

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

March 14, 2023

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, March 14, 2023. This meeting was held at 165 N. Pagosa Blvd., Pagosa Springs, Colorado. These meetings are open to the public.

**1. Call to Order**

The March 14, 2023 meeting was called to order at 5:30 p.m. by Chairman Lattin.

**Board Members in Attendance**

LeRoy Lattin (Chairman), Ron Beckman (Vice-Chairman), James Martin (Secretary/Treasurer) and Ryan Foster (Director) were present and Wayne Hooper (Director) was present via Zoom.

**Staff Present**

Chief Randy Larson, Deputy Chief Macht and Business Manager Bliss were present.

**2. Pledge of Allegiance**

**3. Public Comments**

(None)

**4. Regular Meeting Minutes – February 14, 2023**

The minutes from the February 14, 2023 meeting were approved with a motion by Beckman, seconded by Martin and passed unanimously.

**5. Old Business**

(None)

**6. New Business**

**A. Consideration – Policy Manual Revisions Regarding Promotion Policy**

Chief Larson presented changes to the Promotions Policy under Section 5 in the Policy Manual. The policy would include exam requirements and seniority points.

Ron Beckman moved to approve the revisions to the promotions policy under section 5 in the policy manual with the addition of the passing exam percentage of 70%. Wayne Hooper seconded the motion and it passed unanimously.

**B. Consideration – Policy Manual Revisions Regarding Vacancies**

Chief Larson presented changes to the Vacancies Policy under Section 5 in the Policy Manual. The policy would include seniority points for continuous years of service.

Ron Beckman moved to approve the revisions to the vacancies policy

Under section 5 in the policy manual as presented. Ryan Foster seconded the motion and it carried unanimously.

**C. Consideration – Policy Manual Revisions Firefighter Job Specifications**

Deputy Chief Macht presented changes to the Job Specifications for the Firefighter position. The specification changes were made to the time-frames required under licenses and certifications. Ryan Foster moved to approve revisions to the firefighter job specifications included in the policy manual with consistent formatting. LeRoy Lattin seconded the motion and it carried unanimously.

**7. Reports:**

**A. Financial Report:**

- The May 2<sup>nd</sup> Election has been cancelled
  - Cancellation was published in the March 9<sup>th</sup> edition of the Pagosa Sun
  - District website was updated
  - Required notifications were made to the Archuleta County Clerk & Recorder's Office along with the Department of Local Affairs
- February Property Tax Disbursement was received and beginning to "unfreeze" the budget
- Burn permits to date: 93

**B. Deputy Chief Report**

- 191 Service Calls to Date
- 584 Training Hours to Date
- Tested three (3) Firefighters (1) from each shift and all passed and all will be promoted to Driver/Operator
- Tested four (4) Firefighters for the eligibility list with three (3) qualifying
- Yearly Wildland Fire Refreshers are taking place

**C. Chief Report**

- Met with Oracle regarding upcoming changes regarding compatibility and connectivity issues
- Engine 4 Update; waiting on parts
- Engine 91 Update; Captain Montoya took the apparatus to Farmington and currently waiting on an estimate

- Ron Beckman gave an update on the Combined Dispatch Director position
- Aspen Springs Explosion
- Chief Larson presented a letter (attached) to the Board announcing his retirement to take place on September 1, 2023.

Chairman Lattin requested a motion to accept Chief Larson's letter.

Ryan Foster moved to accept Chief Larson's resignation letter as presented. James Martin seconded the motion and it carried unanimously.

#### 8. Good of the Order

- Ron Beckman requested an Executive Session for the next meeting to discuss moving forward regarding the Chief's retirement announcement
- Meeting with volunteers was successful
- Positive acknowledgement in the Pagosa Sun
- Wayne Hooper expressed his gratitude for the volunteer dinner and community support
- Chief Larson advised Firefighter Sam Prutsman attended the FEMA Hazmat training in Pueblo

#### 9. Adjournment

There being no further business, the meeting was adjourned at 6:14 p.m.

Respectfully Submitted,



James Martin, Secretary/Treasurer





**Pagosa Fire Protection District**  
**Fire Chief**  
**Randy Larson**

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March 13, 2023  
Board of Directors  
Pagosa Fire Protection District

Board Members;

After careful consideration, thought, and discussion with my family I have made the decision to retire as the Fire Chief of the Pagosa Fire Protection District effective September 1, 2023.

Please accept this as my official notification.

I have been extremely fortunate to spend the last 8+ years leading this great group of Firefighters. However, I am at the point in my career and my personal life that it is time to step down and let the next generation of Fire Service Leaders take the helm. It is my belief that the Pagosa Fire Protection District is in a good place and that continued forward progress will be made with the personnel that we have in place. This is a great group of people and I have thoroughly enjoyed working with each and every one.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Larson".

Randy Larson