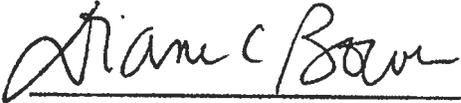


STATE OF COLORADO )  
COUNTY OF ARCHULETA ) SS.  
PAGOSA FIRE PROTECTION DISTRICT )

**NOTICE OF WORKSHOP**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Pagosa Fire Protection District will hold a special workshop to discuss legal authority given by Colorado Revised Statutes to conduct business inspections and fire investigations. The workshop will be held on Thursday, January 7, 2016, at 6:30 p.m. in the training room at Station #1 located at 191 North Pagosa Blvd., Pagosa Springs, Colorado.

  
\_\_\_\_\_  
Diane C. Bower  
Fire Chief

**DISTRICT SEAL**

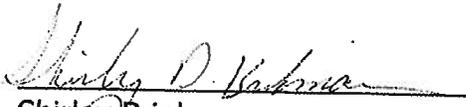


The Pagosa Fire Protection District Board of Directors will hold its regular meeting on Tuesday, January 12, 2016, at 6:30 p.m. in the training room at Station #1 located at 191 North Pagosa Blvd., Pagosa Springs, Colorado. These meetings are open to the public.

### BOARD OF DIRECTORS

- Call to Order
- Approval of the December 8th Minutes
- Adoption of Resolution 160112 Re Posting For Meetings
- Adoption of Election Resolution
- Discussion with Town Representatives Re Business Inspections
- Other Business
- Adjournment

I hereby certify that the above Notice of Meeting was posted by me in the designated location at least 24 hours prior to said meeting.

  
Shirley Brinkmann  
District Manager  
Pagosa Fire Protection District

DISTRICT SEAL



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

January 12, 2016

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, January 12, 2016, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

1. 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:**

Chief Bower, Assistant Chief Larson, Fire Marshal Hartman and District Manager Brinkmann

2. **Approval of Minutes:**

The minutes of the December 8, 2015, were approved on a motion by Ken Rogers, second by John Thompson and passed.

3. **Discussion with the Town Representatives:**

Chairman Lattin introduced Mayor Volger and Town Manager Greg Schulte. Chairman Lattin stated that Assistant Chief Larson would be the spokesman for the Fire District. Assistant Chief Larson opened the discussion by asking the Town representatives what they expected from the District for the Town of Pagosa Springs.

Mayor Volger expressed the Town's concerns with the current fire inspection standards. He asked that a Memorandum of Understanding (MOU) be worked out in order not to have a duplication of services and confusion within the District and the Town. Larson stated the District did not have a problem with the Town handling business inspections within the town limits and that the District should handle inspections outside the town limits. Larson acknowledged that the Town was a home rule municipality; however, he would like the District to have access to the inspection records within the town for Insurance Services Office (ISO) ratings. He suggested that the District be allowed to perform a pre-emergency plan which would consist of a floor plan identifying any hazards and the location of the electrical and gas shut-offs. This pre-emergency plan is for the protection of the firefighters entering a structure and for the protection of the citizens of Pagosa Springs and the business owners. Larson further explained the importance of the plan review process concerning ISO performance ratings. He stated the Fire Marshal would review the plans and recommend to the Town what we would like to see as far as access to sprinkler connections, firewalls and anything that could be considered fire safety.

Larson asked Mayor Volger what the Town would like as far as fire investigations. Mayor Volger answered that primarily they would like to see that the investigations are done by somebody who is qualified with the experience and qualifications of a Fire Investigator. Larson assured the Town that the District would want that as well. His concern with fire investigations is the "chain of custody". He further explained that it is the Incident Commander's responsibility to secure the scene either by the use of law enforcement officers or by a fire security firm until the investigation is done.

Greg Schulte stated the Town was absolutely on-board with the discussion pertaining to the inspections. He explained that the Building Official, Zach Richardson, had all the certifications and ISO software. Larson stated that certification training is one aspect of plan review; however, knowing the capabilities of the fire department is the other aspect. Larson informed them of the importance of knowing the configuration of hose on an apparatus or how close the fire department has to be to a building for aerial operations. He expressed that the Fire District has the knowledge of their capabilities, equipment and requirements needed, stating the importance of the District's input. He stated it was a matter of being able to work together.

Mayor Volger offered the suggestion and volunteered to sit on a committee consisting of a board member from both the Town and the District along with a representative from the staff. He stated this committee would work out the details in the form of an MOU to clarify what the dual responsibility or dual authority is and how both entities can work together for betterment of Archuleta County.

Larson challenged the Board to come up with their representative and announced he would be happy to be the representative for the staff if Chief Bower and the Board would like him to. He reiterated that this was a matter of working through the details and making sure everyone is on the same page. Mayor Volger agreed.

LeRoy announced he would like Assistant Chief Larson to represent the District and Ken Rogers to represent the Board. Larson will call Mr. Schulte by the end of next week to set up the initial meeting. LeRoy thanked the Town for coming to the board meeting. Larson asked the Board to email any questions they have to him.

#### **4. Adoption of Resolution 160112**

Chief Bower presented the annual documents regarding posting for meetings. LeRoy made a motion to approve Resolution 160112, second by John Thompson and passed. Ken Rogers inquired if the meetings would be posted on the website and in the newspaper. Manager Brinkmann stated they would be.

#### **5. Adoption of the Election Resolution**

Chief Bower presented the Resolution Calling for the 2016 Regular District Election and Appointing a Designated Election Official. Ken Rogers announced that his

name in the document needed to be corrected. Brinkmann will get the corrected document from the attorney. David Blake inquired how the election was communicated to the public. Chief Bower responded that a legal ad will be sent to the Pagosa Sun. LeRoy moved to approve the Adoption of Election Resolution as amended with correction, second by Jason Webb and passed.

## 6. Other Business

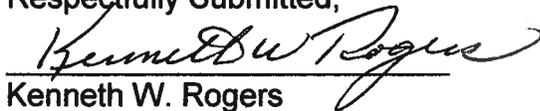
The February meeting was discussed. Chief Bower stated that Brinkmann and Larson would not be available for the February 9<sup>th</sup> board meeting. The board meeting for February was changed from the 9<sup>th</sup> to the 16<sup>th</sup>.

Jason Webb informed the Board that he would need more time to present the IGA with the Pagosa Medical Center. He would like to present this at the March board meeting. Larson agreed he would rather take time to get the IGA correct.

## 7. Adjournment

There being no further business, the meeting was adjourned at 7:45 p.m.

Respectfully Submitted,



Kenneth W. Rogers  
Secretary/Treasurer

DISTRICT SEAL

