



# Annual Budget For the Calendar Year 2019



**Pagosa Fire Protection District**  
191 N. Pagosa Blvd.  
Pagosa Springs, CO 81147  
(970) 731-4191  
[www.pagosafire.org](http://www.pagosafire.org)



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## 2019 ADOPTED BUDGET

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### Board of Directors

Chairman - John Thompson  
Vice Chairman - Jason Webb  
Secretary/Treasurer – Don Peterson  
Director – John Daffron  
Director – Ronald Beckman

### Pension Board of Trustees

Trustee Steve Voorhis  
Trustee William Crouse

### Pagosa Fire Protection District Staff

Chief – Randy Larson  
Deputy Chief – Karn Macht  
Captain William Clark  
Captain David Montoya  
Captain Kelly Robertson  
Lieutenant Thaddeus McKain  
Firefighter Devin Fulton  
Firefighter Josh Montoya  
Part Time Firefighter/Inspector Cindy Liberton

### Administrative Staff

Executive Administrative Assistant – Shirley Brinkmann  
Receptionist/Secretary – Jasmin Wampler



# Pagosa Fire Protection District



August 16, 2018

Division of Local Government  
1313 Sherman Street, Room 521  
Denver, Colorado 80203

Ref: District Boundary Map, LGID 04004

To Whom It May Concern,

The purpose of this correspondence is to inform you that no inclusions or exclusions have occurred in the District in 2018 or since the last map filing, and therefore no update to the associated district boundary map was required. Please contact me with any questions or comments.

Thank you

Randy Larson  
Fire Chief  
[rlarson@pagosafire.com](mailto:rlarson@pagosafire.com)



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1 of 2

11/30/2017 10:14 AM  
R\$18.00 D\$0.00



June Madrid  
Archuleta County



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# Pagosa Fire Protection District

## SPECIAL DISTRICT PUBLIC DISCLOSURE DOCUMENT §32-1-104.8, C.R.S.

**Name of District:** Pagosa Fire Protection District

The District has the following powers and is authorized to provide the following services: Fire Protection, including all services, equipment and other improvements authorized under the Special District Act.

The District's **Service Plan**, which can be amended from time to time, includes a description of the District's powers and authority. A copy of the Service Plan is available from the Division of Local Government in the State Department of Local Affairs.

The District is authorized by Title 32 of the Colorado Revised Statutes to use a number of methods to raise revenues for capital needs and general operations costs. These methods, subject to the limitations imposed by Section 20 of Article X of the Colorado Constitution, include issuing debt, levying taxes, and imposing fees and charges. Information concerning directors, management, meetings, elections, and current taxes are provided annually in the Notice to Electors described in Section 32-1-809(1), Colorado Revised Statutes, which can be found at the District office, on the District's website, on file at the Division of Local Government in the State Department of Local Affairs, or on file at the office of the Clerk and Recorder of each county in which the Special District is located.

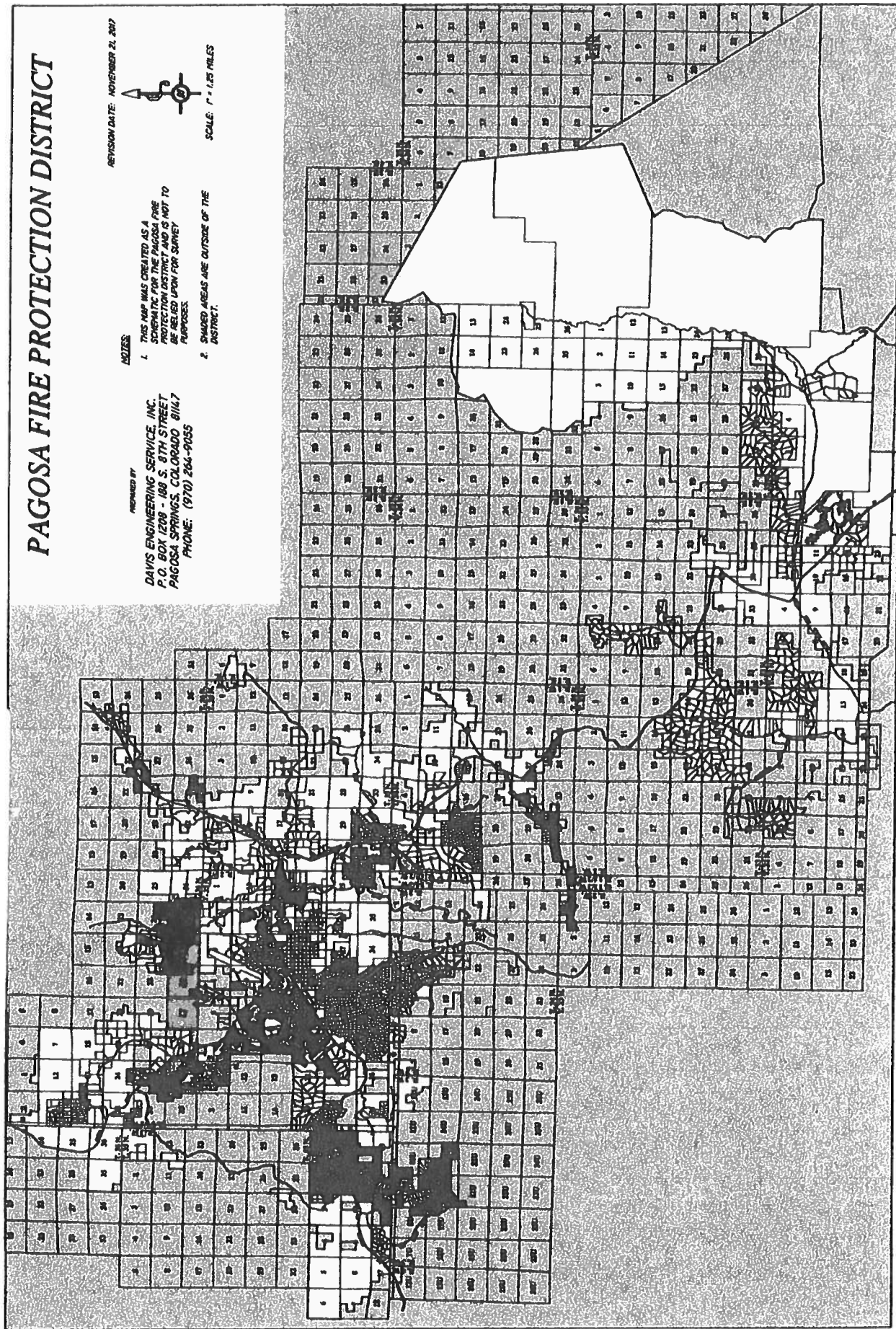
Attached as Exhibit A is a map of the District's boundaries.



