefighters to be better prepared in the event the District has a large-scale incident.

Key Facts – 2017

This year PFPD was requested through the national ROSS dispatch system to assist the San Juan National Forest by providing a type 6 Engine for 28 days for severity. Archuleta County in several small fires. The Wildland Division has filled orders for out-of-district events in Kansas, Arizona, Montana and Colorado.

Wildland Equipment (3 each in the wildland apparatus):

- Tents
- Sleeping bag/pads
- Shovels
- Fire Packs
- Fire Shelters
- Chainsaws
- Drip torches
- Polaski (firefighting hand tool)

2018 Goals

The Wildland Division will continue to grow and meet the increasing needs of the District and continue to serve and protect the District with pride and distinction. We will continue to provide training and exposure to large scale fires and disasters. The Wildland Division needs to maintain and improve equipment and upgrade the fleet of Type 6 Engines and replace the Type 3 engine. Will continue to maintain the tools and improve the equipment capabilities.

| Wildland Supplies: 6067 | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|--------------------------------|-----------------------------------|------------------------|--|--------------------|
| Wildland Supplies | 0 | 7500 | 0 | 3500 |

| Wildland Assignment Expense: 6070 | 2016 Budget Actual | 2017 Budget | 2017 PROJECTED YEAR END | 2018 BUDGET |
|--|-----------------------------------|------------------------|--|--------------------|
| Wildland Assignment Expense | 0 | 0 | 9422 | 5000 |

**RESOLUTION 171212A
PAGOSA FIRE PROTECTION DISTRICT**

TO ADOPT BUDGET

WHEREAS, the Board of Directors of the Pagosa Fire Protection District has appointed the Fire Chief to prepare and submit a proposed 2018 budget to the Board at the proper time; and

WHEREAS, the Fire Chief has submitted a proposed budget to this Board on or before October 15, 2017, for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with the law, said the proposed budget was open for inspection by the public at a designated place, and a public hearing was held on November 14, 2017, and interested electors were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the budget has been prepared to comply with all terms, limitations and exemptions, including, but not limited to, reserve transfers and expenditure exemptions, under Article X, Section 20, of the Colorado Constitution ("TABOR") and other laws or obligations which are applicable to or binding upon the District; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pagosa Fire Protection District:

1. That the budget as submitted, amended, and summarized by fund, hereby is, approved and adopted as the budget of the Pagosa Fire Protection District for the year 2018.
2. That reserves have been or are hereby established for each appropriate fund or combined as a single reserve fund as set forth in the Budget in order to preserve the spending exemption for reserves under TABOR, and all such reserves shall be transferred or expended within any fund as set forth in the budget.
3. That the budget, as submitted, amended and herein summarized by fund, be, and the same hereby is, approved and adopted as the budget of the Pagosa Fire Protection District for the 2018 fiscal year.
4. That the budget, as hereby approved and adopted, shall be certified by the Treasurer and/or Chairman of the District to all appropriate agencies and is made a part of the public records of the District.

TO SET MILL LEVIES

WHEREAS, the amount of money necessary to balance the budget for general operating expenses is \$1,048,830 and

WHEREAS, the amount of money necessary to balance the budget for abatements is \$1,547 and

WHEREAS, the 2017 valuation for assessment for the District, as certified by the Archuleta County Assessor, is \$257,888,011;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pagosa Fire Protection District:

1. That for the purposes of meeting all general operating expenses of the District during the 2018 budget year, there is hereby levied a tax of 4.067 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2018, to raise \$1,048,830 in revenue.
2. That the Treasurer and/or the Chairman of the District is hereby authorized and directed to immediately certify to the County Commissioners of Archuleta County, Colorado, the mill levy for the District as hereinabove determined and set.

TO APPROPRIATE SUMS OF MONEY

WHEREAS, the Board of Directors of the District has made provision therein for revenues in an amount equal to the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes set forth in the budget, including any interfund transfers listed therein, so as not to impair the operations of the District.

ADOPTED, this 12th day of December, 2017.



Don Peterson,
Acting Secretary/Treasurer

DISTRICT SEAL



CERTIFICATION OF BUDGET

TO: Division of Local Government

This is to certify that the budget, attached hereto, is a true and accurate copy of the budget for the Pagosa Fire Protection District, for the budget year ending December 31, 2018, as adopted on December 12, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Pagosa Fire Protection District in Archuleta County, Colorado, this 12th day of December, 2017.



Don Peterson,
Acting Secretary/Treasurer

DISTRICT SEAL

**RESOLUTION 171212B
RESOLUTION REGARDING POSTING FOR MEETINGS**

WHEREAS, Special Districts are required by Subsection 24.6.402(2), C.R.S. to designate annually at the District Board's first regular meeting of each calendar year, the place at which notice will be posted at least 24 hours prior to each meeting:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PAGOSA FIRE PROTECTION DISTRICT AS FOLLOWS:

1. Notices of meetings of the District Board required pursuant to Section 24.6.401, et seq., C.R.S. shall be posted within the boundaries of the District at least 24 hours prior to each meeting at the following location:

**Pagosa Fire Protection District
Station 1
191 North Pagosa Blvd.
Pagosa Springs, Colorado**

2. Notices of regular or special meetings required to be posted in three public places (Exhibit A) within the District and at the office of the County Clerk and Recorder at least three days prior to said meeting shall continue to be made pursuant to Section 32-1-903(2), C.R.S.

ADOPTED this 12th day of Decemer, 2017.



