

**RECORD OF THE PROCEEDINGS  
OF THE REGULAR MEETING OF THE  
PAGOSA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS  
January 2, 2024**

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, January 2, 2024 following the regular meeting of the Pagosa Fire Protection District Volunteer Firefighters Pension Fund Board of Trustees. This meeting was held at 165 N. Pagosa Blvd., Pagosa Springs, Colorado. These meetings are open to the public.

**Call to Order**

Chairman Lattin called the meeting to order at 5:34 p.m.

**Board Members in Attendance**

LeRoy Lattin (President/Chairman), Ron Beckman (Vice-President) and Wayne Hooper (Director) were present. Ryan Foster (Director) was present via Zoom and James Martin (Secretary/Treasurer) joined the meeting at 5:40 p.m.

**Staff Present**

Chief Bertram, Deputy Chief Macht, and Manager Bliss were present. Attorney Dino Ross was present via Zoom.

**Public Comments**

(None)

**Approval or Adjustments to the Agenda**

No adjustments were made to the agenda.

**Regular Meeting Minutes – December 12, 2023**

The minutes from the December 12, 2023 regular meeting were approved with a motion by Beckman, seconded by Hooper, and passed unanimously.

**Old Business**

A. (None)

**New Business**

**A. Resolution 2024-01 Adopting the 2024 Budget, Setting Mill Levies and Appropriating Sums of Money**

Chief Bertram presented Resolution 2024-01 Adopting the 2024 Budget, Setting Mill Levies and Appropriating Sums of Money. Following discussion, Beckman moved to approve Resolution 2024-01 as presented. Lattin seconded the motion and it passed unanimously.

## **Reports:**

### **A. Attorney Report:**

Attorney Ross introduced himself and reviewed the attorneys' that was included in the Board packet. Discussion took place regarding legal counsel reviewing the Board Bylaws and communications with Attorney Ross moving forward.

### **B. Financial Report:**

- Upcoming filings with the State and County
- Entering changes into QuickBooks to provide better reporting
- 2023 Burn Permits: 767
- 2024 Burn Permits to date: 14
- 2023 Plan Reviews: 29
- 2024 Plan Reviews to date: 0

### **A. Deputy Chief Report**

- 5204 Training Hours in 2023
- 1254 Calls for Service in 2023
  - 71 Fires
  - 2 Explosions
  - 560 Medical Assists
  - 5 Searches Land & Water
  - 10 Auto Extrications
  - 1 High Angle
  - 1 Ice Rescue
  - 2 Swift Water
  - 4 Rescue Standby
  - 208 Hazardous Conditions including Motor Vehicle Accidents without injuries
  - 204 Service Calls
  - 192 Good Intent
  - 96 False Alarms
  - 1 Severe Weather – Flood
  - 5 Special Incident

**B. Chief Report**

- Continuing working on transitioning to the new reporting system, First Due
- 2024 Priorities
  - Personnel Policy Manual
  - Pension Bylaws
  - Board Bylaws
  - Apparatus Committee, Replacement Schedule
  - Volunteer Program, Onboarding Process
  - Strategic Plan
- Demand letter was sent to David Montoya. He received the letter on December 26<sup>th</sup> and has 10 days to respond.
- Contract was signed for the Tender Purchases. There was an error regarding the braking system resulting in approximately a \$5,000 difference

**Good of the Order**

Nothing.

**Adjournment**

There being no further business, the meeting was adjourned at 6:05 p.m.

**APPROVAL:**

The foregoing Minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Pagosa Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
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James Martin, Secretary/Treasurer    Date