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2 of 2

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Archuleta County



# PAGOSA FIRE PROTECTION DISTRICT

REVISION DATE: NOVEMBER 21, 2017



SCALE: 1" = 1.25 MILES

## NOTES:

1. THIS MAP WAS CREATED AS A SCHEMATIC FOR THE PAGOSA FIRE PROTECTION DISTRICT AND IS NOT TO BE RELIED UPON FOR SURVEY PURPOSES.
2. SHADED AREAS ARE OUTSIDE OF THE DISTRICT.

## PREPARED BY:

DAVIS ENGINEERING SERVICE, INC.  
P.O. BOX 1208 - 80 S. 8TH STREET  
PAGOSA SPRINGS, COLORADO 81417  
PHONE: (970) 264-9055



## **Pagosa Fire Protection District**

### **2019 Budget Message**

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In May of 2018 the Pagosa Fire Protection District (PFPD) went to the voters and asked for a mill levy increase and relief from future decreases in the assigned property value assessment rate (Gallagher). The vote was successful with an approximately 63% yes vote. This revenue increase will stabilize our budget and allow us to move forward with creating a 24/7 service model and increase our ability to respond quicker with additional services as well as provide a platform to build our reserves for future expenditures.

For the 2019 budget cycle the PFPD will receive taxes at rate of 7.85 mill for a total expected revenue of \$1,905,882. Of that, 0.5 mill (\$129,652) is required by State statute to be placed in the Volunteer pension fund leaving \$1,776,230 for operations of the PFPD. The District will continue to seek grant funding where appropriate. The District received a minimal amount of funding through Specific Ownership, reimbursement for services, and private donations.

In 2019 PFPD will add personnel to accomplish our goal of 24/7 staffing. 1 Lieutenant and 4 entry level firefighters will begin shift work on January 5<sup>th</sup>. An additional 3 entry level firefighters will be added in July to complete a 4 person crew per shift.

In 2017 PFPD developed a 3 year Strategic Plan. 8 goals were set with priority from very high to low. PFPD has been able to accomplish several of those goals either completely or partially. The PFPD Insurance Service Organization (ISO) has re-rated the district and lowered our rating. This can lead to a significant decrease in property insurance rates. (Depending on insurance company participation.) PFPD has also developed a Public Information Officers position that is held by one of our Volunteer Lieutenants, worked with the Office of Emergency Management on a FEMA Hazard Mitigation Plan, completed an apparatus replacement program, rewritten and published a policies and procedures manual with Standard Operating Guidelines, and held a volunteer recruit academy to increase our volunteer staffing.

PFPD will continue to seek out grant funding and other forms of revenue sources. PFPD has been successful in acquiring grant funding for safety initiatives and training through Walmart, SDA of Colorado, and the Assistance to Firefighters.

The goal for 2019 is to move forward with our staffing model, to review and revise our Strategic Plan through 2022, conduct a comprehensive facilities assessment, develop a "First Responder" medical program in cooperation with Pagosa Springs Medical Center EMS, and continue to find more and better ways to serve the community.





## **Pagosa Fire Protection District 2019 Budget Process**

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The annual budget process is designed to meet the requirements of Pagosa Fire Protection District, the Citizens of the District and various Colorado State Statutes. The District fiscal year is the same as the calendar year and the annual budget developed per the timeline and established procedure is implemented January 1<sup>st</sup> of the following year.

### **JUNE**

- The Fire Chief and Executive Administrative Assistant evaluate issues and problems associated with the last budget process and made modifications within the process, if necessary.
- The Fire Chief makes strategic issues and concerns to be addressed in the next year's operating budget.
- The Executive Administrative Assistant updates the Budget Calendar and detailed procedures, forms and specific guidelines.

### **JULY**

- Distribution of all procedures, forms, guidelines, and updated calendar are issued to the individual departments that maintain a program budget.
- The Executive Administrative Assistant issues a year-to-date report on the current budget.

### **AUGUST**

- Departmental budget worksheets due August 15<sup>th</sup>.
- The Fire Chief and Deputy Chief review and evaluates each program budget.
- The Fire Chief and Deputy Chief meets with each individual that maintains a program budget to review and discuss issues and makes adjustments to their program budget.
- The Executive Administrative Assistant consolidates the departmental budgets.
- Assessor submits the preliminary assessed valuation figures for the upcoming budget year.

### **SEPTEMBER**

- Revenue projects are updated.
- The Fire Chief reviews and evaluates the preliminary Proposed Budget.
- The preliminary Proposed Budget is consolidated, summarized.



## Pagosa Fire Protection District 2019 Budget Process

### OCTOBER

- The Fire Chief presents the preliminary Proposed Budget to the Board of Directors in a public meeting.
- A public notice informing the Citizens of the November Public Budget hearing is published in local newspapers.  
Changes are made to the Budget.

### NOVEMBER

- Public Hearing on the Budget.

**Note: Citizens may inspect the Proposed Budget and make comments and or objections at any time after the Proposed Budget has been issued, up until the moment the Budget is adopted.**

### DECEMBER

- Final assessed valuation figures for the ensuing budget year are received from the Assessor, no later than December 10<sup>th</sup>.
- The Budget is presented to the Board of Directors and Citizens.
- The Board of Directors shall consider a Resolution to Adopt the Budget.
- The Board of Directors shall consider Certification of Tax Levies.
- Certification of the District's mill levy is submitted to the Board of County Commissioners.

### JANUARY

- On January 1, the Budget approved and adopted in December becomes effective.
- A certified copy of the budget is submitted to the Division of Local Government by January 31<sup>st</sup>.

One of the main aspects of budget preparation is to set priorities, whether it be new programs, expansion of existing services, continuation of existing programs, or reduction of existing programs. The budget is basically a prediction of services to be provided by the District. It is based on measurable objectives and guidelines. The purpose of the budget is to outline the cost to achieve these objectives.



## Pagosa Fire Protection District 2019 Budget Calendar

<b>DATE</b>		<b>EVENT</b>
July	10 <sup>th</sup>	Kick-off budget meeting with department managers. Distribution of worksheets to include the mid-year report.
August	15 <sup>th</sup>	Departmental budget worksheets due.
	22 <sup>nd</sup>	Schedule Time with departments to review budgets.
	27 <sup>th</sup>	Assessor to certify to all taxing entities and to the Division of Local Government the total new assessed and actual value.
September	5 <sup>th</sup>	Revenue projections update, if any.
	16 <sup>th</sup>	Staff Draft Budget wrap-up/review.
	23 <sup>rd</sup>	Review Draft Budget with Finance Dept.
October	8 <sup>th</sup>	Board Meeting – Discussion/Review of Proposed Budget
	9 <sup>th</sup>	Changes (if any) to the Budget
	14 <sup>th</sup>	Publish Notice for November Public Hearing
	14 <sup>th</sup>	Departmental review of changes (if any)
November	8 <sup>th</sup>	Revenue projections update
	12 <sup>th</sup>	Public Hear on Budget
December	6 <sup>th</sup>	Final revenue projections received from County Assessor
	10 <sup>th</sup>	Approval of the Final Budget, Board shall enact “Resolution to Appropriate Funds” for upcoming fiscal year.
	11 <sup>th</sup>	Start final documents to be submitted to Division of Local Government.

