

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

October 1, 2024

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, October 1, 2024 following the regular meeting of the Pagosa Fire Protection District Volunteer Firefighters Pension Fund Board of Trustees. The meeting was held at 165 N. Pagosa Blvd., Pagosa Springs, Colorado. Except for executive sessions, the Board meetings are open to the public.

**Call to Order**

Chairman Lattin called the meeting to order at 5:39 p.m.

**Board Members in Attendance**

LeRoy Lattin (President/Chairman), James Martin (Secretary/Treasurer) and Ryan Foster (Director) were present. Ron Beckman (Vice-President) and Wayne Hooper (Director) were present viz Zoom.

**Staff Present**

Chief Bertram, Deputy Chief Macht and District Manager Bliss were present. Attorney Dino Ross was present via Zoom.

**Approval or Adjustments to the Agenda**

Director Martin moved to accept the agenda as presented. Director Foster seconded the motion and it carried unanimously.

**Public Comments**

(None)

**Regular Meeting Minutes – September 3, 2024**

Following review, the minutes from the September 3, 2024 regular Board meeting were approved with a motion by Director Beckman, seconded by Director Martin, and carried unanimously.

**Old Business**

**A. 2023 Audit Update**

Chief Bertram reported the 2023 Audit Report had not been received. Chief Bertram advised the District would be requesting proposals to find a new auditor for the 2024 reporting period.

## **New Business**

### **A. Proposed 2025 Draft Budget**

Chief Bertram presented the proposed 2025 Budget. Chief Bertram highlighted a proposed 3% cost-of-living adjustment for employees. In addition, he reminded the Board of the potential for a May Election in 2025. A Public Hearing on the proposed 2025 Budget would take place at the November Board meeting.

### **B. Reports**

#### **1. Attorney Report**

Attorney Ross reviewed the attorney's report, which was included in the Board packet.

#### **2. Financial Report**

Manager Bliss advised the Board that all bank reconciliations for all accounts were completed for September. She provided current revenue and expense information, along with the September check register, which were included in the Board packet. She reported the total of all account balances was \$3,823,843.55.

Manager Bliss concluded by reporting 727 burn permits have been issued, and 23 plan reviews were performed to date.

#### **3. Deputy Chief Report**

Deputy Chief Macht reported there were 898 calls for service and 3,255 training hours to date. Live fire training will take place on Saturday, October 5. Deputy Chief Macht advised the Board that Brush 91 was on assignment with the Pagosa Ranger District and performing burning projects on Mill Creek and Fawn Gulch. In addition, Frontline Mobile Health was on site for the week performing NFPA 1582 physicals for staff and volunteers.

#### **4. Chief Report**

Chief Bertram attended Fire Officer III classes. He also completed CPR training with those members who needed it. Chief Bertram advised interviews for the Inspector position have taken place and Captain Robertson should make her decision soon. Interviews will take place in a few weeks for the Training Captain position. Chief Bertram advised he would be out of the office next week and will be attending the Fire Leadership Conference in Keystone later in the month.

Director Martin requested an update on the airport at which time Suzanne Dimeff, 1266 Oren Rd., addressed the Board regarding her concerns on this topic.

**C. Executive Session: Fire Chief Evaluation and Contract Negotiations**

Chairman Lattin recessed the regular meeting at 6:52 p.m. and convened an Executive Session pursuant to §24-6-402(4)(f) C.R.S. on personnel matters regarding the evaluation of and contract with Fire Chief Bertram.

Entering the executive session were Chairman Lattin; Directors Beckman, Martin, Foster and Hooper; Attorney Ross; and Chief Bertram.

Chairman Lattin adjourned the Executive Session and reconvened the regular meeting at 7:04 p.m. with a motion by Director Martin and seconded by Director Foster and carried unanimously.

Director Martin moved to table the evaluation of Fire Chief Bertram until the next meeting and each Director would forward their forms to Attorney Ross for compilation to review in Executive Session next month. Director Beckman seconded the motion and it carried unanimously.

**Good of the Order**

Director Hooper inquired about the District's website and confirmed the next regular meeting would take place on Election Day.

Chairman Lattin announced the passing of Joshua Trujillo, the son of former Assistant Fire Chief Manuel "Manny" Trujillo.

**Adjournment**

There being no further business, Chairman Lattin adjourned the meeting at 7:08 p.m.

**APPROVAL:**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Pagosa Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
James Martin, Secretary/Treasurer      11/5  
Date