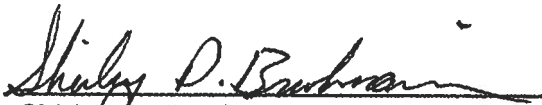


STATE OF COLORADO )  
COUNTY OF ARCHULETA ) SS.  
PAGOSA FIRE PROTECTION DISTRICT )

NOTICE OF WORKSHOP

NOTICE IS HEREBY GIVEN that the Board of Directors of the Pagosa Fire Protection District will hold a special workshop to review and discuss information technology (IT) Dropbox procedures. The workshop will be held on Wednesday, June 1, 2016, at 9:30 a.m. in the training room at Station #1 located at 191 North Pagosa Blvd., Pagosa Springs, Colorado.

  
Shirley D. Brinkmann  
District Manager

DISTRICT SEAL




STATE OF COLORADO )  
COUNTY OF ARCHULETA ) SS.  
PAGOSA FIRE PROTECTION DISTRICT )

**NOTICE OF SPECIAL MEETING**

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Directors of the Pagosa Fire Protection District may be held while Board Members attend the Special District's Workshop in Durango, Colorado on Tuesday, June 14, 2016. This meeting is open to the public.

**FOR THE BOARD OF DIRECTORS  
PAGOSA FIRE PROTECTION DISTRICT**

  
\_\_\_\_\_  
Shirley D. Brinkmann  
District Manager

**DISTRICT SEAL**



The Pagosa Fire Protection District Board of Directors and Firemens' Pension Fund Board of Trustees will hold its regular meeting on Tuesday, June 14, 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 TRUSTEES

1. Call to Order
2. Pledge of Allegiance
3. New Business:
  - A. Recommendation to the Board of Trustees
    - (1) Steve Voorhis
    - (2) Bill Crouse
  - B. 2015 Fire Calls and Training Hours
  - C. Approval of Resolution 160614A Pensioning Debra Calavan
4. Old Business
5. Adjournment

### BOARD OF DIRECTORS

1. Call to Order
2. Additions/Deletions to the Agenda
3. Public Comments
4. Approval of Minutes  
May 17, 2016 Board Meeting
5. Monthly Finance Report: January 1 – April 30, 2016
6. New Business:
  - A. Volunteer Oaths of Office
  - B. Staff 2017 Budget and Purchasing Procedure Guidance
  - C. District Manager Job Title and Description
  - D. Approval of Resolution 160614B Implementing a Program to Charge Mitigation Rates
7. Old Business
  - A. Fire Chief Hiring Committee Discussion/Job Description
  - B. Appointing vs. Posting Chief's position (Pros vs. Cons)
8. Good of the Order  
VCOS Newsletter Article
9. 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  
District Manager  
Pagosa Fire Protection District

DISTRICT SEAL



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

June 14, 2016

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, June 14, 2016, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

**1. Call To Order**

The meeting of June 14, 2016 was called to order at 6:31 p.m. by Chairman Thompson.

**Board Member Attendance**

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

**Staff Present**

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

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

None.

**3. Public Comments:**

Sylvia Thompson suggested that a copy of the minutes be sent to all volunteers. Larson stated the minutes were added to the website after approval and could be reviewed at that time. Brinkmann will have Wampler send a "one time" email to all the volunteers informing them that minutes are posted within 24 hours after the approval of the minutes.

**4. Approval of Minutes**

The minutes of the May 17, 2016, were approved on a motion by Jason Webb, second by Don Peterson and passed.

**5. Monthly Finance Report**

Ed Ainsworth reported that after looking over the general fund revenues and expenditures for 2016, PFPD would be looking at a loss. He stated the impact of the economy recovering from the recession had not been reflected in the tax base. He discussed the financial benefits of appointing a Fire Chief vs. the interview process of hiring a Fire Chief, stating the interview process could cost between 12,000 – 15,000.

Blake inquired when the 2017 tax base would be reported. Brinkmann replied that the first estimate of taxes would be reported by the end of August, 2016. Webb inquired if the majority of the tax revenue had been received. A document reflecting the last 2 years of revenue was included with the board packet.

Ainsworth reiterated that pension, capital reserves and impact fees, although reflected in the general fund, are dedicated funds and can only be used for specific purposes.

6. **New Business:**

A. **Volunteer Oaths of Office:**

Larson announced that 7 volunteers had graduated from the preliminary Fire Training Academy and that 6 of them were present to take their Oaths of Office. Vice Chairman Webb administered the Oaths of Office. Calavan introduced all the new volunteers to the Board.

B. **Staff 2017 Budget and Purchasing Procedure Guidance:**

Brinkmann announced the 2017 Budget Policy and Procedure documents, which had been given to the staff, were included in the board packets. She explained the documents were for the boards information and did not require any action. She stated that the new budget plan would help give the community a better understanding of what the Fire District's duties consist of and would be posted on the website for the year 2017.

C. **District Manager Job Title and Description:**

Larson, after having discussion with Brinkmann and going through the SDA Bylaws, recommended the Board adopt the job description of the Executive Administrative Assistant with all the job requirements and responsibilities as noted in the job description. This job description and title would be attached to Brinkmann's position. He explained that the SDA Bylaws stated either a District Manager or a Fire Chief, not both. Ainsworth made a motion to adopt Brinkmann's new job description. Peterson made the second. All were in favor. The motion carried.

