

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 August 19, 2020, such meeting duly posted for public notice.

A quorum present, the meeting was called to order at 7:02 p.m. by Chair Nearhoof.

Directors present: R. Nearhoof/N. Dowden/D. Hoffpauir/J. Abendschan

Directors absent: J. Hinton

Also present: Chief Langmaid/DC Rebitski/D. Arkowski/fire department personnel/OCN reporter
Natalie Barszcz/Community Members

Roll Call: Director Hinton was absent; **A motion was made, seconded, and unanimously carried to excuse Mr. Hinton's absence.**

Minutes **A motion was made and seconded to approve the board meeting minutes for the July 15, 2020 regular board meeting; upon a vote, the motion was carried unanimously.**

Financial Reports Chief Langmaid provided the financial report in the absence of Treasurer Hinton. Of note was the increase in overtime wages, which is due to the coronavirus and requiring extra personnel to backfill. Training division had unused funds that will be reallocated to wages to alleviate the overtime charges. Unexpected expenditures due to the coronavirus will be reimbursed in part through a grant from the State of Colorado. The approved amount is just over \$19,000 and some of that is for wages paid. **A motion was made and seconded to approve the financial report; the motion carried unanimously.**

Financial Policies Chief Langmaid advised that four financial policies have been prepared by Treasurer Hinton and the Chief over many months, and are now ready to be incorporated in the District's official policies. The Chief went through each of the new policies, outlining their purpose, scope, definitions, and other pertinent information. Policy number 401 defines the budgeting policies for the District; Policy number 402 covers revenue types and management of investments; Policy number 403 governs capital improvements; Policy number 404, originally number 910, addresses financial reserves. **A motion was made to approve and adopt the four new policies; the motion was seconded; a vote was called and the motion carried unanimously.**

Chief's Report Given by Chief Langmaid. A written report was prepared by Chief Langmaid and sent to all directors. A copy is attached to the minutes.

Administrative:

- Finance operations are being reviewed for added efficiency, with credit cards being used over purchase orders and invoices paid once a month.
- Budget preparations have begun with worksheets submitted to the Chief, and some returned for additional detail.
- Personnel has some open positions, with interviews in progress.

Logistics:

- Facilities work includes concrete patio repairs at station 1, and work at station 2 on water run-off and drainage problems.
- Communications – The MDC platform is working properly, and dispatching and station alerting services are under study with MetCom of South Metro, a dedicated fire dispatch service. Cost proposals are pending, along with discussions with the County. Radio communications and dead zones are a historical problem for El Paso County and the North Group will address this together.

Operations:

- 90 calls last month, which is lower than average. Calls have included tanker roll-overs, grass fires, construction dumpster fires and smoke investigations.
- Two fire fighters have deployed to the Grizzly Fire.
- The two new ambulances are in service; disposition of the old ambulances is considering possibly selling one to a nonprofit group that supports local fire response, and donating two to small districts. Because they were purchased with state grants, which involves taxpayer funds from the entire state and not just the District, there is a convoluted process for selling them. Buyers are also being sought for a tender and command vehicle.

RECORD OF PROCEEDINGS

Planning

- Fire Marshal Division – many requests from EDARP are being received and take a great deal of time to review.
- Training – North Group conducted water training in Flying Horse North. An unexpected finding of this exercise was learning that Cherokee Water District believes they could supply water to FHN, and board members were urged to follow up on this with Classic Homes.

IT Contract for District: Chief Langmaid requested direction on the IT company contract renewal to handle District operations. The current provider, CCS, has done an exemplary job meeting the needs of the District, at a cost of \$1,700 per month. Two other quotes were received that were similar in cost. **A motion was made and seconded to renew the IT contract with CCS; upon a vote the motion carried unanimously.**

Apparatus Replacement Plan Chief Langmaid introduced a new apparatus replacement plan utilizing lease/purchase agreements rather than a long-term savings plan. An L/PA would result in immediate upgrades for two engines and two tenders and standardization of the fleet. He noted the current plan is unsustainable and would take until 2029 to replace all vehicles. By using L/PAs over a ten year period the District could take advantage of current low interest rates to achieve the desired fleet status. **A motion was made to allow the staff to further investigate both the lease-purchase options and to develop RFPs for four new apparatus, and the motion does not allow the staff to enter into any binding contracts; the motion was seconded; upon a vote, the motion carried unanimously.**

Old Business Dual taxation: City Councilman Pico is working on this and developing a final determination of all plats that are in the City.

Impact fees: County Commissioners have the final say on this matter and no progress has been made. It will be necessary for all districts in the county to agree on a process that will be applied to all stakeholders and properties.

Semi-annual inspection of District assets: It was agreed that two directors would achieve this task, and Directors Hinton and Hoffpauir will conduct the inspection on August 30, 2020.

New Business None.

Reports on Workshops and Meetings None.

Correspondence The department has been asked to avoid the use of sirens when in the vicinity of stock trailers to avoid frightening animals being transported.

Public and Local 4502 Comments Chief Langmaid was thanked by Ms. Linda Smith for taking the chief position with Black Forest. Responding to a question about the training center, all were advised that the center is progressing well. It is being paid for with District funds and will have priority usage by District personnel. Other agencies may use it for training and will reimburse the District for materials costs.

Future Meetings A pension board of trustees meeting will be held on September 3, 2020 at 7:00 p.m. The next regular meeting will be September 9, 2020, at 7:00 p.m.

Adjournment There being no further business, **and upon motion duly made, seconded, and unanimously carried,** the board adjourned at 8:50 p.m.

Respectfully submitted,

Donna Arkowski, Secretary