**PAGOSA FIRE PROTECTION DISTRICT  
2018 BUDGET - GENERAL FUND: RE-APPROPRIATIONS**

<b>ACCOUNT DESCRIPTION</b>	<b>2018 BUDGET</b>	<b>2018 PROJECTED YEAR END</b>	<b>Re-appropriation Explanation</b>
<b>Beginning Fund Balance</b>	706,929	706,929	
<b>Property Tax Revenue</b>			
General Property Taxes	923,433	923,136	
Pension Fund Taxes	128,944	128,944	
Specific Ownership	80,000	101,420	
Wildland Firefighting Reimbursement	80,000	410,000	Unexpected Revenue: 153,000 to Payroll
Impact Fees	13,500	14,250	
Intergovernmental - Airport	1,020	1,020	
Investment & Interest Income	2,545	2,675	
Permit Fees	6,500	5,900	Burn Permits Not Issued 3 Months
Special Fire Protection Services	10,000	10,000	
Donations, Insurance Payments	-	15,686	Unexpected Revenue & Claims
Grants-Walmart, Prevention Training, Health	-	6,027	
<b>TOTAL REVENUES</b>	<b>1,245,942</b>	<b>1,619,058</b>	<b>**Unexpected Revenue: \$373,116</b>
<b>TOTAL RESOURCES</b>	<b>1,952,871</b>	<b>2,325,987</b>	
<b>Operating Expenditures</b>			
Treasurer's Fees	32,000	32,000	
General Overhead	80,018	78,060	\$13,500 from Donations
Insurance	90,351	87,215	\$3000 to Election Expense
Election Expense	33,000	32,964	\$3000 from Insurance
Payroll & Benefits Expense	892,209	891,137	\$153,000 from Wildland Firefighting
Professional Services	35,500	26,583	
Travel	14,500	11,000	
Fire Operations	290,215	245,461	
Grants-Walmart, Prevention Training, Health	4,175	6,027	
Capital Outlay	76,000	68,675	
<b>TOTAL OPERATING EXPENSE</b>	<b>1,547,968</b>	<b>1,479,122</b>	
<b>Unrestricted General Reserve</b>	<b>50,000</b>	<b>50,000</b>	
<b>Capital Reserve</b>	<b>-</b>	<b>-</b>	
<b>Transfer to Pension Fund</b>	<b>129,045</b>	<b>129,045</b>	
<b>TOTAL EXPENSE</b>	<b>1,727,013</b>	<b>1,658,167</b>	
<b>TOTAL GENERAL FUND BALANCE</b>	<b>225,858</b>	<b>667,820</b>	

**PAGOSA FIRE PROTECTION DISTRICT  
2019 BUDGET - GENERAL FUND**

ACCOUNT DESCRIPTION	2017 Actual	2018 BUDGET	2018 PROJECTED YEAR END	2019 BUDGET
<b>Beginning Fund Balance</b>	655,803	706,929	706,929	667,820
<b>Property Tax Revenue</b>				
General Property Taxes	891,458	923,433	923,136	1,911,772
Pension Fund Taxes	122,905	128,944	128,944	129,652
Specific Ownership	118,716	80,000	101,420	80,000
Wildland Firefighting Reimbursement	221,929	80,000	410,000	80,000
Impact Fees	15,738	13,500	14,250	10,000
Intergovernmental - Airport	1,020	1,020	1,020	1,020
Investment & Interest Income	261	2,545	2,675	2,565
Permit Fees	6,940	6,500	5,900	5,500
Special Fire Protection Services	21,008	10,000	10,000	7,500
Donations, Insurance Payments	19,958	-	15,686	-
Grants-Walmart, Prevention Training, Healt	1,300	-	6,027	-
<b>TOTAL REVENUES</b>	<b>1,421,233</b>	<b>1,245,942</b>	<b>1,619,058</b>	<b>2,228,009</b>
<b>TOTAL RESOURCES</b>	<b>2,077,036</b>	<b>1,952,871</b>	<b>2,325,987</b>	<b>2,895,829</b>
<b>Operating Expenditures</b>				
Treasurer's Fees	30,443	32,000	32,000	61,100
General Overhead	61,507	66,518	78,060	94,075
Insurance	107,401	90,351	87,215	135,000
Election Expense	1,369	30,000	32,964	-
Payroll & Benefits Expense	778,626	739,208	891,137	1,248,111
Professional Services	31,501	35,500	26,583	31,500
Travel	9,862	14,500	11,000	12,500
Fire Operations	226,493	290,215	245,461	345,850
Grants-Walmart, Prevention Training, Healt	-	4,175	6,027	-
Capital Outlay		76,000	68,675	12,600
<b>TOTAL OPERATING EXPENSE</b>	<b>1,247,202</b>	<b>1,378,467</b>	<b>1,479,122</b>	<b>1,940,736</b>
<b>Unrestricted General Reserve</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>100,000</b>
<b>Capital Reserve</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
<b>Transfer to Pension Fund</b>	<b>122,905</b>	<b>129,045</b>	<b>129,045</b>	<b>129,682</b>
<b>TOTAL EXPENSE</b>	<b>1,370,107</b>	<b>1,557,512</b>	<b>1,658,167</b>	<b>2,320,418</b>
<b>TOTAL GENERAL FUND BALANCE</b>	<b>706,929</b>	<b>395,359</b>	<b>667,820</b>	<b>575,411</b>





## Pagosa Fire Protection District Fund Reserves/Contingencies/Allocated Funds

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### Fund Reserves/Contingencies/Allocated Funds

**A. Impact Fees:**

Impact Fees are collected and distributed to PFPD by the Town of Pagosa Springs. They are collected from new or proposed developments. Impact Fees are implemented to help reduce the economic burden on local jurisdictions that are trying to deal with population growth within the area.

**B. TABOR Reserve:**

The TABOR amendment to the State Constitution requires the District to establish and maintain an emergency reserve fund of 3% of all covered funds. This reserve cannot be used for economic conditions, revenue shortfalls or salary and benefit increases. Any use of the TABOR reserve is limited to extreme situations.

**C. General Fund Unrestricted Reserve Account**

The Unrestricted Reserve Account fund balance is created by prior year surpluses that may or may not materialize in future years. This fund balance is part of the net portion of the total fund balance which has not been classified as "Non-spendable", "Restricted", "Committed", or "Assigned

**D. Capital Reserve**

The District permits the use of "available fund balances" in balancing the budget. This reserve is intended to insure future use for capital purchases (i.e. apparatus, buildings, equipment...).

