

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 Trustees of the Pagosa Fire Protection District will be held on Tuesday, September 13, 2016, at 6:30 p.m. in the training room at Station #1 located at 191 North Pagosa Blvd., Pagosa Springs, Colorado. Paul Barker, Consulting Actuary will be presenting the 2015 Actuarial Study. These meetings are open to the public.

FOR THE BOARD OF DIRECTORS  
PAGOSA FIRE PROTECTION DISTRICT

  
Shirley D. Brinkmann  
Executive Administrative Assistant  
Pagosa Fire Protection District

DISTRICT SEAL



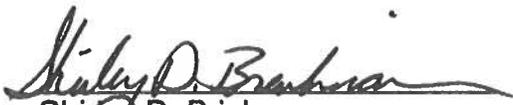


The Pagosa Fire Protection District Board of Directors will hold its regular meeting on Tuesday, September 13, 2016, at 6:30 p.m. in the training room at Station #1 located at 191 North Pagosa Blvd., Pagosa Springs, Colorado. These meetings are open to the public.

## BOARD OF DIRECTORS

1. Call to Order
2. Additions/Deletions to the Agenda
3. Public Comments
4. Approval of Minutes  
August 9, 2016 Board Meeting
5. New Business:
  - A. Motion to enter into Executive Session pursuant to C.R.S. §24-67-402(4)(f) to discuss the Wildland Coordinator position
  - B. Proposed Addition to EMS Building
  - C. Allocations of Reserve Accounts
6. Reports:
  - A. Financial Report: January-September 9, 2016
  - B. Chief Report
7. Old Business
  - A. Approval of Final Audit
  - B. Adoption of the Personnel Policy Manual
8. Good of the Order
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  
Executive Administrative Assistant  
Pagosa Fire Protection District

DISTRICT SEAL



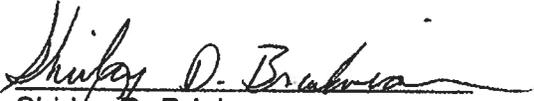
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The Pagosa Fire Protection District Board of Trustees will hold a special meeting on Tuesday, September 13, 2016, at 6:30 p.m. in the training room at Station #1 located at 191 North Pagosa Blvd., Pagosa Springs, Colorado. These meetings are open to the public.

### BOARD OF TRUSTEES

- Call to Order
- Pledge of Allegiance
- Additions/Deletions to the Agenda
- Approval of the June 14, 2016 Minutes
- New Business:  
Paul Barker, Consulting Actuary Consultant
- Old Business
- Good of the Order  
Annual Actuarial Study Discussion.
- 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



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

September 13, 2016

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, September 13, 2016, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

**1. Call To Order**

The meeting of September 13, 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)

**Staff Present**

Chief Larson, Executive Administrative Assistant Brinkmann

**2. Pledge of Allegiance**

Thompson led the Pledge of Allegiance.

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

Ainsworth asked to add the discussion of consolidating the General Fund to New Business.

**4. Public Comments**

None.

**5. Approval of Minutes**

The minutes of the August 9, 2016, were approved on a motion by David Blake, seconded by Ed Ainsworth and passed.

**6. New Business**

**A. Executive Session**

Peterson made a motion to enter into Executive Session pursuant to C.R.S. §24-67-402(4)(f) to discuss the Wildland Coordinator position. Jason Webb seconded the motion. The motion passed unanimously.

The regular meeting reconvened at 6:50. No decision was made for the Wildland Coordinator job position.

Webb made a motion to go into recess of the regular meeting in order for Paul Barker, Consulting Actuary to present the Actuarial Valuation to the Pension Board of Trustees. The motion was seconded by Ainsworth and passed.

The regular meeting of the Board of Directors was reconvened at 8:50 p.m.

## **B. Proposed Addition to EMS Building**

Chief Larson presented the Board with plans and a contract from the Emergency Medical Service (EMS) Chief, Jason Webb. He stated the contract was for an addition to the EMS building. After reviewing the plans he did not find any issues with it. Webb explained they had a fire inspection and there was an issue related to where the oxygen cylinders were being stored. Webb excused himself from the room for the remainder of the discussion in order to avoid any conflict of interest. Don Peterson made a motion to approve the addition, seconded by David Blake. The motion carried with a vote of 4 yeas.

## **C. Allocations of Reserve and General Fund Bank Accounts**

Ainsworth explained the Capital Acquisition Reserve account to the Board. He stated the account was tied to equity and not an actual bank account. He suggested the account be liquidated for the year 2016 and in 2017 budget an unrestricted capital reserve account tied to a bank account. Ainsworth made a motion to liquidate the account, second by Peterson. The motion carried by a vote of 5 yeas.

Ainsworth explained the two general fund accounts to the Board. He suggested having one general fund account would provide more clarity. Ainsworth made a motion to consolidate both general fund accounts into one account at The Bank of the San Juans. The motion was seconded by Blake. The motion carried by a vote of 5 yeas.

