

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

January 14, 2020

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, January 14, 2020, 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 January 14, 2020 was called to order at 6:50 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. Public Comments**

No public comments.

**3. Approval of Minutes**

The minutes of the December 10, 2019 were approved on a motion by Ron Beckman, seconded by Kim Moore and passed.

**4. Old Business**

Chief Larson explained that the contract negotiation was tabled until the sick leave policy was approved and added to the Personnel Policy and Procedure Manual. He informed the board that the sick leave policy was added to the manual. Larson informed the board the only other change to the contract was he would be eligible for cost of living increases with the rest of the department. Webb inquired about the term of the contract. Larson informed the board that the contract negotiation was set up as an open-ended contract, to be reviewed annually. The Addendum pertaining to the payscale was set up to be negotiated every three years. Peterson made a motion to approve Chief Larson's contract, seconded by Beckman and passed.

**5. New Business**

A. Approval of Resolution Calling for the 2020 Regular District Election and Appointing a Designated Election Official.

Brinkmann explained the Resolution to the Board, explaining the duties of the Designated Election Official. Moore made a motion to approve the Resolution Calling for the 2020 Regular Election and Appointing Brinkmann to be the Designated Election Official, seconded by Beckman and passed.

- B. Approval of the Financial Policy: Larson explained the financial policy and procedures to the Board. He explained that most of the policy is in place however, there has not been a formal policy in place. Beckman inquired if the U.S. General Services Administration (GSA) was utilized and if it should be added to the policy. Larson explained it could be done with a Standard Operating Guideline. Webb inquired about the process of sellable items. Larson will research the process of sellable items and add to the policy at a later date. Peterson made a motion to approve the PFPD Financial Policy, seconded by Moore and passed. Brinkmann will format the approved policy.

## 6. Reports

A. Financial: Brinkmann reported:

- Bound Budgets were given to the board members.
- The 2019 pension fund monies have been deposited.
- Received the December property tax.
- Received a donation in memory of Tom Dorgan.
- Burn Permits to date: 34
- All annual and quarterly taxes have been filed.

B. Chief's Report:

- Attended the La Plata Chief's meeting. Will be looking at putting another Mutual Aid Agreement together sometime this year.
- Attended the Dispatch Board meeting. There will be discussion coming up over the next few months on where dispatch will be located and the cost.
- Met with AT&T. Will be moving to the Firstnet for the department telephones and devices.
- The County Operating meeting is coming up on the 29<sup>th</sup> of January. The county, town, PFPD through Office Emergency Management will be signing the Annual Operating Plan (AOP).
- Bonfire will be held on the 18<sup>th</sup>. PFPD will have a truck stationed downtown.
- Penguin Plunge will be held on the 25<sup>th</sup>. PFPD will have the ice rescue team staged both in the water and on the shore.
- The sled race will be held on the 25<sup>th</sup> on Reservoir Hill. PFPD will stay close by.
- The Skijoring will be held on the 25<sup>th</sup> next to Hot Springs Blvd. PFPD will be in the area.
- Started the Driver Operator/Pumper class last night. 18 people are taking the class. It will continue through March on Mondays.
- In the process of seeking bids on a prevention vehicle that will be purchased through a donation from Fred Phillips in memory of Electra Churchill.
- Seeking bids for an upgrade for the maintenance vehicle.
- The vent system is in place.
- In the process of hiring an Administrative Assistant to assist Brinkmann, learn finance and give PFPD room for succession planning.
- Will be attending a Webinar on "Why Fire Departments Get Sued".

Webb inquired if there would be any need to alter costs this year for the dispatch location. Larson stated the dispatch board needs to look at the cost of renovation that would be needed for renting the Harman house vs. the cost of something more permanent to house dispatch. If anything were to change concerning PFPD's budget for dispatch, he would present that to the board for approval.

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

- Calls for 2019: 833
- Training Hours for 2019: 4,716.
- Calls for 2020: 30.
- Training Hours for 2020: 144.
- Ice Rescue Training: Annual refresher, new instruction for some of the firefighters who had never been on the ice. Spent 5-1/2 hours refreshing skills in the classroom and on the ice.
- Low angle rescue operations training will be held January 15.
- Snowshoe orientation training has been held on Reservoir Hill.
- Will be attending a Chief Officer class in Grand Junction.

Peterson inquired how many of the 2019 calls were medical. Macht stated about 35% were medical.

**7. Good of Order:**

Larson reported the Lt. McKain went through his Planning Operations Section Chief class and completed his Ice Rescue Instructor Course. He is now certified as an Ice Rescue Instructor.

8. There being no further business, the meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

  
John Thompson,  
Chairman

DISTRICT SEAL

