

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

October 10, 2017

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, October 10, 2017, in the training room at Station #1, 191 N. Pagosa Blvd., Pagosa Springs, Colorado.

1. Call To Order

The meeting of October 10, 2017, was called to order at 6:51 p.m. by Chairman Thompson.

Board Members In Attendance

John Thompson (Chairman), Jason Webb (Vice Chairman), David Blake (Director), Don Peterson (Director). Ed Ainsworth was excused for health reasons.

Staff Present

Chief Larson, Deputy Chief Macht, Executive Administrative Assistant Brinkmann

2. Pledge of Allegiance

3. Additions/Deletions to the Agenda

Change Agenda item number 8 to read "Old Business" and discuss the 360° review process. Agenda item number 9 will be Reports, 10 will be Good of the Order, and number 11 will read Adjournment.

4. Public Comments

None.

5. Approval of Minutes

The minutes of the August 8, 2017, were approved on a motion by David Blake, seconded by Don Peterson and passed.

6. Appointment of Acting Secretary/Treasurer

Don Peterson made a motion to excuse Secretary/Treasurer Ainsworth from board meetings until further notice due to health reasons. The motion was seconded by David Blake and passed.

Chairman Thompson made a motion to appoint Don Peterson as acting Secretary/Treasurer until Ainsworth's return. The motion was seconded by Jason Webb and passed.

7. New Business

- A. Approval of Resolution 170910, Establishing PFPD's Employee New Health Insurance Premium Contribution and Amending the District's Personnel Manual to Reflect the necessary change. Larson explained the increasing cost of the current health plan. He presented the alternatives which modify the deductibles offered to current employees. He requested the approval of the Resolution which adopts a new hire premium contribution for new employees hired after the date of the Resolution. The Board of Directors discussed the options for health insurance and determined that the alternative was acceptable. Webb made a motion to adopt Resolution 170910, seconded by Blake and passed.

- B. Peterson made a motion to Enter into Executive Session pursuant to C.R.S. §24-67-402(4)(f) to discuss two Firefighter positions and the Deputy Chief's position, seconded by Blake and passed.

The board reconvened 7:15.

- C. Review of the Preliminary 2018 Budget: Larson presented the preliminary budget to the board. He stated the preliminary figures should be close to what the final budget will be. He reviewed each line item with the board and explained the following line items:

- Impact Fees are through the Town of Pagosa Springs.
- Fire reimbursements were extremely well in 2017.
- Airport IGA will remain the same.
- Wildland line item has been changed to reflect not only the reimbursements, as reported in budgets in the past, but the expenses as well. This will give a truer understanding of the wildland funds.
- General overhead will be close to what was budgeted for 2017.
- The insurance line item is for workman's comp and overall insurance, it does not include the health insurance. Health insurance can be found under payroll.
- Election expenses are up due to board election and possible mill levy election.
- A 2.25% Cost of Living increase was budgeted for 2018 for nonexempt personnel.
- Fire Operations line item is up significantly due to the reorganization of budget line items.
- No capital outlay for SCBA, the payment is rolled into the operations line item.
- Budgeted for the Capital replacement of Command 1 vehicle.

Blake inquired about the funds that have been allocated for Station 7. Brinkmann explained that the previous budget did not reflect the monies that were allocated for Station 7, however, in the audit the monies were shown and that both the audit and budget should be aligned for transparency.

Webb inquired about the Unrestricted Reserve line item. Larson explained that until our General Fund balance shows a more significant carryover we should not put the \$100,000.00 away, however he would look into it. Webb asked if it would be better to have a contingency reserve or go off a line budget. Larson will research and get back to the board on the Unrestricted Reserve/Contingency Reserve.

D. SDA Reports:

Jason Webb reported it was a good conference. The highlights were:

- Tabor/Gallagher risk for the future.
- Millennial perspective from Millennials. Take home 50% of workforce, 50% of voting class. How to approach, speak and connect and engage Millennials from a voter standpoint.

