

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 October 17, 2018, at Black Forest Fire Station One, such meeting duly posted for public notice.

A quorum present, the meeting began at 7:00 p.m.

Directors present: PJ Langmaid/R. McMorrان/J. Hinton/R. Nearhoof/D. Hoffpaur
Directors absent: None
Also present: Chief Jack/Chief Rebitski/D. Arkowski/fire department personnel/community members

Roll Call: All directors were present.

Public Comment A resident visitor thanked the fire department for their good work and dedication.

Minutes A motion was made and seconded to approve the board meeting minutes for the August 15, 2018 meeting, which were revised by Vice Chair McMorrان, and the minutes of the September 19, 2018 meeting; upon a vote, the motion was carried unanimously.

Financial Reports Treasurer Hinton reported a large expenditure of \$64,440 was made for the new cardiac monitors, noting that one-half of this amount will be reimbursed by a grant. The budget is tracking well for this point in the year. **Upon a motion duly made and seconded, the board approved the financial report; motion carried unanimously.**

Operations Report Given by Chief Jack. (A written report was prepared by Chief Jack, copy attached to the minutes.)

Response/Service

- 72 responses in last month and 33 transports.
- Nationally, 8.1 million acres have burned YTD as a result of 50,000 wild fires.

Training

- 102 training hours in last month.

EMS

- The two cardiac monitors are in service. Reimbursement for one-half of the cost will be received by year end.

Apparatus and Equipment

- All in service.

Facilities and Grounds

- The shed for the repeater site on Swan Road has been installed.

Other

- Staffing of Station 2 was 25 days at 83.3%, partially staffed 4 days at 13.3% and unstaffed 1 day at 3.3%.
- Chief Jack attended a meeting with local fire chiefs to discuss impact fees, fire codes, development and improved working relationships.
- Chiefs Jack and Rebitski attended an EOC course.
- No updates on the SAFER grant application.
- A public notice has been published in the Gazette for the budget hearing on November 21, 2018.
- AMR overlap calls were 8 for the month, with the occurrence decreasing.

Old Business The Fire Protection and Incident Response Services Agreement between the Black Forest Fire/Rescue Protection District and Colorado Springs Utilities was reviewed by Attorney Glesne with some modifications and corrections resulting. **A motion was made to approve the amended Agreement; the motion was seconded; upon a vote, the Agreement was carried unanimously.**

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Concerning the previously approved monthly stipend for board members, it was clarified that the original motion stated that board members would receive a stipend of \$50 per month, regardless of the number of meetings occurring in a month.

2019 Budget: It was noted that overtime wage expense for 2019 was incorrectly presented at the September board meeting. Further discussion on wages advised that incentive programs are needed, and a master fire fighter category will be added as a new pay grade and the basis for wage calculations at the 100% level. Using this base, lieutenants pay may be 125%, captain's pay at 150%, assistant chief at 175%, and chief pay at 200%, noting that the chief's responsibility is 60 times that of a fire fighter. Such increases will make the wages of Black Forest fire fighters more equal to neighboring fire districts. Documentation needed includes annual evaluations of employees. Treasurer Hinton advised that increases of this magnitude will add slightly more than \$56,000 to the budget, which may be implemented through revisions in line items. Chair Langmaid explained that master fire fighters will begin building their accreditations and will have more opportunities to cover for officers who are on vacation or sick leave.

A motion was made to approve the career advancement scheduled as presented; the motion was seconded. Discussion. The concept of career advancement being coupled to a pay grade was discussed, along with exempt and non-exempt positions. It was observed there was nothing addressing the administrative position, and no pay raises were allocated for that position. The matter of this position wage not exceeding that of a fire fighter was considered, and it was acknowledged that more clarification is needed. Currently, the administrative position is multi-faceted, covering responsibilities such as managing FPPA matters and the health care program, which extend into a human resources job category. Other duties include ambulance billing and other front desk responsibilities. It was acknowledged that FLSA requirements need to be examined regarding this administrative job classification. It is thought the job is 40 hours per week; if it is exempt, it needs to be at least 40 hours. It was agreed that a job description is needed. It was further agreed by the directors that the motion on the floor would be suspended until the November board meeting at which time the board would have a job description for the administrative position, information as to whether it is exempt or non-exempt, and that the position would be added to the career advancement schedule.

Employee time reporting: All expenses must be supported by documentation, and all employee hours must be tracked with a system.

Apparatus status: Questions concerning a new command vehicle, noting that the Assistant Chief takes his command vehicle home, which is on the south end of the county. It was pointed out that given the work scheduling and off-duty reporting to scenes by the chiefs, that a change is not recommended.

New Business None.

Reports on Workshops and Meetings The old snow plow sold for \$600. If a new command vehicle is purchased, a reserve vehicle will be sold or traded.

Correspondence Christmas party will be December 7 at the Black Forest B&B.

Future Meetings The next regular meeting will be held November 21, 2018 at 7:00 p.m. with the first item to be covered being the budget hearing for the 2019 budget. The December regular board meeting will be held one week early on December 12, 2018 at 7:00 p.m.

Adjournment There being no further business, **and upon motion duly made, seconded, and unanimously carried,** the board adjourned at 8:00 p.m.

Respectfully submitted,

Donna Arkowski, Secretary