



BLACK FOREST FIRE RESCUE  
PROTECTION DISTRICT  
MONTHLY REPORT

BFFRPD BOARD OF DIRECTORS & STAFF

MARCH 15<sup>TH</sup>, 2023

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**BLACK FOREST FIRE RESCUE PROTECTION DISTRICT  
BOARD OF DIRECTORS**  
11445 Black Forest Road  
Colorado Springs, CO 80908  
(719) 495-4300



Nate Dowden, Chairman  
Jim Abendschan, Vice-Chairman      Jack Hinton, Treasurer  
Kiersten Tarvainen, Director      Chad Behnken, Director

**AGENDA  
BLACK FOREST FIRE/RESCUE PROTECTION DISTRICT REGULAR BOARD MEETING  
03/15/2023**

**LOCATION: Station 1 Community Room, 11445 Teachout Rd., Colorado Springs, CO 80908 @ 7:00 pm**

**VIRTUAL LOCATION: No Zoom Meeting due to construction**

1. Meeting called to order.
  2. Roll call.
  3. Minutes approved – February 15, 2023, regular meeting.
  4. Financial report - Treasurer Jack Hinton
  5. Department report presented by Department Staff
  6. Old Business:
  7. New Business:                    Election Update  
    Proposal for Tender Sale (Tentative)
- Executive Session: Pursuant to C.R.S. Section 24-6-402 (3.a.V.),  
Executive Session for the purpose of discussion of compensation  
matters that may be subject to negotiations with employees or  
employee organizations.
8. Board member reports on workshops/meetings attended.
  9. Correspondence.
  10. Public comments. **Comments will be limited to 3 minutes per person.**
  11. Announcement of future meeting dates.
  12. Adjournment.

**Action Items:**

**Subject:** \_\_\_\_\_ **Assignee:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Assignee:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Assignee:** \_\_\_\_\_

## 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 February 15, 2023, such meeting duly posted for public notice.

A quorum present, the meeting was called to order at 7:02 p.m. by Chair Dowden.  
Directors present: N. Dowden/J. Abendschan/J. Hinton/C. Behnken/K. Tarvainen (by zoom)  
Directors absent: None  
Also present: PJ Langmaid/C. Piepenburg/R. Dunn/D. Arkowski (by zoom)/fire department personnel/community members and others via Zoom

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

**Minutes** A motion was made and seconded to approve the board meeting minutes for the January 18, 2023 regular board meeting; upon a vote the motion carried unanimously.

**Financial Reports** Treasurer Hinton reported that the District has assets of \$2.3 million, including tax receipts of \$64,000. Mr. Hinton stated there is nothing out of the ordinary and the numbers are looking good. **A motion was made and seconded to approve the financial reports; the motion carried unanimously.**

Concerning the audit to be conducted in 2023, Mr. Hinton expressed displeasure with the delay in the fire district receiving a completed audit. He suggested that the board should be investigating a new auditing firm for this task. **A motion was made to grant authority for Treasurer Hinton, Chief Langmaid, and Ms. Dunn to begin a search for a different auditor, with a cost not to exceed \$12,000; motion was seconded; motion carried unanimously.**

**Operations Report** A written report was prepared by Chief Langmaid and given to all directors. A copy is attached to the minutes.

#### Finance and Administrative – Admin. Officer Rachel Dunn:

- Notable revenues last month were ambulance receipts - \$16,275, tax revenues - \$64,632.
- Notable expenditures – liability insurance - \$69,461.
- Monthly hours worked – 7,067.5.

#### Branch II Logistics – Planning and Prevention

- Communications – nothing new.
- Ground Support – routine maintenance.

#### Facilities Unit

- Facilities – continued remodel of training room.
- Normal maintenance at facilities.

#### Resources Unit

- Pierce aerial update – delivery delayed due to nonavailability of waterway replacement parts.

#### Inspections Unit

- Nothing new.

#### Investigations Unit

- Nothing new.

#### Fuels Management (Mitigation) Unit

- Nothing new.

No fire restrictions in place.

#### Operations – Deputy Chief Piepenburg

- Training hours continue to be significant.
- Three working fires in last month.
- No deployments to report.

## RECORD OF PROCEEDINGS

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- 104 calls in previous month.

