

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

February 4, 2025

The regular meeting of the Pagosa Fire Protection District Board of Directors was held on Tuesday, February 4, 2025. The meeting was held at 165 N. Pagosa Blvd., Pagosa Springs, Colorado. Except for executive sessions, the Board meetings are open to the public.

**Call to Order**

Director Hooper called the meeting to order at 5:34 p.m. with the Pledge of Allegiance.

**Board Members in Attendance**

Wayne Hooper (Director and Acting Chairperson) and James Martin (Secretary-Treasurer) were present. Ryan Foster (Director) was present via Zoom. LeRoy Lattin (Chairman) was absent.

(One Director Position Vacant)

**Staff Present**

Chief Bertram, Deputy Chief Macht and District Manager Bliss were present.

**Legal Counsel**

Attorney Dino Ross was present via Zoom.

**Approval or Adjustments to the Agenda**

Director Hooper moved to accept the agenda as presented. Director Martin seconded the motion, and it carried unanimously.

**Public Comments**

Director Hooper opened the floor for public comment, reminding attendees to limit their remarks to three (3) minutes.

Marybeth Snyder, 40 Birch Bay Court, spoke against the proposed impact fees. She requested the Board work on a new strategic plan and outline what the impact fees would be used for.

**Review and Approval of Minutes**

Following review, Director Martin moved to approve the minutes from the January 7, 2025, regular Board meeting. Director Foster seconded the motion, and it carried unanimously.

**Public Hearing on Establishing Impact Fee and Adopting Impact Fee Schedule**

Director Hooper recessed the regular meeting and opened a public hearing regarding establishing an impact fee and adopting an impact fee schedule at 5:41 p.m. Attorney Ross noted for the record that comments opposing impact fees that were made during the

public comment portion of this meeting did not have to be reintroduced during this public hearing.

Attorney Ross further provided background information regarding the resolution and changes to the bylaws. With no further public comment, the public hearing was closed, and Director Hooper reconvened the regular meeting at 5:52 p.m.

### **Old Business (None)**

### **New Business**

#### **A. Consideration of Resolution 2025-03 - Establishing Impact Fee and Adopting Impact Fee Schedule**

Attorney Ross reiterated the specific statutory requirements for collecting and spending of funds received by the impact fee. Director Hooper stated that while he felt the nexus study and resolution were done well, he believed the decision was difficult and that a strategic plan should be drafted first. Director Foster expressed his support for the resolution, stating that it needed to be passed. Director Martin moved to approve Resolution 2025-03, establishing the impact fee and adopting the impact fee schedule as presented. Director Foster seconded the motion, and the motion carried with Directors Martin and Foster voting "Aye" and Director Hooper voting "Nay."

#### **B. Consideration of the First Amendment to the March 5, 2024 Board of Directors Bylaws**

Director Martin moved to approve the First Amendment to the March 5, 2024 Board of Directors Bylaws as presented. Director Foster seconded the motion, and it carried unanimously.

#### **C. Consideration of the Engagement Letter with Mayberry & Company for the 2024 Audit**

Attorney Ross advised the Board that he had reviewed the engagement letter and could not recommend its approval, citing his objections. Chief Bertram added that he had spoken with Corina Mayberry, and she would be willing to make the changes requested by Attorney Ross. Director Martin moved to approve the engagement letter with Mayberry & Company for 2024 audit services with the changes requested by legal counsel. Director Foster seconded the motion, and it carried unanimously.

### **Reports**

#### **A. Attorney Report**

Attorney Ross reviewed the attorney's report, which was included in the Board packet. He also provided his firm's 2025 Colorado Legislative Tracker.

#### **B. Financial Report**

District Manager Bliss reported that all bank reconciliations for all accounts were completed for January. She provided current revenue and expense information, along with

with the January check register, which were included in the Board packet. She reported the total of all account balances was \$2,981,583.59.

District Manager Bliss concluded by reporting that 105 burn permits were issued, and 1 special event permit was reviewed.

**C. Deputy Chief Report**

Deputy Chief Macht reported that 117 calls for service had occurred to date and 493 training hours were completed.

Deputy Chief Macht advised February's training was well attended and focused on fire attack skills and hose management. March's training would be RT130, the wildland refresher.

**D. Chief Report**

Chief Bertram provided an update on the hiring process for the four (4) new shift firefighters. They are scheduled to begin their intensive six (6) week Academy on February 10, 2025.

Chief Bertram also reported that the First Annual Membership Meeting took place and was well-attended with positive feedback. Additionally, the first edition of the monthly PFPD newsletter was distributed.

**Good of the Order**

Director Hooper requested a plaque be issued to Director Beckman in recognition of his service to the Board.

Director Martin requested an update on the Hwy 160 Project. Deputy Chief Macht reported that a meeting with CDOT is scheduled for February 26, 2025.

Deputy Chief Macht announced with great sorrow the recent passing of former volunteer firefighter and Board Director, David Blake.

**Adjournment**

There being no further business, Director Hooper adjourned the meeting at 6:23 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.

  
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James Martin, Secretary/Treasurer                      Date