

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

August 9, 2016

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, August 9, 2016, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

1. Call To Order

The meeting of August 9, 2016, was called to order at 6:30 p.m. by Treasurer Ainsworth.

Board Member Attendance

Ed Ainsworth (Secretary/Treasurer), David Blake (Director). Don Peterson (Director) John Thompson (Chairman) was not present due to out-of-town business obligations. Jason Webb (Vice Chairman) was not present due to personal matters.

Staff Present

Acting Chief Larson, Executive Administrative Assistant Brinkmann, Captain Montoya and Firefighter Calavan

2. Pledge of Allegiance

Ainsworth led the Pledge of Allegiance.

3. Additions/Deletions to the Agenda

Chief Larson asked to add the Timeline Assistant Chief Hiring Process to New Business.

4. Public Comments:

None.

5. Approval of Minutes

The minutes of the July 12, 2016, were approved on a motion by Don Peterson, second by Ed Ainsworth and passed.

6. New Business

A. Lieutenant Promotions

Ed Ainsworth administered the Oath of Office to Jared Wirth.

B. SCBA Purchase Proposal

The board packet contained bids for Self Contained Breathing Apparatus (SCBA) and the Bank of the San Juan's financial proposal. Chief Larson explained that Captain Montoya had put together a comprehensive evaluation process for review of the SCBAs

and solicited bids from each company for comparison. After reviewing the results, Chief Larson's recommendation to the Board that the District purchase 55 Scott SCBAs from Municipal Emergency Services (MES). The 30% down payment, required by MES, would come from the capital impact fees and the remainder would be financed at a rate of 2.85% for seven (7) year loan with no penalty for early payoff. Ed Ainsworth agreed with the seven (7) year loan agreement stating the loan would be the only debt the District would have and the safety aspect the SCBAs being used at this time were obsolete and worn. He further stated that the firefighter's safety and health should be at the top of the list. Don Peterson asked what the package included. Captain Montoya replied the package includes: 55 SCBAs, 55 spare bottles, 1 RIT pack, this would give the District 5 backup packs. Captain Montoya assured the Board that one contributing factor was the Districts current equipment is compatible with MES product with zero adaptation. Shirley Brinkmann stated Eric Jones, Vice President, Bank of the San Juan came over from Durango to meet with her and Chief Larson. The interest rate was slightly lower than what MES proposed. Don Peterson made a motion to accept the proposal from the Bank of San Juan and purchase the 55 SCBAs from MES. The motion was seconded by David Blake. The motion carried with a vote of 3 yeas.

C. Timeline: Assistant Chief Hiring Process

Chief Larson presented a timeline in the hiring process for the Assistant Chief position. He proposed that total process would be complete by the end of the year and the start date of an Assistant Chief would be January 3, 2017. The position would be posted on the Colorado State Fire Chief's Association and the International Association of Fire Chief's websites at no cost. He further stated that regionally the position would be posted through the Four Corner's Training Officers Association and the La Plata County Chief's Association. David Blake made a motion to approve the Hiring Process Timeline for the Assistant Chief position, second by Don Peterson. The motion carried with a vote of 3 yeas.

7. Reports

A. Financial Report

The Profit and Loss statement was reviewed. David Blake inquired about the Special Fire Protection Revenue. Shirley explained that it was for Hazmat spills and now the Fire Recovery System put in place.

B. Chief Report

- La Plata County has asked Pagosa Fire to participate in a regional dive and recovery team at no cost to the department. Jared Wirth will go to a training for the regional scuba team. The La Plata Sheriff's Department will cover all the cost.
- Chief Larson will be teaching an ICS 300 class on August 23, 2016.
- The Boy Scouts of America are interested in putting the Junior Firefighter Program into their explorer post.

8. Old Business:

A. Approval of Final Audit

A second draft of the audit was included in the board packet. An extension was filed with the State of Colorado. Shirley asked the Board to please review the audit prior to

the September 13, 2016 board meeting and let her know of any corrections so that the audit could meet the September 30, 2016 deadline.

B. Hiring of a Fire Chief

The contract to hire Randy Larson as Fire Chief was discussed. Don Peterson made a motion to approve the contract for hiring Randy Larson as the Fire Chief. David Blake seconded the motion. The motion carried with 3 yeas.

C. Adoption of the Personnel Policy Manual

The adoption of the Personnel Policy Manual was tabled until completed.

9. Good of Order:

Larson announced that he talked with the members of the San Juan River Ranch. They know the procedures to take in order to be included in the District. Randy announced that step-by-step instructions on inclusion procedures have been added to the website.

10. There being no further business, the meeting was adjourned at 9:00 p.m.

Respectfully Submitted,



Edward Ainsworth
Secretary/Treasurer

DISTRICT SEAL