Don Peterson,
Acting Secretary/Treasurer

DISTRICT SEAL

EXHIBIT A
Posting for Meetings

Archuleta County Courthouse
449 San Juan St.
Pagosa Springs, CO

Pagosa Springs Town Hall
551 Hot Springs Blvd.
Pagosa Springs, CO

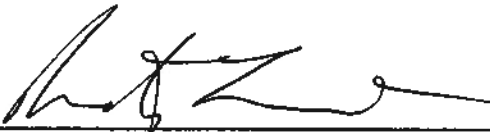
Pagosa Area Water & Sanitation District
100 Lyn Avenue
Pagosa Springs, CO

STATE OF COLORADO)
COUNTY OF ARCHULETA) SS.
PAGOSA FIRE PROTECTION DISTRICT)

NOTICE OF REGULAR MEETINGS

NOTICE IS HEREBY GIVEN that the regular meetings of the Board of Directors of the Pagosa Fire Protection District are held on the second Tuesday of every month at 6:30 p.m. in the training room located at Station #1, 191 North Pagosa Blvd., Pagosa Springs, Colorado. Notice is also given that regular meetings of the Board of Trustees of the Pagosa Fire Protection District Firemen's Pension Fund are held on the second Tuesday in January, April, July, October and December just prior to the meeting of the Board of Directors. These meetings are open to the public.

FOR THE BOARD OF DIRECTORS
PAGOSA FIRE PROTECTION DISTRICT



Randy Larson
Fire Chief

DISTRICT SEAL

SPECIAL DISTRICT TRANSPARENCY NOTICE - 2018
Pursuant to section 32-1-809, Colorado Revised Statutes

| | | |
|---|--|--|
| Name of special district | Pagosa Fire Protection District | |
| District's Principal Business Office | Mailing: 191 North Pagosa Blvd., Pagosa Springs, CO 81147 Physical: 191 North Pagosa Blvd., Pagosa Springs, CO 81147 970-731-4191 | |
| Manager or Primary Contact Person | Randy Larson, Fire Chief 970-731-4191 rlarson@pagosafire.com | |
| District's Website Address (optional) | www.pagosafire.org | |
| Physical Location | County: Archuleta | |
| Regular Board Meeting Information | Location: District Office Address: 191 N. Pagosa Blvd. City, State: Pagosa Springs, CO 81147 Day(s): 2 nd Tuesday of Each Month Time: 6:30 p.m. | |
| Posting place designated for meeting notice (as per §24-6-402(2)(c), C.R.S.) | Fire Station #1, 191 North Pagosa Blvd., Pagosa Springs | |
| Research and Retrieval of Public Records Notice per CRS 24-72-205(6) | Fee per hour: \$30 for each hour after the first hour (no charge for the first hour) Contact Name: Shirley D. Brinkmann Telephone Number: (970) 731-4191 | |
| Current District mill levy | Mills for levy in year 2017 for collection in 2018: 4.067-(.5 for Volunteer Pension = 3.567 | |
| Total ad valorem tax revenue received by district during 2017 (Note if unaudited or otherwise incomplete.) | \$ 884764 unaudited | |
| Names of board members | (1) John Thompson Term expires May 2018 | (2) Jason Webb Term expires May 2018 |
| | (3) Edward Ainsworth Term expires May 2020 | (4) David Blake Term expires May 2018 |
| | (5) Don Peterson Term expires May 2020 | |
| | (6) N/A | (7) N/A |
| Date of next regular election | May 8, 2018 | |
| Self-nomination forms to be a candidate for district board member may be obtained from | Shirley Brinkmann 191 North Pagosa Blvd. Pagosa Springs, CO 81147 | |
| Self-nomination forms to be a candidate for district board | Shirley Brinkmann 191 North Pagosa Blvd. | |

| | | |
|--|--|--|
| member should be returned to | Pagosa Springs, CO 81147 | |
| Completed self-nomination forms must be received by the district by | March 5, 2018 | |
| District election results will be posted on these websites: | The district's election results will be posted on the website of the Colorado Secretary of State (www.sos.state.co.us). Provide the address of any additional websites on which the district will post its election results: Websites: https://dola.colorado.gov/lgis/ www.pagosafire.org | |
| Applications to request permanent mail-in voter status (Enter county or counties in which the district is wholly or partially located.) | may be obtained from: Archuleta County Clerk and Recorder or online from Secretary of State: www.elections.colorado.gov | and may be returned to: Archuleta County Clerk and Recorder |
| Notice completed by: | Name: Shirley Brinkmann Title: Executive Administrative Assistant E-mail: sbrinkmann@pagosafire.com | Notice Dated: January 05, 2018 |

Note that some information provided herein may be subject to change after the notice is posted.

File copy of this Notice with:

- Clerk and Recorder of each county in which district is wholly or partially located;
- Assessor of each county in which the district is wholly or partially located
- Treasurer of each county in which the district is wholly or partially located
- Board of commissioners of each county in which the district is wholly or partially located
- Division of Local Government; and
- District's principal business office where it shall be available for public inspection

Notice must be provided in one or more of the following manners:

- a) Mail Notice separately to each household where one or more eligible electors of the special district resides (Note: Districts with overlapping boundaries may combine mailed Notices, so long as the information regarding each district is separately displayed and identified);
- b) Include Notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other Notice of election, or other informational mailing sent by the district to the eligible electors;
- c) Post Notice on district's official website (Note: You must also provide the Division of Local Government(<http://www.colorado.gov/dola>) with the address of your district's website in order to establish a link on the DLG's site. Please use our Contact Update form available on our website or by request.);
- d) Post Notice on website of the Special District Association of Colorado (<http://www.sdaco.org>) (Note: Your district must be an SDA member. Send Notice to SDA by mail or electronic transmission); or
- e) For a special district with less than one thousand eligible electors that is wholly located within a county with a population of less than thirty thousand, posting the Notice in at least three public places within the limits of the special district and, in addition, posting a Notice in the office of the county clerk and Recorder of the county in which the special district is located.