**E. Assigned Station 7 Funds**

This account has been created through private contributions designating specifically towards the improvement of Station 7.

9000 Allocated Funds/Reserve	2017 Budget Actual	2018 Budget	2018 PROJECTED YEAR END	2019 BUDGET
9015: Impact Fee	59,992	73492	73492	83492
9050: TABOR Reserve	46,848	46848	46848	57581
9060: General Fund Unrestricted	0.00	50,000	50,000	150,000
9070: Capital Reserve	0.00	0.00	0.00	150,000
3515: Assigned Station 7	8,500	8,500	8,500	8,500







## Pagosa Fire Protection District DEPARTMENT DETAIL

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### Communications

#### Department Overview

The Pagosa Fire Protection District utilizes several communication systems and equipment, including Very High Frequency (VHF) radios and 800MHz radio system. The 800MHz radio system is a blend of traditional two-way radio technology and computer-controlled transmitters. These radios are used for Public Safety and Homeland Security. The VHF radio refers to the radio frequency range. The Active 911 digital messaging system delivers alarms, maps, and other critical information instantly to first responders. Concise and clear radio communication can help an emergency incident go smoother and contribute to a successful outcome. The communications department ensures adequate radio procedures are in place and monitors basic radio procedures and practices.

#### Key Facts – 2019

The Pagosa Fire Protection District is currently using two radio systems. VHF and the State Digital Trunked Radio (DTR) System (800MHz). The DTR system is maintained by the State of Colorado with no current cost to the department. The VHF repeaters are owned and maintained by the department. Pagosa Fire has been issuing mostly VHF equipment to volunteers.

- 72 800MHz portable radios
  - ✓ 45 are 2007 models (10 years old)
- 31 VHF portable radios
  - ✓ 9 have been taken out of service. These were broken and nonrepairable
- 10 out of the remaining 22 radios are 2007 or older models. They are nonrepairable
- 53 Active 911 accounts

#### 2018 Accomplishments

- Completed Devil Mountain Repeater maintenance
- Expansion of the wildfire communication was accomplished through a redesigned code plug
- Continued Transitioning to 800MHz for primary communication, including volunteer radios
- Expanded the use of Active 911
- Started to work on replacing outdated equipment

#### 2019 Goals

Pagosa Fire will continue to transition to the use of 800 MHz for primary radio communication, however, VHF will still be maintained for use in wildland and interagency communications with federal resources. The Communication division will be working with Information Technology (IT) to improve and maintain scene safety through the use of Command software. The software will be used in the Battalion vehicle. Active 911 will be adding features to provide firefighters additional information.

## **Facilities/Maintenance**

### **Description**

The Facilities/Maintenance Department oversees the grounds and maintenance of 7 stations. It is the responsibility of the department to ensure that all district facilities are safe, clean and maintained. Oversees subcontractors needed to complete any work connected to the districts landscaping, snow removal, repairs and remodel projects.

### **Key Facts - 2019**

Pagosa Fire Protection District (PFPD) is a **combination** department within Archuleta County providing Fire and Rescue Services covering 314 square miles with 7 stations. Out of the 7 stations, Station 1 is the only station that is manned 24/7. Station 3 is a Training facility, and is equipped with a live fire training tower. Station 4 is utilized for fleet maintenance.

- Station 1: 191 N. Pagosa Blvd: Administrative Offices.
- Station 2: 95 Falcon Place, Hatcher Lakes
- Station 3 (Training Facility): 5508 US Highway 84, Loma Linda area.
- Station 4 (Fleet Maintenance): 1529 E. US Highway 160, Downtown Pagosa Springs.
- Station 5: 38 County Road 136, Aspen Springs.
- Station 6: County Road 400, Hidden Valley Subdivision.
- Station 7: County Road 382, Chromo.

### **2018 Accomplishments**

- Parking lot cracks filled in at Stations 1 and 4.
- Converted all bay lights to LED in Stations 1,2,3,4 and 5.
- Repaired the lawn sprinkler system at Station 1.
- Replaced the heaters at Stations 4 and 5.
- Roof upgraded to prevent leaks at Station 1.
- Upgrade Station 1 Apartment to accommodate the 24/7 staff being hired in 2019.

### **2019 Goals**

- Continue to make all Fire Stations more energy efficient.
- Repave Station 1 parking lot.
- Repaint inside of all stations, if budget allows.
- Start a bay door maintenance program at all stations.
- Continue to repair stations, as needed.
- Continue to maintain and improve safety at all locations.

**Fire Prevention/Public Education/Fire Investigation/Gym  
Budget Summary**

**Department Mission**

The mission of the **Fire Prevention Department** is to protect the people, property, and environment of our community by identifying hazards or potential hazards, taking mitigating steps and actions towards preventing these hazards from occurring. This can be accomplished by focusing our efforts on service to our community through the belief that preventing an incident is far better than responding to an occurrence of fire, injury, or hazardous situation that otherwise might be avoided. We administer this effort by enforcing the International Fire Codes through an inspection program, the pre-incident planning of commercial property and performing the post **Fire Investigation** for cause and determination.

Throughout the year, the Fire Prevention Division provides plan review for commercial occupancies and inspection services for a variety of special events such as; carnivals, fairs and festivals, fireworks shoots, haunted houses, etc.

The **Public Education Department** performs specialized educational work in preparing and presenting fire prevention and fire safety education programs and promotes life safety for the Fire Department. The Public Education Department exercises initiative and independent judgment in all phases of work, uses tact and courtesy in frequent contact with school students and administrators, county officials and the general public. This department also conducts awareness programs including fire extinguisher training for the business community. The Public Education Department works closely with local, regional and State fire safety organizations such as Fire and Life Safety Educators of Colorado and Colorado Community Risk Reduction.

The **Fire Department Weight Room** provides an onsite facility for firefighters and first responder agencies to improve physical fitness. The weight room is supervised to ensure cleanliness, accountability and safety as well as routine maintenance of the equipment. As the equipment becomes unusable due to age and or breakage the equipment will need to be replaced.

**Key Facts for Fire Prevention – 2019**

This department's responsibilities include: 1) Routine Business inspections, 2) Response to complaints, 3) Response to eminent hazards, 4) Plan Examination/review of new commercial construction, 5) County review of Change of Use, Conditional use permit, Land Use permit, Site plans, Sketch plans and Variance, 6) Town review of Amendments, consolidation Plat, Plat Preliminaries, 7) Pre-incident planning of commercial property, 8) Marijuana Growing facility-inspections for licensing, 9) Road and Egress.

Plan reviews are to ensure that the buildings are planned and constructed within the standards outlined in the International Fire Code so that they are not built or occupied with known hazards.

