

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

February 6, 2024

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, February 6, 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.

**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**

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

**Oath of Office: Promotion to Captain – Anthony Ferguson**

Deputy Chief Macht administered the Oath of Office to Captain Anthony Ferguson.

**Regular Meeting Minutes – January 2, 2024**

The minutes from the January 2, 2024 regular meeting were approved with a motion by Beckman, seconded by Martin, and passed unanimously.

**Old Business**

**A. Firefighter Bill of Rights – Director Hooper**

Director Hooper presented documentation regarding a Firefighter Procedural Bill of Rights. Director Hooper moved to refer the Firefighter Procedural Bill of Rights to legal counsel for a nonbinding legal recommendation to adopt all, part, or none of the Firefighter Procedural Bill of Rights. Discussion took place. Attorney Ross informed the Board his office is currently working with Chief Bertram on updating the District's Personnel Policy and Procedure Manual, which will likely be switching to a Member Handbook that he and his partners have developed over the years.

The Member Handbook has a robust section on the disciplinary process that would address much of what is in the Bill of Rights. The Board, Attorney Ross, and Chief Bertram discussed developing the Member Handbook and then his office will compare the proposed Member Handbook's provisions to the Bill of Rights to identify what is covered by the Member Handbook and make recommendations to the Board on those portions of the Bill of Rights that are not covered by the proposed Member Handbook. Director Hooper withdrew his motion.

**B. Update on the 1956 International Restoration Project**

Chief Bertram reported receiving all but two (2) pieces of the truck.

The next step would be to locate a place to complete the bodywork and painting and budget accordingly.

**New Business**

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

Chief Bertram presented the Pagosa Fire Protection District Board Bylaws for consideration. He highlighted a new provision addressing the "incompatibility of public offices" doctrine that would prohibit a Director from also being an active volunteer or active retiree. Attorney Ross provided background information and discussion took place. Ron Beckman moved to direct legal counsel to modify the "incompatibility of offices" doctrine to a) revise the incompatibility of public offices provision to grandfather current Board members; b) prepare a redline document that shows the differences between the current Board Bylaws and the proposed new Board Bylaws; and table action on this matter until the next meeting, which will give the Board members time to review the proposed changes.. James Martin seconded the motion and it passed unanimously.

**Reports:**

**A. Attorney Report:**

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

**B. Financial Report:**

- We have updated QB to Enterprise Gold – As our previous version would no longer be supported in May
- Quarterly and Annual Tax Filings were completed
- The District's Transparency Notice, the 2024 Budget documents, and other statutory compliance documents were filed with the proper agencies.
- Began uploading documents to the District's new Audit Firm – Mayberry & Company LLC

- Working on Transitioning to the District's new ADA Compliant Website – anticipating a Feb. 16 Go Live Date
- Burn Permits to date: 64
- Plan Reviews to date: 4

**C. Deputy Chief Report**

- 449 Training Hours to date
- 99 Calls for Service to date
- Working with Digicom installing the cradlepoints
- Oracle training

**D. Chief Report**

- Virtually attended the pre-construction meeting for the new tenders
  - Captain Clark, Captain Johnson and Captain Montoya represented the District in person
- Working on updating SOG's
- Working on updating Job Descriptions
- First Due Implementation
- Discussion on Impact Fees

**Good of the Order**

Thoughts are with the Wilcox family; Bill Wilcox was a true asset to the Pagosa Fire Family.

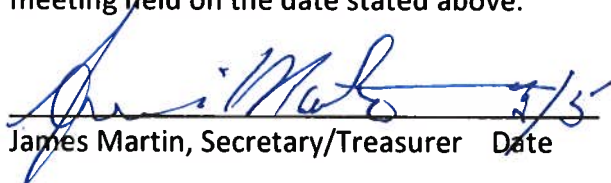
The Pagosa Fire Protection District Recognition Dinner will be held April 20, 2024. More information will be provided as the date gets closer.

**Adjournment**

There being no further business, Chairman Lattin adjourned the meeting at 6:49 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 2/5