Don Peterson reported it was first rate. The highlights were:

- Tabor/Gallagher class.
- Benefit of Self-Assessment, Accreditation. Chiefs from Denver and Boulder spoke about it.
- Persuade, Engage and Win in reference to how to win your next election.

E. Discussion of Mill Levy

Larson presented the board a letter to open discussion concerning a mill levy increase. He stated that within 2 or 3 years, without a mill levy increase, PFPD would have to cut back on services, public education/prevention and even the possibility of cutting back on staff. Call volumes are increasing, over 50% of calls are when there is not any paid staff on duty. The general public does not yet understand that we are not a 24/7 department. Larson recommended to ask the residents of the Fire District for a mill increase to deal with the current issues and the continuing rise in costs of equipment, apparatus, building maintenance and to add additional personnel.

The board discussed their concerns in asking the residents for a mill increase. Larson presented preliminary figures to the board for future discussion. Larson stated he wanted to get the preliminary announcement out to the people and press that PFPD is considering asking for a mill levy increase.

8. Old Business:

360° Review: Blake explained the process of a 360° Review. The process would include:

- A series of questions will be sent to four groups (volunteers, staff, external people and the board members).
- Brinkmann will mail out the questions, including a pre-stamped envelope, addressed to Chairman Thompson.
- Thompson and maybe one other person from the board will open and collate the responses to the questions.
- Thompson will present the results of the review to the board.

Blake inquired if the process was acceptable to Larson. Larson replied that it was acceptable and restated that his intent in asking for the 360° survey was to make sure that he is doing the job that the board hired him to do.

Peterson stated that the board members have looked at all the questions and approve of them.

9. Reports:

A. Financial:

- Brinkmann presented the Profit & Loss report and Balance Sheet to the board.
- A Fire Recovery check was received for 2 incidents.
- A Check for reimbursement from the Colorado Heart Insurance was received.
- A grant was received from the Colorado Firefighter Heart & Cancer Benefits Trust.
- A Fire Prevention Grant was received. This grant is to send 5 people to training classes.
- PFPD has responded to 9 Wildland assignments so far in 2017. On one assignment, Brush 4's transmission went out and no reimbursement will be received for that assignment. A report on the wildland reimbursements was given.
- A total of 646 burn permits have been issued to date.
- Impact fees will be slightly higher than what was budgeted for. PFPD will receive the check sometime prior to the end of the year.

B. Chief's Report:

- Verizon tower is a "no go". Verizon backed out due to not wanting to go through the process of PLPOA.
- Deputy Chief Macht and Captain Montoya met with the ISO representative. Waiting to hear back on the rating.
- Went to Denver and visited with Ed and Deb Ainsworth. Larson stated that when Ed was ready, he might call in to attend the board meetings.

C. Deputy Chief's Report:

- To date, the total calls for service is 441. 200 of the calls are after 1700 and before 0800. From August 8th to today there has been 284 hours of training.
- Tuesday is the highest call day, followed by Sunday and Friday.
- Realignment of volunteers was discussed.
- Engine 1 has reached 30,000 miles and was moved to Station 2. Engine 2 has 14,000 miles came to Station 1. Will be looking carefully at rotating the engines to maintain the mileage. Hoping this rotation will increase the longevity of the fleet.
- Engine 6 has new tires and is at Station 6.
- Direct lightning strike to the communication tower, which created an outage. Captain Montoya was able to get an alternative up and running while the communication tower was out of service. Macht would like to solidify a plan to have a faster recovery period.

10. **Good of Order:**

Larson recognized Deputy Chief Macht, Executive Administrative Assistant Brinkmann and all of his staff for the exceptional work they did under the situation he had to leave with short notice for an extended period of time. The department was in good hands.

There being no further business, the meeting was adjourned at 9:25 p.m.

Respectfully Submitted,



Donald Peterson
Acting Secretary/Treasurer

DISTRICT SEAL