### Command/Strategic – Chief PJ Langmaid

- Three new hires to replace three employees who resigned. Brief explanation of entry-level testing protocol and current list of applicants.
- Jim Rebitski has retired and several options are being considered for covering all the functions that were performed by AC Rebitski. Included options may include coverage by in-house personnel and cooperative activities with neighboring fire districts.
- In response to a question concerning liability coverage for staff, Chief Langmaid informed the board that the district insurance policy includes coverage for all staff and board members.

**Old Business** Election report from DEO Dunn: One application has been received to fill a board vacancy. There is a Feb. 24 deadline for receipt of any additional applications.

**New Business** None.

**Public Comments** None.

**Future Meetings** The next regular board meeting will be March 15, 2023, at 7:00 pm.

**Adjournment** There being no further business, the board adjourned at 7:33 p.m.

Respectfully submitted,

Donna Arkowski, Secretary

## Black Forest Fire Rescue Protection District Balance Sheet As of February 28, 2023

|  | TOTAL              |
|--|--------------------|
| <b>ASSETS</b>                          |                    |
| Current Assets                         |                    |
| Bank Accounts                          |                    |
| 1000 FNB - Operations Checking         | 274,684            |
| 1005 MMDA First National Bank          | 137,001            |
| 1010 FNB - Emergency Reserve           | 236,331            |
| 1015 FNB - Capital Improvement         | 193,460            |
| 1020 FNB - Tabor                       | 137,157            |
| <b>Total Bank Accounts</b>             | <b>\$978,633</b>   |
| Accounts Receivable                    |                    |
| 1200 Accounts Receivable               | 377,036            |
| <b>Total Accounts Receivable</b>       | <b>\$377,036</b>   |
| Other Current Assets                   |                    |
| 1205 County Taxes Receivable           | 1,488,059          |
| <b>Total Other Current Assets</b>      | <b>\$1,488,059</b> |
| <b>Total Current Assets</b>            | <b>\$2,843,728</b> |
| Fixed Assets                           |                    |
| 2022 Pierce Enforcer 4395              | 631,554            |
| <b>Total Fixed Assets</b>              | <b>\$631,554</b>   |
| <b>TOTAL ASSETS</b>                    | <b>\$3,475,282</b> |
| <b>LIABILITIES AND EQUITY</b>          |                    |
| Liabilities                            |                    |
| Current Liabilities                    |                    |
| Accounts Payable                       |                    |
| 2000 Accounts Payable                  | 101,031            |
| <b>Total Accounts Payable</b>          | <b>\$101,031</b>   |
| Credit Cards                           |                    |
| 2010 Divvy Payable                     | 7                  |
| <b>Total Credit Cards</b>              | <b>\$7</b>         |
| Other Current Liabilities              |                    |
| 2015 Colonial Insurance                | 423                |
| 2030 Pension Payable-Employee          | 8,578              |
| 2045 Deferred Compensation (457)       | 290                |
| <b>Total Other Current Liabilities</b> | <b>\$9,290</b>     |
| <b>Total Current Liabilities</b>       | <b>\$110,328</b>   |
|  | TOTAL              |
| Long-Term Liabilities                  |                    |
| FNB Loan (9674660)                     | 356,731            |
| <b>Total Long-Term Liabilities</b>     | <b>\$356,731</b>   |
| <b>Total Liabilities</b>               | <b>\$467,059</b>   |
| Equity                                 |                    |
| 3000 Beginning Fund Balance            | 2,134,688          |
| Net Income                             | 873,534            |
| <b>Total Equity</b>                    | <b>\$3,008,223</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>    | <b>\$3,475,282</b> |