The Fire Prevention division performs post fire investigations and safe and systematic analysis of fire and explosion incidents. Fire investigation, or analysis, and the accurate listing of causes are fundamental to the protection of lives and property from the threat of hostile fire or explosions. It is through an efficient and accurate determination of the cause and responsibility that future fire incidents can be avoided.

This Department has the responsibility of pre-incident planning, a document developed by gathering general and detailed data that is used by responding personnel to effectively manage emergencies for the protection of occupants and responding personnel.

At present, this Department has one Supervisor/Administrator and one part-time employee who performs routine annual business inspections and assists with other duties as assigned including grant writing.

### **Key Facts for Public Education – 2019**

The Public Education Department plays a vital role in the community and participates in a variety of educational activities in the schools, churches and other community based organizations. We conduct regular fire drills for the schools in our community not only to prepare the schools for an emergency but also to stay in compliance for our ISO rating. Our role is so important due to the fact that we represent the public relations for our department due to the amount of exposure we have with the community. The Public Education Department allows the PFPD to meet the statutorily obligated requirements as well as capitalizing on opportunities to educate members of our community in an effort to prevent fires in homes, wildlands, schools and commercial settings. With the addition of a fire extinguisher training tool, this department will be initiating a fire extinguisher training program to assist the business community and others responsible for life and fire safety. We will focus on the importance of the proper use and knowledge of the fire extinguishers that are required in all of our local commercial businesses.

Items that we hand out and give away during the year must be replaced annually for this Department to continue to be successful in educating our community.

### **2018 Accomplishments in Fire Prevention:**

During 2018, this Department:

1. Will complete over 230 inspections while making over 575 business visits during the year
2. Made measurable progress on restaurant kitchen code enforcement
3. Developed a very professional and positive approach to code enforcement
4. Wrote, received and completed a FEMA grant to Prepare 3 employees for the Fire Inspector I Testing process
5. Educated the incoming Fire Marshal in the Building Code, Mechanical Code, Fire Investigation and more
6. Began the process to adopt the IFC 2015
7. Submitted 3 FEMA grants, received 2 Walmart grants and managed a gift card program from Walmart
8. Added existing preplan information to the active 911 program
9. Acquired a volunteer operations person to assist with fire prevention and education activities

### **2018 Accomplishments in Public Education**

1. Organized and successfully held the first PFPD FireFest and have the second FireFest scheduled
2. Participated in numerous fire drills, community events, trucks/station tours, school events, special standbys and community awareness. Many firefighters participated in all these programs and an incredible amount of man hours went into making these events successful.
3. Both FP employees attended the Fire and Life Safety Educators Conference of the Rockies in Black Hawk, Colorado. The benefits of this conference was the networking with fellow educators in the field discussing what other fire departments are doing to keep their communities safe. Continues to train as firefighters and will continue to maintain all certifications related to EMS and Fire.
4. Several school presentations and community events are planned for the remainder of the year.
5. Contacted the schools and developed a fire drill schedule for 2018-2019 school year



### 2018 Accomplishments in Fire Investigations

1. Completed the IAAI 40 hour "Fundamentals of Fire Investigations"
2. Completed "The Scientific Method for Fire and Explosion Investigation"
3. Completed "Fire Investigator Scene Safety"
4. Conducted several fire investigations for "on the job training"
5. Developing a volunteer fire investigation trainee
6. Acquired needed investigation tools

### 2018 Accomplishments in the Fire Department Gym

1. Redesigned the Weight Room liability waiver
2. Redesigned the orientation form
3. Opened the weight room up to other first responder organizations at no cost
4. Coordinated with the other first responder organization's regarding their role responsibilities
5. Repaired weight room equipment and added hand and equipment sanitizer dispenser

### Strategic Goals for Fire Prevention, Public Education, Fire Investigation and the Fire Department Gym

**Goal 1/Continue to improve service delivery to the community** – The Fire Prevention Department, in tandem with the Public Education Department, will continue to reach out to the community with fire and life safety education information and presentations. We will organize and conduct the 3<sup>rd</sup> Annual FireFest. We will show our support and continue to be involved in all community events like the K.I.D.S. Fire Safety Day, Penguin Plunge, Winterfest, 9 Health fair, Relay for Life, St. Pats Parade and Festival, Special Olympics Torch Run, Pagosa Springs Annual Car Show, Regional Science Fair, Conference on Aging/Train the trainer, Mud Run, Archuleta County Fair, 4<sup>th</sup> of July Rotary Parade, MDA Fill the Boot, Trunk or Treat and other like events.

With the expectation of the new fire extinguisher training tool, we plan to implement a program that will benefit the commercial businesses of our community on the importance and proper use of their extinguishers. This will include the business owners, managers and employees. We will continue to purchase new educational materials to keep the public up to date on the latest developments in fire safety.

Continue to maintain the current fire drill schedule and support the school by providing fire engine escorts for sporting events.

Continue to apply for fire safety grants to support our program and will work with EMS in developing life and fire safety programs that will benefit our community.

All staff members in both Departments will continue their education in their respective field to ensure that we are offering the best and most advanced information to the people of our community.

**Goal 2/Improve organizational effectiveness** – These Departments will continue to track and monitor its effectiveness within the community by doing random survey's, class evaluations of instructors or presenters and keeping records and statistics of hazards that do occur in Archuleta County in an effort to determine whether or not the PFPD could implement new programs to capture all demographics of people within the community.

**Goal 3/Continue to support effective community outreach and involvement** – The FP and PE Departments will continue to interact with the community in public relations role as we have been and will take any and all opportunities to implement new programs as they become available in an effort to enhance our relationships with the community as well as educating and encouraging safer behavior with regards to fire and other hazards associated with fire.



**Goal 4/Provide and maintain quality equipment and facilities** – In order to effectively educate and teach, the Public Education Department must have the financial support to keep a minimum standard of inventory with teaching aids, equipment and other related supplies. The PE Department's inventory is back up to the minimum standard necessary to continue the effectiveness of this program, however, the cost of this inventory will continue to increase and we will take that into consideration during the budgeting process.

**Goal 5/Be Fiscally pro-active and responsible** – Because these Departments have been combined under the Direction of one Supervisor, it is anticipated that it will be easier to track and monitor. The requested budget has been well thought out and all requests are considered feasible, fiscally responsible and necessary. The departments will continue take advantage of opportunities to save monies or reduce costs.

**Goal 6/Improve Leadership within the Department** – Staffing within these Departments has changed and has been filled with members of the Fire Department that are experienced fire fighters but are still new to these particular positions, however, much progress has been made in the last year. It is the goal of the Administration that these members implement a training program that will allow them to attend trainings, conferences and other avenues of learning to enhance their continued education specific to their job. The Supervisor should also attend leadership trainings for Fire Investigation, PE and FP and should continue to enhance Supervisors personal and Departmental goals and expectations.

