

The Pagosa Fire Protection District Board of Directors will hold its regular meeting on Tuesday, July 12, 2016, at 6:30 p.m. in the training room at Station #1 located at 191 North Pagosa Blvd., Pagosa Springs, Colorado. These meetings are open to the public.

### BOARD OF DIRECTORS

1. Call to Order
2. Pledge of Allegiance
3. Additions/Deletions to the Agenda
4. Public Comments
5. Approval of Minutes  
June 17, 2016 Board Meeting
6. New Business:
  - A. Lieutenant Promotions  
Calavan, Johnson, Carpenter, Wirth
  - B. Audit: Frankie White: Clark, White & Associates
  - C. San Juan River Ranch Inclusion
  - D. Assistant Fire Chief
  - E. SCBA Purchase Proposal
  - F. Adoption of Personnel Manual
7. Reports:
  - A. Financial Report: January–June 30, 2016
  - B. Chief Report
8. Old Business
9. Good of the Order  
NREMT Certification Announcement  
Calavan, Macht, Robertson, Clark
10. Executive Session  
Motion to enter into Executive Session pursuant to C.R.S. §24-6-402(4)(f) to negotiate Acting Chief Larson's contract.
11. Discussion on Hiring a Fire Chief.
12. Adjournment

I hereby certify that the above Notice of Meeting was posted by me in the designated location at least 24 hours prior to said meeting.



Shirley D. Brinkmann  
Executive Administrative Assistant  
Pagosa Fire Protection District

DISTRICT SEAL



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

July 12, 2016

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, July 12, 2016, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

**1. Call To Order**

The meeting of July 12, 2016, was called to order at 6:30 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) joined the Board meeting via telephone conference.

**Staff Present**

Chief Bower, Acting Chief Larson, District Manager Brinkmann, Captain Montoya, Captain Robertson, and Firefighter Calavan

**2. Pledge of Allegiance**

John Thompson led the Pledge of Allegiance.

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

Larson asked that the SCBA purchase proposal be tabled until the final studies have been completed..

**4. Public Comments:**

None.

**5. Approval of Minutes**

The minutes of the June 17, 2016, were approved on a motion by David Blake, second by Ed Ainsworth and passed.

**6. New Business**

**A. Lieutenant Promotions**

Larson announced that 3 volunteers are being promoted to the Fire Lieutenant position. Vice Chairman Webb administered the Oaths of Office to Marvin Johnson and Scott Carpenter. Jared Wirth will be present at the August 9, 2016 meeting to take his Oath of Office. Firefighter Calavan will be classified as a Lieutenant on the Organization Chart.

## **B. Audit**

Frankie White, a certified public accountant with Clark, White & Associates, presented a draft 2015 Audit Report. Frankie announced that the Audit presented is a draft and should not be submitted to the public until the final is approved. A clean opinion on the finances of the District was given by Ms. White. The Management's Discussion & Analysis document was included in the draft. Ms. White made reference to the Statement of Government Accounting Standards (GASB) 68. GASB 68 requires pension dollars be added to the audit report. Larson will work on a draft for the Future Trends statement.

## **C. San Juan River Ranch Inclusion**

Larson recommended that the San Juan River Ranch be included in the Fire District. Larson asked the Board to consider the inclusion and give him a decision as to whether the District should pursue the inclusion process. Webb motioned to proceed with San Juan River Ranch inclusion process, second by Ainsworth. The motion carried with a vote of 4 yeas and 1 nay.

## **D. Assistant Fire Chief Position**

Larson stated that Assistant Fire Chief Job Classification was included in the board packet. He asked for approval of the job classification. Peterson suggested that the qualification section be reviewed. Peterson made a motion to accept the Assistant Fire Chief Job Classification as amended of the qualifications section, second by Blake and passed unanimously.

## **E. Adoption of the Personnel Manual**

Larson announced that the draft Personnel Manual was included in, the board packet for review. Larson asked the Board for approval. The manual was discussed at length. Suggested changes were noted. Webb made a motion to table the approval of the Personnel Manual, allowing time for changes to be made, second by Ainsworth and passed.

## **7. Reports**

### **A. Financial Report**

The Profit and Loss statement was reviewed. Larson stated that we were under budget on several line items. He stated every vehicle in the fleet had been serviced. The operations line item was under budget.

### **B. Chief Report**

- Larson explained Amendment 69 to the Board.
- The turnout for the 4<sup>th</sup> of July was tremendous.
- Under a Phase 1 fire restriction, south of Highway 160 and west of Highway 84.

- Fire Marshal is out on family emergency leave, however, continues to help with plan reviews long distance.

8. **Old Business:**  
None

9. **Good of Order:**

Larson announced that Macht, Robertson, Clark and Calavan received their National Registry EMT Certification.

10. **Executive Session**

Thompson moved that the Board enter into Executive session pursuant to C.R.S. §24-6-402(4)(f) to discuss contract negotiations with Acting Chief Larson, second by Ainsworth and passed.

The regular meeting of the Pagosa Fire Protection District Board of Directors reconvened at 9:02 p.m.

11. **Discussion on Hiring a Fire Chief**

Webb asked that Larson resubmit a contract with minor revisions to be reviewed by the Board at the next public session and voted on. Larson will have the attorney review the contract for omissions. An evaluation template will be attached.

12. There being no further business, the meeting was adjourned at 9:07 p.m.

Respectfully Submitted,

DISTRICT SEAL



Edward Ainsworth  
Secretary/Treasurer

