

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

April 11, 2017

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, April 11, 2017, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

1. Call To Order

The meeting of April 11, 2017, was called to order at 7:05 p.m. by Chairman Thompson.

Board Member Attendance

John Thompson (Chairman), Jason Webb (Vice Chairman), Ed Ainsworth (Secretary/Treasurer), David Blake (Director), Don Peterson (Director).

Staff Present

Chief Larson, Deputy Chief Macht, Executive Administrative Assistant Brinkmann

2. Additions/Deletions to the Agenda

None

3. Public Comments

None.

4. Approval of Minutes

The minutes of the March 14, 2017, were approved on a motion by David Blake, seconded by Don Peterson and passed with corrections.

5. New Business

A. Audit Update: Larson reported that RubinBrown Associates sent 3 auditors last week to go over all the books. A full report should be given hopefully by the May meeting. RubinBrown will update the depreciation schedule. Blake inquired if Frankie White from Clark, White and Associates transferred any records to RubinBrown. Larson informed the Board that all requested documentation had been transferred over.

B. South Fork Intergovernmental Agreement (IGA): Larson reported he visited with Chief Tyler Off from South Fork Fire Rescue. South Fork was one of the agencies that responded to the Adobe Fire. Ainsworth made a motion to table the discussion of the IGA with South Fork until the May meeting, seconded by Webb and passed.

6. Reports

A. Financial:

- Brinkmann asked if there were any questions concerning the Profit & Loss or Balance Sheet. Ainsworth inquired about line item 5251, Workman's Compensation. Brinkmann explained that line item 5251 is paid annually. The only other charge to

line item 5251 would be to cover the deductible if a workman's compensation claim was made.

Ainsworth inquired about line item 6405, Archuleta County Dispatch. He was concerned that this line item would be over budget. Brinkmann explained Archuleta County Dispatch is paid quarterly and two quarters had been paid. Larson explained that Archuleta County Dispatch uses a percentage of the annual call volume as the formula for budgeting purposes. The amount of increase was not given prior to budget deadlines. Line item 6405 will be over budget by \$1,504.00.

- The Kansas Wildland Fire has been submitted to the Colorado Division of Fire Prevention & Control for reimbursement.
- The March Property Tax was deposited.
- Payment for 2 incidents have been received from Fire Recovery, USA.
- Walmart Grant has been received.
- Colorado Special Districts Pool Grant has notified Larson and Brinkmann that a total of \$3,561.43 is available to be used for Fire & Safety Prevention.
- Burn Permits sold to date are 223.

B. Chief's Report:

- A presentation was given to the morning Rotary Club.
- Assisted Trevor Denny, Division of Fire Prevention and Control, in instructing a 100,200,700 and 800 Incident Command System (ICS) classes for the County.
- Will be teaching an ICS 400 class the 18th and 19th of May. The class will be held at the EOC.
- Will be speaking at the Mountain View Homemaker's Association on the 13th of April and will present the same information that was given to the Rotary Club.
- Will be attending a Critical Issues Briefing on the 19th of April in Colorado Springs. The Gallagher Amendment will be discussed.
- Will be attending the State Combination Chief's meeting in Lakewood on the 21st of April.
- Physicals for the paid staff have been scheduled for the 17th and 18th of April at Upper Pine Fire District.
- Physicals for the volunteers have been scheduled for the 21st and 22nd of April at Station 1.
- Traveling May 3rd through the 7th to attend the Symposium in the West. Will be attending as a board member so there will be no cost to the District. Captain Robertson will be attending the Symposium as well.
- Received the Walmart Grant. Sixty rubber tubs, with locking lids will be purchased for all volunteers to store their Personal Protective Equipment (PPE) in their vehicles. This will prevent carcinogen exposure to themselves and prior to getting their gear washed.
- Looking into purchasing a fire extinguisher training prop with the Colorado Special Districts Pool Grant. This will enable PFPD to teach fire extinguishing training to

firefighters and the community. The hospital has encouraged PFPD to buy the prop and will pay us to train their people every year.

- PFPD has not heard any news regarding the Safer Grant for staffing, Assistance to Firefighter for PPE, and the Fire Apparatus Grants.

All board members agreed that it would be beneficial to see the presentation that Chief Larson gives to the clubs.

Blake asked what type of equipment was at the Airport. Larson replied that other than radios, there was not any equipment at the Airport. If needed, PFPD would respond from Station 1. He will be reviewing the agreement with the Airport.

Crouse inquired what the volunteer physicals entailed. Larson replied an EKG, Pulmonary function test, OSHA requirements for the pulmonary function test, a review of the EKG and Chest X-ray.

Blake asked what time the Board photographs would be taken. Larson answered they would be taken at 10:00, Saturday, April 22nd.

C. Deputy Chief's Report:

- Total training hours from the last board meeting to today are 215.
- Total calls from the last board meeting to today are 44.
- Total runs for the year are 145. Information on what days were at the highest call volume was given.

Webb stated that along with the call volume information, it would be beneficial to know the time of day the calls are made.

- Uniforms are in and waiting to be issued as soon as the badges arrive.
- The Salamander ID programs will be finished as soon as 8 photographs have been taken.
- Completed 3 pack tests. 15 Firefighters have been red carded. An additional 5 will be brought in when the RT130, Wildland Refresher class is finished on Thursday.
- Had a successful S270, Basic Operations class, basic operations on Sunday.
- One more pack test will be given.
- Working on an Archuleta County Emergency Management and Pagosa Fire Dispatch Matrix.
- Working on Wildland Target Training. Would like to provide more training on Wildland to the volunteers of the Pagosa Fire in order for them to complete their task books.
- Created a required gear list for Engine Boss kits. All the forms will be put on an electronic thumb drive.
- Operation Timekeeper was cancelled due to the snow. The plan is to put a swimmer in the water at Conoco, downtown, and measure the time it takes to float to the

Yamaguchi takeoff. PFPD will have better knowledge of where to be positioned based off the CFS flow, allowing for a quicker response.

- Next week PFPD will start the process of testing hydrants. This will be a joint operation with PAWSD.

Blake inquired about nonfunctional hydrants. Macht explained that working in conjunction with a PAWSD representative will identify which hydrants need to be serviced and which are the highest priority.

- Gave an L280, Followership to Leadership class for 9 firefighters.

7. Old Business

Inclusion: Larson stated that the San Juan River Ranch is now part of the District and all information has been provided to the Assessor.

8. Good of Order:

- Brinkmann announced that SDA is giving a workshop June 13, in Durango. She requested the board members to let her know if they will be attending.
- Larson announced that PFPD received a nice letter from one of the Kansas community leaders thanking PFPD for helping with the grassland fires.
- Larson announced the PFPD received a thank you card from one of the kindergarten classes in Kansas for helping with the grassland fires. Jasmin posted the thank you card on the Facebook page.

There being no further business, the meeting was adjourned at 8:00 p.m.

Respectfully Submitted,



Edward Ainsworth
Secretary/Treasurer

DISTRICT SEAL

