

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

December 12, 2017

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, December 12, 2017, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

**1. Call to Order**

The meeting of December 12, 2017 was called to order at 6:48 p.m. by Chairman Thompson.

**Board Members in Attendance**

John Thompson (Chairman), Jason Webb (Vice Chairman), David Blake (Director), Don Peterson (Director), Steve Voorhis (Pension Board Trustee). Ed Ainsworth joined the meeting via telephone.

**Staff Present**

Chief Larson, Deputy Chief Macht, Executive Administrative Assistant Brinkmann

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

**3. Public Comments**

None.

**4. Approval of Minutes**

The minutes of the November 14, 2017, were approved on a motion by Don Peterson, second by David Blake and passed.

**5. New Business**

A. Approval of Reappropriations to the 2017 Budget: Larson reviewed each line item with the Board, explaining the wildland season, impact fees, grants and the closing out of the dividends account. He stated wildland reimbursements were appropriated to the payroll/benefits line item in order to reimburse the District for expenses. He further explained the monies appropriated into the unrestricted general reserve account. The reappropriations will be filed with the State along with the budget for 2018. Voorhis inquired if the wildland grant monies could be utilized as matching monies for a Type 3 Engine. Larson explained that building the unrestricted reserve would allow for matching monies for grants received. Webb stated that revenues exceeded expectations, and expenses were down in order to start building the unrestricted fund. Larson stated PFPD cut maintenance services in order to become more prudent with the taxpayers monies. Blake made a motion to approve the 2017 Reappropriations, second by Webb and passed.

B. Approval of Resolution 171212A Adopting the 2018 Budget, Setting Mill Levies and Appropriating Sums of Money: Brinkmann stated the final assessed values came in slightly lower than the initial assessed values and the abatements had been left out of the initial certification values. Webb made a motion to approve Resolution 171212A, Adopting

the 2018 Budget, Setting Mill Levies and Appropriating Sums of Money, as written, second by Peterson and passed.

- C. Approval of Resolution 171212B Regarding Posting for Meetings. Brinkmann stated the Resolution is an annual document stating where the District posts for upcoming meetings. Blake made a motion to approve Resolution 171212B, Regarding Posting for Meetings, seconded by Peterson and passed.
- D. Peterson made a motion to enter into Executive Session pursuant to C.R.S. §24-6-402(4)(a) for discussion of the purchase of a command vehicle. Ainsworth seconded the motion. The motion passed unanimously.

The regular meeting reconvened at 7:22.

- E. Ainsworth made a motion to approve the purchase of a command vehicle up to \$55,000.00, or less, for a Chevy Tahoe. The motion was seconded by Peterson and passed.
- F. Discussion of Structure Fire Reimbursements: Larson opened the discussion to include out-of-district structure fires, which is written into the contract, be submitted to Fire Recovery for reimbursement. Webb made a motion to direct Chief Larson to seek reimbursement, wherever possible, allowing Larson to make the decision without approval from the board, regarding collection for out-of-district expenses, from Fire Recovery, USA. The motion was seconded by Blake and passed.
- G. Plan Review Fees: Larson stated Captain Robertson was working towards receiving her certification for plan review. He requested the Board to allow him to establish a Fee Schedule to collect for Plan Reviews. He stated that all the plans for commercial and residential properties were reviewed by PFPD and the County asks for PFPD's recommendations. After discussion, Blake made a motion to direct Chief Larson to establish a comparable Plan Review Fee schedule. The motion was seconded by Webb and passed.
- H. Approval of Resolution 2017-20, Appointing Michael Davis as a Regular Member and Steve Schwartz as an Alternate Member to the Code Board of Appeals. Included in the board packet was the Town of Pagosa Springs Colorado Town Council's Resolution No. 2017-20. The board reviewed and discussed the document. Peterson made a motion to approve Resolution 2017-20, seconded by Ainsworth and passed.

## 6. Reports

### Financial:

- Brinkmann presented the Profit and Loss and Balance Sheet to the board.
- Brinkmann discussed the Balance Sheet, explaining after discussion with Treasurer Ainsworth, she would like to move the miscellaneous cents scattered throughout the balance sheet to the general fund account. Ainsworth made a motion to direct Brinkmann to move the miscellaneous cents to the general fund, seconded by Blake and passed.
- The November's property tax distribution had been received.

- Pension monies had been sent to the Pension fund.
- The Specific Ownership tax exceeded what was budgeted.
- A check from Fire Recovery was received.
- Impact Fees have not been received. Brinkmann spoke with the Town Clerk, April Hessman, and she stated the Town was waiting on one more check prior to distribution.
- Burn Permits issued to date: 694.

**B. Deputy Chief's Report:**

- Macht reported Pagosa Fire had 38 calls.
- Total calls for the year are 538 to date.
- Training hours: 103.
- Medical Training will be held in 2 months. Working with EMS to have recertify by the end of March.

**C. Chief's Report:**

- The Christmas For Kids party will be held on Thursday, December 14<sup>th</sup>. All staff, volunteers, board members and their families are invited.
- The Volunteer Appreciation Dinner will be held on Saturday, March 3<sup>rd</sup>, 2018.
- This Thursday, December 14<sup>th</sup> PFPD will be hosting Loaves and Fishes.
- Larson reported on the structure fire on Friday night, stating they had a poor turnout.
- Flowers were sent to the family of the Aztec shooting incident.

**D. Old Business**

**Mill Levy Discussion:** The amount of increase that PFPD would ask for was discussed at length. The Board would like to consider having a Special Workshop scheduled prior to the board meeting on the 9<sup>th</sup> of January. Thompson would like to invite the press and other community members. Larson stated that one key point would be staffing 24/7. Ainsworth stated to focus on the community growth and the demand for services grows. Brinkmann will have a survey setup on the website and other community websites.


**E. Good of Order:**

None.

There being no further business, the meeting was adjourned at 8:50 p.m.

Respectfully Submitted,

DISTRICT SEAL

  
 Don Peterson,  
 Acting Secretary/Treasurer

