

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

January 11, 2022

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, January 11, 2022, following the regular meeting of the Pagosa Fire Protection District Board of Trustee meeting being held at 5:30 p.m. This meeting was held at 165 N. Pagosa Blvd.

1. Call To Order

The January 11, 2022 meeting was called to order at 5:50 p.m. by Chairman Thompson.

Board Members In Attendance

John Thompson (Chairman), Jason Webb (Vice-Chairman), Kim Moore (Secretary/Treasurer), Ron Beckman (Director) and LeRoy Lattin (Director)

Staff Present

Fire Chief Larson, Deputy Chief Macht, Executive Administrative Assistant Brinkmann

2. Public Comments:

No public comments.

3. Approval of the December 14, 2021 Minutes

The minutes of the December 14, 2021 meeting were approved on a motion by Webb, second by Beckman and passed.

4. Old Business:

None

5. New Business:

A. Review of the Election Process:

Chief Larson reviewed the 2022 election process with the Board. After the review of the election process, Beckman informed the board that the address in the District By-Laws needs to be changed for the Administrative Office. Larson stated the By-Laws should probably be reviewed and updated, if needed. Brinkmann will make the change for the administrative office address for Board approval.

B. Petition for Inclusion:

Chief Larson presented a Petition for Inclusion that PFPD received from Malavika Gupta, Officer on behalf of Taylor Canyon Ranch, Ltd. And Taylor Canyon Co. He explained the location of the property to the board. Larson recommended the board accept the Petition. After discussion Webb made a motion to move forward with the Petition for Inclusion, second by Beckman and passed. Brinkmann will prepare the documentation needed and have a Notice of Open Meeting For Hearing on Petition for Inclusion published in the newspaper.

C. Discussion of Station 4 Addition:

Larson opened the discussion of a Station 4 addition. He explained the needs of having fire station located on the eastside town and how beneficial it would be to the community. The board discussed options such as Bonds, Grants and getting the community involved. Thompson suggested that getting an engineer firm or architectural firm to draw up plans in order to request bids. The board directed Larson to look into a feasibility study on Station 4.

D. Public Education Discussion:

Larson explained that the Fire Marshal's office was overwhelmed with inspections and investigations. He proposed to the board hiring a part-time Public Education Specialist to work events such as Fire Prevention Week and Open House and handle fire drills for the schools. The Specialist would need to be proficient on all the current social media sites. The board agreed that a part-time Public Education Specialist would be beneficial to the department.

E. Enter Executive Session pursuant to §24-6-402(4)(f), C.R.S, for discussion of a personnel matter involving the Executive Administrative Assistant, Shirley Brinkmann.

F. Webb made a motion to enter into Executive Session pursuant to §24-6-402(4)(f), C.R.S, for discussion of a personnel matter involving the Executive Administrative Assistant, Shirley Brinkmann, second by Beckmann and passed.

The regular meeting of the Pagosa Fire Protection District Board of Directors resumed at 6:55.

Webb made a motion to waive 10-year sick leave requirement for Brinkmann who is retiring after 9 years 4 months. The motion was seconded by Lattin and passed.

6. Reports

A. Financial Report: Brinkmann reported:

- Property Tax was deposited for December.
- Received 3 out-of-district reimbursements from Fire Recovery.
- Burn Permits to date: 20.
- Processing quarterly and annual taxes.
- Working on the bound budget to submit to the State.

B. Chief Report:

- The Prevention department completed 512 inspections for 2021 consisting of 178 commercial inspections and 334 were reinspections. There were 34 activities. Investigations had 15 structural losses over \$10,000.
- Still waiting for the Chassis for the Type 6.
- Eng 91 has electrical issues.
- Tender 2 needs the pump replaced.
- Montoya, Fleet Manager, will be out for 2 weeks and will return for light duty.

C. Deputy Chief Report:

- Total 2021 Calls to date: 1,282.
- Total 2021 Training hours to date: 4,588

- 2022 Calls to date: 50.
- 2022 Training hours to date: 78.

7. Good of the Order

- Beckman stated there was a retired Captain from the Albuquerque area that offered his service to PFPD for ISO class. He will put Larson in touch with him.
- Larson will be out sometime around the 20th of February.
- Webb commended Lt. Wirth's crew on a call they worked together.

There being no further business, the meeting was adjourned at 7:10 p.m.

Respectfully Submitted,


Kim Moore, Secretary/Treasurer

DISTRICT SEAL

