

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

December 3, 2024

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, December 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. with the Pledge of Allegiance.

**Board Members in Attendance**

LeRoy Lattin (President/Chairman), James Martin (Secretary/Treasurer), Ryan Foster (Director) and Wayne Hooper (Director) were present.

**Board Member Resignation**

Ron Beckman (Vice-President) resigned from the Board on November 27, 2024.

**Staff Present**

Chief Bertram, Deputy Chief Macht and District Manager Bliss were present.

**Legal Counsel**

Attorney Dino Ross was present via Zoom.

**Approval or Adjustments to the Agenda**

President Lattin moved to accept the agenda as presented. Director Foster seconded the motion and it carried unanimously. Director Hooper advised he would need to exit the meeting at 6:15 p.m.

**Public Comments**

(None)

**Review and Approval of Minutes**

Following review, the minutes from the November 5, 2024 regular Board meeting were approved with a motion by Director Martin, seconded by Director Hooper, and carried unanimously.

**New Business**

**A. Consideration of Resolution 2024-04**

Chief Bertram presented Resolution 2024-04, 1) Approving the 2025 Budget; 2) Setting Mill Levies; and 3) Appropriating Sums of Money. Chief Bertram reported

the Certification of Valuation received from the County Assessor reflected a small decrease in actual assessed value. He also completed the payroll changes as requested, increasing the cost-of-living adjustment to 5%. He also included options for the future acceptance of Impact Fees if the Board decides to move forward. Following discussion, Director Martin moved to approve Resolution 2024-04 as presented, seconded by Director Foster, and carried unanimously.

**B. Authorization to send notices to the Town and County regarding the 60 Day Comment Period on the Board of Directors' Intent to Establish and Assess Impact Fees**

Chief Bertram presented a draft of a letter would be sent to the Town and County notifying them of the 60-day comment period on the Board's intent to establish and assess impact fees. The delivery of these letters would begin the timeline for the Board to conduct a Public Hearing on establishing and imposing impact fee during the Board's February 4, 2025 regular meeting. Director Martin moved to authorize sending the notifications to the Town and County as presented, seconded by Director Hooper, and carried unanimously.

**Reports**

**A. Attorney Report**

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

**B. Financial Report**

District Manager Bliss advised the Board that all bank reconciliations for all accounts were completed for November. She provided current revenue and expense information, along with the November check register, which were included in the Board packet. She reported the total of all account balances was \$3,427,742.88.

District Manager Bliss concluded by reporting that to date 782 burn permits have been issued, and 25 plan reviews were performed.

**C. Deputy Chief Report**

Deputy Chief Macht reported that to date there were 1107 calls for service and 4,023 training hours. He advised this month's training would be chimney fires and reading smoke. In addition, Dr. Renner has been providing EMR/EMT training as the District's Medical Advisor.

**D. Chief Report**

Chief Bertram advised he met with Bob Formwalt regarding the property lines at Station 4. He also highlighted the work performed by the shifts regarding the clean-

up at Station 4. He reported they were unable to fill the Training Officer position at this time. Chief Bertram stated that he will be holding a department meeting to go over budget, goals, and general communication in January.

## Old Business

### Executive Session: Fire Chief Evaluation

- A. Chairman Lattin recessed the regular meeting at 5:57 p.m. and convened an Executive Session pursuant to §24-6-402(4)(f) C.R.S. on personnel matters regarding the annual evaluation of Fire Chief Bertram on a motion by Director Martin, seconded by Director Hooper, and carried unanimously.

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

Chief Bertram entered the Executive Session at 6:25 p.m.

Director Hooper exited the Executive Session at 6:33 p.m.

Chairman Lattin adjourned the Executive Session and reconvened the regular meeting at 6:48 p.m. with a motion by Director Martin, seconded by Chairman Lattin, and carried unanimously.

Following discussion, Chairman Lattin moved to approve an additional week of vacation for Chief Bertram and a 2% salary increase retroactive to his anniversary date of August 30. Director Martin seconded the motion and carried unanimously.

### Good of the Order

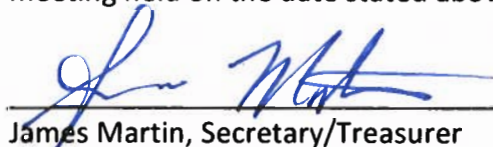
(None)

### Adjournment

There being no further business, Chairman Lattin adjourned the meeting at 6:50 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.

 1-7-25  
James Martin, Secretary/Treasurer      Date