



BLACK FOREST FIRE RESCUE
PROTECTION DISTRICT
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF

FEBRUARY 15TH, 2023

Table of Contents

Agenda	3
Meeting Minutes	4
Treasurer Report	6
Department Report	8
Finance/Administrative.....	9
Logistics.....	10
Planning & Prevention	11
Operations.....	12
Command/Strategic.....	13
APPENDIX A: Old Business Documents	14
APPENDIX B: New Business Documents	15

**BLACK FOREST FIRE RESCUE PROTECTION DISTRICT
BOARD OF DIRECTORS**
11445 Black Forest Road
Colorado Springs, CO 80908
(719) 495-4300



Nate Dowden, Chairman
Jim Abendschan, Vice-Chairman Jack Hinton, Treasurer
Kiersten Tarvainen, Director Chad Behnken, Director

AGENDA
BLACK FOREST FIRE/RESCUE PROTECTION DISTRICT REGULAR BOARD MEETING
02/15/2023

LOCATION: Station 1 Community Room, 11445 Teachout Rd., Colorado Springs, CO 80908 @ 7:00 pm

VIRTUAL LOCATION: Zoom Meeting

1. Meeting called to order.
2. Roll call.
3. Minutes approved – January 18, 2023, regular meeting.
4. Financial report and 2022 Audit Update - Treasurer Jack Hinton
5. Department report presented by Department Staff
6. Old Business: Designated Election Official Report
7. New Business: As Required
8. Board member reports on workshops/meetings attended.
9. Correspondence.
10. Public comments. **Comments will be limited to 3 minutes per person.**
11. Announcement of future meeting dates.
12. Adjournment.

Action Items:

Subject: _____ **Assignee:** _____

Subject: _____ **Assignee:** _____

Subject: _____ **Assignee:** _____

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
BLACK FOREST FIRE RESCUE PROTECTION DISTRICT**

The Board of Directors of the Black Forest Fire Rescue Protection District held a regular board meeting on January 18, 2023 such meeting duly posted for public notice.

A quorum present, the meeting was called to order at 7:00 p.m. by Chair Dowden.

Directors present: N. Dowden/J. Abendschan/J. Hinton/C. Behnken/K. Tarvainen (via zoom)

Directors absent: None

Also present: J. Rebitski/C. Piepenburg/fire department personnel/R. Dunn and others via Zoom

Roll Call: All directors were present.

Minutes A motion was made and seconded to approve the board meeting minutes for the December 7, 2022 regular board meeting; upon a vote the motion carried unanimously.

Financial Reports Treasurer Hinton reported that the District has assets of \$1.9 million, including accounts receivable of \$479,573. A motion was made and seconded to approve the financial reports; the motion carried unanimously.

Operations Report A written report was prepared by staff and given to all directors. A copy is attached to the minutes.

Finance and Administrative – Admin. Officer Rachel Dunn:

- Notable revenues last month were ambulance receipts Nov - \$8,833 Dec - \$12,608, tax revenues – Nov - \$29,237, Dec - \$31,270
- Notable expenditures – nothing to report.
- Procurement – nothing to report
- Monthly hours worked – 7,491.25

Branch II Logistics – Planning and Prevention – Deputy Chief James Rebitski

- Communications – nothing to report
- Ground Support – routine maintenance.

Facilities Unit

- Facilities – began remodel work on training room.
- Barn heating project progress

Resources Unit

- Pierce aerial had new lights installed and ETA is delayed to February 2023
- Zonehaven maybe online as soon as February
- Still scanning old files into electronic filing system.

Inspections Unit

- Worked with investigator on house fire

Investigations Unit

- Nothing new.

Fuels Management (Mitigation) Unit

- Nothing new

There was no fire restrictions

Operations – Deputy Chief Piepenburg

- Training hours continue to be significant at 23.9% of work hours.
- 8 Hour leadership training with Echelon Front and Nick Lavery
- Ice Rescue Training
- Total Yearly Training hours – 17,337
- House fire on Pinery Dr

-
- Total number of runs for 2022 – 1,133
 - Pushed lifesaving award due to weather

Command/Strategic – Chief PJ Langmaid

- Chief's primary focus continues to be leadership development, succession, and strategic planning, and building relationships.
- Work session with board and staff for Station 2 renovation

Old Business: Election update, first date to call for nominations is January 22, 2023. Last day for nominations is February 24, 2023. Two seats are open.

