

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

June 6, 2017

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, June 6, 2017, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

1. Call To Order

The meeting of June 6, 2017, was called to order at 6:30 p.m. by Chairman Thompson.

Board Members In Attendance

John Thompson (Chairman), Ed Ainsworth (Treasurer), Don Peterson (Director).

Board Members Not In Attendance

David Blake (Director) and Jason Webb (Vice Chairman).

Staff Present

Chief Larson, Deputy Chief Macht, Executive Administrative Assistant Brinkmann

2. Pledge of Allegiance

3. Additions/Deletions to the Agenda

None

4. Public Comments

None.

5. Approval of Minutes

The minutes of the May 9, 2017, were approved on a motion by Ed Ainsworth, seconded by Don Peterson and passed.

6. New Business

- A. Strategic Plan Review: The Strategic Plan was reviewed and approved on a motion by Peterson, seconded by Ainsworth and passed.

Larson thanked Shannon Jones for his tremendous amount of work and dedication working on the Strategic Plan. Shannon Jones explained that Strategic Plan is a "fluid document" allowing it to grow and change as the needs of the department grow and change. Larson further explained that we would be distributing the Strategic Plan to all department heads throughout the community, all volunteer and staff employees, the Chamber of Commerce and any other stakeholders that helped out with the Plan.

- B. Approval of Resolution 170606, Colorado Firefighter Heart & Cancer Benefits Trust: Larson explained that the Cancer Trust was approved through legislation and the Resolution presented is PFPD's document opting into the Trust. The Trust will cover all paid and volunteer eligible members for cardiac and cancer care in lieu of workman's compensation. Brinkmann stated PFPD has 6 full time employees and approximately 16 volunteers that are eligible for the Heart and Cancer Benefits Trust. She stated the cost is \$86 per volunteer and \$265 for full time employees.

Ainsworth moved to adopt Resolution 170606, opting into the Colorado Firefighter Heart & Cancer Benefits Trusts, second by Peterson and passed unanimously. All documentation was signed.

- C. Approval of the Addition to the Personnel Policy Manual – Part Time Personnel: Larson requested that the Addition to the Personnel Policy Manual pertaining to Part Time Personnel be approved. The addition reads: "In lieu of Social Security the District will provide through Fire & Police Pension Association of Colorado (FPPA) a qualified FICA replacement plan. A 457 plan through FPPA will be provided for all part time personnel (other than contract labor) with a minimum contribution of 7.5% of the employee's wages. PFPD will match contributions up to a 6% per employee with a minimum requirement of 3.75% from the employee. All other federal taxes will be deducted per federal laws.

Peterson made a motion to approve the Addition to the Personnel Policy Manual regarding Part Time Personnel, second by Ainsworth and passed.

7. Reports

A. Financial:

- Brinkmann announced the Wells Fargo check had been received and deposited into the Unrestricted General Reserve account.
- Fire Recovery reported that a check for 2 incidents totaling \$348.00 was sent. Three claims were submitted totaling \$1,092.00.
- Burn Permits sold to date: 400.
- Received a \$500 donation from the Thai Pagosa restaurant.

Larson noted that the first installment for the SCBA loan payment will be made this week.

B. Chief's Report:

- Attended the Town Council meeting on Impact Fees. Had an opportunity to speak to the Council concerning the moratorium on the Impact Fees and how it would affect PFPD. The Impact Fee moratorium was tabled. Thompson inquired about how the town established an Impact Fee. Larson explained the procedure for Impact Fees. Marshal Dunham, The Sun Newspaper, commented that at the last town meeting they moved away from the idea of a moratorium.
- Gallagher Amendment went to the State with the recommended 7.2% instead of 6.57%. It passed at 7.2%. The impact of the Gallagher Amendment would be approximately 50% of what was originally thought. It is not a total win, however, there are people out there looking to repeal or amend the Gallagher Amendment. It will hit PFPD approximately 5 to 6% in our taxes.
- Discussions on putting a volunteer tract system for volunteers into place, allowing volunteers to have a direction for advancement. The tract system would be: Structural Firefighting, Technical Rescue, Wildland, and Prevention/ Arson Investigation. A comprehensive training plan has been started which will include the tract system. The training plan will be presented to the board in November with implementation by January 1, 2018.
- Interviews for the Operational Part-Time position took place last week. Thaddeus McKain was hired for the position. He has the experience, training and the command level needed for the position.

- Interviews for the Prevention, Part-Time position will be held June 7th and the Chief's final interview will be held June 9th.
- Larson will be working on budget reappropriations for a mid year report.

Thompson inquired if Larson had time to take a look at the training and call hours for all personnel. Larson stated with the mid part of the year coming up, the Captains and Deputy Chief would be reviewing calls and training hours.

C. Deputy Chief's Report:

- Between May 9th and June 6th, PFPD had a total of 48 calls. Total calls to date are 228. The busiest day of the week is Sunday, followed by Tuesday, Thursday and Saturday.
Larson stated that somewhere between 60-70% of the calls are after 5:00 p.m. and on the weekends. Approximately 70% of the time, PFPD is an all volunteer department.
Macht ran the data on time periods and found the most critical time period was between 7:00 a.m. to 8:00 a.m., with few volunteers being able to respond.
- Training is going as planned with HazMat starting on June 12th. Larson stated the Academy class will graduate by the next board meeting. Macht stated the Academy class will be issued their official I.D.s and take their Oaths of Office at the July board meeting.
- Looking into implementing a Dispatch Call Matrix for the EOC and EOP as far as receiving a structural fire. Mike LeRoux, Director of Emergency Operation for Archuleta County, has been working with Macht for the implementation of the Dispatch Call Matrix.

8. **Old Business**

- A. Audit Update: Brinkmann informed the Board that Jennifer Ulrich, Auditor, RubinBrown, LLP will be presenting the 2016 Audit at the next board meeting.
- B. South Fork IGA: Larson would like to take the South Fork IGA off the table until the South Fork Fire Protection District responds back to him concerning the IGA.
- C. Actuarial Proposal: Brinkmann informed the Board that one Actuarial Proposal had been received, however other firms have not responded. Larson recommended that the Actuarial Proposal remains on the table until other proposals are received.

9. **Good of Order:**

- Deputy Chief Macht and Chief Larson will be in Colorado Springs next week to attend a Managing Disciplinary Issues in the Fire Service class.
- Macht and Larson will attend the State Chief's meeting in Larkspur, Colorado before returning on Friday evening.
- Larson will be presenting at the Fire-Rescue International Conference (FRI 2017) in July. The presentation will be with the Safety, Health, and Survival Section of the IAFC on Harassment and Bullying. The conference will be held in Charlotte, North Carolina.

There being no further business, the meeting was adjourned at 7:20 p.m.

Respectfully Submitted,



Edward Ainsworth
Secretary/Treasurer

DISTRICT SEAL

