

## 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 May 20, 2020, using Zoom remote technology, such meeting duly posted for public notice.

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

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

Directors absent: None

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

**Roll Call:** All Directors were present.

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

**Financial Reports** Treasurer Jack Hinton reported that total funds available are \$1.338 million, and \$859,747 in unrestricted funds. A generator was repaired, and emergency and TABOR funds are in place. Legal fees generated by the McClurg pension matter are being reimbursed from the FPPA volunteer fire fighter pension fund. **A motion was duly made, seconded, and approved unanimously to approve the financial report as submitted by Mr. Hinton.**

Ms. Dawn Schilling reviewed the 2019 audit report for the fire district financial reports, completed by her auditing firm, copies of which had just been received by the directors. Ms. Schilling highlighted portions of the report, noting the valuable help she received from Chief Langmaid, Frances Esty, and Melissa Bottorff. Most of the prep work was done electronically without any problems. Three journal entries resulted from the audit investigation and were for normal tax levies which are levied in 2019 and collected in 2020 and ambulance billing receivables. The independent auditor's report found sufficient evidence in the financial reports to report a clean, or unmodified, audit report.

In management discussions and analysis, the report noted expenditures in capital assets and training. The volunteer pension fund is overfunded per actuarial assumptions. The statewide defined benefits liability is a state-directed program and cannot be controlled by the fire district. Capital assets and long-term debt were accounted for. The liability for long-term will be paid off in 2021. Compensated absences are included in liabilities, which will lessen in 2020. Net position of the district, as a whole, is solid. Ms. Schilling quickly assessed the remaining reports on budgeting, accounting, financial notes, assets, liabilities, fund balances, and deposits and investments. The auditor stated the district personnel have excellent internal control of finances and reports.

The directors will review the audit report over the next month and consider acceptance and approval of the report at the June regular meeting.

**Operations 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.

Chief Langmaid asked if there were any questions on his report, and Mr. Hinton asked for recommendations on a commercial contractor for work projects that may arise. Director Dowden will send contact information to Treasurer Hinton.

The Chief was asked about the morale of the staff as they work through the corona virus pandemic, and he and Chief Rebitski replied that the employees are doing well, are busy with training and are handling the current situation with good resolve. Chair Nearhoof added that he has not heard any negative comments from staff members. Additional costs are accruing due to sick leave and over time staffing. An application for a FEMA grant has been submitted, and if received, will cover some of the additional expenses.

**Old Business** Chair Nearhoof reminded all present that the May 5, 2020 election of board directors was cancelled because there was only one applicant for each of the three seats available, and these three individuals were elected by acclamation. The three applicants are Nathan Dowden, James Abendschan, and Jack Hinton; they have received a copy of their oath of office, which was

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administered by Chair Nearhoof. The newly elected directors read their oaths and signed them, and they will be notarized by Secretary Donna Arkowski prior to filing with the State and County offices.

The next order of business was the appointing of board officers. **Chair Nearhoof asked for a nomination for the office of chair; Mr. Nearhoof was nominated for this position; the nomination was seconded; upon a vote, the nomination was carried unanimously.**

**Mr. Nearhoof nominated Director Nate Dowden for the position of vice chair; the nomination was seconded; upon a vote, the nomination was carried unanimously.**

**Mr. Hinton was nominated for the position of treasurer; the nomination was seconded; upon a vote, the nomination was carried unanimously.**

**New Business** The directors reviewed a copy of Resolution 2020-07, a resolution to extend the date of the Disaster Declaration for the coronavirus pandemic to December 31, 2020. **A motion was made to adopt Resolution 2020-07, an extension of the Disaster Declaration for the coronavirus pandemic to December 31, 2020; the motion was seconded; the motion was carried unanimously in a vote.**

**Reports on Workshops and Meetings** None.

**Correspondence** Vice Chair Dowden advised that he is a member of the Colorado Springs HBA Association, in conjunction with his position as a principal for the firm RMG Engineering. He is also contributing to the HBA as a board member of the fire district. Revisions for the HBA chapter 6, fire mitigation and wildland section, are being considered, but Chiefs Langmaid and Rebitski are unaware of these proposed changes. Mr. Dowden will forward the information to them for review.

**Public and Local 4502 Comments** Resident Linda Smith attended and was pleased to see the board members again.

Director Hoffpauir was thanked for his service as the Vice Chair for the past two years.

**Future Meetings** The next regular meeting will be June 17, 2020, at 7:00 p.m. A special meeting will be held on June 3 at 7:00 p.m. for the purpose of holding an executive session to consider changing Chief Langmaid's status from interim chief to permanent chief.

**Adjournment** There being no further business, **and upon motion duly made, seconded, and unanimously carried,** the board adjourned at 8:04 p.m.

Respectfully submitted,

Donna Arkowski, Secretary