

## 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 November 17, 2021, 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/N. Dowden/J. Hinton/J. Abendschan

Directors absent: D. Hoffpaur

Also present: Chief Langmaid/Chief Rebitski/D. Arkowski/R. Dunn/fire department personnel/Community Members

**Roll Call:** Director David Hoffpaur was absent due to illness. **A motion was made and seconded to excuse Mr. Hoffpaur's absence; motion was carried by a unanimous vote.**

**Minutes** **A motion was made and seconded to approve the board meeting minutes for the October 20, 2021 regular board meeting; upon a vote, the motion carried unanimously.**

**Financial Reports** Treasurer Hinton reported total assets of \$1.83 million, without reserves, noting that \$750,000 is needed at year end to fund the District through early 2022. Funds remaining after first quarter expenses will be transferred to the capital improvements fund or reserve fund. Communications expenses have been paid; some funds were received in property taxes and deployments. No significant expenditures during the last month. **A motion was made and seconded to approve the financial report; 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.

#### Finance and Administrative:

- Personnel – Eight new hires have begun working and will be fully assigned in December. Some further background work will be completed.
- Administrative – The 2022 budget will be discussed further on in agenda.

#### Logistics:

- Fleet – Vehicles are experiencing mechanical problems, and when new Pierce is delivered, the oldest engine will go into reserve status. 701 needed a new transmission. Apparatus replacement plan will be updated in 2022.

#### Operations:

- Facilities – Chief Rebitski attended a seminar that focused on station renovations and scope of work.
- Training – Chief Rebitski attended the CO Fire Chief's Conference focusing on Fire Marshal matters.
- Training – Captain Piepenburg attended the Conference as well, and completed the Incident Safety Officer program.
- Training – Chief Rebitski and Ms. Dunn attended a two-day EMS conference, in part to ensure billing procedures are being handled adequately.

#### Planning

- Prevention – waiting for delivery of fire danger signs.
- Inclusions – Several properties north of Hodgen Road are considering including into BFFPD, with some expressing concern about language included in the exclusion resolution that was passed earlier this year that covered fee structures.
- Discussions in progress regarding water districts and firefighting capabilities.

#### Station 2 Repair and Renovation Project Update

Chief Rebitski reported that four architects have done walk-through inspections, and Nov. 22 is the deadline to receive their plans. Details were presented on three separate phases of work, for a total of \$27,893.50. In a discussion re achieving ADA compliance, it was noted that not all parts of station 2 need to be accessible to the public.

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**Old Business** The public hearing of the 2022 budget was conducted by Chief Langmaid, who provided a review of the 2022 budget, as has been presented in previous Board meetings. As actual line items have been updated for the current year, there have been corresponding changes in the 2021 ending balance and the 2022 beginning balance. An apparent linking problem in the budget program will be examined, specifically as it applies to the 2022 beginning balance. Pursuant to a few clarification questions, and the matter of the 2022 beginning balance, the budget hearing was closed. It will be presented for final approval at the December 8, 2021 Board meeting.

**New Business** The BFFPD's legal firm, Collins Cockrel & Cole, advised the District that changes in the structure of the legal firm will be occurring on January 1, 2022, wherein many members of the firm will be transitioning to a new firm – Cockrel Ela Glesne Greher & Ruhland, PC. It was noted that all of the legal representatives that have worked with BFFRPD in the past, including their lead attorney Linda Glesne, will transition to the new firm. The Board was asked if they wished to continue their relationship with the new firm by signing an agreement form. **A motion was made to approve the transition of the District to the new firm by signing the transition letter; a second was made on the motion; in a vote, the motion carried unanimously.**

**Reports on Workshops and Meetings** None.

**Correspondence** A letter from Micki Mills, paralegal of Collins Cockrel & Cole, was sent to Secretary Arkowski and Officer Dunn advising of preliminary information needed for the May 2022 directors' election.

**Public Comments** Question from the floor: Past repairs to station 2 were questioned and clarified.

**Future Meetings** The next regular meeting will be December 8, 2021, at 7:00 p.m., one week early to allow sufficient time to submit the mill levy certification for 2022 tax collections to the Board of County Commissioners before their December 15 deadline.

**Adjournment** There being no further business, **and upon motion duly made, seconded, and unanimously carried,** the board adjourned at 8:02 p.m.

Respectfully submitted,

Donna Arkowski, Secretary