

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

June 11, 2019

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, June 11, 2019, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

**1. Call To Order**

The meeting of June 11, 2019 was called to order at 6:30 p.m. by Vice Chairman Webb.

**Board Members In Attendance**

Jason Webb (Vice Chairman), Don Peterson (Treasurer/Secretary) and Ronald Beckman (Director).

John Thompson was not available to attend due to personal reasons.

John Daffron was out of town and not able to attend.

**Staff Present**

Chief Randy Larson, Deputy Chief Karn Macht, Executive Administrative Assistant Shirley Brinkmann

**2. Pledge of Allegiance**

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

None

**4. Public Comments**

None

**5. Approval of Minutes**

The minutes of the May 14, 2019 were approved on a motion by Ron Beckman, seconded by Don Peterson and passed.

**6. New Business**

- A. Audit: Rosie Adams Grote and Matt Beerbower the Auditors from RubinBrown joined the meeting via telephone conference call. Rosie Adams Grote presented the Audit to the Board explaining the process and the responsibility of the Fire District. She stated RubinBrown had a "clean opinion" with few changes from last years audit. She inquired if the Board had any questions. Beckman stated he had not had a chance to review the audit and would like some time to review it. Rosie asked if the Board had any questions to let her know by the end of the week. Matt Beerbower reviewed and explained the purpose of the ViewPoints to the Board. He stated there was nothing substantial from last year. He reviewed the Management's Discussion and Analysis and the Fund Financial Statements. He reiterated that having the audit finished up prior to July would be helpful. The board discussed having a special meeting in order to approve the audit. Beckman made a motion to have more time to review the audit, seconded by Peterson and passed.

Brinkmann will followup with the Auditors in regards to the timeframe. The Audit will either be scheduled for the July 9<sup>th</sup> meeting or a special meeting will be held. Larson went over the ViewPoints with the Board. He stated PFPD was working on a procedure for the accounting and the capital asset records.

- B. **Appointment of New Board Member:** Larson announced that Director John Daffron turned in his resignation. In compliance with the Special District Rules and Regulations, PFPD has 90 days to appoint a person to his position. He announced that Kim Moore expressed an interest in the position. She emailed a letter stating her credentials, included in the Board Packet. Larson recommends Kim Moore to fulfill the Director position until the next election in 2020. Webb inquired about how much time the board had to appoint someone. Larson stated we had 30 more days. Peterson made a motion to appoint Kim Moore to fulfill the vacant Director position, seconded by Beckman. Webb read the Certification of Appointment. The motion passed unanimously.
- C. **Oath of Office:** Kim Moore was not present to take her Oath of Office. Beckman recommended that the Pagosa Sun be present when she does take her Oath.
- D. **Addition to Personnel Policy and Procedure Manual:** An Addition to the Personnel Policy and Procedure Manual was included in the board packet. Upon review of the personnel policy, it was advised by PFPD's legal counsel to add a policy on "dating within the fire service". Beckman recommended that in reference to 2A, the words "or in" be added to the paragraph. Peterson made a motion to adopt the additions to the Personnel Policy and Procedure Manual with corrections, seconded by Beckman and passed. Brinkmann will make the changes and get the updated policy out to personnel.
- E. **Discussion on Dispatch:** Beckman reported that Greg Schulte, Town Manager, is working on the dates for the Work Group to meet. Larson reported that the plumbing problems have improved. John Finefrock, Staff Writer for the Pagosa Sun, inquired if the the press would be notified when the work group would be meeting. Larson will suggest to Connie Cook, Dispatch Board Chairman, that the work sessions notify the press. He noted that there would not be a quorum for any of the boards involved in the work group.
- F. **Old Business**  
None

## 7. Reports

- A. **Financial:** Brinkmann reported:
  - A P&L and Balance Sheet was included in the board packet.
  - Received the Property Tax Revenues for May
  - Received a check from Fire Recovery for three out-of-district incidents.
  - Burn Permits to date: 525.
- B. **Chief's Report:**
  - Deputy Chief Macht will be attending the Missouri Valley Chief meeting in Chief Larsons place.
  - The first 2020 budget meeting took place. Considering replacement of the Pub Ed truck for the 2020 budget.

- Truck bays are in the process of being painted.
- The Financial Policy and Capital Assets procedure policy is being worked on.
- ICS 300/400 Instructor curriculum has been changed. Larson resubmitted and retested on all the Instructor Certifications.
- A 300 class in cooperation with EOC will be held later in the fall.

Beckman inquired when the Belgium Firefighters would be arriving.

Larson reported that the Belgium Firefighters will be arriving on July 1<sup>st</sup>. The invitation went out for the Reception and the Dinner.

- Anticipating the Runners for Cancer will be in on July 1<sup>st</sup>.
- Received notice that a Veterans group will be bringing Vietnam Veterans on a float fishing trip, starting in Grand Junction and bouncing around the state, down into the San Juan south of the Navajo on the 3<sup>rd</sup>. PFPD will escort them through town. If they are floating down the river, the Aerial truck will be positioned on the bridge. Chief Macht and Captain Robertson are working with the Veterans Administration to do something special for the group.
- The Car Show will be held this weekend and PFPD's Aerial truck in the Car Show.

Webb inquired about the 4<sup>th</sup> of July.

Larson reported PFPD will be in the parade and a picnic will be held after the parade. PFPD will be present around town most of the day. PFPD will be setup for the firework display.

#### C. Deputy Chief's Report:

- 2,234 of training to date.
- 224 calls for service as of today.
- Have had several vehicle accidents needing extrications
- Got the opportunity to work with Los Pinos and Upper Pine on mutual aid calls. All crews interegrated and got the mission accomplished.
- Going on the 20<sup>th</sup> and joining Los Pinos on an interview panel for several of their new positions.
- Car Show will be held on the 14<sup>th</sup> and the 15<sup>th</sup> of June.
- The Belgiums actually come in on the evening of the 30<sup>th</sup>. A ladder truck will positioned outside Station 1 to welcome them. A potluck will be held at Station 1. The Reception will be held at PLPOA on July 1<sup>st</sup>.
- On the 2<sup>nd</sup> of June an Intro to Wildland class with the Belgium Firefighters will be given
- A PFPD guided float trip down the San Juan will be given to the Belgium Firefighters. They will start at the east Conoco to the mile marker takeout.
- The Fire truck carrying the Belgium Firefighters will be in the 4<sup>th</sup> of July parade with PFPD firefighters walking along side of the truck.

- After the 4<sup>th</sup> of July parade a cookout will take place at Station 4.
- After the Cookout PFPD will get ready for firework coverage.

Larson reported that PFPD did not have a truck stationed at the folk festival however, they did drive through periodically over the weekend.

## 8. Good of the Order

- An officer came forward to report over the last couple of months citizens have come forward asking to take pictures of crew members with the apparatus. A great influx from the public showing their support.

Peterson inquired about the new engine.

Larson reported he did not have any new information. Captain Clark should have new information at the first of each month on the status of the engine. He stated that the target date is still the first part of September.

Beckman inquired about the Bylaws and if we had a Powers of the Board policy.

Larson stated he thought there was a policy for the Board powers and would look into it. If Beckman would like to discuss them he could contact Brinkmann to have it added to the Agenda.

## 9. Adjournment

There being no further business, the meeting was adjourned at 7:25 p.m.

Respectfully Submitted,



Don Peterson,  
Secretary/Treasurer

DISTRICT SEAL

