

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

March 5, 2024

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, March 5, 2024. 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 5:30 p.m. followed by the Pledge of Allegiance.

**Board Members in Attendance**

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

**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**

LeRoy Lattin moved to accept the agenda as presented. Ron Beckman seconded the motion and it carried unanimously.

**Regular Meeting Minutes - February 6, 2024**

The minutes from the February 6, 2024 regular meeting were approved with a motion by Beckman, seconded by Martin, and carried unanimously.

**Old Business**

**A. LEPC Update - Director Beckman**

Director Beckman provided a brief update regarding the Local Emergency Planning Committee (LEPC). He requested establishing a work group and recommended requesting a commodity flow study through COOT. Chief Bertram advised he would set up a meeting with Sheriff LaRoux and report back to the Board at their request.

**B. Consideration of Pagosa Fire Protection District Board Bylaws**

Attorney Ross reintroduced the Board Bylaws for consideration. Discussion took place regarding the Financial Administration section and the "incompatibility of

offices" provision. Wayne Hooper moved to adopt the Pagosa Fire Protection District Board Bylaws with the condition of removing item C. under section 8, Financial Administration and amending item D. to designate the Fire Chief as the Budget Officer. Ron Beckman seconded the motion and it carried unanimously.

**New Business**

**A. Consideration of Resolution 24-02 Establishing an Active Retiree Program**

Chief Bertram presented Resolution 24-02 Establishing an Active Retiree Program. Wayne Hooper moved to adopt Resolution 24-02 Establishing an Active Retiree Program as presented. Ryan Foster seconded the motion and it carried unanimously.

**B. Consideration to Modify Authorized Signers on Bank Accounts held at Bank of the San Juans**

Chief Bertram advised that the Auditors have recommended that, to create separation of financial functions, Manager Bliss should be removed as a signer on the Bank Accounts and that Deputy Chief Karn Macht be added as an authorized signer. Following discussion, LeRoy Lattin moved to remove Tomi Bliss and add Karn Macht as an authorized signer to the Bank Accounts. Ron Beckman seconded the motion and it carried unanimously.

**C. Consideration of Capital Funding Request for Extrication Equipment**

Deputy Chief Macht presented a request for Extrication Equipment. Discussion took place regarding current equipment and status. The cost of the new E-Tools from Hurst would be \$68,457.00. Ryan Foster moved to approve the Capital Funding Request for Extrication Equipment as presented. Wayne Hooper seconded the motion and it carried unanimously.

**D. Impact Fees Discussion**

The Board, Chief Bertram, and Attorney Ross discussed the Overview of Impact Fees provided by Attorney Ross. Chief Bertram would provide additional information at the Board meeting next month.

**Reports:**

**A. Attorney Report:**

Attorney Ross reviewed the attorneys' report and the legislative tracker that was included in the Board packet.

**B. Financial Report:**

- Auditors were on-site during the week of February 12<sup>th</sup>
- Since changing to ColoTrust the District has received \$25,797.73 in interest
- New website launched on February 16<sup>th</sup>
- Burn Permits to date: 139
- Plan Reviews to date: 6

**C. Deputy Chief Report**

- 845 Training Hours to date
- 168 Calls for Service to date
- Attended LaPlata County Chiefs Meeting
- Attended Border Meeting

**D. Chief Report**

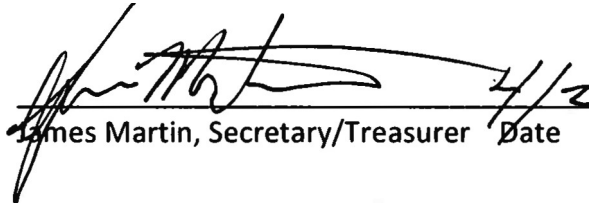
- Airport Discussion
- County Mill Levy Discussion
- Implemented new gym forms and policy
- Continued working on Handbook
- Meeting with all shifts and personnel
- Strategic Plan Discussion

**Good of the Order Adjournment**

There being no further business, Chairman Lattin adjourned the meeting at 7:26 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 about.

  
James Martin, Secretary/Treasurer      4/2  
Date