## Black Forest Fire Rescue Protection District Budget vs. Actuals

January- February 2023

|  | Actual              | Total<br>Budget     | % of<br>Budget |
|--|---------------------|---------------------|----------------|
| <b>Income</b>                                  |                     |                     |                |
| 100 Operating Revenues                         | 37,828              | 739,729             | 5.11%          |
| 200 Non-Operating Revenues                     | 1,575,111           | 4,086,329           | 38.55%         |
| <b>Total Income</b>                            | <b>\$ 1,612,939</b> | <b>\$ 4,826,058</b> | <b>33.42%</b>  |
| <b>Gross Profit</b>                            | <b>\$ 1,612,939</b> | <b>\$ 4,826,058</b> | <b>33.42%</b>  |
| <b>Expenses</b>                                |                     |                     |                |
| 300 General Finance Branch                     | 139,807             | 248,354             | 56.29%         |
| 320 Administrative Branch                      | 3,999               | 23,088              | 17.32%         |
| 340 Total Compensation Branch                  | 367,629             | 2,347,435           | 15.66%         |
| 342 Benefits                                   | 75,682              | 590,876             | 12.81%         |
| 400 General Logistics Branch                   | 3,039               | 29,025              | 10.47%         |
| 420 Information Technology Branch              | 4,799               | 49,458              | 9.70%          |
| 440 Communications Branch                      | 2,861               | 69,320              | 4.13%          |
| 460 Fleet Services Branch                      | 22,576              | 123,384             | 18.30%         |
| 480 Facilities Branch                          | 10,547              | 76,134              | 13.85%         |
| 484 Training Center                            | 41                  | 32,080              | 0.13%          |
| 485 Radio Tower                                | 35                  | 526                 | 6.69%          |
| 490 Personal Protective Equipment (PPE) Branch | 25,840              | 46,085              | 56.07%         |
| 500 Operations Branch                          | 8,265               | 60,799              | 13.59%         |
| 520 Training Branch                            | 9,158               | 107,100             | 8.55%          |
| 540 Deployment Branch                          | 58,696              | 534,729             | 10.98%         |
| 620 Community Risk Branch                      | 1,036               | 1,673               | 61.93%         |
| 640 Investigations & Inspections Branch        | 0                   | 1,595               | 0.00%          |
| 660 Documentation Unit                         | 0                   | 17,815              | 0.00%          |
| 680 Capital Procurement Branch                 | 3,900               | 151,758             | 2.57%          |
| 700 Command Sections                           | 1,494               | 85,942              | 1.74%          |
| <b>Total Expenses</b>                          | <b>\$ 739,404</b>   | <b>\$ 4,597,176</b> | <b>16.08%</b>  |
| <b>Net Operating Income</b>                    | <b>\$ 873,534</b>   | <b>\$ 228,882</b>   | <b>381.65%</b> |
| <b>Net Income</b>                              | <b>\$ 873,534</b>   | <b>\$ 228,882</b>   | <b>381.65%</b> |

## Department Report for February 2023

### DEPARTMENT SUMMARY

BRIEF OVERVIEW of February 2023

| Fire Calls   | EMS Calls | Training Hours | Plans Reviewed |
|--|-----------|----------------|----------------|
| 5  | 49        | 1452.45        | 0              |
| Significant Incidents, Events, & Projects  |           |                |                |
| Joint Interagency Training Continues<br>Barn fire with Falcon Fire Department<br>Trench Rescue with CSFD<br>Two new recruits in CSFD Academy |           |                |                |

We continue to attend and meet with:

- North El Paso County Fire Chief’s
- Pikes Peak Fire Chief’s Council
- Pikes Peak Wildfire Preparedness Group
- Board of County Commissioners (BoCC)
- 9-1-1 Authority
- El Paso County Planning Commission
- El Paso County Land Use
- Pikes Peak Radio Communications Network
- Pikes Peak Area Council of Governments
- Colorado State Fire Chief’s
- Mtn. View Electric
- Cherokee Metropolitan District
- Emergency Services Authority (ESA) Board
- Pikes Peak Regional Office of Emergency Management (PPROEM)



**FINANCE & ADMINISTRATIVE SECTION**

Administrative Officer Rachel Dunn

**Cost Unit**

Notable Revenues this month:

- Ambulance Revenue:
  - \$21,552.54
- Total Tax Revenue:
  - \$1,510,253.58

Notable Expenses this month:

