

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 23, 2019, at Black Forest Fire Station One, 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/N. Dowden/J. Hinton
Directors absent: J. Abendschan
Also present: Chief Langmaid/Chief Rebitski/D. Arkowski/fire department personnel/community members

Roll Call: A motion was duly made, seconded, and unanimously carried to excuse Director Abendschan's absence.

Minutes It was noted that a correction is needed for the September 25, 2019 minutes to report that Mr. Abendschan was absent, and a motion was made to excuse his absence.

A motion was made and seconded to approve the board meeting minutes, as corrected, for the September 25, 2019 meetings; upon a vote, the motion was carried unanimously.

Financial Reports Treasurer Hinton reported \$1.4 million presently in the bank, and an anticipated balance of \$680,000 to \$700,000 at year end. Expenditures during the last month include vehicle repairs and the Plymovent system. RedX was recommended as an oil additive. **A motion was duly made, seconded, and approved unanimously to approve the financial reports.**

2020 budget: Highlights include significant staffing expenses that are 59.75% of the budget vs. a national average of 71%, the need for radio equipment, four SCBAs, and facility and vehicle repairs. The SAFER grant was not received, and a grant writer would be beneficial. Health insurance bids have been requested, with three received. Initial results indicate the Schultz Group could provide improved health insurance at a reduced cost. The actual cost is unknown due to not knowing if more employees would opt for family coverage or continue with employee only coverage. A proposed cost may be about \$231,000 per year. Schultz Group representatives will be meeting with all employees in order to better define the cost. **A motion was duly made to permit the Black Forest Fire/Rescue Protection District to terminate their contract with Public Sector Health Care Group as of December 31, 2019, and adopt the Schultz Group as the fire district's health insurance provider; motion received a second; upon a vote, the motion passed unanimously.**

The annual district contribution of \$10,000 to the volunteer fire pension account was omitted from the budget and will be entered.

Further discussion on the budget focused on the costs of the MDC system, actual costs for purchasing two ambulances using the matching grant, significant differences in some line items due to dues and subscriptions and training platforms, repair and maintenance costs, and possible sale of some vehicles. **A motion was duly made to enter into a contract with Arrow Manufacturing Inc. for the purchase of two ambulances, and a deposit of 40% of the purchase price, or \$166,380 to Arrow Manufacturing, Inc., to secure a completion date of 120 to 150 days; motion was seconded; motion was carried unanimously on a vote.**

A public hearing is required for the 2020 budget. **A motion was made to hold a public hearing for the 2020 budget at the next regular board meeting on November 20, 2019; motion was seconded and approved unanimously in a vote.** This will be noticed in the newspaper.

A further motion was made to change the date of the December meeting to December 11, 2019 to finally approve the 2020 budget and to facilitate submission of the mill levy certification to the Board of County Commissioners before December 15, 2019; motion was seconded; motion was carried unanimously in a voice vote.

Operations Report Given by Chief Langmaid. A written report was prepared by Chief Langmaid and a copy is attached to the minutes.

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Response/Service

- 88 responses in the last month.

EMS

- Firefighter-Paramedic Bre Deming was hired.

Apparatus

- Tire chains have been located or ordered.
- Bunker gear has been issued.

Facilities

- Multiple repair issues are pending.

Training

- Significant training is occurring at the fire stations and in the district involving other agencies along with Black Forest.
- Three employees have just completed live fire training.

Other

- Wildland: A few more items will be purchased to complete outfitting the type 3 engine for deployment.
- Staffing: Department is nearing having two ALS ambulances available and two 3-person engines available.
- Inclusions of new properties into the district are pending.
- Flying Horse North is developing quickly and will present a challenge for the fire district. It is unknown if there are any water cisterns in the development.

Changing status of two part time fire fighter-paramedics to full time: Chief Langmaid addressed this matter, urging this hiring now rather than in 2020, to help facilitate 24 hour ALS coverage in the district. The chief explained the cost for 2019 would be \$21,000, there is a critical shortage of paramedics because AMR is aggressively hiring them, the start date would be November 10th and they would be part time employees until then. **A motion was made to change the status of two part-time firefighter-paramedics to full-time firefighter-paramedics as of November 10, 2019; motion was seconded; a vote was called and the motion passed unanimously.**

Old Business Concerning further discussion on the policy for assessment of district assets, Treasurer Hinton noted that Chief Langmaid modified the original policy and presented Policy No. 909 for the board's approval. **A motion was made to approve Policy No. 909, District Inspections; motion received a second; upon a vote the motion was passed unanimously.**

New Business Treasurer Hinton noted that it is necessary to separate department policy from district policy, and Chief Langmaid has prepared several new policies to that end. The policies cover a wide array of operational, administrative, and employee matters and have been favorably compared with existing legal format and case law documents. **A motion was made to accept and approve additions to the Policy Manual of Policy No. 102, Authorized Official Logo; Policy No. 104, Purpose and Scope of Policies; Policy No. 200, Disclaimer; Policy No. 201, Employment At-Will; Policy No. 202, Equal Employment Opportunity; Policy No. 203, Unlawful Discrimination, Harassment, and Retaliation; Policy No. 204, Americans with Disabilities Act (ADA); Policy No. 205, Pregnancy and Related Medical Conditions; Policy No. 206, Family Medical Leave Act/Family Care Act; Policy No. 207, Drug and Alcohol Fitness for Duty; Policy No. 208, General Safety; and Policy No. 209, Workplace Anti-Violence; the motion was seconded; a vote was called and the motion passed unanimously.**

Reports on Workshops and Meetings Chair Nearhoof and Vice Chair Hoffpauir attended a badge ceremony and Mr. Hoffpauir performed the swearing in of six new fire fighters.

Correspondence Shield 616 will be sponsoring an event at Wolford School. Fire-fighter Jim Hatfield has passed away and he will be honored by local fire departments.

Public and Local 4502 Comments None.

Future Meetings The next regular meeting date will be November 20, at 7 pm, and the December

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meeting will be on December 11, 2019 at 7 pm.

Adjournment There being no further business, **and upon motion duly made, seconded, and unanimously carried,** the board adjourned at 8:20 p.m.

Respectfully submitted,

Donna Arkowski, Secretary