New Business Resolution 2023-01 was reviewed, calling for Postings for Meetings and Meeting Dates. **A motion was made to adopt Resolution 2023-01, A Resolution Calling for the 2023 Postings for Meetings and Meeting Dates; motion was seconded; motion carried unanimously.**

Resolution 2023-02 was reviewed, calling for Recognizing the Distinguished service of Deputy Chief James Rebitski. **A motion was made to adopt Resolution 2023-02, A Resolution Calling for Recognizing the Distinguished service of Deputy Chief James Rebitski**

Reports on Workshops and Meetings None

Public Comments None.

Future Meetings The next regular board meeting will be February 15, 2023, at 7:00 pm. A public notice will be published notifying the public that the Board meetings in 2023 will be held on the third Wednesday of every month, unless circumstances require changing the date.

Adjournment There being no further business, the board adjourned at 7:49 p.m.

Respectfully submitted,

Rachel Dunn, Administrative Officer

Black Forest Fire Rescue Protection District
Balance Sheet
As of January 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 FNB - Operations Checking	550,145
1005 MMDA First National Bank	136,894
1010 FNB - Emergency Reserve	236,331
1015 FNB - Capital Improvement	193,460
1020 FNB - Tabor	137,157
	\$
Total Bank Accounts	1,253,987
Accounts Receivable	
1200 Accounts Receivable	348,730
	\$
Total Accounts Receivable	348,730
Other Current Assets	
1205 County Taxes Receivable	64,114
	\$
Total Other Current Assets	64,114
	\$
Total Current Assets	1,666,832
Fixed Assets	
2022 Pierce Enforcer 4395	631,554
	\$
Total Fixed Assets	631,554
	\$
TOTAL ASSETS	2,298,386
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	106,642
	\$
Total Accounts Payable	106,642
Credit Cards	
2010 Divvy Payable	1,231
	\$
Total Credit Cards	1,231
Other Current Liabilities	
2015 Colonial Insurance	423
	\$
Total Other Current Liabilities	423
	\$
Total Current Liabilities	108,295
Long-Term Liabilities	
FNB Loan (9674660)	356,731
	\$
Total Long-Term Liabilities	356,731
	\$
Total Liabilities	465,026
Equity	
3000 Beginning Fund Balance	2,095,614
Net Income	(262,255)
	\$
Total Equity	1,833,359
	\$
TOTAL LIABILITIES AND EQUITY	2,298,386

Black Forest Fire Rescue Protection District Budget vs. Actuals January 2023

	Total		
	Actual	Budget	% of Budget
Income			
100 Operating Revenues	16,275	739,729	2.20%
200 Non-Operating Revenues	64,750	4,086,329	1.58%
Total Income	81,025	4,826,058	1.68%
Gross Profit	81,025	4,826,058	1.68%
Expenses			
300 General Finance Branch	75,408	248,354	30.36%
320 Administrative Branch	2,423	23,088	10.49%
340 Total Compensation Branch	178,148	2,347,435	7.59%
342 Benefits	46,465	590,876	7.86%
400 General Logistics Branch	0	29,025	0.00%
420 Information Technology Branch	(11)	49,458	-0.02%
440 Communications Branch	983	69,320	1.42%
460 Fleet Services Branch	7,555	123,384	6.12%
480 Facilities Branch	3,349	76,134	4.40%
484 Training Center	0	32,080	0.00%
485 Radio Tower	0	526	0.00%
490 Personal Protective Equipment (PPE) Branch	0	46,085	0.00%
500 Operations Branch	154	60,799	0.25%
520 Training Branch	975	107,100	0.91%
540 Deployment Branch	26,829	534,729	5.02%
620 Community Risk Branch	0	1,673	0.00%
640 Investigations & Inspections Branch	0	1,595	0.00%
660 Documentation Unit	0	17,815	0.00%
680 Capital Procurement Branch	0	151,758	0.00%
700 Command Sections	1,003	85,942	1.17%
Total Expenses	343,280	4,597,176	7.47%

Department Report for January 2023

DEPARTMENT SUMMARY

BRIEF OVERVIEW of January 2023

Fire Calls	EMS Calls	Training Hours	Plans Reviewed
18	55	1453.5	0
Significant Incidents, Events, & Projects			
Joint Interagency Training Continues			
3 working fires; 2 with FFPD and 1 within BFFR District			

We continue to attend and meet with:

- North El Paso County Fire Chief’s
- Pikes Peak Fire Chief’s Council
- Pikes Peak Wildfire Preparedness Group
- Board of County Commissioners (BoCC)
- 9-1-1 Authority
- El Paso County Planning Commission
- El Paso County Land Use
- Pikes Peak Radio Communications Network
- Pikes Peak Area Council of Governments
- Colorado State Fire Chief’s
- Mtn. View Electric
- Cherokee Metropolitan District
- Emergency Services Authority (ESA) Board
- Pikes Peak Regional Office of Emergency Management (PPROEM)

