

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

October 11, 2016

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, October 11, 2016, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

1. Call To Order

The meeting of October 11, 2016, was called to order at 6:30 p.m. by Chairman Thompson.

Board Member Attendance

John Thompson (Chairman), Jason Webb (Vice Chairman), Ed Ainsworth (Secretary/Treasurer), David Blake (Director), Don Peterson (Director)

Staff Present

Chief Larson, Executive Administrative Assistant Brinkmann

2. Additions/Deletions to the Agenda

Pledge of Allegiance

3. Thompson led the Pledge of Allegiance

4. Public Comments

None.

5. Approval of Minutes

The minutes of the September 13, 2016, were approved on a motion by David Blake, seconded by Ed Ainsworth and passed.

6. New Business

A. Review of the Preliminary 2017 Budget

Larson presented the Preliminary 2017 budget to the Board. He stated the significant changes to the budget are:

- The County Assessor projected a slightly higher property tax revenue;
- A Wildland revenue was added, averaging the revenue for the last 3 years;
- A salary schedule, incorporating a new pay scale was included; and is FLSA compliant;
- Cost of Living increases would not be given for the year 2017;

Blake inquired if an increase could be given for exceptional performance. Larson explained the Board could decide, at any time, to give a performance bonus to an individual. Larson announced the reasoning behind the Captains pay and that the new pay scale was standard across the board for fire departments. Peterson inquired if the pay was in line with other fire departments. Larson replied that PFPD was in the bottom 30% for a department of this size. Webb inquired if Step 4 was the cap. Larson explained that Step 4 is the cap and would be based off annual evaluations.

A motion was made by Ed Ainsworth, seconded by David Blake to accept the preliminary 2017 budget and passed.

The preliminary 2017 pension budget was reviewed and discussed. A motion was made by Ed Ainsworth, seconded by David Blake to accept the preliminary 2017 budget and passed.

B. Health Insurance Proposal

Chief Larson presented the Board with a Health Insurance Proposal. He explained the timeframe for the 2017 renewal. The proposal was discussed at length. Blake requested the breakdown be revised. Thompson inquired about a higher deductible. Webb explained the health program used by EMS. Peterson made a motion to table the Health Insurance Proposal allowing more time to review, seconded by Blake and passed.

7. Reports:

A. Financial Report: January-September, 2016

The Profit and Loss statement and the Balance Sheet were presented and reviewed. Brinkmann gave an update on the outstanding revenues.

B. Chief Report

Chief Larson updated the Board on:

- Chief Larson updated the Board on the process for hiring the Deputy Chief. Six telephone interviews have been set up.
- Fire Prevention Week: Served lunch to the elementary school.
- Halloween Activities: Halloween in the Park, Trunk or Treat. A case of Glow sticks had been purchased.
- PAWSD meeting to discuss water hydrant and ISO expectations.
- Inspection Program. Fire Marshal Hartman is training five people to help with inspections. 1-2 Inspections should be done weekly.
- Extractor purchase: SDA Safety Grant will pay for 50%. One Extractor will be purchased for Station #1 and for Station #3.
- Wildland Coordinator Macht was out on the Beulah Hill Fire.

8. Old Business

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

9. Good of Order:

- Chief Larson informed the Board that five volunteers were assisting PFPD in creating a cancer awareness video. Five different fire departments throughout the country were asked to participate in the video. The video will be shown at the VCOS National Conference.
- Chief Larson stated he was asked to sit on a committee for "Bullying/ Workplace Violence."

- Chief Larson will be out of the office from the October 27 through November 1st, 2016.
- John Thompson expressed his concerns pertaining to the mill levy and inquired as to how PFPD was going to handle the next mill levy. Larson explained that a strategic plan and community education programs need to be put into place prior to seeking a mill levy increase. Larson estimated the next election for a mill levy increase would be in 2018.

10. There being no further business, the meeting was adjourned at 8:20 p.m.

Respectfully Submitted,



Edward Ainsworth
Secretary/Treasurer

DISTRICT SEAL