- Nothing new to report

**Procurement Unit**

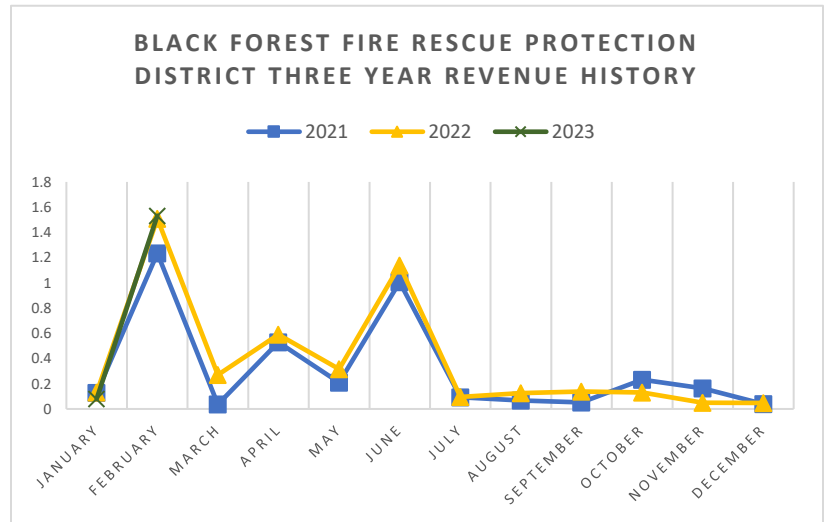
- Nothing new to report

**Public Affairs (PIO) Unit**

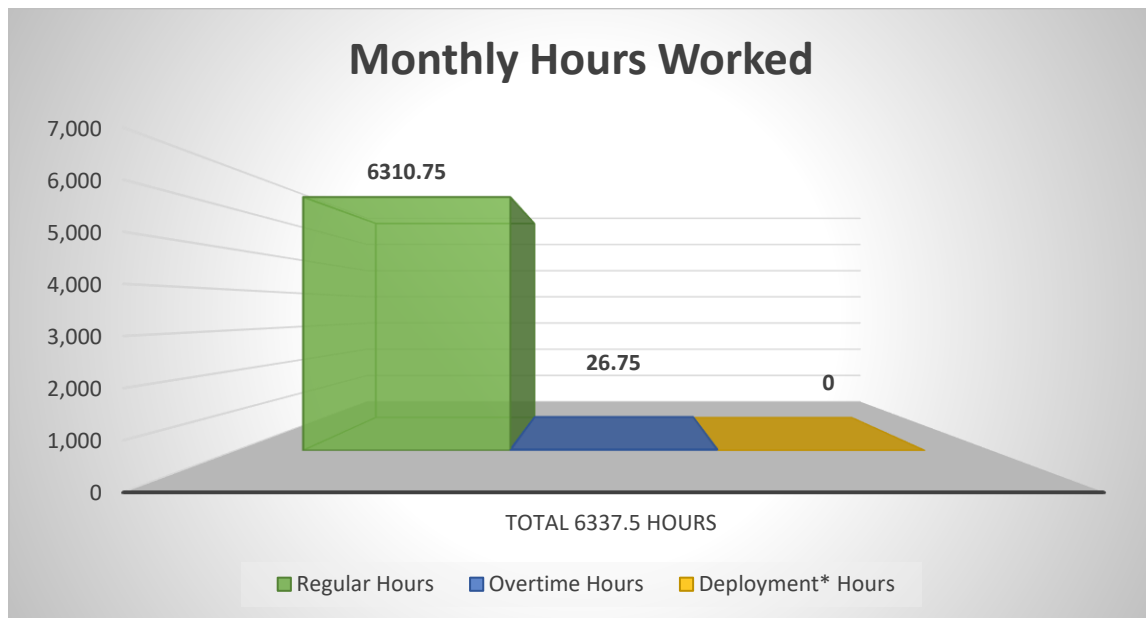
- Nothing new to report.

**Compensation & Claims Unit**

- Nothing new to report.



**Time Unit**



\* Denotes total deployment and deployment back fills\*

## LOGISTICS SECTION

Administrative Officer Rachel Dunn

### IT Unit

- Nothing new to report

### Supply Unit

- Nothing new to report

### Member Wellness Unit

- Nothing new to report.

### Communications Unit (Lt. Jones)

- Nothing new to report

### Ground Support (Fleet) Unit (E.V.T. Gavin Smith)

- Routine Maintenance

### Facilities Unit

Firehouse 1:

- Continued remodel work on training room.

Firehouse 2:

- Nothing new to report.

