

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

August 8, 2017

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, August 8, 2017, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

**1. Call To Order**

The meeting of August 8, 2017, was called to order at 6:30 p.m. by Chairman Thompson.

**Board Members In Attendance**

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

**Staff Present**

Chief Larson, Deputy Chief Macht, Secretary/Receptionist Wampler

**2. Pledge of Allegiance**

**3. Additions/Deletions to the Agenda**

None

**4. Public Comments**

None.

**5. Approval of Minutes**

The minutes of the June 6, 2017, were approved on a motion by Ed Ainsworth, seconded by Don Peterson and passed with corrections.

The minutes of the July 11, 2017, were approved on a motion by Jason Webb, seconded by Ed Ainsworth and passed with corrections.

The minutes of the July 25, 2017, were approved on a motion by Don Peterson, seconded by Ed Ainsworth and passed.

**6. New Business**

A. Mutual Aid Agreement-Archuleta County Sheriff's Office: Larson reported that he was contacted by Mike LeRoux, Emergency Operations Center Director. Both parties agreed to have a solid mutual aid agreement in place. Larson noted that in the agreement, there was a provision that Pagosa Fire will do mutual aid for structure fires in the county. He added that he made sure that if the Pagosa Fire responds outside the fire protection district but within the Archuleta County, the Pagosa Fire can still charge through the Fire Recovery USA. David Blake moved to approve the Mutual Aid Agreement, seconded by Ed Ainsworth and passed.

B. Approval of Professional Standards Statement: Larson presented the board a copy of the Professional Standards to be added as an addendum to the Personnel Policy and

Procedure Manual. The Professional Standards will outline the process of investigation in an event of internal or external complaints. It consists of complaint forms, witness statement form and an employee acknowledgement form. Jason Webb inquired if there will be any board involvement in the decision. Larson explained that the Fire Chief will have the final authority on all disciplinary issues except in the case of personal involvement. The Board of Directors will have the final authority in matters of discipline involving the Fire Chief. Larson commended Macht for doing a tremendous amount of work helping him to put this together. Don Peterson made a motion to approve the Professional Standards Statement as written, seconded by Ed Ainsworth and passed.

- C. Verizon Proposal: Macht reported to the board that he was approached by Black & Veatch regarding a possible proposal of putting up a communication tower at Station 1. The proposal is to put in place a Communication Facility on Wheels (COW) as a temporary facility to test if the tower would interfere with our radio communications and if it would work for them as well. Consultation with PFPD attorneys regarding this matter had been made.

John Thompson inquired if there will be multiple locations. Macht stated that the proposal is for one, however, there is potential of multiple locations in the future.

David Blake suggested that the attorneys should look at insurance responsibility when it comes to Workman's Compensation in an event involving Verizon employees at the District's property.

Ed Ainsworth stated that since this is unrelated income, he would like to make sure that it is not subject to federal income tax. He would like clarification before going in.

Jason Webb abstained from voting due to a conflict of interest.

Don Peterson motioned to pursue the agreement, seconded by David Blake and passed.

## 7. Reports

### A. Financial:

- Chief Larson presented the Profit & Loss report and Balance Sheet to the Board
- Chief Larson announced that Payment in Lieu of Taxes was added to the income side, PFPD received \$44.94.

### B. Chief's Report:

- Pagosa Fire unofficially started a new ISO review, met with the ISO representative twice and probably is looking at a new rating before the end of the year. The new schedule is going to benefit the fire department. Hydrant testing will be modified, one hydrant in each specific zone has to be tested yearly to get full credit instead of having to test all 1400 hydrants.
- Chief Macht and the Captains are working to get the truck inventories completed.
- The district is split between the Pagosa Fire Protection District and PFPD District 7. The Chromo station has a separate ISO rating because it is not contiguous with the rest of the district.
- The San Juan River Ranch and the property directly across the street were added to the district map. We now have 359 square miles for the district.

- Larson spent a week in Charlotte, NC at the Fire Rescue International. Presented Bullying and Harassment in the Fire Service.
- Bullying and Harassment in the Fire Service will also be presented on August 18<sup>th</sup> during the State Combination Fire Chiefs Association Meeting. Larson added that a Harassment Training will be required for the February Saturday Training.
- Larson stated that he was not re-elected to the VCOS Board of Directors. While at the FRI, Larson was approached about the possibility of running for the Board of Directors of the Missouri Valley Division.
- Larson reported to the Board that he has not heard any news of grants being awarded.

C. Deputy Chief's Report:

- Macht reported to the board that from January 1<sup>st</sup> to date, Pagosa Fire have 350 calls for service.  
From the last board meeting to date, PFPD have 205 training hours and 67 calls for service.  
Busiest day is Saturday with 14 calls, Tuesday with 12 calls, Sunday with 11 calls and Thursday with 10 calls.  
Busiest hours are between 7 a.m. to 8 a.m. with 6 calls, from 2 p.m. to 3 p.m. with 7 calls and noon with 3 calls.
- During the last couple of weeks, PFPD had multiple calls happening simultaneously. PFPD was able to make this happen with the help of our volunteers. Macht gave kudos to volunteers for stepping up and managing the complex timing of the calls.
- PFPD had a structure fire on August 2<sup>nd</sup>. We had 20 personnel, 6 paid staff and 14 volunteers

8. **Old Business**

- A. Actuarial Proposal: PFPD sought 3 proposals and got 2, it was turned over to Ainsworth. Ainsworth and the committee will look at it and make a decision on how to proceed.
- B. Cyber Security Policy: Larson provided the board with a copy of a letter of explanation from Captain Montoya, the letter explains how the computers and users will be tracked. Board members were also given a copy of email correspondence with Mark Carlson from T. Charles Wilson Insurance that explains the liability coverage.  
Point of Order: Larson stated that the board needs to vote to take this off the table and then vote to approve the policy.

Ed Ainsworth motioned to move the Cyber Security Policy for action, seconded by David Blake and passed.

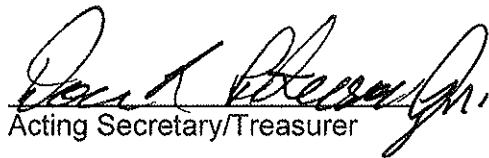
Jason Webb motioned to approve the Cyber Security Policy, seconded by Ed Ainsworth and passed.

9. **Good of Order:**

- Chief Larson informed the board that the structure fire we had on August 2<sup>nd</sup> was one of our firefighters, Mikaela Boehmer. She was given 2 of the 3 Walmart gift cards on scene to help with immediate expenditures.
- Captain Robertson ran an investigation with the help of the Los Pinos Fire Protection District.

There being no further business, the meeting was adjourned at 7:20 p.m.

Respectfully Submitted,

  
Acting Secretary/Treasurer

DISTRICT SEAL