**Goal 7/Improve Communications** – All Departments will attempt to find ways to enhance communication within the organization as well as within the community. Social Media, radio, newspaper, intra-office memos, flyers and other methods will continually be used and enhanced as time goes on.

**Goal 8/Department Master Plan** – All Departments needs will continually be considered before, during and after the strategic planning phase as well as the master plan development for the PFPD.

#### **Additional Goals for Fire Prevention, Public Education, Fire Investigation and the Fire Department Gym**

**Goal A/Continue to improve our relationship within the business community during routine/annual inspections**– The FP Department has been driven to change the perception of the routine inspections from what many businesses might consider an unpleasant experience to a professional, pleasant, flexible and educational experience. By changing our mission we believe that a stronger, more positive, and more successful outcome will prevail. Steps in that direction have already been noticeable during the 2017-2018 inspections from the cooperation that the department has received from the local businesses.

**Goal B/Implement a Preplan and Inspection Training Program involving the new career firefighters** – This program would be a good training tool, getting them into our local business and familiarizing them with places they could potentially end up at during an emergency response call. The Inspection program would include the occupancy types of a simpler nature like the B and M occupancies.

**Goal C/Develop and Implement a Fire Prevention Track Program** – This program would invite the volunteer firefighters to become familiar with the activities that are performed within the FP Department which would include Public Education, Community Risk Reduction, Fire Prevention and Fire Inventory. The goal would be to have several interested parties to take on some responsibility in some of those areas on a volunteer basis.

**Goal D/Develop a Fire Investigation Track and CE in Fire Investigation** – Perform some preliminary research with our existing volunteers to see if there is any interest in developing this track in order to have some assistance when needed. Attend the National Fire Academy and other fire investigation trainings within our state.

## **Fleet/Maintenance**

### **Department Overview**

Pagosa Fire Protection District (PFPD) is dedicated to providing quality, safe, and reliable apparatus to our District and our members. PFPD maintains its own Fleet, utilizing two fleet mechanics and a service truck. The fleet mechanics are responsible for the preventative maintenance, mechanical repair of specialized fire vehicles, heavy fire apparatus and related mechanical equipment. The fleet maintenance department maintains comprehensive maintenance records on all district vehicles. All NFPA testing and inspections are completed annually. The fleet department evaluates all vendors for cost, timeliness and effectiveness.

### **Key Facts – 2019**

- 1 Certified Mechanic
- 1 Apprentice/Firefighter
- 7 Type 1 engines, located at every station
- 5 Tenders, located at station 1,3,4,5 and 7
- 1 75 foot ladder truck, located at Station 1
- 1 Medium Rescue Truck, located at Station 1
- 1 Type 3 Brush Truck, located at Station 4
- 3 Type 6 Brush trucks, located at station 3,5, and 7
- 1 Command vehicle
- 2 Chief vehicles
- 2 Utility vehicles
- 1 Service Truck
- 1 Skid Steer plus attachments
- 4 Trailers
- 1 ATV
- 4 Gas powered Hydraulic units for extrication
- 9 Gas powered Vent Fans

### **2018 Accomplishments**

- Completed all annual PMs and inspections on all of the Districts equipment.
- All needed repairs were completed.
- All annual NFPA testing was completed.
- Deputy Chief and Fleet Manager wrote a full spec for a new type 3 Engine and put it out to bid with 4 manufacturers.

### **2019 Goals**

The goal for the fleet maintenance department is to complete all of the repairs and maintenance of District owned equipment. Complete the required NFPA testing and inspections for 2018. Build a replacement schedule for the District's equipment. Reassess the current maintenance schedule in ensure cost effectiveness for the District. Purchase a new command Vehicle. Seek grant funding opportunities to replace the current Type 1 Engine at Station 6 that is 33 years old.



## Pagosa Fire Protection District DEPARTMENT DETAIL

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### General/Administrative Overhead

#### Department Overview

The Pagosa Fire Protection District General/Administrative department focuses on the management of all the general overhead expenses that are not overseen by a department Captain or Chief. The general and administrative expense budget includes both variable and fixed costs. This department assists the Fire Chief with the annual budget, oversees the purchase order process and accounts payable of all district accounts.

#### Key Facts – 2019

The Pagosa Fire Protection District General/Administrative Overhead works under the direction of the Fire Chief. Services included and overseen by the General/Administrative Manager includes:

- Janitorial Supplies for Station 1.
- Office Supplies for Station 1.
- Insurance (Health, Apparatus, Building, Workman's Comp)
- Telephone Services
- Payroll
- Legal Services
- Audit Services
- Maintains the Account Payable/Receivables

#### 2018 Accomplishments

- Created a janitorial/office supply document to track inventory for purchasing purposes.
- Added the General/Administrative Overhead to the Budget Table of Content
- Met with Insurance Broker to seek out lower Workman's Compensation overhead.
- Implemented the new Health Insurance guideline for new employees.
- Met with the Health Insurance agent.
- Initiated Health & Wellness physicals for all volunteers and staff members.
- Created a Vendor List
- Applied and received the Heart Insurance Grant.
- Updated the Budget Calendar and budget process
- Updated the Purchase Order process
- Reported individual program budgets to each department head on a monthly basis

#### 2019 Goals

The General/Administrative Overhead department will continue to monitor all line items in the budget and provide monthly reports to department heads. Continue to assist the Fire Chief in the budget process and oversee the annual budget financial stability. Seek out competitive insurance companies.

## Human Resources

### Department Overview

The PFPD Human Resources Department provides centralized support to the Administration Staff, Elected Officials, Department Heads, Supervisor and Employees in all areas of Human Resources Management. It is instrumental in providing labor law compliance, recordkeeping, hiring process, compensation, relational assistance and helps with handling specific performance issues. These functions are critical to be able to meet the essential needs of the District, staff and volunteers. The Human Resources Department assists other departments ensuring a safe and favorable workplace for all employees where they can grow and contribute to the organization.

### Key Facts – 2018

- Implemented the “Be Your Best for Others” program.
- Updated Staff files for consistency
- Updated labor law compliance posters.
- Created an orientation package for all new Board members
- Created an orientation package for all new staff and volunteers
- Created an in/out processing form to be utilized by all new employees/volunteers

### 2019 Goals

- The Human Resources Department will continue to grow and meet the increasing needs of the District.
- Assist the Chief and Deputy Chief with the upcoming 24/7 staff needs.
- Update the current timecard process for shiftwork.
- Organize the “Be Your Best for Others” program for the Lieutenants and Captains, ensuring the success of the program.

## Information Technology (IT)

### Department Overview

Information technology focuses on improving the usability and efficiency of technological systems and processes. The IT tech procures, maintains and oversees the District's email, website, personal computers, server, internet, software programs and hardware equipment. The State Salamander Identification program (TAG) provides security verification to ensure that the person entering your scene is an active qualified responder.

