

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

September 3, 2024

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, September 3, 2024. 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 5:30 p.m. followed by the Pledge of Allegiance.

Board Members in Attendance

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

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

Public Comments

(None)

Oath of Office – Marshall Dunham

Deputy Chief Macht administered the Oath of Office to Firefighter/EMT Marshall Dunham.

Regular Meeting Minutes – August 6, 2024

The minutes from the August 6, 2024 regular meeting were approved with a motion by Director Beckman, seconded by Director Martin, and carried unanimously.

Old Business

A. Fire Chief Evaluation

Director Beckman distributed the Fire Chief Evaluation Tool, which is to be completed prior to the next meeting by each Director. Discussion took place regarding holding an Executive Session at next month's meeting to finalize the

performance evaluation and review it with Chief Bertram. Director Martin moved to continue with the performance evaluation using the Evaluation Tool, with presentation of the final evaluation to take place in Executive Session at the October meeting. Director Beckman seconded the motion and it carried unanimously.

B. 2023 Audit Update

Manager Bliss advised the Board that the District is still waiting to receive the Audit Information from Mayberry & Company, LLC. She reminded the Board that the District was granted an extension through the end of September. Manager Bliss will inform the Board once additional information is received, and a special meeting may need to take place.

New Business

A. Appointment of the 2025 Budget Officer

Chief Bertram requested a formal motion regarding the appointment of a 2025 Budget Officer. President Lattin moved to appoint Chief Bertram as Budget Officer for 2025. Director Foster seconded the motion and it carried unanimously.

Reports

A. Attorney Report

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

B. Financial Report

Manager Bliss advised the Board that all bank reconciliations for all accounts were completed for August. She provided current revenue and expense information, along with the August check register, which were included in the Board Packet. She reported the total of all account balances was \$3,951,218.98.

Manager Bliss concluded by reporting 709 burn permits have been issued, and 22 plan reviews were performed to date.

C. Deputy Chief Report

Deputy Chief Macht reported there were 807 calls for service and 2,850 training hours to date. Deputy Chief Macht advised the Board that Brush 91 was on assignment with the Pagosa Ranger District.

D. Chief Report

Chief Bertram stated that the new candidate academy began with two (2) candidates and currently has five (5) candidates. He reported the upcoming training would be extrication and CPR. Chief Bertram added that he is able to provide in-house training for CPR and would be looking to provide an instructor class in the future.

Discussion took place in regards to the airport and Oracle.

Good of the Order


Chief Bertram advised he would be attending an upcoming Fire Officer III class in Denver.

Adjournment

There being no further business, Chairman Lattin adjourned the meeting at 6:08 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 10-1-24
Date