FINANCE & ADMINISTRATIVE SECTION

Administrative Officer Rachel Dunn

Cost Unit

Notable Revenues this month:

- Ambulance Revenue:
 - \$16,275
- Total Tax Revenue:
 - \$64,632

Notable Expenses this month:

- Annual Liability Insurances:
 - \$69,461

Procurement Unit

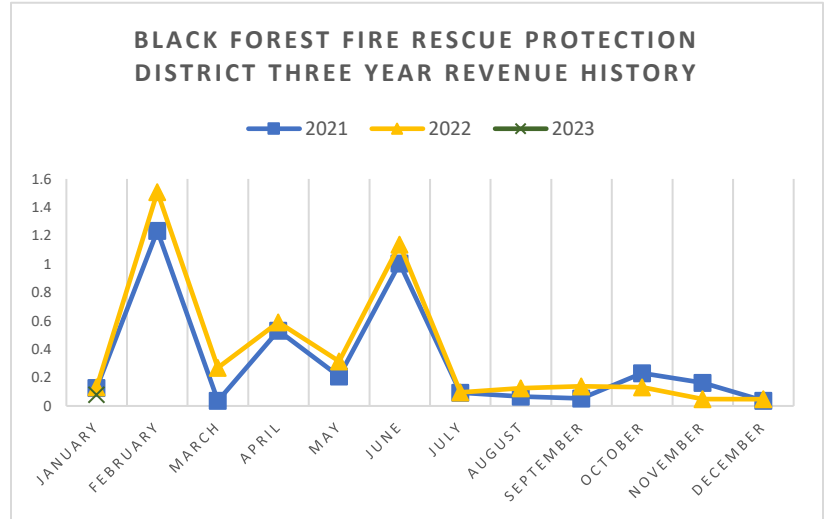
- Nothing new to report

Public Affairs (PIO) Unit

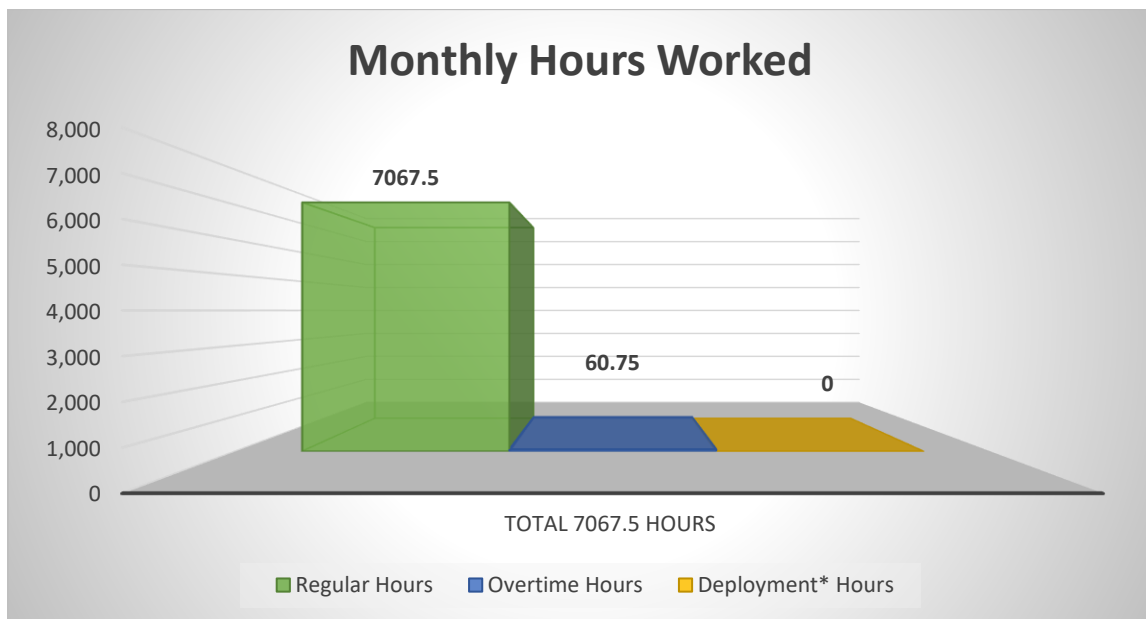
- Nothing new to report.

Compensation & Claims Unit

- Nothing new to report.