Training Complex:

- Waiting on an inspection to install gas meter at Barn.

## PLANNING & PREVENTION SECTION

### Planning Branch

#### Resources Unit

- 3 recruits hired and sent to CSFD Academy.
- 1 recruit dropped out of the academy; new candidate was offered the vacant position.

#### Situation Unit

- Nothing new to report.

#### Documentation Unit

- Nothing new to report.

### Community Risk Branch

#### Inspections Unit

- Nothing new to report.

#### Investigations Unit

- Nothing new to report.

#### Fuels Management (Mitigation) Unit

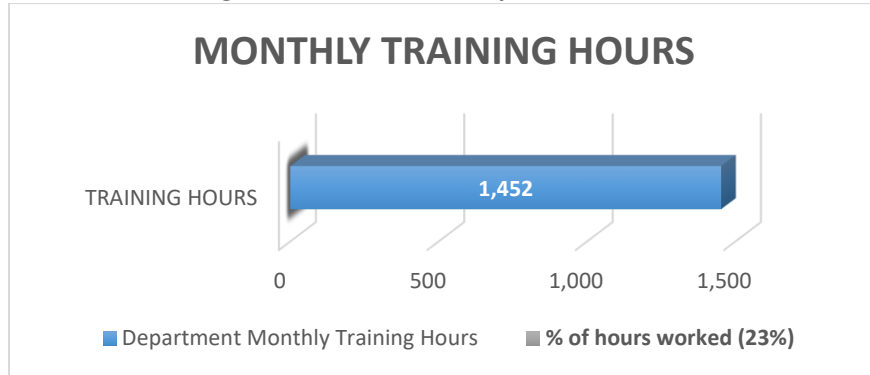
- Nothing new to report.

**BFFRPD is out of FIRE RESTRICTIONS**

**OPERATIONS SECTION**

Deputy Chief Chris Piepenburg

**Training Branch – Director: Captain Jason Morrison**



**Training Branch**

Summary of Significant Events:

- Two new recruits in CSFD Academy
- Blue Card Command Training
- Several members received Ice Rescue Certification

**Deployment Branch**

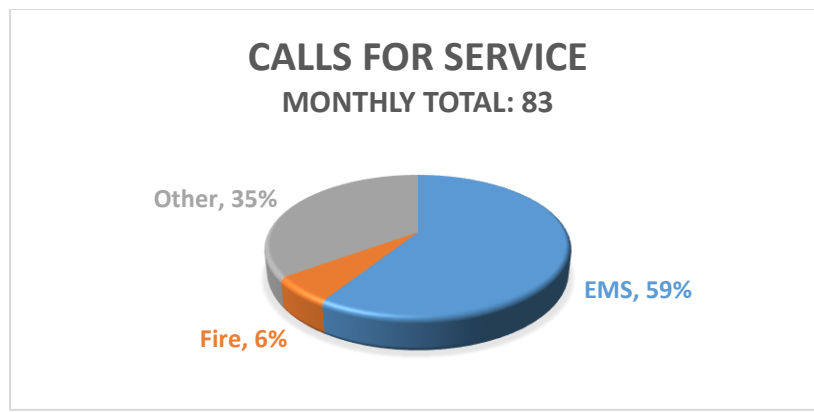
Summary of Significant Events:

- Nothing new to report.

**Daily Operations Branch**

Summary of Significant Events:

- Barn fire with Falcon Fire Department.
- Trench Rescue with CSFD.
- All airpaks were flow tested.



## **COMMAND/STRATEGIC SUMMARY**

Fire Chief PJ Langmaid

Fire Chief's primary focus, and intent continues to be:

- Leadership development and alignment for entire Officer Corps and other interested staff.
- Succession planning and development for continuity of operations and service delivery.
- Strategic planning and alignment for organizational sustainability and stability.
- Building and maintaining relationships with strategic and tactical partners.
- Research and development to increase capacities and capabilities for community services delivery.

In summary, despite the significant daily operational workload, the leadership within your organization is consistently focused on the strategic planning for the next 5, 10, and 20 years of professional and high performing service delivery.

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**APPENDIX A**  
**OLD BUSINESS DOCUMENTS**

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**APPENDIX B**  
**NEW BUSINESS DOCUMENTS**

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