### Key Facts – 2019

- 14 Desktop Monitors
- 7 Printers
- 2 Servers
- 10 Laptops
- 1 Command Vehicle Tablet
- 1 IT Tablet
- 1 two-in-one computer for volunteer Fire Inspectors
- 5 tablets for the Board of Directors
- 1 Cellphone for Prevention Division
- 1 Cellphone for Battalion

### 2018 Accomplishments

- Expanded mobile data in the Battalion vehicle with better mapping and call data being relayed, using apple products.
- Added on Smart phone to the Prevention Division
- Provided mobile radio programming for the Communications Division
- Standard repairs on hardware
- The District's firewall was upgraded with added network security
- Monthly server maintenance was completed
- Monthly desktop cleaning and maintenance was completed
- Transition to the Salamander Identification program (TAG) is being expanded
- Social Media passwords were updated
- WiFi Security was enhanced

## Operations

### Department Overview

The Operations Division is responsible for analyzing, developing, and implementing a comprehensive, effective emergency operations program that is in alignment with the District's strategic plan and operational initiatives.

### Key Facts – 2018

- Implements the strategic direction for the Operations Division through the identification and achievement of organization, operational, training, and staffing objectives.
- Actively manages the District operational and emergency response initiatives while maintaining operational readiness and ability to respond safely to calls.
- Promotes and ensures the performance excellence of suppression personnel through interactive performance management, progressive training programs, and motivational leadership.

### 2019 Goals

Oversee the transition into 24/7 at Station 1.



## **Training Division**

### **Department Overview**

The Training Division provides reliable and up-to-date educational and practical information for fire personnel. The Training Division is responsible for assigning and coordinating training for all members of the Pagosa Fire Protection District (PFPD), from putting on a recruit training for new volunteers, to making sure our seasoned members get the proper continuing education and professional development classes needed. The training division will be coordinating both the Volunteer and Shift training schedules along with the logistics and operations of the trainings. Training hours are tracked for certification renewals to maintain state certifications.

### **Key Facts – 2019**

The Training Division will be increasing its efforts in 2019 with the addition of shifts and new position along with the existing training schedule for the Volunteers.

Attending out-of-district trainings is essential due to the constantly changing world, training is essential! This allows PFPD to keep up with construction, tools, techniques used for vehicle extrication, structural firefighting, hazardous materials, and wildland firefighting.

When new recruits sign up to be a volunteer firefighter they are put through a 14 week recruit academy. This academy teaches them the basics of our operations and what is expected to perform as a volunteer firefighter. Recruits are put through a rigorous physical ability assessment. They learn about the different types of Personal Protective Equipment (PPE), how to operate on the fire ground using the Chain of Command and Incident Command System (ICS) and the tools and equipment they will be using. These are the building blocks for them to move on to a more advanced training and grow in a professional capacity.

PFPD does in-house training in addition to the out-of-district training. In 2019 PFPD will also be looking to expand into hosting out-of-district instructors. Trainings will be held up to 5 times per month for Volunteers and 9-10 times a month for shifts. These training will be conducted during regular shift schedules and volunteers will be welcome to join. PFPD has state certified instructors that are capable of testing Firefighter 1 and HazMat Operations classes.

The Training Officer is part of the 4 Corners Training Officers Association that includes officers from the four corners area. The Association offers training opportunities to PFPD geared towards training new officers.

**2018 Accomplishments**

- PFPD Training Plan/Manual implemented – creation of 2 Sectors/3 Tracks
- 2018 Academy began Sept. 10-16 students (2 out of district)
- Officer Training Program outlined
- New Training Officer hired – June
- Shift Training – monthly schedule in progress
- 4 FF's will be Instructor I certified
- FF's obtaining EMT CE's through Pagosa EMS
- 3 FF's earned NREMT Certification
- 2 Lt's attended NFA weekend – Pueblo
- 2 FF's attended Strategy Tactics for Company Officer
- New hire academy for shifts in progress

**2019 Goals**

- New Volunteer Training Calendar will involve on-duty shifts
- Add Pub Ed/Prevention Track
- Shift Training – Volunteers will be welcome
- 2 FF's to HazMat Technician school
- Train the Trainer in Swift water & ice Rescue
- Training Officer will have Live Burn Certification
- Increase Volunteer training attendance
- Create Volunteer shift calendar – 6/12/24 hr shifts with paid staff
- Officer Training Academy
- Host 3-4 out of district Instructors
- EMR Class

## **Wildland**

### **Department Overview**

The Wildland Fire Division is a key department that provides training and wildland responses in and out of the District. The Wildland Division provides training and reimbursement back to the District by sending equipment listed on the CRRF to out of District wildland assignments. This helps our District by teaching our firefighters to be better prepared and trained if in the event the district has a large-scale incident.

### **Key Facts – 2018**

This year PFPD was requested through the national ROSS dispatch system to assist the San Juan National Forest by providing a Type 6 Engine and a type II Support Tender for 168 days for severity. Archuleta County in several small fires. The 2018 season was very dry. A lack of winter snow pack and a very dry spring set a stage for the possibility of large fire potential in the district. The Wildland Division maintained a heightened state of awareness in the district.

### **2019 Goals**

The Wildland Division will continue to grow and meet the increasing needs of the District and continue to serve and protect the District with pride and distinction. We will continue to provide training and exposure to large scale fires and disasters. The Wildland Division needs to maintain and improve equipment and upgrade the fleet of Type 6 Engines and replace the Type 3 engine. Will continue to maintain the tools and improve the equipment capabilities.

**RESOLUTION 181211A  
PAGOSA FIRE PROTECTION DISTRICT**

**TO ADOPT BUDGET**

WHEREAS, the Board of Directors of the Pagosa Fire Protection District has appointed the Fire Chief to prepare and submit a proposed 2019 budget to the Board at the proper time; and

WHEREAS, the Fire Chief has submitted a proposed budget to this Board on or before October 15, 2018, for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with the law, said the proposed budget was open for inspection by the public at a designated place, and a public hearing was held on November 13, 2018, and interested electors were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the budget has been prepared to comply with all terms, limitations and exemptions, including, but not limited to, reserve transfers and expenditure exemptions, under Article X, Section 20, of the Colorado Constitution ("TABOR") and other laws or obligations which are applicable to or binding upon the District; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pagosa Fire Protection District:

1. That the budget as submitted, amended, and summarized by fund, hereby is, approved and adopted as the budget of the Pagosa Fire Protection District for the year 2019.
2. That reserves have been or are hereby established for each appropriate fund or combined as a single reserve fund as set forth in the Budget in order to preserve the spending exemption for reserves under TABOR, and all such reserves shall be transferred or expended within any fund as set forth in the budget.
3. That the budget, as submitted, amended and herein summarized by fund, be, and the same hereby is, approved and adopted as the budget of the Pagosa Fire Protection District for the 2019 fiscal year.
4. That the budget, as hereby approved and adopted, shall be certified by the Treasurer and/or Chairman of the District to all appropriate agencies and is made a part of the public records of the District.

