

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

May 17, 2016

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, May 17, 2016, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

**1. Call To Order:**

Chairman Lattin called the meeting to order at 6:30 p.m. The following directors were present: Ken Rogers, David Blake, John Thompson and Jason Webb.

**Staff Present:**

Acting Chief Larson, District Manager Brinkmann, Chief Bower and Colton Calavan

**2. Pledge of Allegiance:**

Chairman Lattin led the Pledge of Allegiance

**3. Additions/Deletions to the Agenda:**

Larson announced he had an addition under New Business asking for representation to the Dispatch Board.

**4. Approval of Minutes:**

A. The minutes of the April 12, 2016, were approved on a motion by David Blake, second by Ken Rogers and passed.

B. The minutes of the April 26, 2016, were approved on a motion by Jason Webb, second by David Blake and passed.

**5. New Board Members:**

**A. Oaths of Office:**

Lattin read the Oaths of Office. Ed Ainsworth and Don Peterson were sworn in. All Oaths of Office were signed and the new officers took their seats on the Board.

**B. Reorganization of Board Officers:**

Webb self-nominated for the Chairman position, second by Peterson. Blake nominated Thompson for the Chairman position, second by Ainsworth. Chairman Lattin called for a "show of hand vote" for the Chairman position. Votes: 2 for Jason Webb; 3 for John Thompson. Thompson was voted in as Chairman. Blake nominated Webb for the Vice-Chairman position, second by Ainsworth. Jason Webb was elected by acclamation to the Vice-Chairman position with no opposition. Blake nominated Ainsworth for the Secretary/Treasurer position, second by Thompson. Ed Ainsworth was elected by acclamation with no opposition. David Blake and Don Peterson hold the positions of Directors. Brinkmann announced that Ken Rogers and LeRoy Lattin would be taken off the bank accounts and replaced with John Thompson and Edward Ainsworth as signatories.

**C. Bond Information:**

Brinkmann announced the Bond information was included in the board packets. Blake inquired if the Bond was a Faithful Performance Bond and if there was a Directors and Officers Liability insurance. Brinkmann stated she would inquire with the Insurance agent and get back to the Board with the information.

**D. Board Packets:**

Brinkmann announced that a board packet was set up for each board member. They include: Service Plan, Bylaws, Manuals, information on Executive Sessions and more. She asked the board members to stop by the office and sign for the board packets.

**6. Monthly Finance Report:**

Brinkmann announced that Larson requested a Profit & Loss and a Balance Sheet report given to the Board every month. She informed the Board that the Quickbooks Profit & Loss and Balance Sheet has never been utilized. Frankie White from Clark, White & Associates, is in the middle of our audit and will help clean up the balance sheet after completion of the audit. Frankie White will be presenting the audit at the July 12, 2016 meeting.

**7. New Business:**

**A. Discussion of Hiring: Fire Chief Position**

Thompson inquired if Chief Bower would be leaving on July 15, 2016. Chief Bower replied that she is out of the office now, however, her official date is July 15, 2016. Thompson reminded that the board, they had decided at the previous meeting to expedite the hiring process of the new Fire Chief. Blake stated that Katherine Ridenhour had been working with him on establishing a process for hiring the Fire Chief. He asked that Ridenhour come forward to present the documents.

Ridenhour presented draft documents to the Board addressing the hiring plan, assessment process, advertising avenues and costs. She submitted a Fire Chief Position Overview. She stated the advertising costs did not include the airfare, hotel, and per diem cost of the interviewing process. Webb inquired what her role would be in the process. Ridenhour explained her role, stating that essentially she would create the entire process with the board's approval. She stated she would not charge the District at this time. She asked the board to be flexible with her due to other commitments and obligations.

The previous cost of hiring a Fire Chief, in the year 2007, was included in the board packet. Ainsworth stated he would like to slow the hiring process down based on that document. He stated this would allow time to look at the budget to see where the monies would come from. He mentioned he would hate to impact the operations side of the budget. Brinkmann reiterated the finances had to be a big part of the hiring discussion taking into consideration the previous hiring cost, current liabilities and budget.

Webb suggested to form a committee to work on the job description. Blake made a motion to retain Katherine Ridenhour's services to assist in the hiring process, second by Ainsworth and passed. A committee was formed consisting of Webb and Peterson, working with Ridenhour. The committee will present the job description at the June 14<sup>th</sup> board meeting, at which time the board will have a better picture of the finances available for the hiring process.

**B. Addition to the Agenda: Dispatch Advisory Committee**

Larson announced an administrator or board member is needed to sit on the Dispatch Advisory committee. Webb explained that the Dispatch Advisory Committee includes two representatives each from the Town, County, Pagosa Fire and EMS. The Chief is one of the representatives. The meetings are held every other month. Blake volunteered to be the second representative for the Pagosa Fire Protection District. Larson stated the next meeting would be held on June 6, 2016. They typically are held at 9:00 a.m., every other month at the EOC office.

8. **Old Business:**

A. **Actuarial Study Announcement:**

Brinkmann announced that Paul Barker, Consulting Actuary, will present the Actuarial Study at the September 13<sup>th</sup> meeting. Webb inquired when the next pension meeting is scheduled. Brinkmann replied the Pension Board will meet June 14, 2016. Larson stated that recommendation letters for the two positions available will be presented at the meeting.

B. **Colorado State Fire Chief's Report:**

Larson reported that the Colorado State Fire Chiefs discussed the house bill that is before Colorado Congress on implementation of fire service impact fees. He stated he would find out what the impact fees can be used for as soon as he received the finalization of the house bill.

9. **Good of Order:**

A. Colton Calavan discussed the Tactical Leadership on the Fire Ground training held in Los Pinos. He stated six, potential Lieutenants, attended the course. Randy stated the course was started six years ago. It was called Advance Live Fire and changed to Tactical Leadership on the Fire Ground and leadership training had been added to the program. He was pleased with the feedback and comments he received after the course.

B. Webb announced that four PFPD members completed the EMT class as of last Saturday, June 14<sup>th</sup>. He stated all four members were at the top of the class. They completed their practical exams and need to take their national registry exam.

10. **Adjournment:**

There being no further business, the meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

DISTRICT SEAL



Edward Ainsworth  
Secretary/Treasurer

