

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

November 12, 2019

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, November 12, 2019, held at 6:30 p.m. in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

**1. Call To Order**

The meeting of November 12, 2019 was called to order at 6:30 p.m. by Chairman Thompson.

**Board Members In Attendance**

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

**Staff Present**

Chief Larson, Deputy Chief Macht, Executive Administrative Assistant Brinkmann

**2. Pledge of Allegiance**

**3. Public Comments**

No public comments.

**4. Approval of Minutes**

The minutes of the October 8, 2019 were approved, on a motion by Ron Beckman with the correction to exclude the statement in 5B stating that Beckman had previously read Chief Larson's contract. The motion was seconded by Kim Moore and passed.

**5. Old Business**

Contract Negotiation – Chief Larson

Larson noted for clarification that the Agenda from previous meetings had Old Business following the New Business. To make it fall more in line with Roberts Rule of Order: Old Business will now be addressed prior to the New Business.

Don Peterson talked about the sick time in lieu of paying for the Chief's Health Insurance for a period of time. He stated that after 18 months Chief Larson would not be eligible to be on the PFPD's insurance plan. Peterson came up with a draft plan allowing all full time employees to be paid a lump sum payment for accrued sick time, working for a certain amount of time and leaves on good terms. The draft plan would be negotiable and is open for discussion.

Point of Order: Jason Webb stated that the subject was Contract Negotiation and the sick time policy would have to be placed on the agenda. Peterson agreed.

Beckman inquired about the process of a policy change. Larson explained that all policy changes have to be approved by the board. He recommended to table his contract negotiation and in the meantime he would draft a policy change with Brinkmann and Peterson. Webb motioned to table the contract negotiation until the board could review a draft policy change in December, seconded by Beckman and passed.

## 6. **New Business**

A. **Public Hearing Review of the 2020 Preliminary Budget.** Chief Larson presented the Preliminary Budget for public review with no changes. He stated the department did get a new projected cost for Dispatch, which is covered under operations line item. He did not make the adjustment, allowing a few thousand dollars in case something was to come up with Dispatch. He stated one item, that might come up, would be the integration of the Dispatch CAD system with the Fire Management System.

Peterson inquired about the Impact Fee. Larson explained the Impact Fees would be moved from the Reserve Impact Fee account to the General Fund account in 2020.

B. **Urban Renewal Authority (URA) Appointment:** Larson included a letter from Andrea Phillips, Town Manager explaining that the Town has to put together a Board of Commissioners for the URA. He explained that the board will consist of 11 members: 7 from the Town Council, 1 Special District member representing all the Special Districts, 1 member from Archuleta School District and Archuleta County. Moore suggested 1 member from each of the Special Districts have a meeting in order to assign the representative. Webb stated that Andrea would have suggestions on how to appoint the Special Districts member. The board directed Chief Larson to coordinate with Andrea Phillips, Town Manager, the appointment process for the Special Districts and maybe invite her to speak with PFPD's board.

## 7. **Reports**

A. **Financial:**

- Profit and Loss and Balance Sheet were included in the board packet.
- Received the Property Tax Revenues for September and October.
- PFPD's budget has been frozen in order for the 2019 books can be closed.
- Received the remainder of the roof claim for Station 1.
- Received notification that PFPD will be receiving the State Matching Funds for the Volunteers Pension Fund.
- All the wildland reimbursements have been received for 2019.
- Burn Permits to date: 851.

Beckman inquired if the reimbursement for \$47,000 had been paid to Archuleta County Assessors. Brinkmann replied it had been reimbursed.

B. **Chief's Report:**

- New apparatus is in and in service.
- Roof system for Station 4 have been installed. Larson commented that C shift did a good job on installing the roof.
- Station 1 roof is scheduled to be started on November 19<sup>th</sup>.

- Meeting with FirstNet on the 19<sup>th</sup> to discuss the cell phone and tablet service. All volunteer responders could be on the system, giving them priority. If PFPD changes to the FirstNet system it would happen at the first of the year.
- A Driver Operators class is scheduled to start on November 20<sup>th</sup>. The Driver Apparatus portion will be finished this year and at the start of 2020 the Pumper Operator class will begin. 22 people have signed up for the class.
- All SCBA equipment have been tested and are good for another year.
- Every apparatus has been tested and everything has passed this year.
- December 12<sup>th</sup> is the Christmas for Kids celebration here at Station 1.
- Sending 5 to 6 people to Peer Support Training. PFPD will be sponsoring one of the coroner advocates to attend.
- Working with the hospital in order to provide vaccines for all of our personnel now that the First Responder Program is going. PFPD will provide the same regimen of vaccines that EMS uses. PFPD has saved enough through the Health and Wellness program to cover the costs of the vaccines.
- The Board nominated Chief Larson for a position on the Cancer and Heart Board. He was not eligible due to the fact they already had someone sitting on the Board from Special Districts.

Kim Moore inquired if there had been a report on the origin of the fire that occurred on Cool Pines. Larson replied that all CORA requests had been turned over to PFPD's attorneys and they would be handling them. He stated that he would seriously doubt if PFPD would get the final cause and determination.

C. Deputy Chief's Report:

- 740 calls.
- 3957 hours of training.
- 10 Medical Responder students have graduated and they are preparing to take the National Registry.

8. **Good of Order:**

Fleet Manager, Captain Montoya went to Minneapolis for training. He received 4 certifications: Fire Apparatus, Fire Pumps and two others. He is up to speed on apparatus maintenance, staying current with NFPA. Larson is appreciative and proud of him for his success.

There being no further business, the meeting was adjourned at 7:10 p.m.

Respectfully Submitted,

  
 Don Peterson,  
 Secretary/Treasurer

DISTRICT SEAL