**TO SET MILL LEVIES**

WHEREAS, the amount of money necessary to balance the budget for general operating expenses is \$2,035,554 and

WHEREAS, the amount of money necessary to balance the budget for abatements is \$3,890 and

WHEREAS, the 2018 valuation for assessment for the District, as certified by the Archuleta County Assessor, is \$259,303,639;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pagosa Fire Protection District:

1. That for the purposes of meeting all general operating expenses of the District during the 2019 budget year, there is hereby levied a tax of 7.85 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2019, to raise \$2,035,554 in revenue.
2. That the Treasurer and/or the Chairman of the District is hereby authorized and directed to immediately certify to the County Commissioners of Archuleta County, Colorado, the mill levy for the District as hereinabove determined and set.

**TO APPROPRIATE SUMS OF MONEY**

WHEREAS, the Board of Directors of the District has made provision therein for revenues in an amount equal to the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes set forth in the budget, including any interfund transfers listed therein, so as not to impair the operations of the District.

ADOPTED, this 11th day of December, 2018.



Don Peterson,  
Secretary/Treasurer

DISTRICT SEAL



**CERTIFICATION OF BUDGET**

TO: Division of Local Government

This is to certify that the budget, attached hereto, is a true and accurate copy of the budget for the Pagosa Fire Protection District, for the budget year ending December 31, 2018, as adopted on December 11, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Pagosa Fire Protection District in Archuleta County, Colorado, this 11th day of December, 2018.

  
\_\_\_\_\_  
Don Peterson,  
Secretary/Treasurer

DISTRICT SEAL





**RESOLUTION 181211B  
RESOLUTION REGARDING POSTING FOR MEETINGS**

WHEREAS, Special Districts are required by Subsection 24.6.402(2), C.R.S. to designate annually at the District Board's first regular meeting of each calendar year, the place at which notice will be posted at least 24 hours prior to each meeting:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PAGOSA FIRE PROTECTION DISTRICT AS FOLLOWS:

1. Notices of meetings of the District Board required pursuant to Section 24.6.401, et seq., C.R.S. shall be posted within the boundaries of the District at least 24 hours prior to each meeting at the following location:

**Pagosa Fire Protection District  
Station 1  
191 North Pagosa Blvd.  
Pagosa Springs, Colorado**

2. Notices of regular or special meetings required to be posted in three public places (Exhibit A) within the District and at the office of the County Clerk and Recorder at least three days prior to said meeting shall continue to be made pursuant to Section 32-1-903(2), C.R.S.

ADOPTED this 11<sup>th</sup> day of December, 2018.



Don Peterson,  
Secretary/Treasurer

DISTRICT SEAL



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**EXHIBIT A**  
**Posting for Meetings**

**Archuleta County Courthouse**  
**449 San Juan St.**  
**Pagosa Springs, CO**

**Pagosa Springs Town Hall**  
**551 Hot Springs Blvd.**  
**Pagosa Springs, CO**

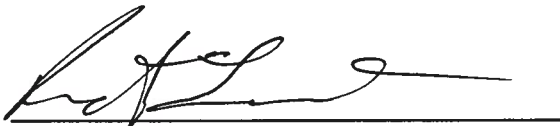
**Pagosa Area Water & Sanitation District**  
**100 Lyn Avenue**  
**Pagosa Springs, CO**

STATE OF COLORADO )  
COUNTY OF ARCHULETA ) SS.  
PAGOSA FIRE PROTECTION DISTRICT )

**NOTICE OF REGULAR MEETINGS**

NOTICE IS HEREBY GIVEN that the regular meetings of the Board of Directors of the Pagosa Fire Protection District are held on the second Tuesday of every month at 6:30 p.m. in the training room located at Station #1, 191 North Pagosa Blvd., Pagosa Springs, Colorado. Notice is also given that regular meetings of the Board of Trustees of the Pagosa Fire Protection District Firemen's Pension Fund are held on the second Tuesday in January, April, July, October and December just prior to the meeting of the Board of Directors. These meetings are open to the public.

FOR THE BOARD OF DIRECTORS  
PAGOSA FIRE PROTECTION DISTRICT

  
\_\_\_\_\_  
Randy Larson  
Fire Chief

DISTRICT SEAL



**SPECIAL DISTRICT TRANSPARENCY NOTICE - 2019**

Pursuant to section 32-1-809, Colorado Revised Statutes

Name of special district	Pagosa Fire Protection District	
Address and telephone number of district's principal business office	Mailing: 191 North Pagosa Blvd., Pagosa Springs, CO 81147 Physical: 191 North Pagosa Blvd., Pagosa Springs, CO 81147 970-731-4191	
Name and telephone number of manager or other primary contact person for district	Randy Larson, Fire Chief 970-731-4191	
Time and place designated for regular board meetings	2 <sup>nd</sup> Tuesday, 6:30 p.m., Station #1 Training Room, 191 N. Pagosa Blvd., Pagosa Springs	
Posting place designated for meeting notice (as per §24-6-402(2)(c), C.R.S.)	Fire Station #1, 191 North Pagosa Blvd., Pagosa Springs	
District mill levy	7.85	
Total ad valorem tax revenue received by district during 2017 (Note if unaudited or otherwise incomplete.)	\$ 917368 unaudited	
Names of board members	(1) John Thompson Term expires May 2022	(2) Jason Webb Term expires May 2022
	(3) Don Peterson Term expires May 2020	(4) Ron Beckman Term expires May 2020
	(5) John Daffron Term expires May 2022	
For seven-member boards:	(6)	(7)
Date of next regular election	May 2020	
Self-nomination forms to be a candidate for district board member may be obtained from	Shirley Brinkmann 191 North Pagosa Blvd. Pagosa Springs, CO 81147	
Self-nomination forms to be a candidate for district board member should be returned to	Shirley Brinkmann 191 North Pagosa Blvd. Pagosa Springs, CO 81147	
Completed self-nomination forms must be received by the district by	March 2020	

District election results will be posted on these websites:		District or other website: Pagosafire.com
Applications to request permanent mail-in voter status  (Enter county or counties in which the district is wholly or partially located.)	may be obtained from:  Archuleta County Clerk and Recorder or online from Secretary of State: <a href="http://www.elections.colorado.gov">www.elections.colorado.gov</a>	and may be returned to:  Archuleta County Clerk and Recorder
Notice completed by:	Name: Shirley Brinkmann Title: Executive Administrative Assistant  E-mail: sbrinkmann@pagosafire.com	Notice Dated:  January 14, 2019  Some information herein may be subject to change.

File copy of this Notice with:

- Clerk and Recorder of each county in which district is wholly or partially located;
- Division of Local Government; and
- District's principal business office (make available for public inspection).