

## RECORD OF PROCEEDINGS

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### 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 July 17, 2019, at Black Forest Fire Station One, such meeting duly posted for public notice.

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

Directors present: R. McMorran/R. Nearhoof/D. Hoffpauir/N. Dowden  
Directors absent: J. Hinton  
Also present: Chief Langmaid/D. Arkowski/fire department personnel/Local 4502  
representatives/community members/OCN reporters

**Roll Call:** Treasurer J. Hinton was absent on vacation. **A motion was made, seconded, and approved unanimously to excuse Mr. Hinton's absence.**

Chair McMorran announced there would be two meetings this evening. The regular board meeting first, at the end of which Chair McMorran will be resigning from the board. The second board meeting, a special board meeting, at which a board vacancy will be filled.

An added agenda item was the swearing in of newly hired Training Captain Chris Piepenburg. Chief Langmaid spoke of Mr. Piepenburg's experience and what an asset he would be to the department. Mr. Langmaid stated that the swearing in of Captain Piepenburg before a public meeting exemplifies the importance of a fire officer's allegiance to the rule of law and this community. Chair McMorran thanked Mr. Piepenburg's family that was present for their support of the requirements of a fire service career that often takes family members away as part of their service. He then gave the oath to Captain Piepenburg, with the new captain's son pinning his badge for him.

**Minutes** A motion was made and seconded to approve the board meeting minutes for the June 19, 2019 regular meeting; upon a vote, the motion was carried unanimously.

**Financial Reports** In the absence of Treasurer Hinton, Chief Langmaid reported on notable spending that has occurred in the last month, including a payment to Special Districts Property and Liability for an online training program for several administrative training modules. There were also many preventive maintenance and repair expenditures for vehicles that were discovered recently. **Upon a motion duly made and seconded, the board approved the financial report; motion carried unanimously.**

**Operations Report** Given by Chief Langmaid. A written report was prepared by Chief Langmaid and a copy is attached to the minutes.

#### Response/Service

- 107 responses in the last month.

#### EMS

- AMR was informed of changes in mutual aid agreement and that Black Forest may decide how they will respond, if at all, including the cessation of sending BFFPD paramedics to the city.
- The state grant for ambulances was awarded to BFFPD, and thanks go to Chief Rebitski for his work on the grant application process.
- Paramedic shortage is critical and needs to be addressed.

#### Apparatus

- Engine 711 is being prepared for service with the addition of tools and equipment and training of personnel on the new engine. An August 1 in service date is anticipated.
- Some vehicular issues are still being discovered, with safety matters being addressed most aggressively.
- North Group agencies are discussing a possible vehicle maintenance consortium; details to be announced in the future.
- Nine sets of bunker gear have been ordered, to be delivered in September.

#### Facilities

- A supplemental facilities plan is in progress, working towards a larger strategic plan.

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- The new PlymoVent system will be installed August 12<sup>th</sup>.

### Training

- Captain Piepenburg has instituted extensive training, and all staff are busy with training and maintaining facilities on a daily basis.

### Other

- Staffing update: Staffing policies are being overhauled and this affects vacation and leave policies and payroll reporting. Due to shortages, some employees have been held over or forced back.
- The open house had 200 to 225 attendees that enjoyed the event.
- In re the data collection on operations, some adjustments may be needed.
- Facility R&M issues priority includes an air conditioning unit in the IT room and concrete repair on the patio and balcony.

**Old Business** FTE vs. part time program was discussed, with five options outlined in a memo from Chief Langmaid. The difference in cost to hire paramedics rather than EMTs is \$28,455, noting that there is a severe shortage of paramedics, while EMTs are abundant. The options to be considered are 1) hire three paramedics and disband the part-time employee program; 2) hire three EMTs and disband the part-time employee program; 3) hire three EMTs and disband most of the part-time program but keep an affiliation with part-time paramedics; 4) hire three EMTs or three paramedics and keep the part-time program to maintain minimum staffing at five per day; 5) hire no additional employees and retain current staffing model, which does not always cover staffing needs. Proper response requires a reliable staffing level and Chief Langmaid recommended option 3.

After discussion of the different options, **A motion was made to authorize the chief to hire three full time fire fighter-EMTs or paramedics and disband most of the part-time employee program while maintaining an affiliation with the part-time paramedics; the motion received a second; upon a vote, the motion carried unanimously.**

**New Business** A discussion ensued on advanced life support standards of coverage based upon a document prepared by Chief Langmaid and his recommendations calling for ALS coverage 95% of the time, or 18 days a year without ALS. He noted that in the last 2.5 months there have been 3 days and 2 hours without ALS coverage. If a 100% criteria is required, it may mean that paramedics may not be permitted to leave work when their shift is complete. Chair McMorran pointed out that paramedics from neighboring districts may be available to cover shifts through mutual aid agreements, and added that he believes that 100% ALS coverage is unrealistic if it means keeping a 48 hour shift worker over his scheduled time. Other board members concurred that 95% ALS coverage is acceptable as a goal, noting it is the current operational percentile. **A motion was made to establish a goal of 95% ALS coverage for the district; the motion was seconded;** the language of the motion was deemed acceptable, with concurrence that a 48 hour shift worker should not be required to overstay their shift; **a vote was called and the motion carried unanimously.**

Policy/Mission Statement Discussion: Subject matter concerning the difference between policies of the special district, an elected governmental entity, vs. the fire department, an agency within the special district. Chair McMorran advised that the district board will determine matters such as taxation, finances, standards and employment and governing the chief. The fire chief will have jurisdiction over matters such as how the department is run, uniform standards, emergency responses, apparatus, and employees. Chief Langmaid requested that the board rescind the previously approved policies for the mission statement and core values, and in a second motion approve the policy manual document submitted by the chief. Due to Treasurer Hinton's absence and insufficient time to study the matter, it was suggested that both subjects be tabled until the August meeting.

**Reports on Workshops and Meetings** None.

**Correspondence** Concerning neighboring properties that are not included in a fire protection district, Chief Langmaid provided a draft letter to the board members that may be mailed inviting these properties to pursue inclusion in the BFFPD. Chair McMorran asked how properties would be targeted to receive the letter, which is unclear at this point, as it may be included in a public information flyer. Chair McMorran suggested mailing the letter specifically to properties not currently in a fire district, which information is available from the Assessor's office. The board concurred that the letter may be mailed to properties not currently in a fire district.

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A thank you note was received from the shredding company for the loan of some equipment.

**Public and Local 4502 Comments** Gary Watson offered approval of the new engine and thanks for a successful open house hosted by the fire department. He also asked if the SAFER grant may be re-applied for, which it will.

Local 4502 requested information on what the process will be to hire a new fire chief in Black Forest, with Chair McMorran stating the process was tabled until the August meeting.

**Future Meetings** The next regular meeting date will be changed from August 21 to August 20 to accommodate the schedule of the auditor, Dawn Schilling, who will present the district audit at that time.

An added agenda item was the presentation of plaques of appreciation to Richard McMorran for his years of service on the board of directors, and to Anita McMorran for her 21 years as a volunteer in the fire district. Mr. McMorran stated he was honored to have served the district and assured the public that the fire district is in good hands.

**Adjournment** There being no further business, **and upon motion duly made, seconded, and unanimously carried,** the board adjourned at 7:40 p.m.

Respectfully submitted,

Donna Arkowski, Secretary