

**RECORD OF THE PROCEEDINGS OF THE PUBLIC HEARING ON THE PROPOSED  
BUDGET OF THE PAGOSA FIRE PROTECTION DISTRICT AND THE REGULAR  
MEETING OF THE  
PAGOSA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS**

November 8, 2016

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, November 8, 2016, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

**1. Call To Order**

The meeting of November 8, 2016, was called to order at 7:05 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**

Executive Administrative Assistant Brinkmann, Chief Larson attended the meeting via telephone.

**2. Additions/Deletions to the Agenda**

None

**3. Public Comments**

None.

**4. Approval of Minutes**

The minutes of the October 11, 2016, were approved on a motion by David Blake, seconded by Ed Ainsworth and passed.

**5. New Business**

The 2017 proposed budget was reviewed and discussed. Chairman Thompson opened the public hearing for comments on the proposed general fund budget. There were no comments from the public. The board will vote to adopt the final budget at the regular meeting on December 13, 2016.

**6. Reports:**

**A. Financial Report: January-October, 2016**

Brinkmann updated the board on the progress of year-end figures.

- The SDA conference scholarship had been received.
- Wildland assignment documentation is in the review status.
- USA Recovery had collected for 3 more incidents.

## B. Chief Report

- Chief Larson updated the Board on the process for hiring the Deputy Chief. He informed the board that one of the candidates withdrew his application.
- Two staff members will be attending the Assessment Center.
- An updated USA Recovery Report was included in the Board packet.

## 7. Old Business

### A. Discussion of the Personnel Policy and Procedure Manual:

- Peterson suggested "Marijuana" specifically be included in the Drugs & Alcohol section;
- Ainsworth suggested the District's reimbursement from the employee's stipend for jury service, be excluded;
- Peterson suggested paid staff must resign their employment prior to taking a board position;
- Webb inquired as to the annual maintenance of the manual. Larson assured the Board that the manual would be reviewed on a biennial basis, if not annually.
- Blake inquired about the severance agreement. Larson explained that by adopting the manual, the severance agreement would be terminated.

Webb made a motion to approve the Personnel Policy and Procedure Manual with corrections and omissions. Peterson seconded the motion. The motion carried unanimously.

### B. Health Insurance Proposal

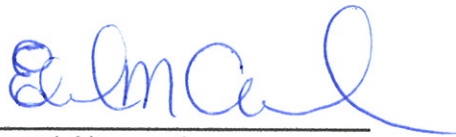
Larson recommended, due to insurance renewal deadlines, insurance coverage for the year 2017 remain the same. This would allow time to review other insurance options. The board agreed to keep the insurance coverage the same for the year 2017.

## 8. Good of Order:

Changing the hour in which the board meetings are held was discussed. No decision or action was taken.

9. There being no further business, the meeting was adjourned at 7:50 p.m.

Respectfully Submitted,



Edward Ainsworth  
Secretary/Treasurer

DISTRICT SEAL