Time Unit



* Denotes total deployment and deployment back fills*

LOGISTICS SECTION

Administrative Officer Rachel Dunn

IT Unit

- Nothing new to report

Supply Unit

- Nothing new to report

Member Wellness Unit

- Nothing new to report.

Communications Unit (Lt. Jones)

- Nothing new to report

Ground Support (Fleet) Unit (E.V.T. Gavin Smith)

- Routine Maintenance

Facilities Unit

Firehouse 1:

- Continued remodel work on training room.

Firehouse 2:

- Nothing new to report.

Training Complex:

- Waiting on an inspection to install gas meter at Barn.

PLANNING & PREVENTION SECTION

Planning Branch

Resources Unit

- Entry level testing was completed in January. Three new employees have been hired to replace the loss of three employees.
- Deputy Chief Rebitski retired from the fire service after 32+ years of service.

Situation Unit

- Nothing new to report.

Documentation Unit

- Nothing new to report.

Community Risk Branch

Inspections Unit

- Nothing new to report.

Investigations Unit

- Nothing new to report

Fuels Management (Mitigation) Unit

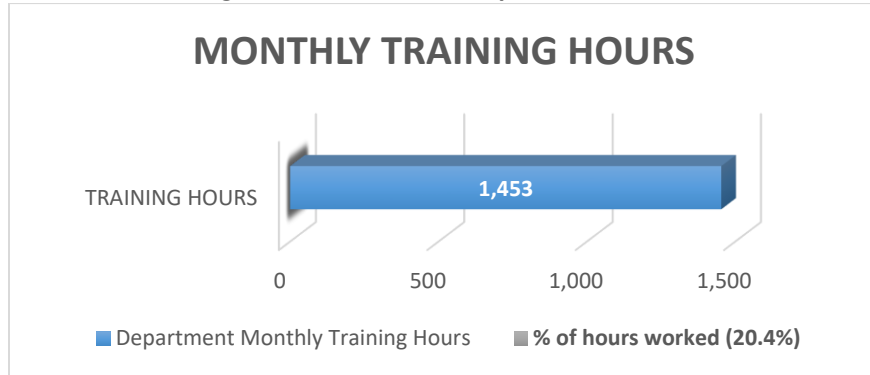
- Nothing new to report.

BFFRPD is out of FIRE RESTRICTIONS

OPERATIONS SECTION

Deputy Chief Chris Piepenburg

Training Branch – Director: Captain Jason Morrison



Training Branch

Summary of Significant Events:

- 3 working fires; 2 with FFPD and 1 in BFFR District.
- Several members earned new certification.

Deployment Branch

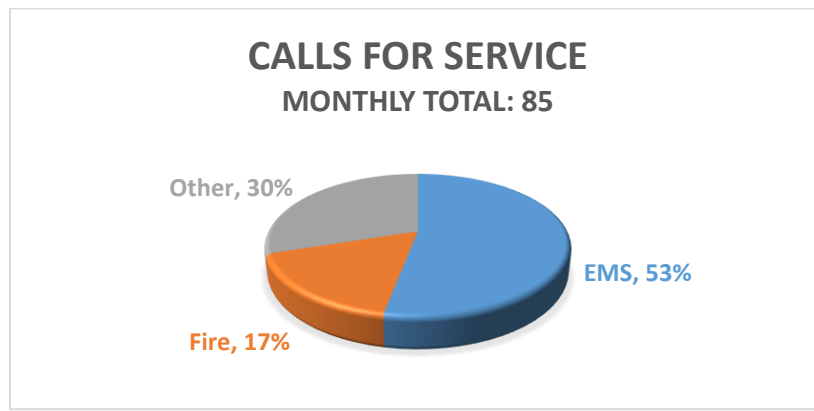
Summary of Significant Events:

- Nothing new to report.

Daily Operations Branch

Summary of Significant Events:

- Nothing new to report.



COMMAND/STRATEGIC SUMMARY

Fire Chief PJ Langmaid

Fire Chief's primary focus, and intent continues to be:

- Leadership development and alignment for entire Officer Corps and other interested staff.
- Succession planning and development for continuity of operations and service delivery.
- Strategic planning and alignment for organizational sustainability and stability.
- Building and maintaining relationships with strategic and tactical partners.
- Research and development to increase capacities and capabilities for community services delivery.

In summary, despite the significant daily operational workload, the leadership within your organization is consistently focused on the strategic planning for the next 5, 10, and 20 years of professional and high performing service delivery.

APPENDIX A
OLD BUSINESS DOCUMENTS

APPENDIX B
NEW BUSINESS DOCUMENTS
