

RECORD OF PROCEEDINGS OF THE REGULAR MEETING
OF THE PAGOSA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

September 10, 2013

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, September 10, 2013. The meeting was moved to the EMS conference room located at 189 N. Pagosa Blvd. due to a broken water pipe at Station #1.

1. The meeting was called to order at 6:30 p.m. by Chairman Lattin. The following directors were present: John Thompson, David Blake, and Ken Rogers. Vice-Chairman John Weiss was out of town.
2. Frankie White of Clark, White & Associates presented the 2012 Audit Report. Mrs. White made reference to the Statement of Government Accounting Standards (GASB) changes. She also referenced the fact that while the staff size is sufficient to get work completed, it is not sufficient to allow complete internal control procedures to be developed and carried out. The Directors need to be aware of the increased need for board oversight in this situation.

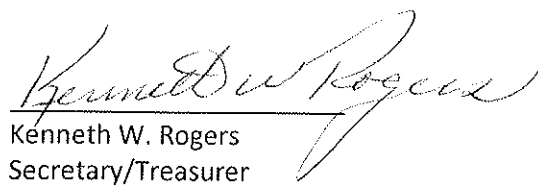
Mrs. White recommended that Secretary/Treasurer Ken Rogers continue to obtain images of the written checks as an added measure of oversight in conjunction with his usual review of the District bank statements. A motion to accept the audit was made by David Blake, seconded by John Thompson and passed unanimously.

3. Leroy Lattin called a temporary adjournment of the regular meeting of the Pagosa Fire Protection District Board of Directors at 7:00 p.m. to accommodate a meeting of the Pagosa Fire Protection District Firemen's Pension Fund.
4. Leroy Lattin reconvened the regular meeting of the Pagosa Fire Protection District Board of Directors at 7:20 p.m.
5. The minutes of the June 11, 2013, Board of Directors were approved on a motion by Ken Rogers, second by David Blake and passed.
6. Leroy Lattin inquired about Chief Bower's Fire & Police Pension reimbursement. Chief Bower informed the Board that she had spoken with Attorney Linda Glesne concerning her reimbursement. Linda Glesne has found FPPA unbending in dealing with reimbursements.
7. Chief Bower opened discussion on the Resolution to Adopt The 2009 International Fire Code. Chief Bower, Town Building Official Zach Richardson, and Larry Ash representing the Builders Committee met numerous times to analyze and review the 2009 Fire Code. A motion to approve the Resolution Adopting the 2009 International Fire Code was made by David Blake, seconded by Ken Rogers and passed.
8. Chief Bower informed the Board that an intergovernmental agreement would be entered into with the Town of Pagosa Springs to supplement Zach Richardson's salary. Zach will perform fire marshal duties on behalf of the District. Asst. Chief Leewitt stated that Zach needed a few additional certifications which will be paid for by the District. David Blake asked if the District would be hiring a

full-time Fire Marshal. Chief Bower informed the Board that a full-time Fire Marshal was not needed at this time.

9. The financial statement was reviewed with Chief Bower noting that the remodel of Station 1 and Station 7, implementation of severance pay, hiring of new employees, a drastic increase in workmen's compensation and the need to purchase additional equipment to meet ISO requirements have resulted in unforeseen expenditures. David Blake inquired about hydrant maintenance. Chief Bower informed the Board that hydrant inspections have been completed and billing is in progress. Leroy Lattin inquired about the cell phone budget. Chief Bower replied that the cell phone stipends were not approved until after the adoption of the 2013 budget. Kenny Rogers asked about the Professional Service line item, particularly ISO consultants. Chief Bower stated that the contract for \$10,000 plus an additional \$2,000 for expenses will be paid off after the ISO inspection is completed. Leroy Lattin mentioned that some of the vehicles were old and need replacing. Chief Bower had put a freeze on the budget due to the upcoming ISO inspection and Station 7 renovations; however, purchase of the new vehicles will be considered later this year or for the 2014 budget.
10. The status of the upcoming ISO inspection was discussed at length. Assistant Chief Brian Leewitt updated the board on the progress in preparing for the inspection. He detailed the responsibilities of each staff member and complimented each on the hard work accomplished in preparation for the arrival of ISO Inspector Dennis Parshley on September 24th. Leewitt fills confident that the District is adequately prepared.
11. There being no further business, the meeting was adjourned at 8:00 p.m.

Respectfully Submitted,


Kenneth W. Rogers
Secretary/Treasurer

DISTRICT SEAL