

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 25, 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/D. Hoffpauir

Directors absent: J. Abendschan

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

Roll Call: Director Jim Abendschan was absent due to travel plans. **A motion was made and seconded to excuse Mr. Abendschan's absence; motion was carried by a unanimous vote.** The new administrative officer, Rachel Dunn, was introduced to the Board.

Minutes **A motion was made and seconded to approve the board meeting minutes for the July 21, 2021 regular board meeting; upon a vote, the motion was carried unanimously.**

Financial Reports Treasurer Hinton reported total assets of \$2,694,388, with reserves funded. Property taxes received is at 97%, with little remaining revenue for the remainder of 2021. There are no problems with the budget. **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.

Administrative:

- Personnel – Three new hires are in an academy now and will finish at the end of September. Chief Langmaid requested the Board approve three more new hires in 2021 rather than waiting to 2022 to alleviate the costs of an academy and facilitate effective staffing levels towards a goal of eight personnel per day.
- Finance – Received the tax certifications from the County to begin the process of developing the 2022 budget. The RAR reduction will not affect the 2022 budget but must be considered for the 2023 budget. The exclusion of properties in the south end of the District will not affect the 2022 budget, but must be considered for long-term planning. Re properties to be excluded, the list of addresses provided by the City were all incorrect, listing properties east of Black Forest Road rather than west of Black Forest Road. The City Council is working on a resolution in this matter and will complete it when they have entered the correct property addresses.
- The 2020 audit is still pending.

Logistics:

- Fleet – Chief Langmaid requested approval to sell the 2013 Tender. It was purchased at a price of \$252,000 and could be sold for about \$125,000 to \$150,000. It is not being used.
- Facilities – Requested approval to use capital reserves to hire an architect/engineer for improvements to Station 2.
- Procurement – Many items have been delivered, with several more under order.

Operations:

- Very high fire danger is a constant threat; will possibly move to Stage 2 fire restriction.
- Training – Training academy is underway; the second floor of training building is under construction.
- Deployment – Numerous requests, but staffing levels do not allow for sending an entire team. May send one fire fighter with another department for experience. An ambulance is not deployed, although medical equipment may be.

Planning

- Chief is interested in a pre-plan system on a wildland basis for the District. This will include information on helicopters, landing sites, evacuation routes, for example, and would involve a consultant who can map a plan such as was prepared for the South Metro District.
- Chief will be attending a leadership class in Arizona and will return with that expertise and disseminate it to employees.
- A SAT phone has been investigated, but the cost is quite high.

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Old Business The annual board member inspection of capital purchases was conducted by Directors Nearhoof and Hinton, with Mr. Hinton delivering a report to the Board. Areas reviewed included the dispatch system, new engine status which is moving forward, awaiting receipt of a donated extractor, the movement of the workout area to the garage, the need for bunker gear, MDCs, the internet, wildland deployment needs, and communications. Used radios (1 year old) were purchased from the City FD at a greatly discounted price. The training facility is very impressive and a huge tribute to the chief and the staff.

Station 1 needs caulking repair in places, the kitchen needs a new refrigerator and possibly a freezer, and a drywall replacement in the stairwell. The Plymo vent system is working well. Station 2 has several issues including exterior drainage and grade problems, a need for appliances and shower repairs, a need for additional bedrooms and baths, and possible upgrades for the septic system and leach field.

Overall, the Chief and staff were commended on handling issues well in spite of budget constraints. Concerning awarding a contract, there is a statute controlling publication and bid requirements for contracts based on the dollar amount. It was suggested that an evaluation be done of what work is needed, and then address the work in a phased approach rather than an all or nothing plan. Phase I could be a study; phase IB could be bids on concrete work; phase II could be shower renovation. **A motion was made to utilize capital improvement funds to repair the sidewalk to drain away from the building, put in a retaining wall and solve drainage issues and repair two showers by raising them, and repair the drainage problem at the end of the driveway; the motion was seconded.** Discussion: Suggestion of amending the motion to indicate that the capital reserve funds would be used consistent with District policies. The amended motion: **Motion to utilize capital reserve funds, consistent with District policies, to repair the sidewalk to drain away from the building, to build a retaining wall and solve drainage issues and repair two showers by raising them, and repair the drainage problem at the end of the driveway; the motion was seconded;** discussion: the Directors discussed whether the retaining wall needed a professional engineer stamp, and it was agreed it did not; **a vote was taken and the motion passed unanimously.**

Discussion ensued regarding contracting an architect/engineer with points included that an RFP is needed, that the information must be determined what the scope of work will be, what the work product will be from contracted professionals, what the changes to the building will be and how many people will it support. The Chief was asked to prepare a sample RFP for presentation at the next Board meeting that will provide development of a scope of work that may be used to invite professional consideration for a potential contract. The Board will review this sample RFP at the September meeting and determine further action.

New Business Regarding the 2013 tender vehicle, a motion was made and seconded to sell the tender; the motion carried unanimously. It was noted there is an additional truck in the barn that may be used as a backup.

A motion was made to hire three additional fire fighters; the motion received a second; a vote was called and the motion carried unanimously.

Reports on Workshops and Meetings None.

Correspondence A thank you note was received from Woodmen Valley Chapel for their use of the station during the production of a film.

Public Comments Commissioners have shown no inclination to approve impact fees for fire departments. There may be grant funds available in the future from the federal government.

Future Meetings A volunteer pension board meeting will be held on September 15, 2021, at 7 p.m. and will be followed by the next regular board meeting. A public notice will be posted to advise of the change.

Adjournment There being no further business, **and upon motion duly made, seconded, and unanimously carried,** the board adjourned at 8:46 p.m.

Respectfully submitted,

Donna Arkowski, Secretary