D. **Approval of Resolution 160614B, Implementing a Program to Charge Mitigation Rates:**

Larson informed the Board that according to state statutes, a fire department has the right to charge for services that are rendered through emergency response. He explained that Resolution 160614B would establish a policy that non district residents could be charged for emergency response, generating a small revenue stream and help recover some of the cost of responding to out-of-district calls. Thompson inquired as to the procedure for collections. Larson explained that the fire department would initiate the collection process. Fire Recovery U.S.A. LLC., a web-based program would be utilized. The payment breakdown would be: 20% going to Fire Recovery U.S.A. and 80% would be paid to the Pagosa Fire Protection District. They have the legal ability to collect all fees. Larson stated there would not be a cost to the fire department. If Fire Recovery U.S.A could not collect fees they would not get paid. Peterson made a motion to approve Resolution 160614B, implementing a program to charge mitigation rates, second by Blake and passed. Webb made a motion to direct the Fire Chief to use Fire Recovery U.S.A. LLC. to manage emergency service billing. Peterson made the second. All were in favor. The motion carried.

7. **Old Business: Fire Chief Hiring Committee Discussion/Job Description**

Peterson: presented an overview of the committee. He presented a draft of the Fire Chief job description. Peterson explained that the job description was not designed for Larson, and work for future Fire Chiefs as well. Ridenhour asked that the board review the job description from time-to-time and to question if the Fire Chief could be held accountable for each line item. Peterson made a motion to adopt the Fire Chief Job Description. Blake second the motion. All were in favor. Motion carried.

Each board member presented their opinion and agreed that the board had met their due diligence in the hiring process of the Fire Chief position. Each member stated that with the current financial status and condition of the fire department it would be in the best interest of the community, taxpayers and staff to hire Larson for the Fire Chief's position rather than go through an interview process. Thompson made a motion to retain Larson as Fire Chief, permanently. Blake second the motion. Larson asked the Board if they could wait until the July 12, 2016 board meeting in order to enter into Executive Session for contract negotiations. The motion was rescinded until the July 12, 2016 board meeting.

**8. Good of Order:**

Larson reported he attended the Colorado State Fire Chief's meeting. House Bill 16-1088, Fire Protection District Impact Fees were discussed.

The 36 Hour Safe Firefighting Course has been recognized by the State of Colorado.

Larson and Brinkmann will meet with Chief Steck, Elizabeth Fire Protection District, regarding health insurance costs.

Blake inquired about the possibility of meeting with Mark Carlson, T. Charles Wilson Insurance Service, in regards to our insurance package. Larson asked that Blake set an appointment to come in and talk with him over insurance package concerns.

**9. Adjournment:**

There being no further business, the meeting was adjourned at 8:20 p.m.

Respectfully Submitted,

DISTRICT SEAL



Edward Ainsworth  
Secretary/Treasurer



**RECORD OF THE PROCEEDINGS OF THE PAGOSA FIRE PROTECTION DISTRICT  
FIREMEN'S PENSION FUND BOARD OF TRUSTEES**

June 14, 2016

The regular meeting of the Pagosa Fire Protection District Firemen's Pension Fund Board of Trustees was held on Tuesday, June 14, 2016, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

**1. Call To Order:**

Chairman Thompson called the meeting to order at 6:31 p.m. The following directors were present: Jason Webb, Ed Ainsworth, David Blake and Don Peterson.

**Staff Present:**

Acting Chief Larson, District Manager Brinkmann, Chief Bower, Fire Marshal Hartman, Captain Montoya, Firefighter Karn Macht and Colton Calavan

**2. Pledge of Allegiance:**

Chairman Thompson led the Pledge of Allegiance

**3. New Business:**

**A. Recommendation to the Board of Trustees:**

Chief Larson recommended Mr. Voorhis and Mr. Crouse to the Pension Board to fill the vacancies of Mr. Peterson and Mr. Ainsworth. Ainsworth made a motion to have Steve Voorhis and Bill Crouse join the Firemen's Pension Board of Trustees, second by Don Peterson and passed unanimously.

**B. Approval of the 2015 Fire Calls and Training Hours:**

District Manager Brinkmann stated the 2015 Fire Calls and Training Hours document were located in the board packet for review. Larson explained the calls and training hours come directly off the Image Trend software system. They are accurate according to our computer system. Webb inquired if all the volunteers could review their personal hours. Blake inquired if the volunteers could challenge the accuracy of the calls and training hours. Larson announced that each volunteer had access and that the Captains would be giving each member a quarterly report on where they stand. Webb made a motion to accept the 2015 Fire Calls and Training Hours document, second by Ainsworth and passed.

**C. Resolution 160614A:**

Resolution 160614A pensioning Firefighter Debra Calavan in the Firemen's Pension Fund was approved on a motion by Ed Ainsworth, second by Steve Voorhis and passed. Webb abstained from voting.

Crouse inquired as to his and Voorhis' function as a member of the Pension Board of Trustees. He specifically asked if they were to vote on pension issues when they themselves are active volunteers and drawing a pension. Blake explained his role. Brinkmann explained they would be allowed to vote on behalf of all the volunteers. She explained to the Board Directors that the pension board consists of two volunteers that speak on behalf of the volunteers and that the volunteers sitting on the Board of Directors would have to, under the advisement of the attorney, state for the record, that they are voting in the best interest of all volunteers and in the best interest of the District and not for self interest.

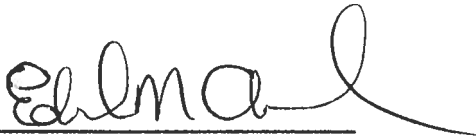
**4. Old Business:**

None.

**5. Adjournment:**

There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully Submitted,



Edward Ainsworth  
Secretary/Treasurer

DISTRICT SEAL