## **7. Reports:**

### **A. Financial Report: January-September 9, 2016**

The Profit and Loss statement and the Balance Sheet were presented, reviewed and discussed. Blake inquired about Wildland revenues. Brinkmann gave an update and explained that all the wildland revenues had not been collected to date. The revenues should be approximately \$106,403.00.

Chief Larson stated the apparatus/maintenance line item would be over budget. He stated at the beginning of the year, when a temporary part time mechanic was hired, all the vehicles in the fleet were serviced.

Chief Larson is coordinating a comprehensive inventory of all the gear with dates of manufacture. He should know by the first of the year what Personal Protection Equipment needs to be purchased to keep compliant.

Chief Larson will be changing the policy on the Uniform budget, he would like to have a small stock of uniforms.

### **B. Chief Report**

- The Colorado Firefighter Academy is coming up on October 5-9, 2016. 9 people were approved to attend.
- Chief Larson will be attending the Symposium "In the Sun" in November.

- The 9/11 Ceremony was a big success. Sylva Thompson did a very good job organizing the event.
- Chief Larson is working with the staff to start participating in the Clubs around town so that the public will get to know us better. He will discuss at the next staff meeting about talking points and make sure that all staff are on the same page.

## 7. Old Business

### A. Approval of Final Audit

The final Audit was included in the board packet. Brinkmann announced the audit had been extended and needed to be submitted to the State no later than September 30, 2016. Webb made a motion to approve the audit, second by Peterson. The motion carried with a vote of 5 yeas.

### B. Adoption of the Personnel Policy Manual

The adoption of the Personnel Policy Manual was tabled until completed.

## 8. Good of Order:

Blake inquired about grant writing. Chief Larson explained that Firefighter Cindy Liberton is currently out of town and would be contacted when she is back. Chief Larson mentioned that during the last staff meeting, he challenged the staff to do research on two grants each for their own programs. Chief Larson stated that the District is looking for grants for an extractor and a trainer for extinguishers.

Chief Larson announced that Captain Montoya and Captain Robertson finished their Company Officer Leadership Class.

Chief Larson announced four resumes for the Deputy Chief position had been received. Katherine Ridenhour will coordinate the hiring process, interview process, resume review and assessment center. The resume committee consists of Jason Webb, Katherine Ridenhour and Chief Aurnhammer from Los Pinos Fire Protection District.

9. There being no further business, the meeting was adjourned at 9:45 p.m.

Respectfully Submitted,

District Seal



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Edward Ainsworth  
Secretary/Treasurer

**RECORD OF PROCEEDINGS FOR THE PAGOSA FIRE PROTECTION DISTRICT  
FIREMENS' PENSION FUND BOARD OF TRUSTEES**

September 13, 2016

A Special Meeting of the Firemens' Pension Fund Board of Trustees was held on Tuesday, September 13, 2016, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

**1. Call To Order**

The meeting of September 13, 2016, was called to order at 6:51 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), Steve Voorhis (Trustee), and Bill Crouse (Trustee).

**Staff Present**

Randy Larson (Fire Chief), and Shirley Brinkmann (Executive Administrative Assistant).

**2. Additions/Deletions**

None

**3. Approval of Minutes**

The minutes of the June 14, 2016 meeting were approved on a motion by David Blake, second by Ed Ainsworth and passed.

**4. New Business**

Paul Barker of the Actuarial Consulting Group presented a review of the District's 2015 actuarial study report. Barker opened the presentation stating that the notion that plan benefits are driven by contributions or assets has already been introduced, however the idea behind the contribution of the plan is that the benefits are supported mostly by annual contributions. He further stated during 2015, there was a slight negative return, however, it wasn't enough to create problems for the plan. Barker presented the concept of changing the District's investment strategy. He explained that how some mutual funds pay dividends on a monthly basis, quarterly basis, end of the calendar year, and there are a few that pay them sporadically throughout the year. Barker suggested to look at revising how the District's pension fund is invested and gave three alternative investment organizations to look into. A review of the basic \$650.00 monthly retirement benefit indicates that the current level will be actuarially sound. Blake motioned to accept this actuarial report, the motion was seconded by Peterson and unanimously.

5. Chief Larson made a suggestion, to consider this concept and have one of the Board of Trustees speak with Mark Aizenberg, Wells Fargo Investment Advisor, Director Blake recommended that Thompson, Ainsworth and possibly either Crouse or Voorhis have a conference call with Mark Aizenberg from Wells Fargo. Brinkmann will get a hold of Paul Barker and asked if he can send an electronic copy of the report to Mark Aizenberg.
6. There being no further business the meeting adjourned at 8:45 p.m.

Respectfully Submitted,



Edward Ainsworth  
Secretary/Treasurer

DISTRICT SEAL

