

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

November 5, 2024

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, November 5, 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), Ron Beckman (Vice-President), Ryan Foster (Director) and Wayne Hooper (Director) were present.

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

President Lattin moved to accept the agenda as presented. Director Hooper seconded the motion and it carried unanimously.

Public Comments

New Business

A. BBC Presentation on Impact Fee Study

Michael Verdone, Managing Director, with BBC Research & Consulting, presented the Impact Fee Study their firm completed on behalf of the District. Attorney Ross advised there is a 60-day comment period and other requirements that must be met before impact fees can be imposed. Director Beckman moved to direct Chief Bertram and staff to notify the county and town regarding the intent to impose impact fees and to direct legal counsel to prepare the appropriate impact fees documents. Director Martin seconded the motion and it carried unanimously.

B. Public Hearing on Proposed 2025 Budget

Chairman Lattin recessed the Regular meeting and opened the Public Hearing regarding the proposed 2025 Budget at 5:58 p.m.

With no public comment, the Public Hearing was closed and Chairman Lattin reconvened the Regular meeting at 5:59 p.m.

C. Review and Approval of Minutes

1. Regular Meeting Minutes- October 1, 2024

Following review, the minutes from the October 1, 2024 regular Board meeting were approved with a motion by Director Hooper, seconded by Director Beckman, and carried unanimously.

2. Special Meeting Minutes - October 16, 2024

Following review, the minutes from the October 16, 2024 special Board meeting were approved with a motion by Director Lattin, seconded by Director Martin, and carried unanimously.

Old Business

A. Proposed 2025 Budget

Chief Bertram reported an adjustment to the proposed 2025 Budget regarding an additional fee in reference to the tenders in the amount of \$7700.00 and the dealer advised they would assume half of the unexpected cost. Discussion took place regarding cost-of-living adjustment for 2025 and Chief Bertram was advised to increase the adjustment to 5% from the proposed 3% increase.

Reports

A. Attorney Report

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

B. Financial Report

District Manager Bliss reported Mayberry & Company, LLC made the requested changes and filed the 2023 Audit with the State Auditor. GRS Consulting completed the GASB Statements in regard to the Volunteer Firefighter Pension Fund. District Manager Bliss stated that she also filed the 2024 Application for State Contribution to the Volunteer Firefighter Pension Fund.

District Manager Bliss advised the Board that all bank reconciliations for all accounts were completed for October along with all third quarter filings. She provided current revenue and expense information, along with the October check register, which were included in the Board packet. She reported the total of all account balances was \$3,457,100.07.

District Manager Bliss concluded by reporting that to date 778 burn permits have been issued, and 24 plan reviews were performed.

C. Deputy Chief Report

Deputy Chief Macht reported thereto date there were 1017 calls for service and 3,888 training hours. He advised last month's training included a night burn which was beneficial. Saturday's training was a hazmat training performed by Captain Clark along with members from the Colorado Propane Gas Association. December's training will be dedicated to reading smoke and chimney fires.

D. Chief Report

Chief Bertram advised he recently hit a deer in the Ford Explorer which sustained damage to the front driver side. He reported re-evaluating the training officer position along with current job descriptions. Discussion took place regarding the upcoming CDOT projects and the possibility of modified shifts and coverage.

Executive Session: Fire Chief Evaluation and Contract Negotiations

- A. Chairman Lattin recessed the regular meeting at 6:27 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 Beckman, seconded by Director Martin, and carried unanimously.**

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 7:13 p.m. with a motion by Director Martin, seconded by Director Foster, and carried unanimously.

Good of the Order

Director Hooper reported to the Board he would not be seeking a second term on the Board.

Director Beckman recognized volunteer firefighter Michelle Clark for her continuing education and utilization of the tuition reimbursement opportunities provided by the District.

Adjournment

There being no further business, Chairman Lattin adjourned the meeting at 7:15 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 12-3-24
Date

