

**RECORD OF THE PROCEEDINGS
OF THE REGULAR MEETING OF THE
PAGOSA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
June 4, 2024**

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, June 4, 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 Business Manager Bliss were present. Attorney Dino Ross was present via Zoom.

Public Comments

(None)

Approval or Adjustments to the Agenda

Director Beckman moved to accept the agenda as presented. Director Martin seconded the motion and carried unanimously.

Regular Meeting Minutes – May 7, 2024

The minutes from the May 7, 2024 regular meeting were approved with a motion by Director Beckman, seconded by Director Hooper, and carried unanimously.

Old Business

A. Consideration Regarding the Purchase of an Inspection Vehicle

Chief Bertram requested authorization to purchase a new Inspection Vehicle. He reiterated the need for the addition and advised the Prevention Team requested the Chevrolet Colorado. The vehicle would cost approximately \$50,000 and would not be upfitted with sirens or lights. Following discussion, President Lattin moved to approve the purchase of the Inspection Vehicle. Director Beckman seconded the motion and it carried unanimously.

New Business

A. Membership Handbook

Chief Bertram advised he was unable to obtain a final draft from the legal team before this meeting. Chief Bertram continued discussion regarding the handbook. He advised the new handbook would replace the Personnel Policy and the Professional Standard documents. The Board discuss several provisions with Chief Bertram. The Board requested that 1) the Board Bylaws be referenced in the Handbook, 2) and the language regarding the Employee Assistance Program (EAP) be worded more positively, and 3) make general formatting changes. Director Beckman moved to table the Board's consideration of the Member Handbook with direction to staff to make the Board's requested changes. Director Martin seconded the motion and it carried unanimously.

B. Fee Schedule

Chief Bertram presented a new Fee Schedule for adoption updating the Special Event Permit from \$50 to \$100. Director Hooper moved to adopt the Fee Schedule as presented. Director Beckman seconded and the motion carried unanimously.

Chief Bertram discussed adding fees for out of district responses. He explained how the rates established in the Colorado Resource Rate Form (CRRF) used by the Colorado Division of Fire Prevention and Control would be the rates for out of district responses. Following further discussion, it was determined that the Board would conduct a public hearing at the next meeting, so that the public would have an opportunity to comment on the District charging for out of district responses.

Reports

A. Attorney Report

Attorney Ross reviewed the attorney's report and the legislative tracker which were included in the Board packet.

B. Financial Report

Business Manager Bliss reported on the budget vs actual revenue and expenses along with the May check register, which were included in the Board Packet.

Business Manager Bliss reported burn permits to date were at 525 and plan reviews were at 20.

C. Deputy Chief Report

Deputy Chief Macht advised engine operations training was scheduled for Saturday, June 8th. Deputy Chief Macht also reported there were 553 calls for service and 1683 training hours to date.

D. Chief Report

Chief Bertram reported the impact fee study should be completed in early July.

He also mentioned he has ordered his truck and hopefully it would be delivered to the office within a couple of weeks. Then the upfitting company would pickup the truck and complete the work. Chief Bertram stated he hopes to have the truck in service within three (3) months.

Chief Bertram explained more detail regarding the Member Handbook and the future of the volunteer program.

Lastly, he advised they flew the drone to obtain footage for the prevention team and it worked very well.

Good of the Order

(None)

Adjournment

There being no further business, Chairman Lattin adjourned the meeting at 7:23 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.


James Martin (Secretary/Treasurer) Date