

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

July 11, 2017

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

1. Call To Order

The meeting of July 11, 2017, was called to order at 6:30 p.m. by Vice Chairman Webb.

Board Members In Attendance

Jason Webb (Vice Chairman), Ed Ainsworth (Treasurer), David Blake (Director).

Board Members Not In Attendance

John Thompson (Chairman) and Don Peterson (Director).

Staff Present

Chief Larson, Deputy Chief Macht, Executive Administrative Assistant Brinkmann

2. Pledge of Allegiance

3. Additions/Deletions to the Agenda

None

4. Public Comments

None.

5. Approval of Minutes

The June 6, 2017 minutes were tabled until the August 8, 2017 meeting. The quorum of the board attending the June 6th meeting were not in attendance at the July 11, 2017 meeting.

6. New Business

A. Academy Oaths of Office: Vice Chairman Webb administered the Oaths of Office to the 2017 Academy class. The class received their uniforms and badges.

B. Draft Audit Review: Jennifer Ulrich, Auditor from RubinBrown LLP was contacted via conference call. Jennifer reviewed the preliminary draft of the 2016 Audit Report with the Board. She informed the Board she was waiting for the corrected Actuarial Study for the Volunteer Plan, which there will be adjustments to the statements once they have been received, the Management Representation Letter and the Archuleta County Lease Agreement. Jennifer stated the Final Audit would be ready for review prior to the July 31, 2017 due date. Brinkmann will schedule a Special Meeting to review the Final Audit prior to July 31, 2017. Vice Chairman Webb and Chief Larson thanked Jennifer Ulrich for reviewing the preliminary draft audit.

C. Approval of Cyber Security Policy: Larson presented the board a copy of the Cyber Security Policy for review. Webb inquired as to the process that would be taken in order

to track personal devices and ensuring the policy would be followed. Blake inquired about the insurance coverage. Larson will get with Captain Montoya to get the procedure IT uses in tracking personal devices. Brinkmann will ask Mark Carlson, T.Charles Wilson, as to what the coverage PFPD has from a cyber liability standpoint. Approval of the Cyber Security Policy was tabled for further discussion.

7. Reports

A. Financial:

Brinkmann announced the P&L and Balance Sheet was dated from 1/1/2017 through 6/30/2017.

- A donation from Pagosa Springs Ranch, LLC (Laurie Williams) was received. She had attended the Pagosa FireFest and wanted to donate.
- A donation from the Navajo River Ranch POA for the use of Station 7 was received. They included a thank you to Marvin Johnson for his assistance.
- A Fire Recovery check for 2 incidents totaling \$696.00 has been received.
- Burn Permits sold to date: 511.
- Three checks from the State of Colorado, totaling \$81,344.43 have been received. The monies received are reimbursement for apparatus and personnel while on wildland fire assignments.
- Preliminary numbers from Mark Carlson, T.Charles Wilson, for the 2018 insurance package have been received. The preliminary numbers are a 31.28% decrease in Workman's Compensation due to modification factors and claims and a 5% increase for the Property, Liability and Auto package.

B. Chief's Report:

- Archuleta County has a Phase 1 burn restriction in effect. South of Highway 160 and west of Highway 84.
- Cindy Liberton has been hired as the Part-time Fire Prevention/Inspector to help Captain Robertson.
- PFPD hasn't heard anything about the grants submitted.
- Chief Macht and Larson attended a Managing Disciplinary Challenges in the Fire Service class. Macht is working on a Professional Standards Policy for internal complaints. Larson is pleased with Macht's performance as Deputy Chief and stated he has "stepped-up" as a leader. Larson will mentor Macht through the reappropriations and budget process.
- The 2018 budget meeting with staff was held. Using the Strategic Plan as a guide for the 2018 budget was discussed.

C. Deputy Chief's Report:

- Deputy Chief Macht was called out to an incident and had to leave the board meeting. Larson reported:

- There has been 39 incidents since the June board meeting.
- The busiest day of the week is Sunday, followed by Tuesday.
- The most critical time period was between 6:00 a.m. to 7:00 a.m.

8. Old Business

Actuarial Proposal: Brinkmann reached out to Ann Terry, Special Districts Association, for references for Actuarial Firms. A website listing of the Denver area Actuarial Firms was given. Brinkmann reached out to 14 firms. PFPD is waiting to here from 3 firms that stated they were interested in submitting a proposal.

9. Good of Order:

Chief Larson updated the board on the news of Chappy Newman, Chaplain for the Upper Pine Fire Protection District.

There being no further business, the meeting was adjourned at 8:07 p.m.

Respectfully Submitted,

Edw. Amsworth
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Secretary/Treasurer

DISTRICT SEAL

