

RECORD OF PROCEEDINGS

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 November 21, 2018, at Black Forest Fire Station One, such meeting duly posted for public notice.

A quorum present, the meeting began at 7:01 p.m.

Directors present: PJ Langmaid/R. McMorrان/J. Hinton/R. Nearhoof
Directors absent: D. Hoffpauir (excused)
Also present: Chief Jack/Chief Rebitski/D. Arkowski/fire department personnel/community members

Roll Call: All directors were present except for Mr. David Hoffpauir. **A motion was made to excuse Mr. Hoffpauir's absence due to illness; motion received a second and was carried unanimously.**

Public Comment None.

Minutes A motion was made and seconded to approve the board meeting minutes for the October 17, 2018 meeting; upon a vote, the motion was carried unanimously.

Financial Reports Treasurer Hinton reported the finances are doing very well and expenditures are under budget to date. The chassis for the new truck must be paid for before year's end, at \$242,000. The part time employee budget is over by 108 percent, due to greater than expected sick time coverage. That line item has been adjusted accordingly in the 2019 budget. The state matching for the cardiac monitors has been received at \$32,220. [Director McMorrان left the meeting for a short time.] **Upon a motion duly made and seconded, the board approved the financial report; motion carried unanimously.**

Operations Report Chief Jack submitted the report to the directors prior to the meeting by email. A summary of the report is included in the minutes, and a copy of the report is attached to the minutes.

Response/Service

- 72 responses in last month and 26 transports.
- Nationally, 8.1 million acres have burned YTD as a result of 50,000 wild fires.

Training

- 96 training hours in last month.

EMS

- The two cardiac monitors are in service. Reimbursement for one-half of the cost has been received.

Apparatus and Equipment

- All in service.

Facilities and Grounds

- The shed for the repeater site on Swan Road has been installed.

Other

- Staffing of Station 2 was 29 days at 93.5%, partially staffed 1 day at 3.2% and unstaffed 1 day at 3.3%.
- Chief Jack assisted Fountain FD with chief hiring process.
- SAFER grant was denied; DFPC fire tower grant was denied.
- Public was thanked for their participation in the mill levy election and support of the initiative.
- Public notice was published in the Gazette for the district budget hearing.

New Business Audit services engagement letter for 2018 was received from Schilling and Company, with no changes from past audit procedures. **A motion was made and seconded to accept the audit proposal; motion carried unanimously.**

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Election report: A discussion ensued of activities leading up to the election date, and the positive results of the mill levy question being approved. [Director McMorrان returned to the meeting.] A total of 7,205 votes were cast, with 4,021 voting yes (55.8%), and 3,184 (44.2%) voting no. The board expressed gratitude for the support of the voting public. It was noted that it would be beneficial for the board to reach out more to the community and keep the citizens aware of fire district operations.

2019 Budget Hearing: Per public notice and statutory requirements, a budget hearing was convened for the 2019 budget for the fire district. The proceedings advised that because the SAFER grant was not awarded to the fire district, corresponding line items in the budget were eliminated. The current mill levy rate of 9.215 will be certified for tax year 2019, and the newly approved rate of 12.83 mills will be certified for 2020. Three new employees and a new ambulance will be funded in 2020.

With the use of a power point projection, the budget was reviewed line item by line item with discussion where warranted on changes in amounts budgeted. A line item for public relations of \$7,500 will be dedicated to mailers and public outreach to district residents to inform them of district operations and updates. Expenses related to the new engine were discussed with a resulting motion: **Moved that the amount allowed for the new engine be increased by up to \$20,000 to cover the cost of the command light; motion seconded; motion carried unanimously.**

Before moving to approval of the 2019 budget, discussion ensued on a job description for the administrative position, a time reporting system, a career development plan, and a salary schedule. These items must be completed and approved by the end of the year. A performance evaluation process is needed and will require significant preparation. A salary schedule and processes related to evaluations and wage equity will be addressed carefully and this matter will be reviewed with the local union for agreement.

It was requested that any employment changes that are approved be added to the policy manual. For clarification of the employee evaluation process, supervisors will conduct evaluations of employees who report to them, and the chief will be evaluated by the board of directors.

A motion was made to adopt Resolution 2018-08 with the attached 2019 budget, as amended; motion was seconded; motion carried unanimously. The mill levy certification will be addressed in the December meeting.

Further to the administrative position job description, it will be defined as a non-exempt, 40-hour work week, 8 am to 5 pm with an hour for lunch, Monday through Friday job. Other clarifications were added as deemed necessary in the overall position description. **A motion was made to define the administrative position as being concomitant with the normal operating business hours of the district office, starting at 8:00 am and ending at 5:00 pm, with a one-hour lunch break; motion received a second and was carried unanimously upon a vote.**

Old Business Impact fee joint task force: Chair Langmaid has requested Director Hinton assist with formation of a joint task force with neighboring departments. Area chiefs are working on this as well. Mr. Hinton will work with other boards and the chiefs to request public involvement and support in addressing the county commissioners. Social media will be utilized to keep the public informed. Commissioner-Elect Holly Williams will attend a Black Forest board meeting.

Reports on Workshops and Meetings Chair Langmaid attended a membership meeting and was pleased with the interaction with the fire fighters. Items covered included a strategic plan, the need for transparency, and resources for employees.

Correspondence Christmas party will be December 7 at the Black Forest B&B.

Future Meetings The next regular meeting will be held one week early on December 12, 2018 at 7:00 p.m.

Adjournment There being no further business, **and upon motion duly made, seconded, and unanimously carried,** the board adjourned at 8:28 p.m.

Respectfully submitted,

Donna Arkowski, Secretary